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 2026-2027

(for Reappointment effective AY 2027-2028)

1st Year Reappointment Activity	To be Completed on or Before
1. Faculty member submits a portfolio via *Interfolio* that includes a CV and holistic summary on scholarship/creative works, teaching and service[1]. a. First-year faculty participate in informal peer observation and intervisitation. During the Fall semester, they should observe at least one class session (within or outside of their college) of another full-time faculty member (who may be a Lecturer, tenured, or untenured faculty) and invite any full-time faculty colleague to observe their class to provide suggestions for further refinement of their teaching skills. First-year faculty should include a teaching self-reflection as part of their holistic statement.	Nov. 20, 2026 (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. 4, 2026 (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. 11, 2026 (Fri.)
4. College Dean compiles the portfolios and submits to Provost/SVPAA.	Jan. 6, 2027 (Wed.)

[1] Service activities are not expected for first-year faculty, but a brief statement on how faculty intend to incorporate departmental/ institutional service and professional/community engagement in future semesters should be included in the holistic summary.

[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.

5. Provost/SVPAA forwards recommendation to President and sends written notification of this recommendation to the candidate.	Jan. 20, 2027 (Wed.)
6. Last day for filing substantive[3] appeal to the President.	Jan. 29, 2027 (Fri.)
7. President forwards nomination to Board of Trustees Academic Policy and Personnel Committee and sends written notification of this nomination to candidate.	Feb. 10, 2027 (Wed.)
8. Board of Trustees receives nomination from its Academic Policy and Personnel Committee and takes action.	Mar. 8, 2027 (Mon.)
9. Last day for formal notification by Board of Trustees to candidate for reappointment.	Mar. 22, 2027 (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".