

February 2011 Promotion and Reappointment Document

Modified Reappointment Process for applicants with a Qualifying Life Event

1. A candidate who experiences a qualifying life event, as defined below, and who takes any combination of leave (i.e., sick, vacation, family, or medical leave) for a period of at least four weeks (20 days) or who experiences the qualifying life event after June 30 but before the commencement of the following fall semester may have the timelines, established in Paragraphs A-E., above, modified in accordance with this section.
2. Qualifying life events for purposes of this section are those events entitling the candidate to leave pursuant to the NJFLA and FMLA, which include:
 - The birth or adoption of a child of the candidate, or the foster placement of a child with the candidate to allow the candidate to care for the child;
 - A serious health condition that makes the candidate unable to perform the functions of his/her position;
 - A serious health condition affecting the spouse, child, or parent of the candidate to allow the candidate to provide care;
 - A serious injury or illness incurred in the line of duty affecting a covered service member who is the spouse, child, parent or next of kin of the candidate to allow the candidate to provide care,
 - A qualifying exigency arising out of the fact that the spouse, child or parent of the candidate is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces;
 - An act of domestic violence or a sexually violent offense committed against the candidate or the candidate's spouse, domestic partner, civil union partner, child or parent in accordance with the NJ SAFE Act.
3. A candidate who satisfies the above requirements may be considered for reappointment pursuant to the modified timeline provided in this section. To be eligible for reappointment pursuant to the modified reappointment and tenure review timeline, a candidate must inform the Office of Human Resources ("HR") of: 1) the occurrence of the qualifying life event; 2) if the event occurs during the contract period the candidate's desire to use some form of accrued leave in accordance with current HR procedures; and 3) his or her desire to be considered pursuant to the modified timeline. The candidate must provide notice of the qualifying life event within twelve (12) months of its occurrence and provide required supporting documentation in accordance with HR procedures.¹ Upon verification of the qualifying life event, approval of requested leave, if applicable, and receipt of the candidate's decision regarding the modified reappointment and tenure review timeline, HR will notify the Office of Academic Affairs, the Dean of the candidate's home department/program, and the chair of the candidate's home department/program, with confirmation to the candidate, that the modified reappointment and tenure review timelines should apply to the candidate. Once the candidate is placed on the

¹ A candidate who has entered and is at any stage of the reappointment and tenure review process prior to October 8, 2014, who experienced a qualifying life event as defined above during the time of his or her employment at the College and who otherwise qualifies under this section, may elect to be considered for reappointment pursuant to the modified timeline provided in this section. A candidate shall be eligible for the modified timeline regardless of whether the candidate previously took any form of leave in connection with the qualifying life event.

modified reappointment and tenure review timeline, he/she will be subject to the modified timelines for all years subsequent to the occurrence of the qualifying life event through the decision to grant or deny tenure. If the candidate does not wish to have the modified process applied for all subsequent years, the candidate shall notify HR and the Office of Academic Affairs no later than April 1 of the year in which the candidate wishes to return to the ordinary timelines established in Sections IV.A.-D. of the The Application Process for Reappointment and Tenure for the remaining years of review.

NOTE: Candidates should be aware that if they elect the modified timeline, they will not receive notice of the reappointment decision until the year subsequent to the year for which the candidate is being reviewed. This may result in receiving notice of a reappointment decision in the terminal year of a candidate's employment term, *e.g.*, a candidate could be notified that he/she will not be reappointed (with tenure) in as late as December of the candidate's final year of employment.

4. The procedures and timelines provided in this section are subject to and shall be consistent with *N.J.S.A. 18A:60-6, et seq.* (the "Tenure Law") and the terms and conditions of any applicable binding agreement between the State of New Jersey and the Council of New Jersey State College Locals (the "*Agreement*"). To the extent that any provision of Section IV.F. of The Application Process for Reappointment and Tenure is inconsistent with the Tenure Law, the Tenure Law shall prevail. To the extent that any provision of Section IV.F. of The Application Process for Reappointment and Tenure is inconsistent with the *Agreement* then in effect, that the *Agreement* shall prevail.
5. A candidate following the modified reappointment process shall be held to the same standards of reappointment as any similarly situated candidate following the ordinary (non-modified) reappointment process.
6. For the academic years in which the qualifying life event occurs and the candidate is placed on the modified reappointment process and in subsequent academic years subject to the reappointment process, the process for a candidate opting to be considered pursuant to the modified reappointment timeline shall be as follows:

First Year Review (which occurs in the second year):

- 1) The deadline to complete Paragraph IV.A.1. of the Application Process for Reappointment and Tenure section of this document ("Application Process") is extended to *September 15 of Year 2.*
- 2) The deadline to complete Paragraph IV.A.2. of the Application Process is extended to *October 1 of Year 2.*
- 3) The deadline to complete Paragraph IV.A.3. of the Application Process is extended to *October 7 of Year 2.*
- 4) The deadline to complete Paragraph IV.A.4. of the Application Process is extended to *October 16 of Year 2.*

Second Year Review (which occurs in the third year):

NOTE: This timeline also applies to those candidates in their third year whose Second Year Review resulted in appointment for only a fourth year.

- 1) The deadline to complete Paragraph IV.B.1. of the Application Process is extended to *September 15 of Year 3.*
- 2) The deadline to complete Paragraph IV.B.2. of the Application Process is extended to *October 1 of Year 3.*
- 3) The deadline to complete Paragraph IV.B.3. of the Application Process is extended to *October 5 of Year 3.*
- 4) The deadline to complete Paragraph IV.B.4. of the Application Process is extended to *October 20 of Year 3.*
- 5) The deadline to complete Paragraph IV.B.5. of the Application Process is extended to *October 24 of Year 3.*
- 6) The deadline to complete Paragraph IV.B.6 of the Application Process is extended to *November 14 of Year 3.*
- 7) The deadline to complete Paragraph IV.B.7. of the Application Process is extended to *November 21 of Year 3.*
- 8) The deadline to complete Paragraph IV.B.8. of the Application Process is extended to *December 21 of Year 3.*

Third Year Review (which occurs in the fourth year for candidates who, as a result of the Second Year Review, were reappointed to a fourth and fifth year):

- 1) The deadline to complete Paragraph IV.C.1. of the Application Process is extended to *September 15 of Year 4.*
- 2) The deadline to complete Paragraph IV.C.2. of the Application Process is extended to *October 1 of Year 4.*
- 3) The deadline to complete Paragraph IV.C.3. of the Application Process is extended to *October 7 of Year 4.*
- 4) The deadline to complete Paragraph IV.C.4. of the Application Process is extended to *October 16 of Year 4.*

Fourth Year Review (which occurs in the fifth and terminal year):

- 1) The deadline to complete Paragraph IV.D.1. of the Application Process is extended to *September 15 of Year 5.*
- 2) The deadline to complete Paragraph IV.D.2. of the Application Process is extended to *October 1 of Year 5.*
- 3) The deadline to complete Paragraph IV.D.3. of the Application Process is extended to *October 5 of Year 5.*
- 4) The deadline to complete Paragraph IV.D.4. of the Application Process is extended to *October 20 of Year 5.*
- 5) The deadline to complete Paragraph IV.D.5. of the Application Process is extended to

October 24 of Year 5.

- 6) The deadline to complete Paragraph IV.D.6. of the Application Process is extended to *November 14 of Year 5.*
- 7) The deadline to complete Paragraph IV.D.7. of the Application Process is extended to *November 21 of Year 5.*
- 8) The deadline to complete Paragraph IV.D.8. of the Application Process is extended to *December 1 of Year 5.*

The table presented here includes the normal reappointment dates for probationary faculty under the five-year tenure process as well as those dates proposed by the College for faculty with a qualifying life event.

	Five-year tenure process			QLE Process
Item #	Date of Action		Action **	Date of Action
IV. A 1	Year 1 – May 15		Candidate submits materials for review	Year 2 – Sep 15
IV. A 2	Year 1 – May 25		Conversation between candidate and PRC	Year 2 – Oct 1
IV. A 3	Year 1 – May 29		Candidate has right to respond to PRC letter	Year 2 – Oct 7
IV. A 4	Year 1 – June 15		Dean reviews PRC letter and candidate’s materials	Year 2 – Oct 16
IV. B 1	Year 2 – April 1		Candidate applies for reappointment to fourth and fifth year	Year 3 – Sep 15
IV. B2	Year 2 – April 15		Conversation between candidate and the PRC	Year 3 – Oct 1
IV. B 3	Year 2 - April 19		Candidate has right to respond to PRC letter	Year 3 – Oct 5
IV. B 4	Year 2 – May 15		Dean reviews complete dossier	Year 3 – Oct 20
IV. B5	Year 2 – May 19		Candidate has right to respond to Dean	Year 3 – Oct 24
IV. B 6	Year 2 – June 11		Provost reviews complete dossier and makes <u>recommendation</u>	Year 3 – Nov 14
IV. B 7	Year 2 – June 13		Candidate has right to respond to Provost	Year 3 – Nov 21
IV.. B 8	Year 2 – July 30		Action is taken by Board of Trustees to reappoint to fourth and fifth year or fourth year only	Year 3 – Dec 21
IV. C 1	Year 3 – May 15		Candidate submits materials	Year 4 - Sep 15
IV. C 2	Year 3 – May 25		Candidate meets with PRC	Year 4 - Oct 1
IV. C 3	Year 3 – May 29		Candidate has right to respond to PRC	Year 4 - Oct 7
IV. C 4	Year 3 – June 15		Dean reviews PRC letter	Year 4 - Oct 16
IV. D 1	Year 5 – April 1		Candidate applies for reappointment to sixth year with tenure	Year 5 - Sep 15
IV. D 2	Year 5 – April 15		Conversation between candidate and PRC	Year 5 - Oct 1
IV. D 3	Year 5 – April 19		Candidate has right to respond to PRC	Year 5 - Oct 5
IV. D 4	Year 5 – May 15		Dean reviews complete dossier	Year 5 - Oct 20

IV. D 5	Year 5 – May 19		Candidate has right to respond to Dean	Year 5 - Oct 24
IV. D 6	Year 5 – June 11		Provost reviews complete dossier and makes recommendation	Year 5 - Nov 14
IV. D 7	Year 5 – June 13		Candidate has right to respond to Provost	Year 5 - Nov 21
IV. D 8	Year 5 – July 30		Action taken by Board of Trustees to reappoint to sixth year with tenure	Year 5 - Dec 21

** - Abbreviated descriptions of actions.

*** - In some cases, a faculty member may only be reappointed in their second year to the fourth year instead of the fourth and fifth years. This would mean they could apply for reappointment to the fifth year the following year, year three. If that were done, the same notification dates would be used in the year third year process as in the second year.