

2021-2022 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT date. These are procedural deadlines only. For complete Promotion Procedures, see Faculty Handbook Sections 5.0 & 9.0
<http://www.ramapo.edu/er/?Handbook=open>)

2021

Thursday, September 23

Promotion Information Session presented by the Faculty Resource Center (FRC) and Employee Relations at 1:00-2:15PM via Webex.

Friday, October 15 (on or before)

The President or his/her designee shall inform the College community and the All-College Promotions Committee of the number of faculty promotions available at the various ranks for the College as a whole and the number of Librarian promotions available. The announcement, indicating the availability of promotions to Librarian II or Librarian I, shall state whether the promotion(s) may be considered upon the basis of personal growth or are to fill a particular need in the library.

Friday, November 12 (on or before)

Faculty members shall submit a digital application for promotion to the Unit Personnel Committee (UPC) through the Dean. Librarians applying for announced growth promotions and for announced, structural promotions within the specified time submit a written application to Library Personnel Committee (LPC) through the Interim College Librarian/Director (CURRENT AGREEMENT).

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 appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision when applicable.

Friday, December 3 (on or before)

The UPC/LPC shall carefully review all applications and inform each applicant, in writing, if additional information/documentation is needed. This additional information/documentation shall be submitted as soon as possible. However, this in no way shall prejudice the right of any applicant to submit additional information to supplement his/her application.

Friday, December 10 (on or before)

The UPC/LPC Chairperson shall inform each applicant for promotion of the Committee's recommendation and schedule hearings if any applicant wishes to appeal.

2022

Wednesday, January 19 (on or before)

The UPC/LPC shall make accessible all applications, 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 shall schedule Unit Council hearings as necessary.

Wednesday, January 26 (on or before)

The Unit Council shall consider each application for promotion.

Friday, January 28 (on or before)

The Unit Council shall make accessible all applications, 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 promotion of the Unit Council's recommendation.

Friday, February 4 (on or before)

The Dean and Interim College Librarian /Director shall inform each applicant of his/her recommendation for promotion and schedule conferences if any applicant wishes to appeal. In such cases where the Dean and Interim College Librarian /Director does not concur with any recommendation received from the Unit Council, the Dean or 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.

Tuesday, February 15 (on or before)

The Dean and Interim College Librarian /Director shall make accessible all applications, supporting documentation, the Unit Council's recommendations, the UPC/LPC recommendations and his/her recommendations to the All-College Promotions Committee via the Office of Employee Relations.

Wednesday, February 23 (on or before)

The President and Provost/Vice President for Academic Affairs shall meet with the All-College Promotion Committee (ACPC) to review policies and programmatic issues.

Friday, April 15 (on or before)

After considering all applications, the ACPC shall inform each applicant for promotion of its recommendation through its Chairperson. The Committee shall schedule hearings as applicable.

Friday, April 29 (on or before)

The ACPC makes accessible all applications, including its own recommendations, all Unit recommendations, the Deans' and Interim College Librarian/Director's recommendations and the supporting documentation to the Provost/VPAA.

Wednesday, May 11 (on or before)

The President and Provost/VPAA confer with the ACPC concerning the Committee's recommendations.

Friday, May 13 (on or before)

The Provost/VPAA confers with the President concerning his/her recommendations and makes accessible all supporting documentation to the President.

Friday, May 20

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

Thursday, June 16 (Tentative)

The appropriate BOT Committee shall meet to discuss the President's nominations for promotion.

Monday, June 27 (Tentative)

The Board of Trustees meets to vote on the President's nominations for promotion.

Thursday, June 30 (on or before)

The President shall notify all applicants for promotion of the action taken by the President (for applicants not nominated) and the Board of Trustees (for nominated applicants).

Notify by June 30, 2022 (CURRENT AGREEMENT, Art. XIV, Section H, as modified by LOCAL AGREEMENT).