



KEAN FEDERATION OF TEACHERS
An Association of Professors, Professional Staff and Librarians
Local 2187, American Federation of Teachers
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LETTER OF AGREEMENT #31

Guidelines for Reappointment

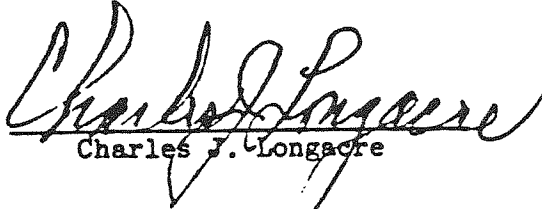
Addendum

LETTER OF AGREEMENT #31

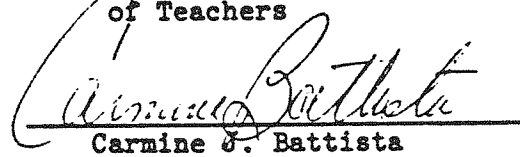
Kean College of New Jersey

Classroom observations made during the academic year
1975-1976 shall be considered valid for the new reappointment
process implemented in the Fall of 1976.

Kean College of New Jersey


Charles J. Longacre

Kean College Federation
of Teachers


Carmine S. Battista

Date: June 2, 1976

Kean College of New Jersey

GUIDELINES FOR REAPPOINTMENT

General Outline for Reappointment Process

1. Departmental Appointment, Reappointment, Tenure and Promotion (A.R.T.P.) Committee evaluates candidate and makes a recommendation
2. School Reappointment-Tenure Committee evaluates and recommends
3. Vice President for Academic Affairs evaluates and recommends
4. President evaluates and recommends
5. Board of Trustees reviews evaluations and recommendations, and then takes formal action on reappointments.

I. Criteria for Reappointment:

A. College Criteria

1. Mastery of subject matter - as demonstrated by such things as advanced degrees, licenses, honors, and general reputation in the academic area under consideration, etc.
2. Effectiveness of teaching - as demonstrated by such things as evaluation by colleagues and students, development of new teaching materials and courses, etc.
3. Scholarly abilities - as demonstrated by such things as research in the academic field, contribution to artistic creation, publications, etc.
4. Effectiveness in college and community service - as demonstrated by such things as successful participation in college governance, improvement of departmental, divisional, and all-college programs, service to students, service to the college community and to related professional organizations, etc.
5. Continuing growth - as demonstrated in a consistently open and emerging pattern of reading, research, and service that indicates a capacity for further professional development.

B. State Criteria for Tenure

In addition to the criteria for reappointment as contained in these procedures, applicable state statutes, and Board of Higher Education regulations and policies shall apply.

KEAN COLLEGE OF NEW JERSEY

SCHOOL EVALUATION AND RECOMMENDATION
FOR FACULTY REAPPOINTMENT

Date submitted to Vice President _____

Name of candidate

Department

Candidate's current rank

Date of initial appointment

1. Tally of R-T Committee's evaluation of candidate in terms of:

	Poor	Fair	Good	Excellent	Total Votes
a. Mastery of subject matter					
b. Effectiveness of teaching					
c. Scholarly abilities					
d. Effectiveness in college and community service					
e. Continuing growth					
*f. Needs of Department					

* Statement of how the candidate meets the programatic needs of the department.

KEAN COLLEGE OF NEW JERSEY
DEPARTMENTAL EVALUATION AND RECOMMENDATION
FOR FACULTY REAPPOINTMENT

Date submitted to Dean _____

Name of Candidate

Department

Candidate's Current rank

Date of initial appointment

1. Tally of ART Committee's evaluation of candidate in terms of:

	Poor	Fair	Good	Excellent	Total Votes
a. Mastery of subject matter					
b. Effectiveness of teaching					
c. Scholarly abilities					
d. Effectiveness in college and community service					
e. Continuing growth					
*f. Needs of Department					

*Statement of how the candidate meets the programatic needs of the department.

C. Departmental Criteria

1. Needs of the Department - as demonstrated by such factors as academic specialization required in the evolution of departmental programs and enrollment patterns in courses offered by the department. (Note: This criterion is applied only in evaluation for appointment, reappointment, and tenure decisions.)
2. In addition to the above, departments may develop criteria which are more stringent or more specific to the needs of the department. Any new criterion of this kind must be accepted by a majority of the entire department and approved in writing by the Dean.

II. Departmental Procedures for Reappointment

A. Membership

The A.R.T.P. Committee is composed of six tenured Associate Professors and Professors elected by the faculty members in the department, the department chairperson and three students.

The six faculty members shall be elected to the A.R.T.P. Committee by the members of the department from among the ranks of associate professor and full professors. In departments having fewer than six tenured associate professors and full professors all of these faculty members will serve. The Personnel Relations committee will provide for election of tenured assistant professors from within the department to achieve a full six-member committee. The department Chairperon shall serve as chairperson of the A.R.T.P. Committee.

In departments having fewer than six eligible faculty, the A.R.T.P. Committee shall consist of all Professors, Associate Professors and Assistant Professors on tenure. Under these conditions student representation and a quorum shall be determined by the Dean in consultation with the A.R.T.P. Committee.

B. Election

The Personnel Relations Committee in each department shall hold an election in May of each year to elect the faculty representatives to the Departments' A.R.T.P. Committee. The terms of office shall be three years (staggered terms at the initial election to provide for continuity within the Committee. The staggered term will be applicable if there are more than six eligible members in a department).

2. Recommendation (X) of majority of ART Committee:

☐ Recommended for Reappointment () Involving Tenure ()
☐ Not Recommended for Reappointment () Not Involving Tenure ()
☐ Tie ()

3. Tally of ART Committee vote

Number of votes to reappointment _____

Number of votes not to reappoint _____

4. Candidate's position relative to other candidates for retention _____

5. Signatures of Departmental ART Committee Members (All must sign*)

NAMERANK

Chair-
person

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Signatures indicate membership of the committee and certify its recommendation; they do not indicate agreement or disagreement with it. Signed minority and/or majority reports may also be submitted.

DEPARTMENTAL EVALUATION AND RECOMMENDATION
FOR FACULTY REAPPOINTMENT

2. Recommendation (X) of majority of R-T Committee:

Recommended () Involving Tenure ()

Not Recommended () Not Involving Tenure ()

3. Tally of R-T Committee vote

Number of votes to reappointment _____

Number of votes not to reappoint _____

Signature of School Dean _____ Date _____

C. Student Representatives

Students to a maximum of three shall have representation and will be full participating members of the A.R.T.P. Committee. Where appropriate, students on the committee shall be selected to represent the program(s) of the department and provide for equal representation from full-time undergraduate, part-time undergraduate and graduate students.

The following procedures shall be followed in appointment of students:

Student members shall be elected or appointed by the organized full-time undergraduate majors of the department, the Evening Student Council and the Graduate Student Association and then formally appointed by the departmental A.R.T.P. Committee. A Graduate student shall be appointed to the departmental A.R.T.P. Committee only if the department offers a graduate program. It shall be the responsibility of the Department Chairperson to notify and inform the student groups involved (organized full-time undergraduate majors, Evening Student Council, Graduate Student Association) that appointments to student membership on the departmental A.R.T.P. Committee must be forwarded to the departmental A.R.T.P. Committee and to inform the student groups of the calendar of dates as specified. Student groups shall be notified by the Chairperson on or before April 15th of each year. Appointments by student groups must be made to the Departmental A.R.T.P. Committee on or before May 15th. Formal appointment and notification of students by the Departmental A.R.T.P. Committee shall be completed on or before June 1.

Where the procedures for appointment of students are inappropriate for a department, alternate procedures will be established by the A.R.T.P. Committee in consultation with the Dean.

D. Documentation for Reappointment File

1. A completed record of the professional history and accomplishments of the candidate shall be compiled by the candidate. The responsibility for the completeness and accuracy of this rests with the candidate. He or she should also sign a statement indicating full knowledge of the criteria and process for reappointment.

2. A summary of the student evaluations, along with the entire raw data which was submitted by the students.

A minimum of two evaluations (one an upper division course and one a lower division course wherever possible) shall be conducted. If more than two student evaluations are made, all A.R.T.P. Committee authorized supplemental evaluations shall be included in the candidate's ARTP folder. The chairperson shall see that these questionnaires are administered by a member of the ARTP Committee fairly and without prejudice. Preliminary to the administration of the questionnaire, the prepared standard statement explaining its nature and purpose shall be read to the class.

6. Acknowledgement by Candidate

(Note: The School R.T. Committee shall not accept this Departmental Evaluation and Recommendation form until it has been signed.)

The Candidate must sign below to indicate that he/she acknowledges that the specific actions mentioned below have been taken. The signature also indicates that the Candidate is aware of his/her rights and responsibilities as indicated in #6 or #7 below.

This is to certify that the Candidate:

1. was notified of the College and Departmental (if any) criteria and the procedures for reappointment.
2. was shown each faculty observation or summary of them signed by the faculty observers, and has had the opportunity to discuss them with the Chairperson.
3. has seen the summary of the student evaluations.
4. has seen any additional material or signed statements of ARTP Committee members.
5. has been informed of the decision of the ARTP Committee.
6. is aware that he or she has the right to respond to the faculty observations, student evaluations and to any additional material (#2, 3, 4 above) by enclosing a signed statement with these materials.
7. acknowledges that the information presented is complete.

Signature of Candidate _____

Date _____

Note: The Candidate should also initial and date each page (lower right) ensure that he or she has checked each page. Any additional materials (#4 above) should also be initialed and dated.

7. The prescribed procedures have been followed and the recommendation form, including appendices and attachment of student evaluation sheets, has been checked for completeness.

Signature of
Department Chairperson _____ Date _____

D. Documentation for Reappointment File

3. A minimum of three faculty evaluations, including that of the chairperson, submitted on a uniform observation report.

Each evaluation shall be conducted on a separate occasion, made and signed by the candidate's colleague on the A.R.T.P. Committee according to the form provided. If more than three visitations are made, all supplemental evaluations shall be included in the candidate's ARTP folder and forwarded to the Dean. Unless there is an overriding reason to prevent this, the departmental chairperson shall see that the evaluations take place during approximately the last third of the semester preceding that in which the ARTP Committee makes its recommendation. The evaluator should be present from the beginning of the class session and remain until the end. The class session visited should not be one dedicated to the review of exams, papers or student projects nor one in which the candidate cannot give evidence of his or her teaching skills.

4. A record of the Committee's evaluation of the candidate with regard to each one of the College, State and Departmental criteria, according to the form provided. Any member may forward to the College RT Committee a signed statement, based on the criteria, containing additional comments in regard to a candidate.
5. The recommendation or non-recommendation for reappointment, along with the vote for and against, should also be included in this file.
6. A ranking of all departmental candidates in order of their relative importance to the Department's purpose and function shall be made by the A.R.T.P. Committee.

E. Procedures

1. A vice-chairperson to serve in the absence of the chairperson and a secretary to keep minutes shall be elected at the first meeting. The minutes shall contain the attendance, the formal motions, and vote tallies. These minutes shall be kept on file by the department chairperson and will be available to members of the A.R.T.P. Committee.
2. A quorum shall consist of eight (8) of the members on the A.R.T.P. Committee. (When committees are smaller than outlined in II, A, paragraph 1 reference will be made to II, A, paragraph 3.)
3. In the vote for recommendation, all votes shall be to reappoint or not to reappoint. In order to be recommended for reappointment or non-reappointment, a candidate must have a majority of those present. Absentee ballots and proxy votes are not permitted.
4. If the relationship between the record and the recommendation is not clear to the College RT Committee, that Committee may request a statement by the A.R.T.P. Committee further clarifying the reasons for the recommendation.

E. Procedures

5. If the Committee decides to accept as helpful information any letters from students or faculty members other than those on the A.R.T.P. Committee, it should include in the candidate's ARTP folder all letters.
6. The candidate has the right to know of, and to reply to, all documents submitted to the A.R.T.P. Committee and shall initial all documents. (In the case of student Evaluation forms, only the summary sheet and a complete verbatim compilation of all student comments need be reviewed and initialed.)
7. The candidate shall have the opportunity to review (and reply to) the contents of the file before it is forwarded to the School Committee. Any additional documents shall be initialed by the candidate.

III. Role of the Department ChairpersonA. With regard to the departmental actions, the chairperson shall:

1. Chair the A.R.T.P. Committee with primary responsibility for ensuring that each candidate receives due process and that the Committee's evaluations and recommendations are professionally sound.
2. Reviews with the candidate the classroom evaluations conducted by his colleagues.
3. Inform candidates of committee recommendations in writing.
4. Submit to the chairperson of the School RT Committee the required documentation, ranking and vote tallies.

IV. Procedures for the School Reappointment-Tenure CommitteeA. Membership

1. The School Reappointment-Tenure Committees shall be made up of six full-time faculty members on tenure, the School Dean, three students, and a Union representative.
2. The faculty members on each of the School Reappointment-Tenure committees shall be elected by the faculty of the appropriate School to staggered terms of three years. No department shall have more than one member on the committee including the Union appointee. Department chairpersons shall be ineligible to serve.
3. The School Dean shall serve as chairperson without vote, except in cases of a tie.
4. The three students shall be recommended each year by the Student Organization, the Evening Student Council and the Graduate Student Association respectively. These recommendations shall be made to the Dean who will forward a written confirmation of appointment.

B. Purpose of Reappointment-Tenure Committee

1. To insure that all procedural steps have been taken at the departmental level.
2. To make an academic judgement concerning the candidate's attainment of the College, departmental and State criteria for reappointment.
 - a. Academic judgements about reappointment conferring tenure must be made with the rigor and the certitude that is appropriate to a life-time commitment entered into by the College.
 - b. These academic judgements must be made on the basis of the entire written record. This record includes:
 1. All documentation considered by the ARTP committees.
 2. Any petitions or letters from outside the committee, if these have been read by the committee in accord with its by-laws.
 3. The candidate shall have the right to reply to all documents placed in his/her application folder.
 - c. When the central personnel file is consulted concerning information pertinent to the attainment of the criteria the candidate shall be so notified in writing.
3. To make a recommendation of reappointment or non-reappointment concerning each candidate.
 - a. Justification for this recommendation must be found in the written record concerning each candidate.
 - b. If the relationship between the record and the recommendation by the Reappointment-Tenure Committee is not clear, the committee may submit a statement further clarifying the causes for the recommendation.
 - c. A signed individual statement may be submitted by any committee member(s) who feel that it is warranted.

C. General Procedures

1. The vice-chairperson shall be elected to serve in the absence of the School Dean.
2. At the first meeting of the academic year, a secretary shall be elected to keep minutes. These minutes shall contain a record of the attendance, the formal motions, vote tallies and major issues discussed. A record of the discussions shall not appear in the minutes.
3. A quorum shall consist of eight members, exclusive of the Dean.

C. General Procedures

4. In the vote for recommendation, all votes shall be to reappoint or not to reappoint. In order to be recommended for reappointment or non-reappointment, a candidate must receive a minimum of five (5) affirmative votes. Absentee ballots and proxy votes are not permitted.
5. The Committee shall meet as often as necessary to complete the task according to the deadlines published by the Administration. Any person's inability to meet with the committee between the regular semesters shall render that person ineligible to serve, and shall call for a replacement for that academic year by the Dean as soon as that inability becomes known. The replacement shall be designated as the person who in the latest election was the closest runner-up for a seat on the committee and in accordance with IV.A.2.
6. A record of the Committee's evaluation of the candidate with regard to each one of the College, State and Departmental criteria, according to the form provided. Any member may have included in the candidate's file a signed statement, based on the criteria, containing additional comments in regard to a candidate.
7. The committee shall adopt by-laws to regulate its internal actions. These by-laws cannot contravene established policy, add new obligations to the departmental ARTP committee or develop new criteria.
8. The Dean, as chairperson, shall forward the entire written record on each candidate to the Vice President.

V. The Role of the School Dean

The Dean:

- A. Chairs the School R-T Committee.
- B. Submits the entire written record for each candidate including:
 1. All required documentation and votes from the School R-T Committee.
 2. Any additional documentation received or developed by the School R-T Committee.
 3. The School R-T Committee's vote tally for each of the criteria in every case, and its vote tally for each recommendation.
- C. Notifies candidates in writing of the committee recommendations.

VI. The Role of the Vice President for Academic Affairs

The Vice President:

- A. Determines and publishes the calendar of reappointment procedures.
- B. Reviews the entire written record concerning each candidate.
- C. Makes a recommendation to the President in each case, with written notification to each candidate.
- D. The Vice-President's recommendations may be appealed to the President by the candidate.
- E. Submits the entire record to the President.

VII. Role of the President


The President:

- A. Receives entire record of each candidate.
- B. Hears duly made appeals occasioned by the recommendation of the Vice President.
 - 1. The candidate schedules the appeal before the stated deadline.
 - 2. The candidate may be accompanied by one other person.
- C. Informs each candidate in writing of his recommendation to the Board of Trustees.
- D. Recommends to the Board of Trustees.

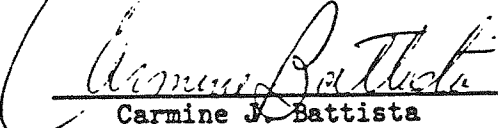
VIII. Role of the Board of Trustees

- A. The Trustees consider the President's recommendation and take action on the reappointments.

Kean College of New Jersey


Charles J. Longacre

Kean College Federation
of Teachers


Carmine J. Battista

Date: June 1, 1976