Faculty Handbook Revision Task Force Charge

Background: The Ramapo College Faculty Handbook (link at the bottom of https://www.ramapo.edu/er/) was last updated variously by section many years ago. Revision and clarification of key sections, particularly the criteria and policies for Personnel Actions is long overdue.

Charge: The Faculty Assembly is charging the Faculty Handbook Revision Task Force (FHRTF) to review and update those sections of the Faculty Handbook related to Personnel Actions (Promotion, Reappointment, Sabbatical, and Tenure) and to clarify the Personnel Committees involved in those Actions.

- The Task Force will review and revise the following sections of the Faculty Handbook:
  2.0 Faculty Personnel Policies and Procedures
  3.0 Ramapo College of New Jersey Policy Prohibiting Discrimination in the Workplace
  4.0 Model Procedures For Internal Complaints Alleging Discrimination in the Workplace
  5.0 Criteria for Appointment, Reappointment, Promotion and Reappointment with Tenure
  6.0 Renewal of Faculty Contracts
  7.0 Ramapo College Tenure and Promotions Plan
  8.0 Tenure Process at Ramapo
  9.0 Promotion of Faculty Members
  10.0 Faculty Development Funding (FDF) Procedure
  11.0 Sabbatical Leave Policy & Procedures

- The Task Force members will solicit feedback from and report progress to their constituents. The Task Force will consult recommendations for revision suggested in the final reports made by Faculty Personnel Committees made in the last five years.
- The Task Force will consult best practices at similar institutions, such as Stockton University.
- The Task Force will submit its report of recommended revisions to FAEC by May 1, 2020, or ask for an extension on or before that date specifying a new submission date based on estimated pace and amount of work remaining.

When the Task Force's report is received, it will be presented to FA for endorsement as well as AFT and Employee Relations (ER) for approval.
Membership: The composition of the Task Force will be:

- 6 Faculty members (One from each Unit, including the Library. It is recommended, but not required, that faculty members have experience serving on an All-College Personnel Committee. Unit representatives are to be chosen by Unit faculty and not appointed by the Dean.)
- 2 Members from AFT
- 2 Members from ER
- 2 Members from the Provost’s Office/Dean’s Council (At least one member should be the Provost or Vice Provost, and the other member should be the Vice Provost or Dean at the Provost’s discretion.)
- 1 Member from EDIC
- 1 Member from MFSA

At the first meeting, the Chair of the Task Force will be elected by the Task Force members from among the volunteers to chair.