

2018-2019 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT date. These are procedural deadlines only. For complete Promotion Procedures, see Faculty Handbook Sections 5.0 and 9.0 <http://www.ramapo.edu/er/?Handbook=open>)

2018

Wednesday, October 3 (on or before)

Promotion Information Session presented by the Faculty Resource Center (FRC), from 1:00-2:00PM in the FRC, Room E216.

Friday, November 2 (on or before)

The President or his/her designee shall inform the College community and the All-College Promotions Committee of the number of faculty promotions available at the various ranks for the College as a whole and the number of Librarian promotions available. The announcement, indicating the availability of promotions to Librarian II or Librarian I, shall state whether the promotion(s) may be considered upon the basis of personal growth or are to fill a particular need in the library.

Friday, November 16 (on or before)

Faculty members shall submit a written application for promotion to the appropriate Unit Personnel Committee through the Dean. Librarians applying for announced growth promotions and for announced structural promotions within the specified time submit a written application to Unit Personnel Committee through the Dean (CURRENT AGREEMENT).

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 appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision when applicable.

Wednesday, November 28 (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 additional information/documentation shall be submitted as soon as possible. However, this in no way shall prejudice the right of any applicant to submit additional information to supplement his/her application.

Wednesday, December 5 (on or before)

The Unit Personnel Committee Chairperson shall inform each applicant for promotion of the Committee's recommendation and schedule hearings if any applicant wishes to appeal.

2019

Wednesday, January 16 (on or before)

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

Wednesday, January 23 (on or before)

The Unit Council shall consider each application for promotion.

Friday, January 25 (on or before)

The Unit Council forwards all applications, 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 promotion of the Unit Council's recommendation.

Tuesday, January 29 (on or before)

The Dean shall inform each applicant of his/her recommendation for promotion and schedule conferences if any applicant wishes to appeal. 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.

Tuesday, February 12 (on or before)

The Dean forwards all applications, supporting documentation, the Unit Council's recommendations, the Unit Personnel Committee recommendations and his/her recommendations to the All-College Promotions Committee via the Office of Employee Relations.

Wednesday, February 20 (on or before)

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

Wednesday, April 10 (on or before)

After considering all applications, the All-College Promotions Committee shall inform each applicant for promotion of its recommendation through its Chairperson. The Committee shall schedule hearings as applicable.

Wednesday, April 17 (on or before)

The All-College Promotions Committee forwards all applications, including its own recommendations, all Unit recommendations, the Deans' recommendations and the supporting documentation to the Provost/VPAA.

Wednesday, April 17 (on or before)

The President and Provost/VPAA confer with the All-College Promotions Committee concerning the Committee's recommendations.

Tuesday, April 30 (on or before)

The Provost/VPAA confers with the President concerning his/her recommendations and forwards all supporting documentation forwarded by the All-College Promotions Committee to the President.

Wednesday, May 29 (*Tentative*)

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

Tuesday, June 4 (*Tentative*)

The appropriate BOT Committee shall meet to discuss the President's nominations for promotion.

Monday, June 24 (*Tentative*)

The Board of Trustees meets to vote on the President's nominations for promotion.

Friday, June 28 (on or before)

The President shall notify all applicants for promotion of the action taken by the President (for applicants not nominated) and the Board of Trustees (for nominated applicants)

Notify by June 30, 2019 (CURRENT AGREEMENT, Art. XIV, Section H, as modified by LOCAL AGREEMENT).