

## **6.0 RENEWAL OF FACULTY CONTRACTS**

### **6.1 STATEMENT OF GENERAL POLICY**

1. Ramapo College is aware that decisions affecting the renewal of contracts have serious implications for the livelihood of individual faculty members. The College administration will make every effort to insure that the policies and procedures outlined below will be expedited with dispatch and fairness.
2. The renewal of each single-year contract and the sixth year tenure contract are subject to the provisions herein stated. Failure to renew a contract constitutes the severance of the faculty member from the full-time professional staff of the College. Normally, a renewal of contract carries with it a salary of the next higher step of the salary scale.
3. Promotion in rank is an automatic renewal of contract with a salary figure in the higher rank salary scale closest to and higher than the next higher step had the faculty member remained at the lower level.
4. The College shall have the right not to renew the contract of non-tenured faculty if either:
  - a. There is a period of fiscal emergency and adequate funds are not available, or
  - b. The services of the faculty member are no longer required by reason of changes in the educational program of the College, or.
  - c. The faculty member has not met the required standard of performance.
5. Upon failure to renew contract for either of the reasons cited in a or b above, the College shall make a conscientious effort to use the services of the faculty member in some other school or division or capacity for which he/she has the necessary qualifications. If these services cannot be used at the time of failure to renew contract, the College will make a conscientious effort to give him/her first consideration for any new position to be filled in the future for which he/she may have the necessary qualifications at the rank held when dismissed.

### **6.2 CONTRACTS OF NON-TENURED FACULTY MEMBERS**

1. The contracts of non-tenured faculty members at Ramapo College are not routinely renewed.
2. Renewal must be demonstrated according to the criteria and evaluative procedures outlined herein.
3. Contracts for non-tenured faculty members are annual.

### **6.3 CONTRACTS OF TENURED FACULTY MEMBERS**

1. Chapter 60 of Title 18A of the New Jersey statutes and its supplement, Chapter 163 of the laws of 1973 (Assembly Bill No. 328) governs contracts of tenured faculty members.
2. To provide the most careful consideration of academic due process in cases of dismissal of faculty on tenure or during the term of an appointment, the College shall consider the procedural standards in L. Joughlin, ed., *ACADEMIC FREEDOM AND TENURE*, University of Wisconsin Press, 1967, pp. 40-45.

### **6.4 PROCEDURES FOR RENEWAL OF THE CONTRACT OF NON-TENURED FACULTY MEMBERS**

In order to allow the maximum possible period of time for probationary personnel to demonstrate their qualifications for reappointment with tenure, the reappointment process at Ramapo College will build on the recommendations for reappointment that are made year by year, so that probationary staff receive the maximum possible notice of their prospects for eventual reappointment with tenure. The procedures for reappointment of non-tenured faculty members shall follow the appropriate contractual dates outlined in the CURRENT AGREEMENT between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO and the calendar for personnel actions prepared by the administration, in consultation with the local union, and issued at the beginning of each academic year. The following procedures shall be followed:

1. Each unit personnel committee shall provide all faculty members with academic rank who are candidates for reappointment with a checklist of required documentation so that an appropriate application for reappointment may be submitted.
2. All individual faculty members with academic rank shall submit an application for reappointment to the appropriate unit personnel committee through the Dean.
3. This application shall include a written summary prepared by the applicant as to how he/she has satisfied the four criteria, an updated vita, and carefully labeled appendices which provide the documentation necessary to support the written summary. In addition, an evaluation of tutorial activity and/or fieldwork supervision, when applicable, shall be part of the application. In addition to the above, each applicant may submit any additional information which he/she considers appropriate.
4. The appropriate unit personnel committee shall carefully review all evidence and arrive at a decision based on the criteria for reappointment. References to plans of the unit and the College which have been reduced to writing and generally distributed are important and are to be included.
5. It is the policy of the College that a positive case for reappointment be established. Therefore, it is the obligation of the unit committee to provide adequate documentation in such a manner that a clear, concise, and comprehensive report is given for each candidate. A sample copy of the form(s) used in the evaluation process shall be attached. In addition, an evaluation of

tutorial activity and/or fieldwork supervision, when applicable, shall be part of the documentation.

6. The unit personnel committee shall have the right to consult with the Dean or the faculty member requesting reappointment.
7. Each applicant for reappointment shall have the right to request and receive a hearing before the unit personnel committee.
8. In such cases where the unit personnel committee does not make a positive recommendation, the applicant shall be notified in writing.
9. Upon the request of an applicant for a hearing, the appeal shall be heard at a meeting of the unit personnel committee.

In all cases, the applicant shall have at least forty-eight (48) hours' prior written notice of the scheduled hearing. This hearing shall be held prior to a recommendation being submitted by the unit personnel committee to the unit council. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying his/her director or the chairperson of the unit personnel committee in writing.

10. The unit personnel committee forwards all of its recommendations, applications, and supporting documentation to the unit council for action.
11. Each applicant for reappointment may request and receive a hearing before the unit council prior to the unit council's consideration of his/her application and attendant recommendation for reappointment.

In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying his/her Dean in writing.

12. The unit council shall consider each recommendation for reappointment seriatim.
13. The unit council forwards all of its recommendations, unit personnel committee recommendations, applications and supporting documentation to the Dean for his/her review and recommendation. The Dean shall inform each applicant in writing of the unit council's final recommendation.
14. 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.
15. The applicant(s) may request and receive a conference with the Dean at which he/she may appear individually or, at the applicant's request, with the chairperson of the unit personnel committee and/or the appropriate faculty officer of the unit council.

In all cases, the applicant shall have at least forty-eight (48) hours' prior written notice of the scheduled conferences. The applicant may waive the forty-eight

(48) hour prior written notice procedure by notifying the Dean in writing. The conference shall be held prior to a recommendation being submitted by the Dean to the Provost.

16. Upon notification and following the conference with the applicant, the unit council may at a special or regularly scheduled meeting discuss the Dean's recommendation and may prepare a written response for inclusion in the candidate's application.
17. The Dean forwards all unit council recommendations, unit personnel committee recommendations, his/her recommendations, applications, and supporting documentation to the President through the Provost, who adds his/her recommendation.
18. In such cases where the Provost does not concur with the recommendation received from either the unit council or the Dean, the Provost shall notify in writing the chairperson of the unit council, the director, and the applicant.
19. The applicant may request and receive a conference with the Provost at which he/she may appear individually, at the applicant's request, with the chairperson of the unit council and/or the chairperson of the unit personnel committee, and/or the Dean.

In all cases, the applicant shall have at least forty-eight (48) hours' prior notice of the scheduled conference(s), which shall be held prior to the Provost recommendation being submitted to the President. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the Provost in writing.

20. After the conference, the Provost shall provide the applicant, the chairperson of the unit personnel committee and the Dean with a brief explanation of his/her positive or negative recommendation in writing.
21. In such cases where the President does not concur with the recommendation received from either the unit council or the Dean, or the Provost, the President shall notify in writing the chairperson of the unit council personnel committee, the Dean, and the applicant.
22. The applicant may request and receive a conference with the President at which he/she may appear individually or, at the applicant's request, with the chairperson of the unit council and/or the chairperson of the unit personnel committee, and/or the Dean.

In all cases, the applicant shall have at least forty-eight (48) hours' prior notice of the scheduled conference(s), which shall be held prior to a recommendation being submitted by the President to the appropriate Committee of the Board of Trustees. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the President in writing.

23. The President forwards all of his/her nominations for renewal of contract through the Board's Committee.

24. The Board of Trustees makes the final decision.

## **6.5 UNIT PERSONNEL COMMITTEE**

1. The appropriate unit personnel committee shall be elected by the unit council according to the procedures adopted by that unit. Unit personnel policies and practices shall be consistent with all-college personnel policies and practices and are subject to approval by the Board of Trustees.
2. Membership of the appropriate unit personnel committee shall have faculty and where appropriate, staff representation. The Dean's membership and role shall be consistent with that unit's personnel policies and practices. Moreover, unit personnel committee membership shall be consistent throughout the appropriate personnel process.
3. Minutes shall be kept listing the committee's procedures, all procedural questions discussed, and all actions taken. A set of such minutes shall be appended to the committee's final recommendation and provided to the applicant.
4. The appropriate unit personnel committee shall review the complete record of the candidate, which shall include, but not be limited to:
  - a. The application and supporting documentation submitted by the candidate,
  - b. Student opinion forms and corresponding summaries, when available,
  - c. Peer evaluation(s) of effective teaching,
  - d. Dean's evaluation(s) of effective teaching
  - e. The candidate's personnel file, and,
  - f. The Dean's reappointment recommendation.
5. It is the responsibility of the unit personnel committee to insure that all information relating to the reappointment of the applicant is assembled and in proper form for forwarding to subsequent levels of the reappointment process.

## **6.6 RECOMMENDATIONS AND WRITTEN COMMUNICATIONS**

1. Any and all information received at any point in the reappointment process relating to the evaluation of the candidate shall be in writing and signed. Such communications shall be forwarded to the candidate and his/her personnel file. An opportunity shall be provided for the candidate to respond if he/she so desires.
2. Recommendations at each level of the reappointment process prior to the review by the Finance Committee of the Board of Trustees shall be in writing and signed. The recommendation shall include reasons in support thereof unless such reasons have already been provided.

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3. No anonymous communications shall be received at any level of the reappointment process except for student opinion surveys on the proper forms.