 PURPOSE: 
Academic Human Resources (AHR) is providing these instructions to assist units in determining which academic personnel are up for renewal this academic year and to obtain reappointment decisions in a consistent format.

INSTRUCTIONS: 
After running and downloading the “December” and “Spring” versions of Report R0555 (Appointments Eligible for Reappointment), renewal decisions will need to be addressed for each person appearing on the report. Please review these lists and take the following actions:

1) For each person listed, please indicate whether the person is a “Renew” or a “Non-Renew.”
2) For all appointments that are multi-year eligible, indicate the number of years for which the person is going to be renewed (example: for a three-year renewal, simply enter “3”). **DO NOT ENTER ANYTHING IN THIS FIELD FOR ANNUAL APPOINTMENTS.**
3) Return completed spreadsheets to Jim Ballew (jballew@uw.edu) by the below mentioned deadlines.

KEY CHANGES 2017-18: 
There are multiple changes to this year’s spreadsheet:
1) Available decisions are Renew and Non-Renew. For any appointment extending beyond 6/15/18 or 6/30/18, select Renew. Any separations will be processed when they occur.

2) If a promotion is expected/pending, select Renew. Promotions will be processed when they occur.

DEADLINES: 
Completed “December” spreadsheets are to be returned to AHR **NO LATER THAN JANUARY 19, 2018.**
Completed “Spring” spreadsheets are to be returned to AHR **NO LATER THAN MARCH 30, 2018.**

IMPORTANT REMINDERS: 
• Units must determine a format to inform the academic personnel of the outcome of the renewal decision. Please note: The submission of the completed spreadsheet fulfills the obligation to notify AHR of renewal decisions and no additional documents will be required centrally.

• Please do not use an alternate spreadsheet for this process as this spreadsheet is uniquely formatted for our system processes.

• When sending the completed spreadsheets to AHR, please send only **ONE** “December” spreadsheet and **ONE** “Spring” spreadsheet from your school/college/campus Dean’s office which includes the decisions for all departments.

QUESTIONS? 
Please contact your assigned AHR Specialist or send your questions to jballew@uw.edu