

Revised as of September 3, 2024
2024-2025 CALENDAR FOR FACULTY REAPPOINTMENT WITH TENURE
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>)

REAPPOINTMENT WITH TENURE

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. Additionally, the UC will determine its representative to the All College Tenure Committee (ACTC).

Wednesday, June 5, 2024 (on or before)

Each Faculty member and/or Librarian in the 6th year of service submits an application for reappointment with tenure. As per the ER calendar, access is provided to the appropriate digital binder to the necessary parties as outlined in the Faculty Handbook.

Faculty that have completed two (2) full years of service who wish to apply for **Tenure by Exceptional Action** must submit an application following the Tenure by Exceptional Action procedure located on the ER web page at : <http://www.ramapo.edu/er/?Handbook=open>. **The Deans verify eligibility of applicants for tenure by exceptional action with ER.**

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) 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 or supervision, when applicable. See Tenure Guidelines/Checklist for further information.

Wednesday, June 26, 2024 (on or before)

The appropriate 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 with tenure to submit additional information/documentation, if necessary.

Wednesday, September 11, 2024 (on or before)

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

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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 Tenure 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.

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 upload their letters and ER makes accessible all applications, recommendations from UC, UPC and Deans, and all supporting documentation to the All-College Tenure Committee (ACTC).

Wednesday, October 23, 2024 (on or before)

The President and Provost shall meet with the ACTC to review policies and programmatic issues.

Friday, November 8, 2024 (on or before)

The ACTC Chairperson shall inform each applicant for reappointment or non-reappointment with tenure of the Committee's recommendation and schedule appeal hearings, as necessary.

Friday, November 15, 2024 (on or before)

The ACTC makes accessible all applications and supporting documentation, its recommendations, the UC's recommendations, the UPC recommendations, and the Deans' recommendations, for each applicant for reappointment or non-reappointment with tenure to the Provost.

Monday, November 25, 2024 (on or before)

In such cases where the Provost does not concur with the recommendation received from the ACTC the Provost shall meet with the Committee. The Provost shall inform each applicant for reappointment or non-reappointment with tenure, and the Chairperson of the ACTC of his/her/their recommendation and schedule conferences, as necessary.

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Wednesday, December 4, 2024 (on or before)

The Provost shall confer with the President regarding his/her/their recommendations for reappointment/non-reappointment with tenure and makes accessible all supporting documentation from the ACTC to the President.

Wednesday, December 4, 2024 (on or before)

The President and the Provost shall confer with the ACTC concerning their recommendations.

Wednesday, December 11, 2024 (on or before)

The President shall inform each applicant recommended/not recommended for reappointment with tenure 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 Trustee (BOT) Committee shall meet to discuss the nominations for reappointment with tenure.

If appeals to the President of the ACTC endorsed candidates are not successful, one representative of the ACTC and one of the AFT shall be allowed to speak briefly at the BOT Committee meeting where the President could have put forward a positive recommendation. These speakers must confine themselves to discussion of the tenure policy. The purpose of the presentations by the ACTC and the AFT shall be to acquaint the BOT Committee with programmatic issues affected by BOT policy. The affected candidate may attend the meeting but with no opportunity to address the Board Committee.

Monday, January 27, 2025 (Tentative)

The BOT shall meet to discuss and act on all nominations for reappointment with tenure.

Thursday, January 30, 2025 (on or before)

The President shall notify all applicants for reappointment with tenure of the action taken by the President (for non-reappointment) and the Board of Trustees (for reappointment).

* Notify by February 1, 2025 (CURRENT AGREEMENT, Art. XIII, Section C)