8.0 TENURE PROCESS AT RAMAPO

Chapter 60 of Title 18A of the New Jersey Statutes and its supplement, Chapter 163 of the laws of 1973 (Assembly Bill No. 328), and the appropriate provisions incorporated in the **CURRENT CONTRACT** between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO govern Ramapo College's tenure policies and procedures.

A. QUALIFICATIONS FOR TENURE

Applicants for tenure shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and at least six (6) years of full-time professional experience at Ramapo College.

Further, the Ramapo College Board of Trustees adopts New Jersey Statute 18A:60-9 whereby the Board of Trustees may, as an exceptional action and upon the recorded two-thirds (2/3) majority roll call vote of all its members and upon the recommendation of the President, grant tenure to an individual faculty member after employment at Ramapo College of New Jersey for two (2) consecutive academic years. This provision is locally known as "Accelerated Tenure."

Applicants for Accelerated Tenure, through the exceptional action of the Board of Trustees, may apply only once in their third (3^{rd}), fourth (4^{th}) , or fifth (5^{th}) year of service in a tenure-track position at Ramapo College. The application process, calendar for deliberations and effective date of Accelerated Tenure shall be identical to those used by applicants in the cohort who have completed the full six (6)-year probationary period.
Faculty who wish to apply for Accelerated Tenure are encouraged to consult with their Convening Group and Dean.

In order to allow the maximum possible period of time for faculty to demonstrate their qualifications for Reappointment with Tenure, the tenure process at Ramapo builds on the recommendations for Reappointment that are made year by year, so that faculty in a tenure-track position receive maximum possible notice of their prospects for eventual Reappointment with Tenure. Thus, it will be our practice to remind tenure-track faculty of the tenure process in every letter of Reappointment and to give notice of situations that may lead to a non-recommendation of Reappointment with Tenure.

The procedures for Reappointment with Tenure of tenure-track faculty members shall follow the appropriate contractual dates outlined in the **CURRENT CONTRACT** between the State of New Jersey and the Council of New Jersey State College locals, NJSFT-AFT, AFL-CIO and the calendars for personnel actions prepared by the administration, in consultation with the local union, which are made available at the beginning of each academic year.

It is the tenure applicant's responsibility to ensure completeness of the tenure package. The UPC of each Unit shall determine whether an applicant's application for Reappointment with Tenure conforms to published guidelines and contains all required components before forwarding their recommendation to the All-College Tenure Committee (ACTC) through ER. All recommendations, whether in favor of Reappointment with Tenure or not, shall be forwarded to

the ACTC.

B. PROCEDURES

Librarians at Ramapo College 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, UPC, and Unit Council are the same entity.

APPLICANTS FOR REAPPOINTMENT WITH TENURE ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. Faculty members seeking Reappointment with Tenure or Reappointment with Accelerated Tenure shall inform the Dean, their Convening Group, their Unit Personnel Committee (UPC) and ER.

2. Applicants for Reappointment with Tenure or Reappointment with Accelerated Tenure shall provide the UPC with a list of desired external peer reviewers the semester prior to the application submission deadline. The UPC will contact those on the list to ask if they are willing to serve as a letter writer stating that the letter will be due in May. (Note: The exact date in May is to be determined each year.) Responses to the inquiry should be expected within two (2) weeks of receipt of the request, at which time the applicant's CV will be sent. Updated CVs and additional information may be sent at a later date, if necessary and/or requested by the peer reviewer.

3. The applicant asks their primary Convening Group to send a letter to the UPC by the deadline established by ER.

4. All faculty members applying for Reappointment with Tenure or Reappointment with Accelerated Tenure shall submit a complete application in accordance with established procedures and must provide to the UPC a list of names for external peer recommendations by the deadline established by ER.

5. Applications must include all components/documentation per the Tenure Checklist found at:
   https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/APPENDIX-E-Tenure-Process-Guidelines-and-Checklist.pdf

   Applications must be formatted in accordance with the 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

6. Applicants may submit additional information, which they consider appropriate.

CONVENING GROUP ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. All full-time (non-temporary) faculty members belonging to the applicant's primary Convening Group should 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 tenure may not be present for the discussion.

2. A letter summarizing the discussion must be written by the Convener or another member of the 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 the writer.

3. The Convening Group sends the endorsed letter to UPC by the submission date set by ER in advance of the UPC's review of the application so that this letter is considered during the UPC's or LPC's evaluation of the submitted application.

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

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 solicits external peer recommendations from the list provided by the applicant using the form letter and including the applicant's Curriculum Vitae (CV) and Narrative Statement.

3. The UPC will establish a deadline for a corrected/amended application submission, which should include any identified missing information and the Convening Group letter, giving the applicant sufficient time to make changes and allowing sufficient time for final review by the UPC prior to consideration by the Unit, which must be conducted by the deadline established by ER.

4. After the deadline occurs, no additional materials will be considered by the UPC. The UPC will evaluate the application, exactly as it was submitted by the deadline, and will state in their evaluation letter if materials are missing.

5. The UPC evaluates each application against the https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/5.0-Criteria-for-Appointment-Reappointment-Promotion-and-Reappointment-with-Tenure.pdf and recommends or does not recommend the applicant for Reappointment with Tenure.

6. The UPC shall have the right to consult with the faculty member who is being considered for Reappointment with Tenure.

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

8. In the event an applicant is not recommended for Reappointment with Tenure, they shall have the right to request and receive a hearing with the UPC (See Appeals Process section below.)

9. 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 the applications will be discussed.

10. 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 choose to waive the forty-eight (48) hour prior written notice requirement by notifying their Dean in writing.

11. Each 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.

12. Unit members review the recommendations provided by the UPC in advance of the meeting in which Reappointment with Tenure applications are considered.

13. The Unit Council discusses each application for Reappointment with Tenure and its merit along the three 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. Faculty with a dual relationship to an applicant shall recuse themselves for the discussion of that applicant and voting.

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

14. The Unit Council votes to endorse or not to endorse the UPC recommendation in the letter.

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

16. The Dean and/or designee counts the votes on behalf of the Unit Council.

17. 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).

18. 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.

DEAN ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The Dean conducts a thorough review of the application along established criteria from section 5.1-5.3 of this Faculty Handbook, the UPC letter, 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 received from the unit or 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. Upon notification and following the conference with the applicant, the unit council may at a special or regularly scheduled meeting discuss the Dean's recommendation and may prepare a written response for inclusion in the Applicant's application.

5. The Dean makes available their final recommendation to the applicant and the All-College Tenure Committee by the deadline established by ER.

ALL-COLLEGE TENURE COMMITTEE (ACTC) ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The ACTC meets with the President and Provost to receive the Committee's charge and to discuss any questions as needed.

2. The ACTC shall apply uniform standards to all applicants.

3. The ACTC shall treat each application as a new case, subject to thorough review and new judgment at its level.

4. In the event that the ER representative, Affirmative Action representative, or the AFT representative perceives a possible violation of policy or procedure or of the Master Contract at any time during the work of the ACTC, they shall ask the chair of the ACTC to suspend proceedings and address concerns. See sections D. PERSONNEL COMMITTEE MEMBERSHP AND ROLES, ALL COLLEGE TENURE COMMITTEE, OVERALL STRUCTURE.

5. Prior to the ACTC's deliberations, applicants for Reappointment with Tenure or Accelerated Tenure are provided the opportunity to appear before the ACTC to present new information that was not available at the time of submission of the application, to clarify information not readily apparent from their written statement, or to address the recommendation decisions of the UPC, Unit Council, and/or Dean.

6. Applicant presentations to the ACTC shall be limited to ten (10) minutes. ACTC members may pose questions to each applicant.

7. The ACTC shall have the right to consult with any applicant, the appropriate UPC, and the Dean.

8. Each voting member of the ACTC shall conduct a thorough review of each application package and letters from the UPC and Dean prior to deliberations.

9. The ACTC determines the order for applications to be evaluated and voted upon. The time limit for discussion of each applicant shall be at the discretion of the Committee.

10. After each applicant's application has been reviewed by the ACTC members, the ACTC shall decide if additional information or clarification is needed. If additional information/clarification is requested, the ACTC shall table its vote on the applicant. (The ACTC shall proceed to evaluate other applicants).

11. The appropriate Unit representative shall be instructed to seek the needed information/clarification/materials, which may include:

    a. further documentation related to any of the three criteria;
    b. consultation with the appropriate UPC and/or the Dean, which shall be for the purpose of clarifying existing information in the applicant's application; or
    c. new information needed as a result of the ACTC discussions, of which the chair of the ACTC shall immediately inform the applicant in writing.

12. The appropriate Unit representative shall notify the applicant in writing those additional information/clarification/materials are being requested and that the applicant will need to provide this further documentation by a deadline established at the discretion of the ACTC.

13. When the ACTC requests material(s) from sources other than the applicant, the Committee shall notify the applicant that such additional material(s) is being requested and provide a copy of any such information when received to the applicant.

14. The applicant shall be provided with the opportunity to respond by a deadline established by the ACTC to any additional written information relating to their evaluation by the ACTC.

15. Prior to a vote to recommend or not recommend, a specific discussion on Affirmative Action shall take place with respect to each applicant who is a member of a protected class.

16. ACTC member's votes shall be privileged/confidential and may not be shared outside the Committee.

17. A preliminary ballot is distributed to each ACTC voting member. The ballot will list the names of all applicants for Reappointment with Tenure (and Reappointment with Accelerated Tenure) with the following two options: 1) YES, this applicant meets all criteria for Reappointment

with Tenure (or accelerated tenure); or 2) MORE DISCUSSION OF THIS APPLICANT IS NEEDED. Preliminary voting will proceed by secret ballot.

18. The preliminary ballots are reviewed and counted by the Affirmative Action, ER, and AFT representatives on the ACTC, and the results are reported to the ACTC.

19. Any applicant who has received a unanimous "YES" vote in the preliminary ballot is formally affirmed by the ACTC to meet all Tenure criteria and will be recommended for Reappointment with Tenure (or Reappointment with Accelerated Tenure).

20. When an applicant has one or more "MORE DISCUSSION OF THIS APPLICANT IS NEEDED" votes in the preliminary ballot round of voting, the ACTC will further discuss the applicant's application. At the conclusion of the discussion, a final secret ballot, Yes/No vote will be taken.

21. The submitted final secret ballots are viewed and counted by the Affirmative Action, ER, and AFT representatives, and the results are reported to the ACTC.

22. The "YES" or "NO" majority vote of the ACTC voting members results in a recommendation or non-recommendation, respectively, for Reappointment with Tenure (or Reappointment with Accelerated Tenure). In cases where the recommendation of the ACTC is not in concurrence with the recommendation received from the UPC, the Committee shall inform the applicant, the Dean, and the UPC prior to passing its final recommendation on to the Provost.

23. The ACTC informs each applicant of its recommendation in writing by the deadline established by ER.

24. In the event that the ACTC does not recommend an applicant, the applicant shall have the right to a hearing with the ACTC to be held by the deadline established by ER. (See the Appeals Section below.)

25. All documentation for each applicant for Reappointment with Tenure or Reappointment with Accelerated Tenure shall be retained by ER until all appeals have been heard.

26. After all appeals have been heard, the ACTC's recommendations and all documents for each applicant for Reappointment with Tenure and Reappointment with Accelerated Tenure are forwarded by the deadline established by ER to the Provost for review and recommendation to the President.

PROVOST ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. The Provost reviews all documentation included in each applicant's Reappointment with Tenure or Reappointment with Accelerated Tenure package.

2. In such cases where the Provost does not concur with the recommendation of the ACTC, the Provost and the ACTC shall meet to discuss the reasons for their respective recommendations.

3. The Provost shall notify in writing the chairperson of the ACTC and the applicant of their final recommendation by the deadline established by ER.

4. The applicant may request and receive a conference with the Provost. (See the Appeals Section below).

5. After the conference is held and only if the forthcoming recommendation will be negative, the Provost shall provide the applicant and chairperson of the ACTC with an explanation of their negative recommendation in writing.

6. The Provost shall forward their recommendation, including all the supporting documentation forwarded by the ACTC, to the President by the deadline established by ER.

Procedural Review Meeting with President and Provost

After the Provost submits their recommendations to the President, the ACTC will meet with the President and the Provost to review the recommendations and the procedures.

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 ACTC and/or the Provost, the President, the Provost, and the ACTC shall meet to discuss the reasons behind their respective recommendations.

3. The President shall notify in writing the chairperson of the ACTC, the Provost, and the applicant of their final recommendation.

4. The applicant may request and receive a conference with the President. (See the Appeals Section below.)

5. After the conference is held and only if the forthcoming recommendation will be negative, the President shall provide the applicant and chairperson of the ACTC with an explanation of their negative recommendation in writing.

6. The President shall forward their own recommendation for Reappointment with Tenure or Reappointment with Accelerated Tenure to the Board of Trustees by the deadline established by ER.

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

1. If appeals to the President by applicants endorsed by the ACTC are not successful, one representative of the ACTC and one representative from the bargaining unit (AFT) shall be allowed to speak briefly at the appropriate BOT Committee meeting.

2. Speakers must confine themselves to discussion of the Tenure Policy. The purpose of the presentations by the ACTC and the AFT will be to acquaint the appropriate BOT Committee with the perception of programmatic issues as affected by the President's decision. The non-recommended applicants for Reappointment with Tenure may attend the BOT Committee meeting but will have no opportunity to address the BOT Committee.

3. The BOT Committee may choose to meet with the ACTC or other relevant constituents/stakeholders prior to moving its recommendation to the full BOT. In such cases where the preliminary decision of the BOT Committee is to reject a positive recommendation received from the President, the BOT Committee shall notify the President, the Provost, the chair of the ACTC, and the applicant in writing.

4. An applicant who is not being recommended for Reappointment with Tenure by the BOT Committee may request and receive a hearing before a joint meeting of the ACTC and the BOT Committee, at which they may speak in support of their request for Reappointment with Tenure. (See the Appeals Section below.)

5. Reappointment with Tenure will be granted by the full BOT, which has a legal right to accept or reject any nominations.

Each applicant for Reappointment with Tenure shall be notified in writing by the President of the final decision of the BOT Committee by the deadline established by ER.

C. APPEALS PROCESS

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

1. The applicant may request a conference with the appropriate party (e.g., UPC, Dean, ACTC, Provost, President) at which they may appear individually or, at the applicant's request, with the chairperson of the UPC and/or the appropriate faculty members, such as the 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) hour prior written notice procedure by notifying the chairperson of the UPC, the Dean, the chairperson of the ACTC, the Provost, or the President.

Appeal of UPC Decision

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 UPC.

    a. The hearing shall be held prior to a recommendation being submitted by the UPC to the Unit Council.

b. A written summary report of the presentations made at a hearing, signed by the chairperson of the UPC, shall be incorporated in the final recommendation of the 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 procedure by notifying their Dean in writing.

Appeal of Dean's Decision

1. In such cases where the Dean does not concur with a recommendation received from the UPC or Unit Council, the applicant may request and receive a hearing with the Dean by the deadline established by ER.

Appeal of ACTC's Decision

1. In such cases where the ACTC does not recommend the applicant for Reappointment with Tenure, the applicant shall have the right to appeal the ACTC's decision.

2. Any applicant who is not recommended for Reappointment with Tenure by the ACTC will be notified in writing by the Committee.

a. Within forty-eight (48) hours of notification of the ACTC's decision, the applicant may request in writing to ER an appeal of the decision. The ACTC will be notified in writing of an applicant's appeal request by ER.

b. The appeal shall be heard at a meeting of the ACTC and, 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 the ACTC through ER in writing.

c. The applicant shall have fifteen (15) minutes to present an oral argument to the ACTC. New material may <u>not</u> be presented at the appeal hearing.

d. The ACTC shall discuss the applicant's appeal in closed session.

e. A new vote on the applicant shall take place after the closed session discussion occurs. Voting shall be by secret ballot following the established voting procedures. There shall be no further appeals at this level.

3. A written summary report of the presentation made at this hearing, signed by the chairperson of the ACTC, shall be incorporated into the final recommendation of the ACTC. A copy of the written summary report shall be sent to the applicant.

Appeal of the Provost's Decision

1. In the event of a *non*-Reappointment with Tenure recommendation by the Provost, the applicant may request and receive a hearing with the Provost by the deadline established by ER.

2. After the conference and only if the *non*-Reappointment with Tenure recommendation persists, the Provost shall provide the applicant and chairperson of the ACTC with a brief 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 Board of Trustees Committee.

Appeal to the Board of Trustees (BOT)

1. In such cases where the preliminary decision of the BOT Committee is to reject a positive recommendation received from the President, the applicant may request and receive a hearing before a joint meeting of the ACTC and the BOT Committee to speak in support of their request for Reappointment with Tenure.

D. PERSONNEL COMMITTEE MEMBERSHIP AND ROLES
UNIT PERSONNEL COMMITTEE (UPC)

1. The UPC membership shall consist of three (3) to five (5) Unit members, as determined by the Unit prior to soliciting nominations.

2. All members shall be tenured faculty except in the case of the Library.

3. If the number of nominees for the UPC exceeds the number determined by the Unit (refer to step 1), an election will be held.

4. The UPC shall follow all procedures as stated below. Questions shall be directed to ER and/or AFT Unit representative.

ALL-COLLEGE TENURE COMMITTEE (ACTC)

<u>Overall Structure</u>

The ACTC membership shall consist of one (1) tenured faculty member representative from each academic School, one (1) tenured Librarian, one (1) non-voting union (AFT) representative, one

(1) non-voting representative of ER, and one (1) non-voting Affirmative Action representative appointed by the President (i.e., there are six (6) voting and three (3) non-voting members on the ACTC). The ACTC members shall comport themselves with all College Policies (click on the link) including but not limited to #429 Nepotism and #458 The Code of Professional Responsibility.

The ACTC Unit representative may or may not be a member of the UPC. The ACTC Library representative will be a member of the LPC.

Voting Members

Voting ACTC members shall serve no more than two (2) consecutive years on the Committee without the possibility of repeating their service until they have been off the Committee for at least two (2) years. Service on the ACTC for even a short period (e.g., when someone is selected to complete the term of another member) constitutes a one-year term.

Non-Voting Members

1. Employee Relations (ER) Representative

a. The non-voting ER representative on the ACTC shall arrange for the organizational meeting of the ACTC and provide all members of the ACTC with a copy of the tenure procedures including related content from the Faculty Handbook

b. The ER representative develops, in consultation with the AFT, a calendar for the tenure process and makes this calendar available to tenure-track faculty and librarians.

c. The ER representative sets up and manages the digital storage system/platform into which each application will be uploaded/submitted.

d. The ER representative provides access to the appropriate digital application packages to each applicant, Convening Group, UPC, Unit Council members, and Dean and the Provost and the President as per the deadlines established by ER.

e. The ER representative attends all ACTC meetings and provides administrative support to the Committee.

f. The ER representative's role shall be limited to the review of ACTC and College policies and procedures to monitor compliance to the Faculty Handbook. The ER representative shall not take part in ACTC deliberative discussions. That is, the ER representative may only advise the Committee on procedural matters.

g. If the ER representative perceives a possible violation/non-compliance issue, they should ask the ACTC Chair to temporarily suspend the proceedings and make clear to the Committee their objections.

h. The ER representative shall also assist the ACTC Chair, Vice-Chair, and Secretary with scheduling and Committee correspondence. All communications sent from the ER representative regarding Committee business, including notices of meetings and scheduling, shall be sent in the name of the ACTC Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to distribution. The ACTC Chair shall place all records of Committee deliberations and votes for storage in the care of the ER representative. These files are confidential and are for Committee use only.

i. The ER representative informs each applicant for Reappointment with Tenure or Reappointment with Accelerated Tenure of their right to appear before the ACTC.

j. The ER representative shall confirm to the ACTC Chair that all Committee members affirmed that they have examined all application packages.

k. The ER representative provides access to digital binders to the campus community, when requested, after the Tenure process is complete.

2. Union (AFT) Representative

a. The non-voting Union (AFT) representative shall be appointed by the AFT.

b. The role of the AFT representative will be to monitor proceedings to ensure a fair process and adherence to the contract.

c. If the AFT representative perceives a possible violation of the contract, they should ask the chair of the ACTC to temporarily suspend the proceedings and make clear to the Committee their objections.

d. If mutual agreement cannot be reached because the ACTC and the AFT representative disagree as to the perceived infraction(s), the AFT representative must file a grievance on behalf of the local within three (3) days of the alleged violation occurring through the local AFT President.

3. Affirmative Action Representative

a. The non-voting Affirmative Action representative shall be appointed by The Office of Equity, Diversity, Inclusion and Compliance (EDIC).

b. The role of the Affirmative Action representative shall be limited to ensuring compliance with all Equal Employment Opportunity Commission (EEOC) and Affirmative Action laws and related College policies and procedures with respect to Affirmative Action concerns.

c. If the Affirmative Action representative perceives a possible violation, they should ask the Chair of the Committee to temporarily suspend the proceedings.

d. The Affirmative Action representative, the AFT representative, the ER representative, and the ACTC Chair shall meet to discuss the nature of the objection(s) to determine if further action should be taken. If all four (4) of these individuals agree about the objection raised by the Affirmative Action representative, they should then explain to the full ACTC the nature of the objection. If all four (4) of these individuals do not agree about the objection raised by the Affirmative Action representative, the Affirmative Action representative must consult with the President or the President's designee within three (3) days of the alleged violation occurring. The ACTC must await the President's or President designee's decision and proceed accordingly.

Organization of the ACTC

The ER schedules an initial organizational meeting of the ACTC. The ER invites the President and the Provost who will charge the Committee and discuss their own roles in the process. The ACTC shall then review Reappointment with Tenure and Reappointment with Accelerated Tenure procedures and guidelines, elect a Chair, a Vice-Chair, and a Secretary, and determine the meeting schedule of the ACTC.

Election of Chair, Vice-Chair, and Secretary

1. At the initial organizational meeting, the ACTC shall, by majority vote, elect or reappoint a Chair and Vice-Chair from the voting members. The Chair shall have at least one (1) year of prior service on the ACTC.

2. At the initial organizational meeting, the ACTC shall, by majority vote, elect a Secretary from the voting members. The Secretary shall record and maintain minutes, which include meeting attendance and actions items only.

Determination of Committee's Schedule

1. The ACTC shall be informed by the ER representative of the due date of its final recommendations.

2. Based on this due date, the ACTC will schedule meetings to hear presentations by the applicants, if requested, to evaluate the applications for Reappointment with Tenure and Reappointment with Accelerated Tenure and to vote on final recommendations. Dates shall also be scheduled/held to hear appeals, should any be requested, and to make a final recommendation to the Provost.

Attendance at Meetings

1. Meetings of the ACTC shall take precedence for all members of the Committee over all other College service responsibilities.

2. The ACTC members must attend all meetings in which presentations, voting, and deliberations occur.

3. If an ACTC member cannot attend a meeting in which an applicant's application package is considered and that meeting cannot be rescheduled or if an ACTC member is otherwise unable to review the materials in time for deliberations, the Dean of the ACTC member's School shall be so informed by the chair of the ACTC and the ACTC member must be replaced. The Unit shall immediately elect a new Unit representative for the remainder of the deliberations for that tenure cycle.

4. All rescheduled ACTC meetings should take place at the earliest possible date and must ensure all deadlines established by ER will be met.

Communications with the ACTC

1. In accordance with College policies and the AFT contract and if agreed upon by the Committee, ACTC members may communicate with applicants, UPCs, and Deans, as deemed necessary for the process.

2. Any discussion that is authorized and that takes place outside the ACTC shall be confined to and related to the evaluation of the applicant. Should new information arise from any of these discussions, the ACTC shall, through its chair, immediately notify the applicant in writing.

3. All information other than that contained in the application package that is received by the ACTC and required by the process relating to the evaluation of the applicants shall be in writing and signed. Such communications shall be forwarded to the applicant and added to their application. An opportunity shall be provided for the applicant to respond if they so desire.

4. No anonymous or unsolicited communications shall be received by the ACTC except student opinion surveys.
5. All letters and observations submitted to the ACTC (including the applicant's written summary letter and self-evaluation of effective teaching) must be signed. Applicants, letter and observation authors, and ACTC members should refer to the checklist (especially the letter recommendation guideline section) for details about acceptable documentation.

Community Access to Tenure Packages

1. Digital Tenure Applications shall be accessible to Ramapo College faculty and librarians for three (3) weeks after the Provost makes their recommendation.

2. Access to application packages is requested through ER, and each requestor will be given access for a specified twenty-four (24) hour period.