

**2024-2025 CALENDAR FOR 4th, 5th AND 6th YEAR FACULTY REAPPOINTMENT
CONSIDERATION FOR THE 2025-2026 ACADEMIC YEAR
Notify Date (by the President) – February 1, 2025**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT dates, See Faculty Handbook, Sections 5.0, 6.0 and 8.0 for detailed procedures: <http://www.ramapo.edu/er/?Handbook=open>)

NON-TENURED REAPPOINTMENT

Step to be completed no later than 2024:

2024

Wednesday, April 10, 2024 (on or before)

Each School/Core/Library Unit Council shall elect its Unit Personnel Committee (UPC).

Wednesday, May 8, 2024 (on or before)

Each faculty member and librarian must submit a digital application for reappointment to the UPC, through their Dean.

This application shall include (1) a written summary as to how he/she/they has satisfied the four criteria; (2) correctly labeled appendices which provide documentation necessary to support the written summary; (3) an updated vita; (4) any additional information considered to be appropriate by the applicant; (5) and an evaluation of tutorial activity and/or fieldwork supervision, when applicable. See Reappointment Guidelines/Checklist for further information.

Wednesday, May 25, 2024 (on or before)

The UPC shall carefully review all applications and inform each applicant in writing if additional information/documentation is needed. This information/documentation shall be submitted by the applicant to the Committee no later than the close of the 2023-2024 academic year. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

Wednesday, September 4, 2024 (on or before)

The UPC chairperson shall inform each applicant for reappointment in writing of the Committee's recommendations and schedule hearings as necessary.

Wednesday, September 11, 2024 (on or before)

The UPC shall make available all applications and supporting documentation, and its recommendations to the Unit Council for action through the Dean. The Dean schedules Unit Council hearings as necessary.

Wednesday, September 18, 2024 (on or before)

The Unit Council shall consider each recommendation for reappointment.

Friday, September 20, 2024 (on or before)

The Unit Council makes accessible all applications and supporting documentation, its recommendations, and the UPC recommendations, to the Dean for his/her/their review and recommendation.

The Dean shall inform each applicant for reappointment of the Unit Council's recommendation.

Friday, September 27, 2024 (on or before)

The Dean shall inform each applicant of his/her/their recommendation for reappointment or non-reappointment and schedule conferences, as necessary. In such cases where the Dean does not concur with any recommendation received from the Unit Council, the Dean shall notify the chairperson of the UPC, the appropriate faculty officer of the Unit Council, and the applicant in writing.

Friday, October 4, 2024 (on or before)

The Dean makes accessible all applications and supporting documentation, the Unit Council's recommendations, the UPC's recommendations and his/her/their recommendations, to the Provost via the Office of Employee Relations.

Friday, October 25, 2024 (on or before)

The Provost shall inform each applicant of his/her/their recommendation for reappointment or non-reappointment and schedules conferences, as necessary. In such cases where the Provost does not concur with any recommendation received from the Unit Council and/or the Dean, the Provost shall notify the Unit Council Chairperson and the Dean.

Friday, November 1, 2024 (on or before)

The Provost shall confer with the President regarding his/her/their recommendations for reappointment/non-reappointment and makes accessible all applications and supporting documentation for each applicant for reappointment to the President.

Friday, November 15, 2024 (on or before)

The President shall inform each applicant not recommended for reappointment of his/her/their action on nominations taken after consultation with the Provost, and he/she/they shall schedule conferences as necessary.

2025

Thursday, January 16, 2025 (Tentative)

The appropriate Board of Trustees (BOT) Committee shall meet to discuss the nominations for 4th, 5th and 6th year reappointment.

Monday, January 27, 2025 (Tentative)

The BOT shall discuss and act on all nominations for 4th, 5th and 6th year reappointment.

Friday, January 31, 2025 (on or before)

The President shall notify all applicants for reappointment of the action taken by the President (for non-reappointment) and the BOT (for reappointment).

* Notify by February 1, 2025 (CURRENT AGREEMENT, Art. XIII, Section C)