

6.0 RENEWAL OF FACULTY CONTRACTS (TENURE-TRACK FACULTY)

GENERAL INFORMATION

The procedures for Reappointment of non-tenured tenure-track faculty members shall follow the appropriate contractual dates outlined in Article XIII of the **CURRENT CONTRACT** and the calendars 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, as well as the Schools. Within the Library, the Convening Group, Unit Personnel Committee, and Unit Council are the same entity.

6.1 GENERAL POLICIES

Renewal of Contracts for Pre-Tenured, Tenure-Track Faculty

First-year tenure-track faculty may be given an initial contract of up to two (2) 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 (2)-year appointment and for all subsequent appointments is conditioned upon the faculty member adequately meeting the criteria for Reappointment, as outlined in Section 5.0 of this Faculty Handbook, and the evaluative procedures outlined in this section of the Faculty Handbook.

Faculty in the second (2nd) year of a tenure-track appointment must submit an application for third (3rd) year Reappointment by the beginning of their fourth (4th) semester at Ramapo College, with the exact date of submission to be determined by ER in consultation with the AFT.

Faculty in their fourth (4th), fifth (5th), or sixth (6th) years of a tenure-track appointment at Ramapo College must submit an application for the subsequent year approximately 16 months prior to the start of the new contract, with the exact date to be determined by ER in consultation with the AFT.

Non-Renewal of Contracts

1. Failure to renew a contract constitutes the severance of the faculty member from their full-time position at 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 to not renew the contract of a tenure-track faculty member if any of the following occur:
 - a. There is a period of fiscal emergency and adequate funds are not available at the College;
 - 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 standards of performance or professional conduct, including professional responsibility.

Upon failure to renew a contract for either of the reasons cited in 3a or 3b above, the College shall make a conscientious effort to use the services of the faculty member in some other School or Core or capacity for which the faculty member has the necessary qualifications.

If it is determined that the faculty member cannot be reallocated or transferred at the time of non-renewal, the College will make a conscientious effort to give the faculty member first consideration for any new position to be filled in the future for which they may have the necessary qualifications at the rank held upon non-renewal of their contract, subject to the procedures set forth in Article XLII.B of the **CURRENT CONTRACT**.

6.2 PROCEDURES FOR REAPPOINTMENT TO TENURE-TRACK FACULTY

It is recommended that each non-tenured faculty member requests to meet annually with their Dean to discuss their progress made toward all established criteria for Reappointment.

FIRST REVIEW OF FACULTY WITH INITIAL TWO-YEAR APPOINTMENT

Faculty who are hired in an initial two (2)-year appointment at Ramapo College will be reviewed in their second (2nd) semester. The review will include all of the following:

1. a classroom observation by members of the Convening Group, carried out in each of the first two (2) semesters.
2. a letter from the Convening Group: 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 is provided to the individual faculty member and the Dean;
3. a write-up of a classroom observation conducted by the Dean in the second (2nd) semester.
4. a meeting with the Dean to review progress made to date and to discuss how best the faculty member can meet the Reappointment criteria for upcoming personnel actions.

6.3 REAPPOINTMENT OF FACULTY TO 3RD, 4TH, 5TH, AND 6TH YEARS

APPLICANT ACTIONS/RESPONSIBILITIES

1. Faculty members seeking Reappointment to a 3rd, 4th, 5th or 6th year must inform the Dean, the Convening Group, the UPC, and ER.
2. The applicant must request their Convening Group to write and send a letter to the UPC.
3. Each faculty member applying for Reappointment must submit their complete application in accordance with established procedures and by established deadlines.
4. Each submitted application for Reappointment must include all required materials and documentation, as specified in the Reappointment Checklist found in Appendix D and be formatted in accordance with digital submission guidelines provided by ER found at: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2022/04/Faculty-Reappointment-Training-e-binders-REVISED-4.11.22.pdf>).

Applicants may submit additional information that they consider appropriate.

CONVENING GROUP ACTIONS/RESPONSIBILITIES

1. At the first Convening Group meeting held in the fall semester, the Convening Group must establish members of the group who will serve as peer class observers for non-tenured tenure-track faculty, as well as which specific courses will be observed in which specific semester(s).
2. All full-time (non-temporary) faculty members belonging to the applicant's primary Convening Group must discuss the application based on the criteria with particular emphasis on the applicant's contributions to the Convening Group. Full-time faculty members of the convening group shall take part in this discussion. Applicants for Reappointment may not be present for the discussion.
3. A letter summarizing the discussion must be written by the Convener or a designated member of the Convening Group. This 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 its author.
4. The Convening Group sends the endorsed letter to the UPC by the submission date established by ER in advance of the UPC's review of the application so that the UPC is able to consider the letter in the evaluation of the submitted application.
5. In convening groups with two (2) or less convening members the Dean and faculty will determine if an appeal hearing is warranted.

UNIT PERSONNEL COMMITTEE (UPC) AND UNIT ACTIONS AND RESPONSIBILITIES (PROCEDURES)

UPC MEMBERSHIP

1. UPC membership shall consist of three (3) to five (5) Unit members, as determined by the Unit prior to soliciting nominations. The UPC of the Library consists of *all* Library faculty.
2. All members of the UPC shall be tenured faculty.
3. If the number of nominees for the UPC exceeds the number of members determined in Step 1 (see above), an election will be held in the Unit.

UPC PROCEDURES

The UPC shall follow all procedures stated below. Questions on any procedural steps shall be directed to ER and/or AFT representative assigned to the Unit.

1. 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 calendar deadline established by ER.
2. The UPC will establish a deadline (no less than 48 hours and no more than one (1) week) for the applicant to make changes and allowing for sufficient time for final review by the UPC prior to consideration by the Unit, provided this additional time does not conflict with the published calendar.
3. The UPC shall have the right to consult with the faculty member who is being considered for Reappointment.
4. After the deadline no additional materials will be considered by the UPC. The UPC will evaluate the application, as submitted by the deadline, and will state in their evaluation letter if materials are missing.
5. The UPC evaluates each application against the criteria found at: (<https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/09/5.0-Criteria-for-Appointment-Reappointment-Promotion-and-Reappointment-with-Tenure-9-8-23.pdf>) and recommends or does not recommend the applicant for reappointment.
6. Each applicant will be notified in writing of the UPC's recommendation.
7. In the event an applicant is not recommended for Reappointment, they shall have the right to request and receive a hearing before the UPC (See Appeals Process section below.)

8. The UPC forwards its letter of recommendation to the Unit for action at least four (4) days prior to the Unit Council meeting at which Reappointment applications will be discussed.
9. 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 requirement by notifying their Dean in writing.
10. Each applicant shall inform the UPC before or at the Unit Council meeting of any factual errors that appear in the recommendation letter. The applicant may not make any other suggestions to the UPC related to modifying the letter.
11. Unit members review the recommendations provided by the UPC in advance of the meeting in which Reappointment applications are considered.
12. The Unit Council discusses each Reappointment application and its merit along the three (3) criteria: Teaching, Scholarship, and Service.
 - a. An applicant for Reappointment shall not be present during the discussion of their application and voting at the Unit Council meeting.
 - b. Unit members with a dual relationship to an applicant shall recuse themselves for the discussion of that applicant.
 - c. All discussions by the Unit Council regarding personnel matters is confidential.
13. The Unit Council votes to endorse or not to endorse the UPC letter.
14. The UPC may decide to make edits to the UPC letter regarding relevant information gathered during Unit Council deliberations.
15. The Dean and/or designee counts the votes on behalf of the Unit Council. All voting is confidential.
16. The Dean notifies the Unit Council, the UPC and the applicants of the outcome of the Unit Council vote (i.e., the final version of the UPC letter is endorsed or not endorsed).
17. When the Unit Council vote outcome is to endorse the UPC letter, the UPC shall add an addendum to the letter stating the endorsement. In the case of non-endorsement of the UPC letter, the addendum will indicate the Unit Council's recommendation with respect to the three (3) criteria. In order to protect the confidentiality of deliberations, this addendum will not give details of the discussion.
18. The UPC submits the final letter to the appropriate folder in the digital package for subsequent review by the Dean and Provost.

DEAN ACTIONS AND RESPONSIBILITIES (PROCEDURES)

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

1. The Dean conducts a thorough review of the application along established criteria from section 5.0 of this Faculty Handbook, the UPC letters, and the Unit Council vote, and makes their own recommendation available to the applicant.
2. In such cases where the Dean does not concur with a recommendation endorsed by the Unit Council or made by the UPC, the Dean shall notify the chairperson of the UPC, and the applicant in writing by the deadline established by ER.
3. In the event an applicant is not recommended by the Dean, the applicant may request and receive a conference with the Dean (see the Appeals Section below) held by the deadline established by ER.
4. If the Dean's recommendation is inconsistent with the Unit Council's vote, the Unit members may, at a regularly scheduled or special meeting, discuss the Dean's recommendation and prepare a written response for inclusion in the candidate's Reappointment application package.
5. The Dean makes their final recommendation available to the applicant and the Provost by the deadline established by ER.

PROVOST ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The Provost reviews all documentation included in each applicant's Reappointment package.
2. 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 by the deadline established by ER.
3. The applicant may request and receive a hearing with the Provost, at which they may appear individually or, at the applicant's request, with an AFT representative, the chairperson of the UPC, and/or the Dean. (See the Appeals Section below.)
4. After the hearing is held, the Provost shall provide the applicant, the chairperson of the UPC, and the Dean with an explanation of their recommendation for Reappointment or non-Reappointment in writing.
5. The Provost forwards their final Reappointment recommendations to the President by the deadline established by ER.

PRESIDENT ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The President reviews all documentation.
2. In such cases where the President does not concur with the recommendation of the Provost, the Dean or the UPC, the President shall notify the Provost, the Dean, the chairperson of the UPC and the applicant in writing by the deadline established by ER.
3. The applicant may request and receive a hearing with the President, at which they may appear individually or, at the applicant's request, with the chairperson of the UPC and/or the Dean. (See the Appeals Section below.)
4. The President forwards all of their nominations for renewal of contract to the BOT by the deadline established by ER.

BOARD OF TRUSTEES (BOT) ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The BOT makes a final decision on whether to reappoint each candidate.

6.4 APPEALS PROCESS

For all possible appeals allowed, they shall be completed in accordance with the following procedure:

1. The applicant may request a hearing with the appropriate party (e.g., UPC, Dean, Provost, President, etc.), at which they may appear individually or, at the applicant's request, with the chairperson of the UPC and/or the appropriate faculty, such as a Convener or Program Director or AFT representative.
2. 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) hours prior written notice requirement by notifying the chairperson of the UPC, the appropriate entity (UPC, Dean, Provost, President).

Appeal of the UPC Recommendation

1. Each applicant for Reappointment with tenure shall have the right to request and receive a hearing before their UPC.
2. Upon receipt of the written request of the applicant for a hearing, the appeal shall be heard at a meeting of the appropriate UPC.
 - a. The hearing shall be held prior to a recommendation being submitted by the UPC or Library Personnel Committee (LPC) to the Unit Council.
 - b. A written summary report of the applicant's presentations made at the hearing, signed

by the chairperson of the appropriate UPC, shall be incorporated in the final recommendation of the appropriate UPC.

- c. A copy of the written summary report shall be sent to the applicant.
3. Each applicant for Reappointment with tenure may request and receive a hearing with 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 hearing. The applicant may waive the forty-eight (48) hour prior written notice requirement by notifying their Dean in writing.

Appeal of the 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 may request and receive a conference with the Dean by the deadline established by ER.

Appeal of the Provost's Decision

1. In the event of a non-Reappointment recommendation by the Provost, the applicant may request and receive a conference with the Provost by the deadline established by ER.
2. After the conference and only if their non-Reappointment recommendation persists, 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 by the deadline established by ER and prior to the President's recommendation being submitted to the appropriate BOT Committee.

6.5 ROLE OF EMPLOYEE RELATIONS (ER)

1. ER develops a calendar for the Reappointment process in consultation with the AFT and makes this calendar available to all faculty and librarians.
2. ER sets up and manages an appropriate digital storage system/platform/software into which each digital application can be uploaded/saved and from which access can be given for the purpose of the review process.
3. ER provides access to digital application packages to each applicant, Convening Group, UPC and Unit Dean, Provost, and President, as appropriate and permissible, on a predetermined schedule.

6.6 RECOMMENDATIONS AND WRITTEN COMMUNICATIONS

1. Any and all information or documents received at any point in the Reappointment process related to the evaluation of the applicant shall be in writing and must be signed by the author of the document. Such communications shall be forwarded to the applicant and be added to their application. An opportunity shall be provided for the applicant to respond if they so desire.
2. Recommendations at each level of the Reappointment process prior to the review by the appropriate BOT committee shall be in writing and should include reasons for the decision and signed by the appropriate party.
3. No anonymous communications shall be considered or reviewed at any level of the Reappointment process except for College-produced student opinion surveys on the proper forms.