

**2018-2019 CALENDAR FOR FACULTY REAPPOINTMENT WITH TENURE  
CONSIDERATION FOR THE 2019-2020 ACADEMIC YEAR  
Notify Date (by the President) - December 21<sup>th</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>)

**REAPPOINTMENT WITH TENURE**

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

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

Each school/Division Unit Council shall elect its Personnel Committee and its faculty/representatives to the All-College Tenure Committee.

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

Each faculty member and librarian, who will have completed five (5) or four and one-half (4½) years of service by the close of the Spring 2018 semester, submits an application for reappointment with tenure to the appropriate Unit Personnel Committee through his/her Dean.

Faculty that have completed two (2) full years of service who wish to apply for **Tenure by Exceptional Action** must submit an application following the Tenure by Exceptional Action procedure located on the Employee Relations web page at: <http://www.ramapo.edu/er/?Faculty=open>. The Dean verifies eligibility of applicants for tenure by exceptional action with Employee Relations.

This application shall include (1) a written summary prepared as to how he/she has satisfied the four criteria in the Faculty Handbook; (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 or supervision, when applicable. See Tenure 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 with tenure to submit additional information/documentation, if necessary.

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

The Unit Personnel Committee chairperson shall inform each applicant for reappointment with tenure in writing of the Committee's recommendations and schedules 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 with tenure.

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

The Unit Council forwards all 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 with tenure 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 with tenure and schedule conferences, as necessary. In such cases where the Dean does not concur with a 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 all supporting documentation, the Unit Council recommendations, the Unit Personnel Committee recommendations and his/her recommendations, to the All-College Tenure Committee via the Office of Employee Relations.

**Wednesday, October 17 (on or before)**

The President and Provost/Vice President for Academic Affairs shall meet with the All-College Tenure Committee to review policies and programmatic issues.

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

The All-College Tenure Committee Chairperson shall inform each applicant for reappointment or non-reappointment with tenure of the Committee's recommendation and schedule appeal hearings, as necessary.

**Friday, November 2 (on or before)**

The All-College Tenure Committee forwards all applications and supporting documentation, its recommendations, the Unit Council's recommendations, the Unit Personnel Committee's recommendations, and the Dean's recommendations, for each applicant for reappointment or non-reappointment with tenure to the Provost/VPAA.

**Wednesday, November 7 (on or before)**

In such cases where the Provost/VPAA does not concur with the recommendation received from the All-College Tenure Committee, the Provost/VPAA shall meet with the Committee. The Provost/VPAA shall inform each applicant for reappointment or non-reappointment with tenure, and the Chairperson of the All-College Tenure Committee of his/her recommendation and schedule conferences, as necessary.

**Tuesday, November 13 (on or before)**

The Provost/VPAA shall confer with the President regarding her recommendations for reappointment/non-reappointment with tenure and forwards all supporting documentation from the All-College Tenure Committee to the President.

**Wednesday, November 14 (on or before)**

The President and the Provost/VPAA shall confer with the All-College Tenure Committee concerning their recommendations.

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

The President shall inform each applicant not recommended for reappointment with tenure 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.

**Tuesday, December 11 (Tentative)**

The appropriate BOT Committee shall meet to discuss the nominations for reappointment with tenure.

If appeals to the President of the All-College Tenure Committee endorsed candidates are not successful, one representative of the All-College Tenure Committee and one of the AFT shall be allowed to speak briefly at the BOT Committee meeting where the President could have put forward a positive recommendation. These speakers must confine themselves to discussion of the tenure policy. The purpose of the presentations by the All-College Tenure Committee and the AFT shall be to acquaint the BOT Committee with programmatic issues affected by Board of Trustees policy. The affected candidate may attend the meeting but with no opportunity to address the Board Committee.

**Monday, December 17 (Tentative)**

The Board of Trustees shall meet to discuss and act on all nominations for reappointment with tenure.

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

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

(CURRENT AGREEMENT, Art. XIII, Section C)