

## REVISED

### 2024-2025 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT date. These are procedural deadlines only. For complete Promotion Procedures, see Faculty Handbook Sections 5.0 & 9.0 <http://www.ramapo.edu/er/?Handbook=open>)

#### 2024

##### **Thursday, September 19, 2024 (Tentative)**

Promotion Information Session presented by the Faculty Resource Center (FRC) and Employee Relations at 1:00-2:15PM via Webex.

##### **Friday, October 11, 2024 (on or before)**

The President or his/her/their designee shall inform the College community and the All-College Promotions Committee of the number of faculty promotions available at the various ranks for the College as a whole and the number of Librarian promotions available. The announcement, indicating the availability of promotions to Librarian II or Librarian I, shall state whether the promotion(s) may be considered upon the basis of personal growth or are to fill a particular need in the library.

##### **Monday, November 11, 2024 (on or before)**

Faculty members shall submit a digital application for promotion to the Unit Personnel Committee (UPC) through the Dean. Librarians applying for announced growth promotions and for announced, structural promotions within the specified time submit a written application to Unit Personnel Committee (UPC) through the Dean (CURRENT AGREEMENT).

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 appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision when applicable.

##### **Friday, November 29, 2024 (on or before)**

The UPC shall carefully review all applications and inform each applicant, in writing, if additional information/documentation is needed. This additional information/documentation shall be submitted as soon as possible. However, this in no way shall prejudice the right of any applicant to submit additional information to supplement his/her/their application.

##### **Monday, December 9, 2024 (on or before)**

The UPC Chairperson shall inform each applicant for promotion of the Committee's recommendation and schedule hearings if any applicant wishes to appeal.

#### 2025

##### **Wednesday, January 22, 2025 (on or before)**

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

##### **Wednesday, January 29, 2025 (on or before)**

The Unit Council shall consider each application for promotion.

##### **Friday, January 31, 2025 (on or before)**

The Dean notifies the Unit Council, the UPC and the applicants of the outcome of the Unit Council vote (i.e., whether the UPC recommendation is endorsed or not endorsed).

**Friday, February 7, 2025 (on or before)**

The Dean shall inform each applicant of his/her/their recommendation for promotion and schedule conferences if any applicant wishes to appeal. 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.

**Tuesday, February 18, 2025 (on or before)**

The Dean shall make accessible all applications, supporting documentation, the Unit Council's recommendations, the UPC recommendations and his/her/their recommendations to the All-College Promotions Committee via the Office of Employee Relations.

**Wednesday, February 26, 2025 (on or before)**

The President and Provost shall meet with the All-College Promotion Committee (ACPC) to review policies and programmatic issues.

**Thursday, April 3, 2025 (on or before)**

After considering all applications, the ACPC shall inform each applicant for promotion of its recommendation through its Chairperson. The Committee shall schedule hearings as applicable.

**Thursday, April 10, 2025 (on or before)**

The ACPC makes accessible all applications, including its own recommendations, all Unit recommendations, the Deans' recommendations and the supporting documentation to the Provost.

**Monday, April 28, 2025 (on or before)**

The Provost confers with the President concerning his/her/their recommendations and makes accessible all supporting documentation to the President.

**Wednesday, April 30, 2025 (on or before)**

The President and Provost confer with the ACPC concerning the Committee's recommendations.

**Friday, May 16, 2025 (on or before)**

The President forwards all nominations and supporting documentation to the appropriate Committee of the BOT for review and recommendation.

**Thursday, June 12, 2025 (Tentative)**

The appropriate BOT Committee shall meet to discuss the President's nominations for promotion.

**Monday, June 23, 2025 (Tentative)**

The Board of Trustees meets to vote on the President's nominations for promotion.

**Friday, June 27, 2025 (on or before)**

The President shall notify all applicants for promotion of the action taken by the President (for applicants not nominated) and the Board of Trustees (for nominated applicants).

Notify by June 30, 2025 (CURRENT AGREEMENT, Art. XIV, Section H, as modified by LOCAL AGREEMENT).