



**THE RICHARD STOCKTON COLLEGE OF NEW JERSEY  
PERSONNEL ACTIONS CALENDAR  
2011-2012**

**SEPTEMBER**

Dates for Election of Faculty Review Committee

1. Nominations open.
12. Nominations for divisional representatives and alternates close.
14. Election of divisional representatives and alternates opens on line.
19. Election of divisional representatives and alternates closes at noon; ballots tallied.
21. Nominations for at-large members close at noon.
23. Election for at large members opens on line.
28. Election of at-large members closes at noon; ballots tallied.

1. Solicitation of supporting material by appropriate Deans and Directors for annual evaluation files of librarians in third, fourth, and fifth year of service, and of professional staff in third, fourth, or fifth year of service.
7. Election of Library Personnel Committee.
20. Library Personnel Committee convenes for organizational meeting.
21. Board of Trustees Meeting.

## **OCTOBER**

3. Annual evaluation files of librarians in third, fourth, or fifth year are closed. Files of professional staff in third, fourth, and fifth year of service are closed.

All tenured faculty promotion applications due with supporting material to School Dean (other faculty submit supporting materials during applicable reappointment cycles). Faculty files are available to the program through October 14.

Closing of files of fifth-year faculty granted Reconsideration Reviews in May 2011. Files are available to the program through October 14.

7. Library supervisors make recommendations to Library Personnel Committee concerning reappointments of Librarians I, II, and III in the third, fourth, or fifth year of service.
14. Program letters concerning promotion of tenured faculty and concerning fifth-year faculty granted Reconsideration Reviews due to Dean.
18. Supervisors make recommendations to respective Deans or Directors concerning reappointments and promotions of professional staff in third, fourth, or fifth year of service.
24. Library Personnel Committee makes recommendations to Director of Library concerning reappointments of Librarians I, II, and III in the third, fourth, or fifth year of service.
26. Deans and Directors make recommendations to respective Vice Presidents concerning reappointments and promotions of professional staff in third, fourth, or fifth year of service.
28. Deans make recommendations to Faculty Review Committee concerning promotion of tenured faculty and concerning Reconsideration Reviews of fifth-year faculty as applicable.
31. Solicitation of supporting materials by appropriate Deans and Directors for annual evaluation files of faculty, librarians, and professional staff in first or second year of service or part time. (Reviews of second year faculty are feedback reviews.)

## **NOVEMBER**

7. Director of Library makes recommendations to Provost concerning reappointments of Librarians I, II, and III in the third, fourth, or fifth year of service.

11. Faculty Review Committee makes recommendations to the Provost concerning promotions of tenured faculty and concerning Reconsideration Reviews of fifth-year faculty as applicable.

Recommendations of appropriate Vice President to President concerning reappointment and promotion of professional staff in third, fourth, or fifth year of service.

21. Recommendation of Provost to President concerning promotion of tenured faculty, Reconsideration Reviews of fifth-year faculty as applicable, and reappointment of librarians in third, fourth, or fifth year of service.

## **DECEMBER**

2. President notifies professional staff in third, fourth, or fifth year of service of recommendation to the Board of Trustees.

President notifies tenured faculty promotion candidates, fifth-year faculty undergoing Reconsideration Reviews, and librarians in third, fourth, or fifth year of service of recommendation to the Board of Trustees.

7. Board of Trustees meeting.

President makes recommendations to Board of Trustees concerning promotions of tenured faculty, reappointment of fifth-year faculty undergoing Reconsideration Reviews, and reappointment of librarians, professional staff, in third, fourth, or fifth year of service.

8. President issues letters of reappointment to librarians, professional staff in third, fourth, or fifth year of service and to fifth-year faculty granted reappointment after Reconsideration Reviews, and letters concerning promotion to faculty approved for promotion by Board of Trustees.

## **JANUARY**

4. Closing of annual evaluation files of professional staff in first or second year of service or part-time. Staff in first or second year of service submit supporting materials for promotion application.

9. Solicitation of supporting materials by appropriate deans for faculty in third or fourth year of service.

13. Closing of annual evaluation files of faculty and librarians in first or second year of service or part time. (Reviews of second year faculty are feedback reviews.)

Faculty in first or second year of service and part-time faculty submit supporting materials for promotion application. Files available to program until January 23.

Library supervisors make recommendations to Library Personnel Committee concerning reappointments of librarians in first and second year of service.

Solicitation of supporting materials by appropriate Deans and Directors for annual evaluation files of professional staff appointed after October 1 but before February 1.

17. Supervisors make recommendations to respective Deans or Directors concerning reappointments of professional staff in first or second year of service and part-time staff.
18. Closing of annual evaluation files of professional staff appointed after October 1 but before February 1.
23. Program letters concerning reappointment of faculty in first year and of part-time faculty and feedback review of faculty in second year of service, and promotion where applicable, to Deans.
25. Library Personnel Committee makes recommendations to the Director of Library concerning reappointments and promotions of Librarians I, II, and III in first or second year of service.

Supervisors make recommendations to respective Deans or Directors concerning reappointments of professional staff appointed after October 1 but before February 1.

Deans and Directors make recommendations to appropriate Vice President concerning reappointments of professional staff in first or second year of service and part-time staff.

27. Deans and Directors make recommendations to respective Vice-Presidents concerning reappointments of professional staff appointed after October 1 but before February 1.
30. Deans make recommendations concerning reappointment of faculty in first year and of part-time faculty, and feedback review of faculty in second year of service, and promotion where applicable.
31. Director of the Library makes recommendations to Provost regarding reappointment of librarians in first or second year of service.

## FEBRUARY

3. As needed, Faculty Review committee makes recommendations to Provost concerning reappointment and promotion of faculty in first year of service, and concerning feedback reviews of faculty in second year of service.

3. All College managers receive notification of reappointment process dateline from their respective Vice President/Cabinet member. Workflow process will be initiated by each manger. Files to be completed and returned to first line supervisor before February 16.

6. Recommendations of Provost concerning librarians in second year of service.

As needed, recommendation of Provost to President concerning reappointment and promotion of faculty in first year of service, part-time faculty, and librarians in first year of service, and concerning feedback reviews of faculty in second year of service.

As needed, recommendation of Vice Presidents to President regarding reappointments of staff in first and second year of service and of staff appointed after October 1 but before February 1.

- 8 Closing of evaluation files of faculty seeking range adjustments. Files available to programs until February 17.

10. President notifies affected faculty and professional staff in first or second year of service or part time concerning recommendations to Board of Trustees. President notifies affected staff appointed after October 1 but on or before February 1 concerning recommendation to Board of Trustees.

13. Closing of evaluation files of faculty in the third or fourth year of service. Files available to programs until March 2.

- 15 Board of Trustees Meeting.

President makes recommendations to Board of Trustees regarding reappointments and promotions of faculty in first year of service or part time, and of professional staff in first or second year of service or part time. President makes recommendations to Board of Trustees regarding reappointment and promotion of librarians in first or second year of service. President makes recommendations to Board of Trustees regarding reappointments of staff appointed after October 1 but before February 1.

16. President issues letters of reappointment to faculty in first year of service, part-time faculty, and professional staff in first or second year of service or part time, and to staff appointed after October 1 but before February 1.

Managers who do not report directly to a Vice President/Cabinet member submit annual workflow evaluation files to first line supervisors.

17. Program letters concerning faculty seeking range adjustments due to deans.
22. Managers who report directly to a Vice President/Cabinet member submit annual workflow evaluation files to Vice President/Cabinet member.

Supervisors of managers who do not report directly to a Vice President/Cabinet member meet with and share evaluations with ratees; ratings of managers by supervisors should only be given and entered into Workflow after the manager has met with the supervisor. Ratees' acknowledgement of ratings and responses, if any, are due by February 27.

27. If applicable, files of managers who do not report directly to a Vice President/Cabinet member are submitted to second-level supervisors.

## **MARCH**

2. Programs make recommendations to deans concerning reappointment of faculty in the third or fourth year of service.

Deans make recommendations concerning faculty seeking range adjustments.

All workflow evaluations of managers who do not report directly to a Vice President/Cabinet member are submitted by first- or second-level supervisors to respective Vice Presidents/Cabinet members.

5. Solicitation of materials for evaluation files of professional staff with multi-year appointments expiring June 30, 2013.

Vice Presidents/Cabinet members submit self evaluation workflow to President.

19. Deans make recommendations concerning reappointment of faculty in the third or fourth year of service.

Submission to the President of applications for performance based promotions of eligible staff.

20. Cabinet members notify managers that they have three business days to respond to all previous workflow evaluations. President notifies Vice Presidents/Cabinet members that they have three business days to respond to evaluation. (Responses and acknowledgments due Friday, March 23.)

22. Recommendations of Faculty Review Committee concerning faculty seeking range adjustments.

26. Cabinet members make recommendations to President regarding reappointment of managers.
29. Closing of evaluation files of professional staff with multi-year appointments expiring June 30, 2013.

## **APRIL**

2. Recommendations of Faculty Review Committee concerning reappointment of faculty in the third or fourth year of service.
6. Supervisors make recommendations to Deans or Directors concerning reappointments and promotions of professional staff with multi-year appointments expiring June 30, 2013.
9. Recommendations of Provost to President concerning faculty seeking range adjustments.
13. Deans and Directors make recommendations to respective Vice Presidents regarding reappointments of professional staff with multi-year appointments expiring June 30, 2013.

Recommendations of Provost to President concerning reappointment of faculty in the third or fourth year of service.

20. Professional staff with multi-year appointments expiring June 30, 2013, claiming procedural error, asks that the President establish a Review Board.

Recommendation of Vice Presidents to President regarding reappointments of professional staff with multi-year appointments expiring June 30, 2013.

President notifies managers of recommendations to Board of Trustees.

27. President notifies faculty in the third or fourth year of service concerning recommendations to Board of Trustees.

President notifies faculty seeking range adjustments and staff seeking performance-based promotions concerning recommendations to Board of Trustees.

President notifies professional staff with multi-year appointments expiring June 30, 2013, concerning recommendations to Board of Trustees.

## **MAY**

2. Board of Trustees Meeting.

President makes recommendations to Board of Trustees regarding reappointments of faculty in the third or fourth year of service, regarding reappointment of professional staff with multi-year appointments expiring June 30, 2013, regarding range adjustments, regarding performance-based promotions for eligible staff, and regarding reappointment of managers.

3. President issues letters of reappointment to managers, faculty in the third or fourth year of service, and professional staff with multi-year appointments expiring June 30, 2013, and letters of notification to faculty granted range adjustments and to staff granted performance-based promotions.
24. Deadline for fourth year faculty who have not been granted reappointment with tenure to apply to the Provost for Reconsideration Review in Fall 2012.
31. Provost receives recommendations from affected Program Review Committees and Deans regarding applications for Reconsideration Reviews.

## **JUNE**

6. Provost notifies applicants for Reconsideration Reviews as to whether they are granted.
28. Deadline for tenured faculty who will apply for promotion in Fall 2012 to meet with Deans regarding selection of external reviewers.

## **JULY**

11. Board of Trustees Meeting.
12. Tenured faculty who will apply for promotion in Fall 2012 provide Deans with copies of scholarly or creative work to be reviewed and commented on by external evaluators.

August 10, 2011