

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	October 2001
Policy 4.5.4	Reappointments	Responsibility:	Vice President for Human Resources

REAPPOINTMENTS

Policy

A reappointment is the process of renewing an employee's position budget record for a specified time period. Most appointments are made on a yearly basis unless the sources of funds provides for an expiration date in accordance with the terms of a grant or contract.

Positions are reappointed during the annual budget process. For most positions, the reappointment process is done automatically in the PeopleSoft system. For some positions, the reappointment process is entered by the department in the PeopleSoft system. This would apply to those positions that were not included in the annual planning budget.

Applicability

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.
