



KEAN FEDERATION OF TEACHERS
An Association of Professors, Professional Staff and Librarians
Local 2187, American Federation of Teachers
Kean University, Union, N.J. 07083
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LETTER OF AGREEMENT #34

Revision of R.T.P Procedures and Criteria

NFT- OFFICE
Date: 7/20/76

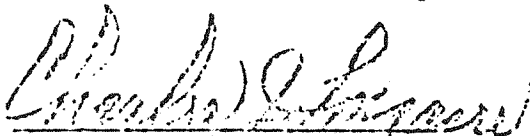
LETTER OF AGREEMENT #34

Kean College of New Jersey

It is agreed between the Kean College Administration and the Kean College Federation of Teachers that, at the request of the Kean College Federation of Teachers, the revised "Guidelines for Reappointment" contained in Letter of Agreement #31, dated June 1, 1976, and signed by representatives of both parties, is invalidated.

It is hereby understood that the "Retention, Tenure and Promotion Guidelines" (Revised September 1, 1971) in effect for the 1975-1976 academic year will be in effect for 1976-1977 and will remain in effect unless revised through appropriate prescribed procedures.

Kean College of New Jersey


Charles J. Longacre

Kean College Federation
of Teachers


Robert Sitelman

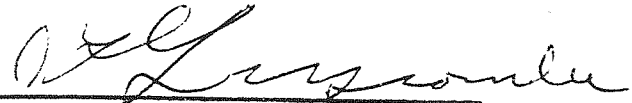
Date: July 14, 1976

NEWARK STATE COLLEGE
THE FACULTY SENATE

Document Title: Revision of R.T.P. Procedures and Criteria

Document Number: 18-70-ah (RTP Revision)-1

Date of Senate Approval: June 1, 1971



Signature, Senate Chairman

Date: 7/1/71

To: The President of the College

This document has been approved by the Faculty Senate. Please indicate below your disposition of the document by checking appropriate box(es) below:

X 1. Proposed policy, as revised Sept. 1, 1971 (see attached),
~~Proposed policy~~ has been routed through College departments and
will be implemented as of the following date: September 1, 1971.

 2. Policy cannot be implemented before for the
following reasons:

 3. Request a meeting with the Executive Committee of the Senate to
discuss the proposed policy.

 4. Proposed policy returned for consideration of the following modi-
fications:

 5. Other:



Signature of the President

NEWARK STATE COLLEGE
THE FACULTY SENATE

Document Title: R.T.P. Guidelines

Policy Document No. 18-70-ah-1

Date of Senate Approval: 6/1/71

Place of Origin: Ad Hoc Revision of RTP Proced. & Criteria

Committee Document No. 70-ah (R.T.P. Revision)-1

Date Submitted: April 22, 1971

Signature, Committee
Chairman or Sponsor: _____

A motion to approve the adoption of the document General R.T.P.
Guidelines as amended was approved.

GENERAL RTP GUIDELINES1. General Guidelines for Personnel Policies and Procedures Administration

Criteria for developing a consistent and productive perspective in academic personnel administration at Newark State College are presented below.

- 1.1. The future success of colleges rests to a large degree on the quality and competence of its academic personnel.
- 1.2. Academic administration requires the general acceptance of participation in developing personnel policies and procedures and the sharing of rights and responsibilities attendant to it.
- 1.3. Personnel policy statements published by the Board of Higher Education serve as guidelines in establishing standards and in the development of structures and procedures that reflect the professional responsibility of the college.
- 1.4. The college administration and faculty firmly support the cause and process of academic freedom. However, they recognize that freedom is dynamic and shared, it is not a condition or right which is the exclusive privilege of any one element within the college. Academic freedom is interdependent with professional academic responsibility.
- 1.5. The most critical facet of academic personnel administration is the determination of institutional program goals and the subsequent systematic recruitment, selection, and appointment of academic personnel, who, by disciplinary or interdisciplinary education and experience, will facilitate the attainment of such goals. This affirms the new direction of the college and suggests the desirability of recruiting a cosmopolitan faculty with a broad community of interest and skills. However, recruitment and selection of new faculty must be supplemented by the growth and development of the present faculty. A constructive faculty development and evaluation program is essential to assure such growth and change.
- 1.6. The Board of Trustees and President of the College charge the Office of the Vice President of Academic Affairs and the Faculty Senate with the responsibility for developing, coordinating and evaluating academic personnel. They are primarily responsible for establishing and maintaining all-college policies and standards and in adjudicating personnel questions in respect to procedural due process. The present Faculty Appeals Committee will act for the Senate in the matter of due process.
- 1.7. Responsibility for making substantive recommendations in regard to promotion is assigned to the All-College Promotion Committee, Vice President for Academic Affairs, and the President. Responsibility for making substantive recommendations in regard to retention and tenure is assigned to the School Retention and Tenure Committee and to the Academic Deans, who will act as chairmen ex-officio with vote of the Retention and Tenure Committees. Initial responsibility in the areas of appointment, retention, promotion and tenure will rest with the department.

- 1.8. Where joint faculty appointments and evaluations are made which cross departmental lines, an ad hoc committee of four members will be appointed by the chairman of the respective ARTP and School R.T. committees, or all college Promotion Committee, affected to serve in lieu of departmental committees in retention, tenure, and promotion proceedings. An inter-school R.T. committee will be chaired by the Vice President of Academic Affairs; inter-departmental ARTP will be chaired by the Dean of the School.
- 1.9. Recommendations of the School R.T. Committees will be passed upon by the Vice President for Academic Affairs. The Appeals Committee will be expected to adjudicate procedural questions and the Vice President will take his requisite actions before the President makes final recommendations regarding personnel matters.
- 1.10 The Board of Trustees and the President charge the Senate and the Office of Vice President for Academic Affairs with the responsibility for developing schedules, procedures, and instruments for evaluating professional personnel in respect to appointment, retention, tenure and promotion. They endorse the concept of continuing and systematic evaluation of all aspects of college affairs. It is particularly critical that professional personnel evaluation procedures be developed which are program validated, comprehensive, impartial, objective, and reliable. Instruments for such systematic data gathering, reporting, and recording of personnel information will be developed, applied, evaluated, and refined. Committee decisions sent on to the next level of administration will be supported with written statements and other evidence of justification.
- 1.11 A calendar or schedule of personnel evaluation activities will be established and maintained. This schedule will meet the requisite deadlines for decision making and notification needed at all subsequent levels of administration, including the President and the Board of Trustees. To implement this requirement, an annual schedule of target dates will be published by the Office of the Academic Vice President.

Recommended Tenure and Retention Sequence

Item or Activity

- a. Departmental Reminder (Academic Vice President)
- b. Departmental ARTP deliberations completed
- c. School R.T. deliberations completed
- d. Vice President, Appeals Committee actions completed
- e. Presidential consideration and appeal
- f. Final Board Action
- g. Notification of concerned faculty

Promotion Sequence

Item or Activity

- a. Departmental Reminder
- b. Applications for promotion submitted to Departmental ARTP Committee
- c. Applicant informed of decision ARTP Committee
- d. Appeal of decision to ARTP
- e. Departmental recommendations submitted to All-College Promotion Committee (Applications not approved also submitted by applicant if he so desires)
- f. Applicants not recommended for promotion informed by Promotions Committee.
- g. Appeal to Committee by applicants not recommended
- h. Submission by All-College Promotion Committee of recommendations in order of priority to Vice President for Academic Affairs who will recommend to the President.
- i. Applicants informed of decision of President
- j. Appeal to the President
- k. Presidential consideration and appeal complete
- l. Final action by Board of Trustees
- m. Announcement to Concerned faculty

- 1.12 The Board of Trustees and President of the College have the primary responsibility for assuring that adequate resources are provided and expended to assure a productive program of academic personnel recruitment, appointment, retention, evaluation, and promotion.

2. Recommended Procedures for Appointment to Faculty

- 2.1. Guidelines for minimum qualifications for academic appointment as stated in the policies of the Board of Higher Education will prevail. However, they do not preclude the college President, Vice President, School Dean, or department heads from establishing higher qualifications so long as they are deemed realistic and effective and are administered impartially.
- 2.2. Appointments of new faculty are made by the Board of Trustees as provided by law. In making such appointments the Board of Trustees ordinarily acts upon the recommendations of the President, which in turn are made after appropriate consultation with faculty and administrative officials.
- 2.3. Most academic faculty recruitment and appointment procedures are initiated by departmental chairmen in consultation with their department ARTP Committees

and School Deans. It is the responsibility of department ARTP Committees to assure that recommendations for recruitment and selection are consistent with previously agreed upon departmental, school, and college purposes and that their selection procedures are impartially carried out. This committee shall gather and confirm all professional credentials and recommendations and interview prospective candidates. It will file in the office of the School Dean any standards and procedures documents that are employed in departmental personnel selection, retention and promotion. Evidence of student participation in personnel selection at the departmental level, if possible, will also be reported.

- 2.4. Following the selection of one or more likely candidates for a position, the department chairman will submit the name(s) of the preferred candidate(s) and supportive data to the Dean of the School for his study. He will then request a candidate interview with the Dean. Following such an interview the Dean and Department chairman will reach a mutual decision regarding the action to be taken and will forward their recommendation to the Vice President.
- 2.5. The Vice President for Academic Affairs, if concurring in the decision, will be responsible for initiating formal record contact with new professionals and for filing of necessary supportive employment data, including transcripts and confirmation of acceptance. He will be involved in the consideration of all cases for employment above Step 1.

When an applicant is formally appointed to the faculty of a New Jersey State College he ordinarily receives a contract which includes: (Academic Personnel Policies Guide for New Jersey State Colleges, 1968, Page 7)

- a. The dates for which the appointment is effective
- b. The salary rate
- c. The name of the employing college
- d. The academic rank
- e. A listing of the department(s) and field(s) in which he will be expected to teach or work.

- 2.7. The Board of Higher Education recommends that contracts be executed not less than three months before the beginning of an academic year and preferably six months in advance of such a date, budgetary conditions permitting.

3. Recommended Procedures for the Evaluation of Academic Personnel to Determine Retention, Tenure, and Promotion in Rank

- 3.1. Policy guidelines of the New Jersey Board of Higher Education and those established by the Newark State College Board of Trustees will be followed in determining eligibility for promotion in rank.
- 3.2. The development of criteria for determining faculty retention, tenure, and promotion will be the responsibility of the faculty and administration. It is essential that such criteria will be comprehensive enough to be applicable to all employment conditions in the college. Equally important is the requirement that the criteria and procedures for making retention, tenure, and promotion decisions are valid, objective, impartial, and reliable.

- 3.3. Decisions about academic faculty retention, tenure, and promotion shall be governed by these broad and interrelated factors:
- a. Mastery of subject matter--as demonstrated by such things as advanced degrees, licenses, honors, and general reputation in the academic area under consideration, etc.
 - b. Effectiveness of teaching--as demonstrated by such things as evaluation of colleagues and students, development of new teaching materials and courses, etc.
 - c. Scholarly abilities--as demonstrated by such things as research in the academic field, contribution to artistic creation, publication, etc.
 - d. 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.
 - e. Continuing growth--as demonstrated in a consistently open and emerging pattern of reading, research, and service that indicates a capacity for further professional development.
- 3.4. It will be the policy of this college to work toward an equitable and adaptable promotion system. Length of service and tenure is not to be considered a sole basis for promotion.
- 3.5. Individual departments are to supplement state, college, and school policies and procedures with their own written statements regarding departmental standards of evaluation for retention and promotion. These are to be made known to all members of a department prior to the initiating of any procedure of formal evaluation. They are to be placed in the hands of departmental and school committee members and are to be placed on file with the School Dean, Vice President for Academic Affairs, the Faculty Senate, and the Appeals Committee.
- 3.6. Evidence of systematic observation of instruction and follow-up conferences will be part of all academic staff evaluation procedures and subsequent actions and reporting. Evidence of student participation in evaluation will be required part of all tenure and promotion procedures. Visitation and observation by the Dean of the School or his appointed representative and by an academic colleague in the same field from outside a department (to be chosen by the department chairman in consultation with the Dean) may supplement departmental procedures for making and reporting judgments on tenure and promotion. All reports of such evaluations and visitations will be filed with the School R.T. Committee prior to their deliberations. Additional supplementary data gathering will be carried out by committees acting in any appeals capacity other than appeal based on procedural concerns only.

- 3.7. Departmental ARTP committees shall make recommendations for all retention actions and for tenure and promotion decisions below the rank of professor. Recommendations for promotion to the rank of professor shall be made by all members of the department holding that rank. In departments where there are less than three members at a rank equal to or higher than the one for which the applicant is applying, copies of the application for promotion will be immediately forwarded to the School Committee. (See Section C, Department ARTP Guidelines, Part E. Page 12, #5)
- 3.8. Applications and recommendations on behalf of a candidate for promotion are submitted to departmental ARTP Committees. The departmental promotions committee will send private written notification to each person who has submitted an application, whether recommended for promotion or not. Any person not recommended may request a hearing by the Committee. If the committee decides not to reverse an unfavorable decision, it will send to the individual, at his request, a statement of its reasons for such a decision. Persons may then appeal to the All-College Promotion Committee, which will follow a similar order of procedure. All of the above shall adhere to the Promotion Sequence of 1.11 and the annual schedule as published by the Office of the Vice President for Academic Affairs.
- 3.9. Before making his final decisions regarding promotions, the President will consult the reports of departmental and School committees, department chairmen, Deans, and the Vice President for Academic Affairs, and Appeals Committee. Promotions are to be distributed among the various ranks in accord with guidelines established by the Board of Higher Education. The President and Board of Trustees may consider fiscal conditions and other factors in their deliberations.

B

COLLEGE R.T.P. PROCEDURES

I. Faculty Adjudication Committees.

A. Initially, there shall be established four kinds of adjudication committees:

1. The School Committee on Retention and Tenure (R.T.), elected by the faculty of the division.
2. The All-College Committee of Appeal, elected by the faculty of the College.
3. The All-College Grievance Committee, elected by the faculty of the College.
4. The All-College Promotion Committee, elected by the faculty of the College.

B. Composition of Adjudication Committees of the Faculty

1. Adjudication Committees except the R.T. Committees shall consist of five persons of the rank of professor, at least four of whom shall be full-time teachers (i.e. teaching load of 6 s.h. or more). The R.T. Adjudication Committees shall consist of five faculty members on tenure, at least four of whom shall be full-time teachers (i.e. teaching load of 6 s.h. or more).
2. Restrictive Qualifications
 - a. No person may serve simultaneously on more than one of the above mentioned adjudication committees.
 - b. No department chairman, or other administrative head of a personnel unit shall serve as an elected member on an adjudication committee of the Faculty Senate.
 - c. On each adjudication committee there shall be no more than one member from a single department.
3. Student representation shall be determined by the Senate Executive Committee in accordance with established Senate guidelines, i.e. minimum of one student to two faculty members.
4. The Dean of the division shall be chairman of the R.T. Committee. He shall serve in addition to the five faculty members of the Committee.
5. The Chairman of the Promotion Committee shall be elected by the members of the Committee.
6. In accordance with the provisions of the Faculty Association Contract, the Newark State College Faculty Association shall appoint one additional member to each of the Adjudication Committees.

C. Jurisdiction of Adjudication Committees of the Faculty

1. The School Committee on Retention and Tenure shall have jurisdiction over reappointment, non-reappointment, sabbatical leaves, special salary awards, and all related matters exclusive of appeals and grievances. The All-College Promotion Committee shall function to review and consider applications and recommendations for promotion and to submit its own written recommendations in order of priority to the College Vice President for Academic Affairs.
2. The Appeals Committee shall have jurisdiction over all matters of appeal relating exclusively to due process in the areas of appointment, reappointment, non-reappointment, promotion, salary and academic freedom.

3. The Grievance Committee shall have jurisdiction over matters of grievance which lie outside the purview of the Committee of Appeal, as indicated above.
 - a. The jurisdiction of the Grievance Committee shall embrace such matters as working conditions, vacations, schedules, work load, and specific personnel relations.
 4. All cases brought before the faculty adjudication committees shall have been heard by the appropriate department committee except in cases involving charges brought by the administrative officers of the college (President, Academic Vice President, or Dean). Such cases may be referred to the appropriate adjudication committee by the President or Vice President of the College or by the person being charged.
 5. The formulation of policy lies outside the jurisdiction of the adjudication committees of the Faculty Senate.
 - a. Where matters referred to an adjudication committee suggest a change of policy or the institution of a new policy, the adjudication committee shall refer the policy matter to the appropriate policy committee of the Faculty.
 6. Grievance cases initiated by students shall be referred to the Student Affairs Committee of the Faculty Senate.
 7. Jurisdiction covering separation cases, as distinct from non-reappointment cases, is specified in the New Jersey Tenure Law of 1946.
 8. The Faculty Senate shall define the jurisdiction of any new adjudication committee which it shall create.
- D. Procedures of the Adjudication Committees
1. The adjudication committees of the Faculty Senate shall establish by-laws, as necessary, to implement and supplement these instructions.
 - a. Adjudication committees are, in this respect, charged with the responsibility of establishing rules of procedure which shall foster due process and which shall protect the privacy of the faculty members.
 - b. A copy of these by-laws and procedures shall be filed with the secretary of the Faculty Senate.
 - c. A quorum shall consist of at least two thirds of the membership.
 2. Upon accepting a case, an adjudication committee shall make every reasonable effort to secure relevant documents and testimony.
 - a. In cases involving personal testimony by the interested parties, an adjudication committee shall arrange for a hearing to take place not sooner than three weeks from the receipt of the case by the committee and shall notify the interested parties of the time and place.
 3. After completing its deliberations relevant to a particular case, an adjudication committee shall vote by secret ballot. The committee decision shall be made known to the candidate, appellant or aggrieved. In cases of promotion, retention and tenure the numerical ratio of the majority and minority votes shall be made known to the President of the College.

4. Procedure covering separation cases, as distinct from non-reappointment cases, is specified in the New Jersey Tenure Law of 1946.

II. Role of the President of the College and the Board of Trustees of the College in the Adjudication Process

- A. Where appropriate, an adjudication committee of the Faculty Senate shall refer a case, or other matter--together with the complete dossier--to the President of the College.
 1. The President of the College shall base his decision on the evidence, testimony, and recommendations contained in the dossier.
- B. Where appropriate, the President of the College shall refer a case or other matter, together with the complete dossier, to the Board of Trustees of the College.
 1. The Board of Trustees of the College shall base its decision on the evidence, testimony, and recommendations contained in the dossier.
 2. In most instances, including appointments, promotions, and related matters, the Board of Trustees of the College is the highest authority by virtue of the powers vested in it by the New Jersey Higher Education Act of 1966.
- C. Where appropriate, the Board of Trustees of the College shall refer a matter to the Chancellor of Higher Education and the Board of Higher Education of the State of New Jersey.

DEPARTMENT RTP PROCEDURES

The following procedures are designed to enable the members of the department to participate actively in the formulation of the policies, programs and business of the department. The affairs of the department will be directed by a chairman and by elected departmental committees.

I. The Departmental Committees

A. Description of standing committees

1. Policy Committees

a. The following committees shall be established in each department to be known subsequently as the Policy Committees

- (1) Departmental Personnel Relations Committee
- (2) Departmental Committee on Appointment, Retention, Promotion and Tenure
- (3) Departmental Curriculum Committee

2. Other standing committees

a. Additional committees may be established as determined by the department, for example, committees on Space, Admissions, Academic Counseling, Research, Budget, and other business of the department.

3. Coordinating Council

a. In departments including several fields of knowledge, a coordinating Council may be established.

- (1) The electorate in each field of knowledge shall elect one of its eligible members to the Coordinating Council.
- (2) The Department Chairman shall be Chairman of the Coordinating Council.
- (3) The duties, procedures and policies of the Coordinating Council shall be determined jointly by the Coordinating Council and the Personnel Relations Committee.

B. Eligibility for membership on Departmental Policy Committees

1. All members of the department on tenure shall be eligible for membership on all policy committees with the exception of the Committee on Appointment, Retention, Promotion and Tenure.

2. For purposes of initial appointment, re-appointment, tenure consideration, and promotion to the ranks of assistant professor and associate professor all tenured personnel in the department with the ranks of professor and associate professor shall constitute the faculty segment of the Department Committee on Appointment, Retention, Promotion and Tenure (ARTP Committee).

3. In the case of promotion to rank of professor, the department chairman and all tenured personnel with the rank of professor shall constitute a committee on promotion.

4. The chairman of the department shall be a member of all committees, with the exception of the Departmental Personnel Relations Committee. He shall be chairman of the Committee on Appointment, Retention, Promotion and Tenure.
- C. Membership of Personnel Relations and Department Curriculum Committees
1. The term of office of each committee member shall be two years.
 2. One half of the membership of each committee shall be elected each year.
 3. In departments with 6 or less eligible members a chairman for each policy committee shall be elected. The remaining eligible members shall serve on the policy committees according to the will of the department.
 4. In departments with 7 to 19 eligible members, each committee shall consist of 3 members who will elect one of their number as chairman. The Department Chairman shall be chairman of the ARTP Committee, but shall not participate on the committee when the issue involves his own reappointment, promotion or tenure. Other than membership on the ARTP Committee, no member may serve on more than one of the remaining policy committees or serve more than two consecutive terms on the same committee unless the number of members with the rank of professor and associate professor is too small to allow rotation.
 5. In departments containing 20 or more eligible members, each committee shall consist of 5 members who will elect one of their number as Chairman. The department chairman shall be chairman of the ARTP Committee but shall not participate on the committee when the issue involves his own reappointment, promotion or tenure. Other than membership on the ARTP Committee, no member may serve on more than one of the remaining policy committees or serve two consecutive terms on the same committee unless the number of members with the rank of professor and associate professor is too small to allow rotation.
 6. Students may be represented on the departmental committees in accordance with the Senate guidelines governing student representation. Determination will be made by the department of the mode of student representation, either by separate committee or by direct membership.
- D. Procedures for election of Departmental Policy Committees
1. In the spring of each year, the Personnel Relations Committee will prepare a secret ballot listing the members of the department eligible for each Policy Committee. Any eligible member wishing to have his name removed from the list may notify the Personnel Relations Committee to do so.
 2. The electorate shall consist of all members of the department who have completed one semester of service. This electorate will be eligible to vote in the election of the Departmental Policy Committees.
 3. For each committee, the electorate will select from the list a number of names equal to the number of members to be elected to the committee in that year.
 4. The Personnel Relations Committee will tally the vote. If a person is elected to two committees he may select the committee he prefers.
 5. The elected members will take office at the beginning of the fall semester following election.

E. Responsibilities of the Departmental Committee on Appointment, Retention, Promotion and Tenure (ARTP Committee)

1. In conjunction with the department chairman, the committee shall actively engage in recruitment using all accepted procedures.
2. The committee shall evaluate the credentials and be responsible for the interview of all prospective candidates.
3. The names of candidates selected by the ARTP Committee shall be submitted to the Dean of the Division by the Department Chairman.
4. The Committee shall be charged with evaluating the instructional effectiveness of all non-tenured personnel and making decisions on reappointment which will be forwarded in writing by the Department Chairman to the Divisional Committee on Reappointment, Tenure, and Promotion of the Faculty.
Such decisions shall be forwarded in time to permit notification of non-tenured personnel in conformity with the policy established by the Board of Higher Education.
5. The committee after evaluating applications shall make recommendations for promotion at levels below rank of professor. Recommendation for promotion to rank of Professor shall be the jurisdiction of all members of the department holding the rank of professor. In small departments where there are less than three members of rank equal or superior to the rank for which the applicant is applying, the application shall go directly to the School Committee. At least two additional qualified peers will be selected by this committee in consultation with the senior departmental professors to participate in such departmental deliberations and recommendations. The persons chosen will not be the Dean or the other person selected for school visitation. Department chairmen will serve ex-officio on all department ARTP committees and will have a vote on all matters other than his own candidacy, in which case the School Dean will suggest procedures.
6. The Committee shall make recommendations for special salary awards and leaves of all types.

F. Responsibilities of Departmental Personnel Relations Committee

1. The Departmental Personnel Relations Committee shall conduct all elections.
2. The Departmental Personnel Relations Committee shall be responsible for formulating personnel policies within the department. Proposals for personnel policies may be submitted to the Committee by any member of the Committee or by any other department member. After a personnel policy is approved by the Departmental Personnel Relations Committee the Committee shall submit the proposal to the electorate of the department for a vote on its adoption by secret ballot. The approved policy shall be submitted for approval to the Faculty Senate through the Personnel Policies Committee of the Faculty Senate.
3. The Departmental Committee shall consider all grievances concerning teaching schedules and assignments, working conditions and related matters within the department which any member of the department shall bring before it. If a solution satisfactory to the aggrieved member cannot be reached, the case may then be referred to the appropriate adjudication committee of the Faculty either by the aggrieved member or the Departmental Personnel Relations Committee.
4. Any other matters involving personnel relations shall also be the responsibility of this committee.

G. The Responsibilities of Departmental Curriculum Committee

1. The Departmental Curriculum Committee shall be concerned with the planning and development of the Curriculum of the Department. Proposals for revision of the curriculum may be submitted to the committee by any member of the committee or by any other department member.
2. After a new curriculum proposal is approved by the departmental curriculum committee, the committee shall submit the proposal to the electorate of the department for a vote on its adoption by secret ballot.
3. Curriculum proposals approved by the department shall be submitted for approval to the appropriate curriculum committee of the faculty.

II. The Department Chairman

A. Role of the Department Chairman

1. The Department Chairman assumes the leadership in a community of shared power and responsibility.
 - a. He is involved with his colleagues in deliberative processes aimed at the making of policy based on consensus.
 - b. He has the primary and ultimate responsibility for the execution of policy.

B. Term of Office

1. The term of office of the department chairman shall be three years.

C. Selection of the Department Chairman within the department.

1. During the last year of the chairman's term of office the Personnel Relations Committee of the department shall ask the electorate of the department for three nominations for chairman by secret ballot. All members of rank of professor and associate professor on tenure shall be eligible for nomination.
2. The Personnel Relations Committee will subsequently call for a vote of the electorate by secret ballot for two of a slate consisting of three members who have received the largest number of votes shall be presented by the Chairman of the Personnel Relations Committee to the President of the College for his selection.

D. Selection of the Department Chairman from outside the department or college

1. Should it be desirable to obtain department leadership from outside the department or college, the Dean will develop with the retiring Chairman and the Policy Committees of the department the procedure to be employed.

NEWARK STATE COLLEGE
THE FACULTY SENATE

Document Title: Revision in the R.T.P. Guidelines Policy Document No. 12-71-S-3

Date of Senate Approval: 6/1/72

Place of Origin: Faculty Senate

Committee Document No. 71-S-3

Date Submitted: June 1, 1972

Signature, Committee
Chairman or Sponsor: James B. Hughes

The following motion was unanimously approved.

Letter "g" Appeal to Committee by Applicants not recommended shall be deleted from the Promotion Sequence contained in page 3, R.T.P. Guidelines and shall read: "Applicants not recommended for promotion informed by Promotion Committee."

See Senate Policy Document No. 18-70-ah (R.T.P. Revision)-1

NEWARK STATE COLLEGE
THE FACULTY SENATE

Document Title: Election of Department Chairmen Policy Document No. 7-71-S-1
(Revision in the R.T.P. Guidelines) Date of Senate Approval: 2/22/72
Place of Origin: Faculty Senate
Committee Document No. 71-S-1
Date Submitted: February 22, 1972
Signature, Committee
Chairman or Sponsor: James B. Snyder

The proposal (as follows) to the change in the R.T.P. Guidelines to conform with the Contract was approved after a motion to suspend the rules was passed.

C. Selection of the Department Chairman within the Department.

1. During the last year of the chairman's term of office the Personnel Relations Committee of the department shall ask the electorate of the department for two nominations for chairman by secret ballot. All members of rank of professor and associate professor on tenure shall be eligible for nomination.
2. The Personnel Relations Committee will subsequently call for a vote of the electorate by secret ballot for one of the slate consisting of two members who has received the largest number of votes. The name of the candidate who received the largest number of votes shall be presented by the Chairman of the Personnel Relations Committee to the President of the College subject to his approval and appointment.

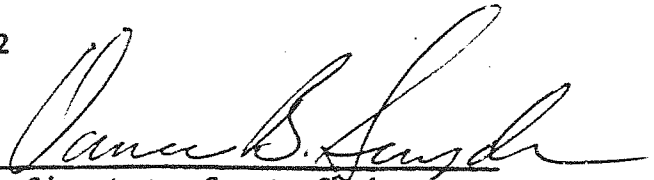
See Senate Policy Document No. 18-70-sh (R.T.P. Revision)-1

NEWARK STATE COLLEGE
THE FACULTY SENATE

Document Title: Election of Department Chairmen (Revision in R.T.P. Guidelines)

Document Number: 7-71-S-1

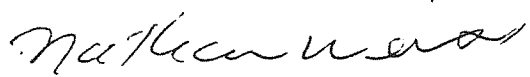
Date of Senate Approval: February 22, 1972


Signature, Senate Chairman
Date: JUL 14 1972

To: The President of the College

This document has been approved by the Faculty Senate. Please indicate below your disposition of the document by checking appropriate box(es) below:

- ☒ 1. Proposed policy has been routed through College departments and will be implemented as of the following date: September 1, 1972.
- ☐ 2. Policy cannot be implemented before _____ for the following reasons:
- ☐ 3. Request a meeting with the Executive Committee of the Senate to discuss the proposed policy.
- ☐ 4. Proposed policy returned for consideration of the following modifications:
- ☐ 5. Other:


Signature of the President