

2.0 FACULTY PERSONNEL POLICIES AND PROCEDURES

The policies set forth in this section are from the current agreement between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO (herein called the **CURRENT AGREEMENT**), the minutes of the Board of Trustees of the College, the Faculty Assembly and the Dean's Council. In addition, the policies set forth herein represent revisions, updates, and clarification of present policies and practices arrived at during discussions between the College administration and the Ramapo AFT local. There are additional changes that may be negotiated and agreement upon that will be captured in an Memorandum of Agreement (MOA). Those agreements are posted to the Employee Relations Website under additional agreements

<https://www.ramapo.edu/er/?handbook=open>

2.1 APPOINTMENT AND RETENTION OF EMPLOYEES

1. The basic procedures and timetable governing the appointment and the retention of professional staff members of a New Jersey State College are listed in Article XIII (verify Article # before final printing) of the **CURRENT AGREEMENT**.
2. The Board of Trustees acts upon the nomination of the President. This nomination is made after consultation with faculty and administrative staff.
3. Initial appointments are normally made at the first step (update) of the salary scale; ranks are subject to the provision that no more than thirty-seven and one half (37.5%) percent of the College teaching faculty hold the rank of full professor and that no more than seventy-five percent (75%) be full and associate professors.
4. Additional positions are added as evidence of need or new programs are developed. The affirmation of all positions is subject to State legislative approval of the Governor's annual budget.

Period of Appointment

Prior to the attainment of tenure, faculty contracts shall be appointed up to two-years (verify with Administration) normally be limited to a period of one academic year. This period of employment may be for ten or twelve months and is usually effective September 1st.

Appointment Above Step

All new appointments above the minimum of range shall be highly selective and made on the basis of the following criteria:

- a. Evidence of comparable salary rate (not increment or guideline step) in previous employment;
- b. Evidence of critical skills and effective experience, which the prospective appointee has and which because of the current salary precludes hiring at a lower rate;
- c. Evidence of exceptionally effective teaching;
- d. Evidence of exceptional scholarly achievement; and/or
- e. Evidence of exceptional contributions to previous College/University or community.

Vacancies

1. Vacancies in faculty positions usually occur when:
 - a. The State legislature approves the Governor's budget request in the spring;
 - b. The contract of a faculty member is not renewed or he/she resigns, dies, or is dismissed; and
 - c. As evidence of need arises or new programs develop.

Hiring

The College has set forth policy and procedures for recruiting, selecting and employing faculty. The College is committed to hiring talented employees from a diverse pool of qualified candidates using competitive and inclusive recruitment and selection processes as found in Policy 215, Procedures 215A and Appendix 215A. Found here at: <https://www.ramapo.edu/policies/policy/recruitment-selection-employment/>

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Qualification for Rank

Academic attainment levels and professional experiential requirements for academic rank are set forth in the CURRENT AGREEMENT.

Equivalence

1. Each letter of initial appointment shall be consistent with the provisions of Article XIII, B.1 (confirm section number prior to final printing) of the

CURRENT AGREEMENT and shall include a statement by the President informing the appointee of:

- a. The degree required for the initial appointment and for subsequent annual reappointment(s) and the appropriate terminal degree required for reappointment conferring tenure
- b. The number of years of professional experience credited when making the initial appointment, when applicable, and
- c. In cases where the faculty member so requests or where questions arise as to the equivalence of degree or prior experience which was not established at the time of initial appointment, the unit to which the faculty member was appointed shall select a committee of three persons to prepare a report and recommendations. The unit council acts on the recommendation and forwards it to the unit Dean for his/her recommendation. The unit Dean then forwards all documents through the Provost to the President and the Board of Trustees for their recommendations. When approved by the Board of Trustees, a statement of the Board's decision shall be placed in the faculty member's personnel file.

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