

**2021-2022 CALENDAR FOR 3<sup>rd</sup> YEAR FACULTY REAPPOINTMENT CONSIDERATION FOR  
THE 2022-2023 ACADEMIC YEAR.  
NOTIFY DATE APRIL 1<sup>st</sup>**

(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 2022**

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

Each faculty member and librarian, in his/her second year of tenure-track employment, must submit a digital application for 3<sup>rd</sup> Year Reappointment to the Unit Personnel Committee/Library Personnel Committee (UPC/LPC), through their Dean/Interim College Librarian/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.

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

The UPC/LPC 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 9 (on or before)**

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

**Monday, February 14 (on or before)**

The UPC/LPC shall make accessible all applications, its recommendations, and supporting documentation to the Unit Council for action through the Dean/Interim College Librarian/Director. The Dean/Interim College Librarian/Director schedules Unit Council hearings if necessary.

**Wednesday, February 16 (on or before)**

The Unit Council considers each recommendation for reappointment.

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

The Unit Council shall make accessible its recommendations, UPC/LPC recommendations, applications, and supporting documentation to the Dean/Interim College Librarian/Director for his/her review and recommendations.

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

**Friday, February 25 (on or before)**

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

**Monday, March 14 (on or before)**

The Dean/Interim College Librarian/Director makes accessible all Unit Council recommendations, UPC/LPC recommendations, his/her recommendations, applications, and all supporting documentation to the Provost/VPAA via the Office of Employee Relations.

**Monday, March 28 (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/Interim College Librarian/Director, the Provost/VPAA notifies in writing, the Chairperson of the Unit Council, the Dean/Interim College Librarian/Director and the applicant.

**Wednesday, March 30 (on or before)**

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

**Friday, April 1 (on or before)**

The President informs each applicant for reappointment/non-reappointment of his/her decision after consultation with the Provost/VPAA, and schedules conferences, if necessary.

**Thursday, April 14 (Tentative)**

The appropriate BOT Committee shall meet to discuss the nominations for 3<sup>rd</sup> Year Reappointment.

**Monday, April 25 (Tentative)**

The Board of Trustees shall discuss and act on all nominations for 3<sup>rd</sup> Year Reappointment.

**Friday, April 29 (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).

\* Notify by April 1, 2022. (CURRENT AGREEMENT, Art. XIII, Section C)