

**2019-2020 AFT PROFESSIONAL STAFF 2<sup>nd</sup> AND 3<sup>rd</sup> YEAR REAPPOINTMENT AND PART-TIME  
CONTRACT CONSIDERATION**

**Notify Date (by the President) June 30<sup>th</sup>**

(Dates are internal calendaring, except where notes as CURRENT AGREEMENT date; See Procedures for Professional Staff Contract Consideration: <https://www.ramapo.edu/er/?AFT=open>)

**July 2019**

AFT Professional Staff who started their employment at the College between July and December of 2018 or who have been employed at the College for one (1) year, as of September 2018, shall complete, with their supervisors, the Annual Performance Assessment System (APAS) for the appraisal period of July 1, 2018– June 30, 2019 (September 1, 2018 – June 30, 2019 for (10) month employees). The APAS form for the next appraisal period, July 1, 2019 – June 30, 2020 (September 1, 2019 – June 30, 2020 for ten (10) month employees) also should be prepared and Division Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures for the appraisal period should be discussed and established at this time. Note: the APAS for the next appraisal period should be prepared as close to July 1<sup>st</sup> as possible to ensure that job expectations for the year are clear for the employee and supervisor (for ten (10) month employees, the APAS for the next appraisal period should be prepared as close to September 1<sup>st</sup> as possible).

**Note: APAS forms should not be submitted to Employee Relations at this time. The prepared 2019-2020 APAS and completed, evaluated 2018-2019 APAS shall be submitted to Employee Relations in accordance with this calendar as part of the reappointment application.**

**2020**

**Friday, January 17 (on or before)**

AFT professional staff employees who started their employment at the College between July and December of 2019 or have been employed with the College for one (1) year as of September 2019 shall submit a written request for contract consideration for a 2<sup>nd</sup> or 3<sup>rd</sup> year (i.e. 2<sup>nd</sup> or 3<sup>rd</sup> Year Reappointment) to the appropriate supervisor. A 3<sup>rd</sup> year contract consideration request shall include a complete, evaluated APAS for appraisal period July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees), a one page written self-evaluation, including a summary of the past year(s) accomplishments including achievement goals; and analysis of professional contributions and potential for continued development; a statement of professional goals and objectives; a current dated resume; and a current, dated job description. In addition, a prepared, unevaluated APAS for the upcoming year, appraisal period, July 1, 2019 – June 30, 2020 (September 1, 2019 – June 30, 2020 for ten (10) month employees) shall be submitted with the request.

**Wednesday, January 22 (on or before)**

**Optional:** Professional staff employees shall meet with their supervisors to identify at least three (3) employees serving with the candidate in a regular and continuing, functional, working relationship from who supervisors will request written evaluations. The list must satisfy the supervisor's need for relevant feedback. A current job description should be included with each request.

**Wednesday, January 22 (on or before)**

Written peer evaluations (if requested) shall be submitted to the appropriate supervisor.

**Wednesday, January 29 (on or before)**

Supervisors completing the APAS shall review and consult with their Managers regarding the assessment of the professional staff member(s) prior to the individual meetings with employees.

**Friday, January 31 (on or before)**

Supervisors shall hold formal assessment meetings with their employees regarding the employees' performance during the Fall semester (for 2<sup>nd</sup> Year Reappointment) and regarding the APAS for appraisal period July 1, 2018 – June 30, 2019 for 3<sup>rd</sup> Year Reappointment (September 1, 2018 – June 30, 2019 appraisal period for ten (10) month Professional Staff). . The request for reappointment is reviewed and discussed at this time. Results and/or Analysis, Action Plan, and Supervisor Comments should be assessed on the APAS. In addition, the Division Goal(s) and/or Unit Goal(s), Employee Outcomes, Achievement Targets, and Measures shall be prepared for the next appraisal period of July 1, 2019– June 30, 2020 (September 1, 2019 – June 30, 2020 for ten (10) month employees), if this has not already been done. Job descriptions should be dated and may be revised if necessary.

**Friday, February 7 (on or before)**

Supervisors shall inform professional staff of their recommendation and evaluation in writing on the APAS form.

**Friday February 7 (on or before)**

Supervisors shall forward all documents to the Administrative Officer next in line, including a copy of the prepared APAS forms for the next appraisal period, July 1, 2019 – June 30, 2020 (September 1, 2019 – June 30, 2020 for ten (10) month employees).

**Friday, February 18 (on or before)**

Administrative Officers shall note their recommendations in writing on the APAS forms for appraisal period July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees). If a recommendation for non-reappointment is made, the Administrative Officer must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the Division Head.

**Monday, February 24 (on or before)**

Division Heads note their recommendations in writing on the APAS forms for appraisal period July 1, 2018 – June 30, 2019 (September 1, 2018 – June 30, 2019 for ten (10) month employees). If a recommendation for non-reappointment is made, the Division Head must notify the candidate in writing and the candidate may request a meeting. All documents shall be forwarded to the President via the Office of Employee Relations.

**Wednesday, April 15 (Tentative)**

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

**Thursday, June 18 (Tentative)**

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

**Monday, June 29 (Tentative)**

The Board of Trustees shall discuss and act on all nominations

**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).

**At every level if there is a negative recommendation, candidates must be notified in writing and may request a meeting with the person making the recommendation. This meeting will be held prior to the recommendation being submitted to the Administrative Officer next in line. It is the option of the candidate to request the presence of a Union representative at the meeting as an observer/advisor only. At least forty-eight (48) hours prior notice of the scheduled meeting will be given to the candidate unless waived by him/her. Candidates may also respond in writing and such information will be attached to the APAS packet and included in the candidate's personnel file.**