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| Section: |  |
| Title: | Delay of Reappointment Evaluation due to FMLA events |
| Effective Date: |  |
| Approved By: | Provost |
| Responsible Unit: | Academic Affairs (609-771-3080, academic@tcnj.edu) |
| History: |  |
| Related Documents:  Promotion and Reappointment Document | |

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**Preamble**

The College of New Jersey recognizes the need for family-friendly policies and practices. Additionally, faculty and librarians may elect to take family or medical leave before they have obtained tenure, which would reduce the time they are able to devote to their research and teaching portfolios. In recognition of these issues, as well as the relatively short pre-tenure period at TCNJ, this policy has been developed to temporarily stop the tenure clock, shifting reappointment and tenure decisions into the following semester.

1. **Introduction**

This policy outlines the rules for faculty and librarian eligibility for a stoppage of the reappointment clock, and describes the process for obtaining the stoppage.

1. **Definitions**

NA

1. **Policy**
2. If a pre-tenure faculty member or librarian experiences a life-event that would allow them to be eligible to take family or medical leave according to the New Jersey State or Federal Family and Medical Leave Acts (FMLA), the faculty member or librarian will automatically obtain a stoppage in the timeline for reappointment. When the faculty member or librarian provides a doctor’s note documenting the nature of the illness or life event to Human Resources the stoppage is automatic. Upon receiving the documentation, Human Resources notifies the applicant, Academic Affairs, dean, and department chair of the clock stoppage. Qualifying events include:

* A serious health condition, including maternity leave, that makes the faculty member unable to perform the essential functions of their job
* A serious health condition affecting the Spouse, Child, or Parent for which the faculty is needed to provide care
* Caring for a newborn child, newly adopted child, or newly placed foster child
* A qualifying exigency arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan
* Caring for a covered family member who has incurred an injury or illness in the line of duty while on active duty.

1. The applicant must be held to the same standards of reappointment, and will not be penalized in any way for receiving a stoppage of the clock.
2. If a tenure candidate wishes to unstop the clock and go through the reappointment process using the normal timetable, the candidate must notify the dean of the candidate’s school in writing. Once the clock is reverted to the normal timeline, it cannot be stopped again unless another qualifying event occurs. Human Resources notifies the applicant, Academic Affairs, dean, and department chair of the clock stoppage.
3. In the academic years after the qualifying life-event, the new timetable for the reappointment process is as follows:

For second and fourth year reappointments:

1. *By September 15*. The candidate may apply for reappointment by submitting a dossier consisting of all the items in the *Standard Application for Reappointment and Promotion* and all supporting materials (see Appendix I). The candidate completes the Checklist to indicate that the major components of the *Standard Application for Reappointment and Promotion* are included in the dossier. Candidates who self-identify their scholarly/creative/ professional activities as interdisciplinary discuss with the PRC the use of *Disciplinary Standards* from other departments or programs, as appropriate.

2. *By October 1*. The documents submitted serve as the basis for a conversation between the candidate and the committee regarding eligibility for tenure. This conversation results in an evaluation report to the Dean from the PRC in which the PRC evaluates the candidate’s application in the context of expectations described in this document and in the relevant *Disciplinary Standards* for the candidate.

This report is voted on by the members of the department/program, according to approved department/program procedures. All members of a PRC must sign the recommendation. By signing a recommendation, members of the PRC indicate their participation in the decision- making process and verify that the recommendation accurately reflects the decision of the PRC; signing does not necessarily indicate that that person concurs with the ultimate recommendation. Once signed by all members of the PRC, the candidate must receive a copy.

3. *By October 7*. The candidate has the right to respond formally to this evaluation report. This response will be included as part of the candidate's application. PRC completes the Checklist (see Appendix I) acknowledging that all major parts of the *Standard Application for Reappointment and Promotion* are present in the candidate’s dossier and adds the PRC evaluation report and candidate’s response (if applicable) to the materials. These materials are forwarded to the Dean.

4. *By October 16*. The Dean reviews the dossier and the PRC report and meets with the chair of the PRC and chair of the department/program (where applicable). The Dean also has the option to meet with the candidate.

The Dean then submits an independent evaluation report and recommendation to the Provost, with a copy to the candidate and the department/program. In the report, the Dean considers the candidate’s record in light of the bases for reappointment described in this document and the relevant *Disciplinary Standards*.

5. *By November 23*. The candidate has the right to respond formally to the Dean's evaluation report. This response will be included as part of the candidate's application.

The Dean completes the Checklist acknowledging that all major parts of the *Standard Application for Reappointment and Promotion* are present in the candidate’s dossier and adds his or her evaluation report and candidate’s response (if applicable) to the materials. These materials are forwarded to the Provost.

6. *By November 6*. The Provost reviews the complete dossier, including the evaluation reports from the PRC and the Dean, and prepares a recommendation concerning reappointment for the President and the Board of Trustees. The Provost may meet with the candidate, PRC, or Dean as needed in preparing this recommendation.

The Provost notifies the candidate in writing of his/her decision to either recommend or not recommend reappointment.

7. *By November 13*. Candidate has the right to respond formally to the Provost's recommendation. This response will be included as part of the candidate's application.

Provost sends recommendation to the President.

*8. By December 1.* The President reviews the complete dossier, including the evaluation reports from the PRC and the Dean and the recommendation from the Provost, and notifies the candidate of his/her recommendation.

9. *By March 1*. Action is taken by the Board of Trustees on President's recommendation for appointment. Notification of reappointment or non-reappointment is sent to the candidate.

For first and third year reappointments:

NOTE: The process described below for the third year is followed when the review in the second year results in reappointment for the fourth and fifth year (i.e., the normal pattern). Should the second year review result in appointment just for the fourth year, then the process in the third year follows the timeline of the second year.

1. *By September 15.* The candidate submits to the Department Promotion and Reappointment Committee (PRC) the *Standardized Curriculum Vita*, Student Evaluations, and Peer Reviews of Teaching (see Appendix I). Candidates do not need to include all of the supporting materials, although they should submit any supporting materials that they want to review with the PRC (e.g. reprints or pre-prints of scholarly articles, or the syllabus and course materials for a new course). Candidates who self-identify their scholarly/creative/professional activities as interdisciplinary should begin to discuss with the PRC the use of *Disciplinary Standards* from other departments or programs, as appropriate.

2. *By October 1*. The documents submitted serve as the basis for a serious conversation between the candidate and the committee regarding progress toward reappointment and tenure. The purpose of this face-to-face conversation is to encourage the candidate in his or her professional development, to offer honest feedback and constructive advice, and to provide structure to the department's/program's responsibility to mentor its untenured faculty members.

This conversation is then summarized in the form of a letter to the candidate from the PRC. Chairs should note that the discussion should be a meaningful one, and that the letter – about one (1) to two (2) pages – should not be a repeat of the application, but rather, it should truly characterize the conversation, and address both strengths and weaknesses of the application. This letter shall include the phrase, "*by signing this letter, I agree that its contents summarize the discussion between the PRC and the candidate*" and should be signed by all members of the PRC and the candidate. By signing the letter, members of the PRC indicate their participation in the conversation and verify that the letter accurately summarizes the conversation between the candidate and the PRC; signing does not necessarily indicate that that person concurs with all of the points raised in the letter.[[1]](#footnote-1)

3. *By October 7.* The candidate has the right to respond formally to this letter. This response will be included as part of the candidate's application. The Dean is sent a copy of all correspondence, the *Standardized Curriculum Vita*, Student Teaching Evaluations, and Peer Reviews of Teaching.

4. *By October 16.* The Dean reviews the PRC letter and candidate’s materials. Should the Dean have concerns about the content of the letter or its clarity, the Dean may elect to meet with the PRC or the candidate for additional conversation. The Dean issues a written acknowledgment to the candidate and the PRC, with a copy to the Provost.

1. **Related Documents**

TCNJ Promotions and Reappointment Document

1. **History**

1. Any PRC member who refuses to sign the committee’s report/recommendation is expected to send a written explanation for his/her refusal to sign to the appropriate Dean. [↑](#footnote-ref-1)