

6.0 RENEWAL OF FACULTY CONTRACTS (TENURE TRACK FACULTY)

GENERAL INFORMATION

The procedures for reappointment of non-tenured faculty members shall follow the appropriate contractual dates outlined in Article XIII of 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.

At Ramapo College Librarians are considered faculty and the Library has the same standing as other Units. Therefore unless specific language referring to the Library and/or Librarians is used the term Faculty includes Librarians and the term Unit includes the Library. Within the Library the Convening Group, Unit Personnel Committee and Unit Council are one and the same.

6.1 GENERAL POLICIES

Renewal of Contracts - Pre-Tenured faculty

First year faculty may be given an initial contract of up to two years. Regardless of the length of the contract, the faculty member will have a performance review on an annual basis. Continued employment for the initial two year appointment and for all subsequent appointments is conditioned upon the faculty member meeting the criteria for reappointment as outlined in Section 5.0 and the evaluative procedures outlined in this section of the Handbook.

Faculty in the second year of a tenure track appointment submit an application for 3rd year reappointment by the beginning of their 4th semester, exact date determined by the Office of Employee Relations in consultation with the AFT.

Faculty in the 4th, 5th and 6th years of a tenure track appointment submit an application for the subsequent year approximately 16 months prior to the start of the new contract exact date determined by the Office of Employee Relations in consultation with the AFT.

Non-Renewal of Contracts

1. Failure to renew a contract constitutes the severance of the faculty member from the full-time professional staff of the College.
2. To provide the most careful consideration of academic due process in cases of dismissal of faculty 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.

3 . 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.

4. 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 they have 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 them first consideration for any new position to be filled in the future for which they may have the necessary qualifications at the rank held when dismissed.

6.2

Procedures for Reappointment of Tenure-Track Faculty

It is recommended that non-tenured faculty request to meet yearly with the Dean to discuss progress based on established criteria for reappointments.

INITIAL REVIEW OF FACULTY WITH 2 YEAR APPOINTMENT

Faculty on an initial 2 year appointment will be reviewed in their second semester. The review will include all of the following:

1. A classroom observation by a member of the convening group is carried out in each of the first two semesters.
2. The convening group discusses the faculty member's progress in teaching and future contributions to the convening group, along with the reappointment criteria, and writes a letter summarizing the discussion. The letter goes to the individual faculty member
3. and the Dean.
4. A Dean conducts a classroom observation in the second semester.
5. The faculty member will meet with the Dean to review progress and to discuss how best the faculty member can meet criteria for upcoming reappointments.

6.3 REAPPOINTMENT OF FACULTY TO 3rd, 4TH, 5TH AND/OR 6TH YEAR

APPLICANT

1. Faculty members seeking reappointment to a 3rd, 4th, 5th or 6th year inform the Dean, the Convening Group, the Unit Personnel Committee (UPC), and Employee Relations (ER) .
2. Applicant requests a Convening Group letter be sent to the UPC.
3. All faculty members applying for reappointment shall submit a complete application in accordance with established procedures.
4. Applications must include all documentation per the Reappointment Checklist (Insert link to checklist) and be formatted in accordance with the digital submission guidelines provided by ER (insert link to digital application guidelines). Applicants may submit additional information which they consider appropriate.

CONVENING GROUP

5. At the first Convening Group meeting each academic year Convening Group establishes members of the group who will serve as peer observers for non-tenured faculty, which course(s) will be observed and in which semester.
6. Discusses application based on the Criteria with particular emphasis on the applicant's contributions to the convening group. Applicants for reappointment may not be present for discussion.
7. A letter summarizing the discussion must be written by the Convener or another member of the group. The letter is then affirmed by a simple majority of the convening group members and a statement to that affirmation is included in the letter. The letter must be signed by the writer.
8. Convening Group sends letter to UPC by the submission date set by ER in advance of UPC's review of the application so that UPC will consider the letter in the evaluation.

UNIT PERSONNEL (UPC) COMMITTEE AND UNIT

UPC MEMBERSHIP

9. Membership shall consist of 3-5 Unit members, as determined by the Unit prior to soliciting nominations. The Library Personnel Committee (LPC) consists of all Library faculty.
10. All members shall be tenured faculty.
11. If the number of nominees for the Committee exceeds the number determined (refer to step 1) an election will be held.

PROCEDURES

12. The UPC shall follow all procedures as stated below. Questions shall be directed to the Employee Relations and or Unit AFT representative.

13. The UPC shall conduct a preliminary review of the application and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the established calendar deadline.

14. The UPC will establish a deadline for a final application submission giving the applicant sufficient time to make changes and allowing for sufficient time for final review by the UPC prior to consideration by the Unit.

15. After the deadline no additional materials will be considered by the UPC. The UPC will evaluate the application as submitted and will state in their evaluation letter if materials are missing.

16. The UPC evaluates each application against the criteria (insert link to 5.0) and recommends or does not recommend the applicant for Reappointment

17. The UPC shall have the right to consult with the faculty member requesting reappointment

18. Each applicant will be notified in writing of the UPC's recommendation.

19. In the event an applicant is not recommended for reappointment they shall have the right to request and receive a hearing before the appropriate UPC (See Appeals Process Section).

20. The UPC forwards its recommendation and supporting documentation to the unit for action at least 4 days prior to the Unit Council at which the applications will be discussed.

21. Each applicant for reappointment may request and receive a hearing before the unit council prior to the unit council's consideration of the UPC's recommendation. In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled meeting. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying their Dean in writing.

22. The Applicant shall inform the UPC before or at the Unit Council meeting of any factual errors in the letter. The Applicant may not make any other suggestions for the letter to the UPC.

23. Unit members review the recommendations provided by the UPC in advance of the meeting in which applications are considered.

24. The Unit Council discusses each application and its merit along the three criteria: Teaching, Scholarship, and Service.

25. An Applicant for Reappointment shall not be present for discussion of their application and voting.

26. Colleagues with a dual relationship to an applicant shall recuse themselves for the

discussion of that applicant.

27. All discussion of the Unit Council regarding personnel matters is confidential.

28. The UC votes to endorse or not to endorse the UPC letter.

29. The UPC may decide to make edits to the UPC letter regarding relevant information gathered during Unit Council deliberations.

30. The Dean and/or designee counts the votes for the UC

31. The Dean notifies the Unit Council, the UPC and the applicants of the outcome (endorsed or not endorsed) of the Unit Council vote.

32. When the UC vote is to endorse the UPC letter, the UPC shall add an addendum to the letter stating the endorsement. In the case of a rejection of the UPC recommendation the addendum will indicate the Unit's recommendation with respect to the 3 criteria. In order to protect the confidentiality of the Unit deliberations this addendum will not give details of the discussion.

33. The UPC submits the final letter to the appropriate folder in the digital package for subsequent review by the Dean and Provost.

DEAN

34. It is recommended that the Dean meet yearly with non-tenured faculty to discuss progress based on established criteria for reappointments.

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35. The Dean conducts a thorough review of the application along established criteria from section 5.0, the UPC letters and the UC vote, and makes their own recommendation available to the applicant.

36. In such cases where the Dean does not concur with a recommendation received from the unit or UPC, the Dean shall notify the chairperson of the UPC, and the applicant in writing.

37. When the Dean's recommendation is inconsistent with the Unit vote, the Unit may at a regularly scheduled or special meeting, discuss the Dean's recommendation and prepare a written response for inclusion in the 's application.

38. In the event an applicant is not recommended by the Dean, the applicant may request and receive a conference with the Dean (see Appeals Section).

39. The Dean makes available their final recommendation to the applicant and the Provost.

PROVOST

40. The Provost reviews all documentation.

41. In such cases where the Provost does not concur with the recommendation received from the unit council, the UPC, or the Dean, the Provost shall notify the applicant and the Dean in writing ,.

42. The applicant may request and receive a conference with the Provost at which they may appear individually, or at the applicant's request, with the the chairperson of the UPC, and/or the Dean. (see Appeals Section).

43. After the conference, the Provost shall provide the applicant, the chairperson of the unit personnel committee and the Dean with an explanation of their positive or negative recommendation in writing.

44. The Provost forwards their final recommendation to the President.

PRESIDENT

45. The President reviews all documentation.

46. In such cases where the President does not concur with the recommendation of the Provost, the Dean or the UPC, the President shall notify in writing the Provost, the Dean, the chairperson of the UPC and the applicant.

47. The applicant may request and receive a conference with the President at which they may appear individually or, at the applicant's request, with the chairperson of the unit personnel committee, and/or the Dean. (See Appeals Section)

48. The President forwards all of their nominations for renewal of contract to the BOT.

BOARD OF TRUSTEES

49. The Board of Trustees makes a final decision.

6.4 APPEALS PROCESS

For all possible appeals allowed in accordance with the procedure:

A) The Applicant may request a conference with the appropriate party (UPC, Dean, Provost, President) at which they may appear individually or, at the applicant's request, with the chairperson of the unit personnel committee and/or the appropriate faculty, such as a convener or program coordinator.or AFT representative.

B) 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 the chairperson of the appropriate entity (UPC, Dean, Provost, President) .

Appeal of UPC Decision:

1. Each applicant for reappointment with tenure shall have the right to request and receive a hearing before the appropriate UPC
2. Upon the request of the applicant for a hearing, the appeal shall be heard at a meeting of the appropriate unit personnel committee.
 - a. The hearing shall be held prior to a recommendation being submitted by the appropriate unit personnel committee to the unit council.
 - b. A written summary report of the presentations made at a hearing, signed by the chairperson of the appropriate unit personnel committee, shall be incorporated in the final recommendation of the appropriate unit personnel committee.
 - c. A copy of that report shall be sent to the applicant.
3. Each applicant for reappointment with tenure may request and receive a hearing before the UC council prior to the unit council's consideration of the unit personnel committee's recommendation. 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.

Appeal of Dean's Decision:

1. In such cases where the Dean does not concur with a recommendation received from the unit and/or UPC, the applicant(s) may request and receive a conference with the Dean

Appeal of the Provost's Decision

1. In the event of a negative recommendation by the provost, the applicant may request and receive a conference with the Provost.
2. After the conference and only if their recommendation is negative, the Provost shall provide the applicant, the Dean and chairperson of the UPC with an explanation of their negative recommendation in writing.

Appeal of the President's Decision

1. The applicant may request and receive a conference with the President, which shall be held prior to the President's recommendation being submitted to the appropriate Committee of the Board of Trustees.

6.5 ROLE OF EMPLOYEE RELATIONS

1. ER develops a calendar for the REAPPOINTMENT process in consultation with the AFT and makes this calendar available to faculty and librarians
2. ER sets up and manages an appropriate digital storage system that will house each application and access to each..
3. ER provides access to digital binders to Applicant, Convening Group, UPC and Unit Dean, Provost and President on a predetermined schedule.

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 shall be in writing and signed. Such communications shall be forwarded to the and their personnel file. An opportunity shall be provided for the to respond if they so desire.
2. Recommendations at each level of the reappointment process prior to the review by the appropriate committee of the BOT shall be in writing, include reasons for the decision and signed by the appropriate party.
3. No anonymous communications shall be received at any level of the reappointment process except for student opinion surveys on the proper forms.

April 7, 2022