



**I. 4.5.4 Reappointments**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: October 2001
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: October 2001

**II. Purpose**

To define reappointment of employee's position at UT Health San Antonio.

**III. Scope**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

**IV. 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.

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date

4.5.4 Reappointments

11/2000	Policy Origination		
10/2001	Policy Revision		