

**2024-2025 CALENDAR FOR 3rd YEAR FACULTY REAPPOINTMENT CONSIDERATION FOR
THE 2024-2025 ACADEMIC YEAR.
NOTIFY DATE APRIL 1, 2025**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT dates; See Faculty Handbook, particularly Sections 5.0 and 9.0 for detailed procedures <http://www.ramapo.edu/er/?Faculty=open>)

Non-Tenured Reappointment

Monday, January 20, 2025 (on or before)

Each faculty member and librarian, in his/her/their second year of tenure-track employment, must submit a digital application for 3rd Year Reappointment to the Unit Personnel Committee (UPC), through their Dean.

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

Monday, January 27, 2025 (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 as soon as possible. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

Wednesday, February 5, 2025 (on or before)

The UPC chairperson informs each applicant for reappointment in writing of the Committee's recommendation and schedules hearings, if requested.

Monday, February 10, 2025 (on or before)

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

Wednesday, February 12, 2025 (on or before)

The Unit Council considers each recommendation for reappointment.

Friday, February 14, 2025 (on or before)

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

Friday, February 21, 2025 (on or before)

The Dean informs each applicant for reappointment of his/her/their recommendation in writing and schedules conferences as necessary. In such cases where the Dean does not concur with a recommendation received from the Unit Council, the Dean notifies the chairperson of the UPC and the appropriate faculty officer of the Unit Council in writing.

Monday, March 10, 2025 (on or before)

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

Monday, March 24, 2025 (on or before)

The Provost informs each applicant for reappointment in writing of his/her/their recommendation and schedules conferences, if necessary. In such cases where the Provost does not concur with a recommendation received from the Unit Council and/or the Dean, the Provost notifies in writing, the Chairperson of the Unit Council, the Dean and the applicant.

Wednesday, March 26, 2025 (on or before)

The Provost makes accessible all recommendations and supporting documentation for each applicant for reappointment to the President.

Friday, March 28, 2025 (on or before)

The President informs each applicant for reappointment/non-reappointment of his/her/their decision after consultation with the Provost, and schedules conferences, if necessary.

Thursday, April 10, 2025 (Tentative)

The appropriate Board of Trustees (BOT) Committee shall meet to discuss the nominations for 3rd Year Reappointment.

Monday, April 28, 2025 (Tentative)

The (BOT) shall discuss and act on all nominations for 3rd Year Reappointment.

Friday, May 2, 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 April 1, 2025. (CURRENT AGREEMENT, Art. XIII, Section C)