

**2018-2019 CALENDAR FOR 3rd YEAR FACULTY REAPPOINTMENT CONSIDERATION FOR
THE 2019-2020 ACADEMIC YEAR.
Notify Date June 30th**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT dates; See Faculty Handbook, particularly Sections 5.0 and 9.0 for detailed procedures <http://www.ramapo.edu/er/?Faculty=open>)

**Non-Tenured Reappointment
Steps to be Completed No Later Than 2019**

Tuesday, January 22(on or before)

Each faculty member and librarian, in his/her second year of tenure-track employment, must submit an application for 3rd Year Reappointment to the appropriate Unit Personnel Committee, through his/her Dean.

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

Wednesday, January 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 as soon as possible. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

Wednesday, January 30 (on or before)

The Unit Personnel Committee chairperson informs each applicant for reappointment in writing of the Committee's recommendation and schedules hearings, if requested.

Tuesday, February 5 (on or before)

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

Wednesday, February 13 (on or before)

The Unit Council considers each recommendation for reappointment.

Tuesday, February 19 (on or before)

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

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

Wednesday, February 27 (on or before)

The Dean informs each applicant for reappointment of his/her recommendation in writing and schedules conferences as necessary. In such cases where the Dean does not concur with a recommendation received from the Unit Council, the Dean notifies the chairperson of the Unit Personnel Committee and the appropriate faculty officer of the Unit Council.

Friday, March 8 (on or before)

The Dean forwards all Unit Council recommendations, Unit Personnel Committee recommendations, his/her recommendations, applications, and all supporting documentation to the Provost/VPAA via the Office of Employee Relations.

Wednesday, April 3 (on or before)

The Provost/VPAA informs each applicant for reappointment in writing of his/her recommendation and schedules conferences, if necessary. In such cases where the Provost/VPAA does not concur with a recommendation received from the Unit Council and/or the Dean, the Provost/VPAA notifies in writing, the Chairperson of the Unit Council, the Dean and the applicant.

Wednesday, April 17 (on or before)

The Provost/VPAA forwards all recommendations and supporting documentation for each applicant for reappointment to the President.

Monday, April 29 (on or before)

The President informs each applicant not recommended for reappointment of his decision after consultation with the Provost/VPAA, and schedules conferences, if necessary.

Monday, May 13 (on or before)

The President forwards all nominations to the appropriate Committee of the Board of Trustees for review and recommendation.

Thursday June 13 (*Tentative*)

The Committee of the Board of Trustees meets to discuss the nominations for contract consideration.

Monday, June 24 (*Tentative*)

The Board of Trustees meets to vote on all nominations for reappointment.

Friday, June 28 (on or before)

In the case of each applicant who was not nominated for reappointment, the President notifies the applicant of the action taken by the President.

In the case of each applicant nominated for reappointment, the President notifies each candidate of the action of the Board of Trustees. (CURRENT AGREEMENT, Art. XIII, Section C, as amended by local agreement).