

Revised as of September 3, 2024

2024-2025 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS NOTIFY DATE JUNE 30, 2025

(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 26, 2024 (Tentative)

Promotion Information Session presented by the Faculty Resource Center (FRC) and Employee Relations (ER) 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 (ACPC) 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) in the format as instructed by ER. Librarians applying for announced growth promotions and for announced structural promotions within the specified time submit a written application to the UPC through the Deans. (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 forwards its letter of recommendation to the UC for action at least four (4) days prior to the UC meeting at which the applications will be discussed.

Wednesday, January 29, 2025 (on or before)

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

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Friday, January 31, 2025 (on or before)

The Deans notify the UC, UPC, and the applicants of the outcome of the UC vote (i.e., whether the UPC recommendation is endorsed or not endorsed).

Friday, February 7, 2025 (on or before)

The Deans 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 UC, the Dean shall notify the Chairperson of the UPC, the appropriate faculty officer of the UC and the applicant in writing.

Tuesday, February 18, 2025 (on or before)

The ER shall make accessible all applications, supporting documentation, the UC's recommendations, the UPC recommendations and Dean's recommendations to the ACPC.

Wednesday, February 26, 2025 (on or before)

The President and Provost shall meet with the 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 UC 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 Board of Trustees (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 BOT 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 BOT (for nominated applicants).

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