



# KEAN

## Probationary Librarians CALENDAR OF REAPPOINTMENT ACTIVITIES

Calendar for Academic Year 2025-2026

*(for Reappointment effective AY 2026-2027)*

Librarian Reappointment Activity	To be Completed on or Before
1. Candidate submits application via <i>Interfolio</i> to Library Personnel Committee	Sept. 5, 2025 (Fri.)
2. Library Personnel Committee reviews materials and sends recommendation in writing to Candidate	Sept. 19, 2025 (Fri.)
3. Candidate may provide a response to the recommendation within five (5) working days. The response and any additional supporting documentation become part of the candidate's record. The Library Personnel Committee forwards all materials to the Director of the Library	Sept. 26, 2025 (Fri.)
4. Director of the Library reviews materials, forwards recommendation to Library Personnel Committee, and sends written notification of this recommendation to the candidate	Oct. 3, 2025 (Fri.)
5. Candidate may provide a response to the Director's recommendation within ten (10) working days. The response and any additional supporting documentation become part of the Candidate's record. The Director forwards all materials to the Provost	Oct. 17, 2025 (Fri.)
6. Provost/Senior Vice President for Academic Affairs forwards recommendation to President and sends written notification of this recommendation to the candidate	Oct. 27, 2025 (Mon.)
7. Last day for filing substantive <sup>1</sup> appeal to the President	Nov. 5, 2025 (Wed.)

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<sup>1</sup> In contrast to writing a substantive appeal to the President, a 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".

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| 8. President forwards nomination to Board of Trustees <sup>2</sup> Academic Policy and Personnel Committee and sends written notification of this nomination to candidate | Nov. 17, 2025 (Mon.)                 |
| 9. Board of Trustees receives nomination from its Academic Policy and Personnel Committee and takes action  | Dec. 6, 2025 (Sat.)<br>(Anticipated) |
| 10. Last day for formal notification by Board of Trustees to candidate for reappointment  | Dec. 19, 2025 (Fri.) <sup>3</sup>    |

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<sup>2</sup> The Board of Trustees can only act on candidates recommended for reappointment by the President. If the President does not reappoint a candidate, their name is not brought before the Board of Trustees, and the reappointment process ends at the President's level.

<sup>3</sup> Date set in current AGREEMENT'S Article XIII ("Appointment and Retention of Employees"), Section C.