

**Revised as of September 3, 2024**  
**2024-2025 CALENDAR FOR 4<sup>th</sup>, 5<sup>th</sup> AND 6<sup>th</sup> 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**

**2024**

**Wednesday, April 10, 2024 (on or before)**

The Unit Council (UC) will determine the size of the Unit Personnel Committee (UPC), solicit nominations, and vote to endorse membership.

**Wednesday, June 5, 2024 (on or before)**

Each faculty member and librarian must submit a digital application for reappointment to the UPC, through their Dean. As per the ER calendar, access is provided to the appropriate digital binder to the necessary parties as outlined in the Faculty Handbook.

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, June 26, 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 2024-2025 academic year. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

**Wednesday, September 11, 2024 (on or before)**

The UPC Chairperson shall inform each applicant for reappointment in writing of the Committee's recommendations per the Faculty Handbook coordinate hearings, if requested.

**Wednesday, September 25, 2024 (on or before)**

The UPC prepares a letter detailing its evaluation and recommendation for each applicant and sends the letter to the Deans for distribution to all full-time faculty in the Unit at least four (4) days prior to the UC meeting at which all Reappointment applications will be considered.

**Wednesday, October 2, 2024 (on or before)**

As outlined in the Faculty Handbook, the UC will discuss the UPC letter and vote to endorse, or not, the recommendations.

**2024-2025 CALENDAR FOR 4<sup>th</sup>, 5<sup>th</sup> AND 6<sup>th</sup> YEAR FACULTY REAPPOINTMENT CONSIDERATION  
FOR THE 2025-2026 ACADEMIC YEAR**

**Page 2 of 2**

**Friday, October 4, 2024 (on or before)**

The Deans inform the candidate of the UC vote.

**Wednesday, October 9, 2024 (on or before)**

The Deans shall inform each applicant of his/her/their recommendation for reappointment or non-reappointment with tenure and schedule conferences, as necessary. In such cases where the Dean does not concur with a recommendation received from the UC 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.

**Friday, October 18, 2024 (on or before)**

The Deans make their final recommendations available to the applicant and the Provost by the deadline established by ER.

**Monday, November 25, 2024 (on or before)**

The Provost shall inform each applicant of his/her/their recommendation for reappointment or non-reappointment. In such cases where the Provost does not concur with the recommendations received from the UC, the UPC, or the Dean, the Provost shall notify the applicant and the Dean in writing by the deadline established by ER. Per the Faculty Handbook, the applicant may request and receive a hearing.

**Wednesday, December 4, 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 documentations for each applicant for reappointment to the President.

**Wednesday, December 11, 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 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year reappointment.

**Monday, January 27, 2025 (Tentative)**

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

**Thursday, January 30, 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)