

**2021-2022 CALENDAR FOR 4<sup>th</sup>, 5<sup>th</sup> AND 6<sup>th</sup> YEAR FACULTY REAPPOINTMENT  
CONSIDERATION FOR THE 2022-2023 ACADEMIC YEAR  
Notify Date (by the President) – February 1<sup>st</sup>**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT dates; See Faculty Handbook, Sections 5.0, 6.0 and 8.0 for detailed procedures: <http://www.ramapo.edu/er/?Handbook=open>)

**NON-TENURED REAPPOINTMENT**

**Step to be completed no later than 2021:**

**Wednesday, April 21 (on or before)**

Each School/Division Unit Council shall elect its Unit Personnel Committee (UPC) or Library Personnel Committee (LPC).

**Wednesday, May 12 (on or before)**

Each faculty member and librarian must submit a digital application for reappointment to the UPC/LPC, through their Dean or Interim College Librarian/Director.

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

**Wednesday, May 19 (on or before)**

The UPC shall carefully review all applications and inform each applicant in writing if additional information/documentation is needed. This information/documentation shall be submitted by the applicant to the Committee no later than the close of the 2020-2021 academic year. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

**Thursday, September 9 (on or before)**

The UPC/LPC chairperson shall inform each applicant for reappointment in writing of the Committee's recommendations and schedule hearings as necessary.

**Tuesday, September 14 (on or before)**

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

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

The Unit Council shall consider each recommendation for reappointment.

**Friday, September 24 (on or before)**

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

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

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

The Dean and Interim College Librarian/Director shall inform each applicant of his/her recommendation for reappointment or non-reappointment and schedule conferences, as necessary. In such cases where the Dean and Interim College Librarian/Director does not concur with any recommendation received from the Unit Council, the Dean and Interim College Librarian/Director shall notify the chairperson of the UPC/LPC, the appropriate faculty officer of the Unit Council, and the applicant in writing.

**Friday, October 8 (on or before)**

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

**Friday, October 29 (on or before)**

The Provost/VPAA shall inform each applicant of his/her recommendation for reappointment or non-reappointment and schedules conferences, as necessary. In such cases where the Provost/VPAA does not concur with any recommendation received from the Unit Council and/or the Dean and Interim College Librarian/Director, the Provost/VPAA shall notify the Unit Council Chairperson and the Dean and Interim College Librarian/Director.

**Friday, November 5 (on or before)**

The Provost/VPAA shall confer with the President regarding her recommendations for reappointment/non-reappointment and makes accessible all applications and supporting documentation for each applicant for reappointment to the President.

**Friday, November 12 (on or before)**

The President shall inform each applicant not recommended for reappointment of his/her action on nominations taken after consultation with the Provost/VPAA, and he shall schedule conferences as necessary.

**Tuesday, January 18 (Tentative)**

The appropriate BOT Committee shall meet to discuss the nominations for 4th, 5th and 6th year reappointment.

**Monday, January 31 (Tentative)**

The Board of Trustees shall discuss and act on all nominations for 4th, 5th and 6th year reappointment.

**Tuesday, February 1 (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 February 1, 2022 (CURRENT AGREEMENT, Art. XIII, Section C)