



KEAN

1st Year Tenure Track Faculty CALENDAR OF REAPPOINTMENT ACTIVITIES

For full-time probationary faculty members in their first year of service

Calendar for Academic Year 2024-2025

(for Reappointment effective AY 2025-2026)

| | To be Completed on or Before |
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| 1st Year Reappointment Activity | |
| 1. Faculty member submits a portfolio via <i>Interfolio</i> that includes a CV, peer observations, and statements on teaching and research. a. The Department Chair/Chair of Departmental ARTP committee arranges for faculty (peer) observations ¹ in at least two different courses (or two different sections, if one course is taught). Peer observations shall not occur before the fifth (5th) week of the semester (October 9, 2024). | Nov. 22, 2024 (Fri.) |
| 2. Departmental ARTP committee reviews materials. Department Chair ² /Chair of Departmental ARTP committee meets with the candidate to review and discuss progress in the principal areas of research, teaching, and service, as well as any other considerations relevant to reappointment, tenure, and promotion. | Dec. 6, 2024 (Fri.) |
| 3. Department Chair/Chair of Departmental ARTP committee summarizes feedback in a written document that becomes part of the candidate's record after review by the candidate, sends notification of the recommendation to the candidate, and forwards recommendation to the College Dean. | Dec. 13, 2024 (Fri.) |
| 4. College Dean compiles the portfolios and submits to Provost/Senior Vice President for Academic Affairs. | Jan. 8, 2025 (Wed.) |
| 5. Provost/Senior Vice President for Academic Affairs forwards recommendation to President and sends written notification of this recommendation to the candidate. | Jan. 22, 2025 (Wed.) |

¹ Student evaluations are conducted online and are not available until the end of the Fall 2024 semester, so only peer observations are included in the 1st year portfolio materials.

² Should the Department Chair not be the chair of the Departmental ARTP committee, they shall coordinate with the Departmental ARTP chair in providing formative feedback to the candidate.

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| 6. Last day for filing substantive ³ appeal to the President. | Feb. 3, 2025 (Mon.) |
| 7. President forwards nomination to Board of Trustees Academic Policy and Personnel Committee and sends written notification of this nomination to candidate. | Feb. 12, 2025 (Wed.) |
| 8. Board of Trustees receives nomination from its Academic Policy and Personnel Committee and takes action. | Mar. 3, 2025 (Mon.) |
| 9. Last day for formal notification by Board of Trustees to candidate for reappointment. | Mar. 17, 2025 (Mon.) |

³ In contrast to writing a substantive appeal to the President, the candidate who feels that a matter for grievance may be present (either procedural grievance or grievance claiming discriminatory treatment or denial of academic freedom) should refer to the current AGREEMENT'S article on "Grievance Procedure".