

**2018-2019 CALENDAR FOR 4<sup>th</sup>, 5<sup>th</sup> AND 6<sup>th</sup> YEAR FACULTY REAPPOINTMENT  
CONSIDERATION FOR THE 2019-2020 ACADEMIC YEAR  
Notify Date (by the President) - December 21<sup>st</sup>**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT dates; See Faculty Handbook, Sections 5.0, 6.0 and 8.0 for detailed procedures: <http://www.ramapo.edu/er/?Handbook=open>)

**NON-TENURED REAPPOINTMENT**

**Step to be completed no later than 2018:**

**Wednesday, May 9 (on or before)**

Each School/Division Unit Council shall elect its Personnel Committee.

**Wednesday, May 16 (on or before)**

Each faculty member and librarian must submit an application for reappointment to the appropriate Unit Personnel Committee, through his/her Dean.

This application shall include (1) a written summary as to how he/she has satisfied the four criteria; (2) correctly labeled appendices which provide documentation necessary to support the written summary; (3) an updated vita; (4) any additional information considered to be appropriate by the applicant; (5) and an evaluation of tutorial activity and/or fieldwork supervision, when applicable. See Reappointment Guidelines/Checklist for further information.

**Wednesday, May 23 (on or before)**

The appropriate Unit Personnel Committee shall carefully review all applications and inform each applicant in writing if additional information/documentation is needed. This information/documentation shall be submitted by the applicant to the Committee no later than the close of the 2017-2018 academic year. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

**Wednesday, September 12 (on or before)**

The Unit Personnel Committee chairperson shall inform each applicant for reappointment in writing of the Committee's recommendations and schedule hearings as necessary.

**Monday, September 17 (on or before)**

The Unit Personnel Committee forwards all applications and supporting documentation, and its recommendations to the Unit Council for action through the Dean. The Dean schedules Unit Council hearings as necessary.

**Wednesday, September 26 (on or before)**

The Unit Council shall consider each recommendation for reappointment.

**Friday, September 28 (on or before)**

The Unit Council forwards applications and supporting documentation, its recommendations, and the Unit Personnel Committee recommendations, to the Dean for his/her review and recommendation.

The Dean shall inform each applicant for reappointment of the Unit Council's recommendation.

**Friday, October 5 (on or before)**

The Dean shall inform each applicant of his/her recommendation for reappointment or non-reappointment and schedule conferences, as necessary. In such cases where the Dean does not concur with any recommendation received from the Unit Council, the Dean shall notify the chairperson of the Unit Personnel Committee, the appropriate faculty officer of the Unit Council, and the applicant in writing.

**Friday, October 12 (on or before)**

The Dean forwards all applications and supporting documentation, the Unit Council's recommendations, the Unit Personnel Committee's recommendations and his/her recommendations, to the Provost/ Vice President of Academic Affairs via the Office of Employee Relations.

**Friday, October 26 (on or before)**

The Provost/VPAA shall inform each applicant of his/her recommendation for reappointment or non-reappointment and schedules conferences, as necessary. In such cases where the Provost/VPAA does not concur with any recommendation received from the Unit Council and/or the Dean, the Provost/VPAA shall notify the Unit Council Chairperson and the Dean.

**Friday, November 9 (on or before)**

The Provost/VPAA shall confer with the President regarding her recommendations for reappointment/non-reappointment and forwards all applications and supporting documentation for each applicant for reappointment to the President.

**Friday, November 16 (on or before)**

The President shall inform each applicant not recommended for reappointment of his action on nominations taken after consultation with the Provost/VPAA, and he shall schedule conferences as necessary.

**Wednesday, November 21 (on or before)**

The President forwards all nominations and supporting documentation for reappointment to the appropriate BOT Committee for review and recommendation.

**Monday, November 26 (Tentative)**

The appropriate BOT Committee shall meet to discuss the nominations for fourth, fifth and 6th year reappointment.

**Monday, December 10 (Tentative)**

The Board of Trustees shall discuss and act on all nominations for fourth, fifth and sixth year reappointment.

**Friday, December 21 (on or before)**

The President shall notify all applicants for reappointment of the action taken by the President (for non-reappointment) and the Board of Trustees (for reappointment).

(CURRENT AGREEMENT, Art. XIII, Section C)