

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, New Jersey State Federation of Teachers-American Federation Teachers (NJSFT-AFT), American Federation of Labor-Congress of Industrial Organizations (AFL-CIO) (herein called the **CURRENT CONTRACT**) and the minutes of the Board of Trustees of the College, the Faculty Assembly, and the Deans' 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 agreed upon that will be captured in Memoranda of Agreement (MOA). These agreements are posted on the Employee Relations (ER) website under additional agreements:
<https://www.ramapo.edu/er/?AFT1519=open>.

A committee shall be charged by FA each September to review the Faculty Handbook within the context of new policies enacted at the College and/or new agreements made between the College and AFT. The committee is tasked with determining if any modifications are needed to the Faculty Handbook.

The committee should report to the FA/AFT/ER by the end of October if any changes are recommended. If no changes are recommended, the committee will disband for the academic year. If small modifications are recommended, they may be proposed to the FA/AFT/ER by the end of October for negotiation and vote, and the committee may disband.

If substantial changes are recommended which require more input from stakeholders, then the committee may inform the FA/AFT/ER by the end of October and begin seeking input and drafting modifications. The committee is expected to propose major modification recommendations to the FA/AFT/ER by the end of the academic year, prior to the last FA meeting for vote. (Perhaps major modifications should be recommended by Spring Break so that negotiations with AFT can take place if needed and then an FA vote.)

2.1 APPOINTMENT AND RETENTION OF FACULTY

1. The basic procedures and timetable governing the appointment and the retention of faculty members and professional staff of a New Jersey State College are listed in Article XIII of the **CURRENT CONTRACT**.

2. The Board of Trustees (BOT) acts upon the nomination of the President, which is made after consultation with faculty and administrative staff.

3. Initial appointments are normally made at the first step of the salary scale. As outlined in

the BOT Policy 459, 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 emerges or new programs are developed. The affirmation of all positions is subject to the availability of funds and programmatic needs of the College.

Period of Appointment

Prior to the attainment of tenure, faculty contracts shall normally be limited to a period of one academic year, but may be made up to a period of two (2) years. This period of employment may be for ten (10) or twelve (12) months and is usually effective July 1st for 12-Month employees and September 1st for 10-Month employees.

Appointment above Range and/or Step

All new appointments above the minimum of range and/or step 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

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, which are found at:
<https://www.ramapo.edu/policies/policy/recruitment-selection-employment/>.

Qualification for Rank

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

Equivalence

Each letter of initial appointment shall be consistent with the provisions of Article XIII, B.1 of the **CURRENT CONTRACT** 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. 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 School to which the faculty member was appointed shall select a committee of three persons to prepare a report and recommendations.

c. The Unit Council acts on the recommendation and forwards it to the unit Dean of the School for his/her/their 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.