

2.0 FACULTY PERSONNEL POLICIES AND PROCEDURES

The policies set forth in this section are drawn from the current agreement between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO (herein called the **CURRENT AGREEMENT**), the minutes of the Board of Trustees of the College, the Faculty Assembly and the Council of Deans. In addition, the policies set forth herein represent revisions, updates, and clarification of present policies and practices arrived at during discussions between the College administration and the Ramapo AFT local.

2.1 APPOINTMENT AND RETENTION OF EMPLOYEES

1. The basic procedures and timetable governing the appointment and the retention of professional staff members of a New Jersey State College are listed in Article XIII of the **CURRENT AGREEMENT**.
2. The Board of Trustees acts upon the nomination of the President. This nomination is made after consultation with faculty and administrative staff.
3. Initial appointments are normally made at the first step of the salary scale; ranks are subject to the provision that no more than thirty percent of the College teaching faculty hold the rank of full professor and that no more than sixty percent be full and associate professors.
4. Additional positions are added as evidence of need arises or new programs develop. The affirmation of all positions is subject to State legislative approval of the Governor's annual budget.

Period of Appointment

Prior to the attainment of tenure, faculty contracts shall normally be limited to a period of one academic year. This period of employment may be for ten or twelve months and is usually effective September 1st.

Appointment Above Step

All new appointments above the minimum of range shall be highly selective and made on the basis of the following criteria:

- a. Evidence of comparable salary rate (not increment or guideline step) in previous employment;
- b. Evidence of critical skills and effective experience, which the prospective appointee has and which because of the current salary precludes hiring at a lower rate;

- c. Evidence of exceptionally effective teaching;
- d. Evidence of exceptional scholarly achievement; and/or
- e. Evidence of exceptional contributions to previous College/University or community.

Vacancies

1. Vacancies in faculty positions usually occur when:
 - a. The State legislature approves the Governor's budget request in the spring;
 - b. The contract of a faculty member is not renewed or he/she resigns, dies, or is dismissed; and
 - c. As evidence of need arises or new programs develop.

Hiring

Each academic unit follows its own procedures in accordance with general College policies.

1. The students in each academic unit play a substantive role in the recommendation of a candidate for a position.
2. Prior to the active consideration of any candidate, the Deans of each academic unit advise each other of their respective needs, i.e., discipline, vacancies, and program needs.
3. The creation of interschool supportive relationships and the immediate resolution of conflicts in the allocation of positions are two major objectives of the general hiring process.
4. During the final phase of the hiring process, the Deans of each academic unit will offer each faculty member in the College who is in the applicant's discipline the opportunity for reviewing the candidate's credentials or participating in an interview. In addition, expert advice outside the College may be sought.
5. After approval by the Provost, a recommendation for appointment is drawn up by the Dean and forwarded to the President by the Provost with his/her own recommendation. If a candidate is rejected by the Provost and the academic unit still recommends hiring, the unit may appeal directly to the President.

6. The Provost informs the Council of Deans at its next meeting that the recommendation has been made.
7. After making his own decision, the President seeks the ratification of the College's Board of Trustees at its next meeting.
8. Rejection of a candidate by the Provost, the President, or the Board of Trustees must be accompanied by a written explanation to those administrators through whom the candidate has been processed.

Qualification for Rank

Academic attainment levels and professional experiential requirements for academic rank are set forth in the CURRENT AGREEMENT.

Equivalence

1. Each letter of initial appointment shall be consistent with the provisions of Article XIII, B.1 of the CURRENT AGREEMENT and shall include a statement by the President informing the appointee of:
 - a. The degree required for the initial appointment and for subsequent annual reappointment(s) and the appropriate terminal degree required for reappointment conferring tenure,
 - b. The number of years of professional experience credited when making the initial appointment, when applicable, and
 - c. In cases where the faculty member so requests or where questions arise as to the equivalence of degree or prior experience which was not established at the time of initial appointment, the unit to which the faculty member was appointed shall select a committee of three persons to prepare a report and recommendations. The unit council acts on the recommendation and forwards it to the unit Dean for his/her recommendation. The unit Dean then forwards all documents through the Provost to the President and the Board of Trustees for their recommendations. When approved by the Board of Trustees, a statement of the Board's decision shall be placed in the faculty member's personnel file.