

Revised as of September 3, 2024

2024-2025 CALENDAR FOR 3rd YEAR FACULTY REAPPOINTMENT CONSIDERATION FOR THE 2025-2026 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 upload a digital application for 3rd Year Reappointment to the appropriate folder established by Employee Relations (ER). An ER representative will share the folders with the Unit Personnel Committee (UPC) and the Deans.

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 forwards its letter of recommendation to the Unit Council (UC) for action at least four (4) days prior to the UC meeting at which Reappointment applications will be discussed.

Wednesday, February 19, 2025 (on or before)

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

Friday, February 21, 2025 (on or before)

The UPC submits the final letter to the appropriate folder in the digital package for subsequent review by the Deans and Provost.

Wednesday, February 26, 2025 (on or before)

The Deans inform each applicant for reappointment of his/her/their recommendation in writing and schedules conferences as necessary. In such cases where the Deans do not concur with a recommendation received from the UC, the Deans notify the Chairperson of the UPC and the appropriate faculty officer of the UC in writing.

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Monday, March 10, 2025 (on or before)

The Deans upload their letters and ER makes accessible all applications, recommendations from UC, UPC, and Deans, and all supporting documentation to the Provost.

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 UC and/or the Dean, the Provost notifies in writing, the Chairperson of the UPC, the Dean and the applicant.

Wednesday, March 26, 2025 (on or before)

The Provost forwards their final Reappointment recommendations to the President by the deadline established by ER.

Friday, April 4, 2025 (on or before)

The President forwards all of their nominations for renewal of contract to the Board of Trustees (BOT) by the deadline established by ER. In such cases where the President does not concur with the recommendation of the Provost, the Dean or the UPC, the President shall notify the Provost, the Dean, the Chairperson of the UPC and the applicant in writing by the deadline established by ER.

Thursday, April 10, 2025 (Tentative)

The appropriate 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)