

**2019-2020 CALENDAR FOR 3rd YEAR FACULTY REAPPOINTMENT CONSIDERATION FOR
THE 2020-2021 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 2020**

Tuesday, January 28 (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/Director.

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 29 (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, February 5 (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 11 (on or before)

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

Wednesday, February 19 (on or before)

The Unit Council considers each recommendation for reappointment.

Tuesday, February 25 (on or before)

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

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

Wednesday, March 4 (on or before)

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

Friday, March 13 (on or before)

The Dean/Director 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 8 (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/Director, the Provost/VPAA notifies in writing, the Chairperson of the Unit Council, the Dean/Director and the applicant.

Wednesday, April 22 (on or before)

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

Monday, May 4 (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.

Thursday, June 18 (Tentative)

The appropriate BOT Committee shall meet to discuss the nominations for 2nd and 3rd Year Reappointment and Part-Time Contract Consideration.

Monday, June 29 (Tentative)

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

Tuesday, June 30 (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).

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).