

*****ALL DATES ARE SUBJECT TO CHANGE BY MUTUAL AGREEMENT BETWEEN THE COLLEGE AND THE BCCFA*****

BERGEN COMMUNITY COLLEGE
FACULTY CONTRACTUAL CALENDAR

2010-2011

Sabbaticals for 2011-2012

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2010-2011</u>
Faculty complete applications and make appointments to confer with Divisional Dean or appropriate Vice President by	1 st Friday in October	October 1, 2010
Final date to file an application for sabbatical for the following academic year with the College-Wide Promotion and Sabbatical Committee (CWPSC)	3 rd Friday in October	October 15, 2010
CWPSC recommendation of sabbatical awards to the President	2 nd Friday in January	January 14, 2011
President notifies in writing the candidates who will and will not be recommended for sabbaticals to the Board of Trustees	Last Friday in January	January 28, 2011
Board of Trustees will take action on the President's recommendations at the next meeting of the Board of Trustees following the last Friday in January		Board of Trustees' action scheduled for Wednesday, February 2, 2011 (subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

Promotion for 2011-2012

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2010-2011</u>
Divisions establish Divisional Promotion Committee	September 2010	September 2010
Faculty elections of CWPSC	September 2010	September 14, 2010
Last day for faculty to apply for promotion to Divisional Promotion Committee	3 rd Friday in October	October 15, 2010
Divisional Dean or appropriate Vice President submits recommendations for promotion to Chairperson of CWPSC and notifies division members being recommended or not being recommended for promotion to the CWPSC	2 nd Friday in November	November 12, 2010
Chairperson of CWPSC submits the Committee's recommendations for promotion to the President in priority rank order	3 rd Friday in March	March 18, 2011

BERGEN COMMUNITY COLLEGE

2010-2011

Promotion for 2011-2012

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011</u>
Chairperson of CWPSC submits to President a separate list of names of those who fell below the number of promotions allotted	3 rd Friday in March	March 18, 2011
Candidates recommended to the President for promotion by the CWPSC notified in writing by the second Monday of April by the Chairperson of the CWPSC	2 nd Monday in April	April 11, 2011
Candidates considered for promotion by the CWPSC but who fell below the number of promotions approved by the Board of Trustees within each rank shall be so notified in writing by the second Monday in April	2 nd Monday in April	April 11, 2011
The President notifies the CWPSC of the final promotion list to be presented to the Board of Trustees	4 th Monday in April	April 25, 2011
Board of Trustees action on President's promotion recommendations at next meeting following 4 th Monday in April		Board of Trustees' action scheduled for Wednesday, May 4, 2011 (subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

Reclassification for 2011-2012

GROUP A – Library Associates, Professional Assistants, Technical Assistants

CONTRACT CALENDAR

ACTUAL DATES FOR 2011

Applications for reclassification completed and appointment made to confer with the Divisional Dean or Director by

3rd Friday in February

February 18, 2011

After having conferred with candidates, Divisional Dean or Director submits recommendations for reclassification to the appropriate Vice President

10 weekdays commencing with
2nd Monday in March

March 7 through March 18, 2011

Vice Presidents notify President of their recommendations

1st Friday in April

April 1, 2011

President informs Divisional Dean or Director through the appropriate Vice President of the final reclassification list to be presented to the Board of Trustees

3rd Friday in April

April 15, 2011

Next meeting of Board of Trustees following 3rd Friday in April – action on President’s recommendations or reclassification

Board of Trustees’ action scheduled for
Wednesday, May 4, 2011
(subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

Third, Fourth, Fifth Reappointments for 2011-2012

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2010-2011</u>
Faculty complete reappointment applications and make an appointment to confer with the Divisional Dean or Director by	1 st Friday in November	November 5, 2010
After having conferred with faculty, Divisional Dean or Director submits recommendation to the appropriate Vice President	10 weekdays commencing with 3 rd Monday in November	November 15 through November 26, 2010 (College closed November 25 and 26)
Vice Presidents notify President of faculty recommended for 3 rd and 4 th reappointments without tenure, 5 th reappointment with tenure by	3 rd Friday in December	December 17, 2010
Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why	3 rd Friday in January	January 21, 2011
President, in writing, notifies faculty members who will be recommended to the Board of Trustees for 3 rd and 4 th reappointment without tenure and 5 th reappointment with tenure by	1 st Friday in February	February 4, 2011
President, in writing, notifies faculty members who will not be recommended to the Board of Trustees for 3 rd , 4 th , or 5 th reappointment on	1 st Friday in February	February 4, 2011
Faculty members notify President, in writing, indicating acceptance of 3 rd , 4 th , or 5 th reappointment (subject to approval by Board of Trustees) by		
Next meeting of Board of Trustees following 3 rd Friday in February – action on President's recommendations for 3 rd , 4 th , and 5 th reappointments	3 rd Friday in February	February 18, 2011
		Board of Trustees' action scheduled for Wednesday, March 2, 2011 (subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

Second Reappointment for 2011-2012

Faculty

CONTRACT CALENDAR

ACTUAL DATES FOR 2011

Faculty complete reappointment applications and make an appointment to confer with Divisional Dean or Director by

2nd Friday in January

January 14, 2011

After having conferred with faculty, Divisional Dean or Director submits recommendations to the appropriate Vice President

10 weekdays commencing with
3rd Monday in January

January 17 through
January 28, 2011
(College closed January 17)

Vice Presidents notify President of faculty recommended for 2nd reappointment by

2nd Friday in February

February 11, 2011

Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why

4th Friday in February

February 25, 2011

President, in writing, notifies faculty members who will be recommended to Board of Trustees for 2nd reappointment by

2nd Friday in March

March 11, 2011

President, in writing, notifies faculty members who will not be recommended to Board of Trustees for 2nd reappointment by

2nd Friday in March

March 11, 2011

Faculty members notify President, in writing, indicating acceptance of 2nd reappointment (subject to approval of Board of Trustees) by

4th Friday in March

March 25, 2011

Next meeting of Board of Trustees following 4th Friday in March – action on President's recommendations for 2nd reappointments

Board of Trustees' action scheduled for
Wednesday, April 6, 2011
(subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

First Reappointment for 2011-2012

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011</u>
Faculty complete reappointment applications and make an appointment to confer with the Divisional Dean or Director by	Last Friday in January	January 28, 2011
After having conferred with faculty, Divisional Dean or Director submits recommendations to the appropriate Vice President	10 weekdays commencing with 2 nd Monday in February	February 7 through February 18, 2011
Vice Presidents notify President of faculty recommended for 1 st reappointment by	1 st Friday in March	March 4, 2011
Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why	3 rd Friday in March	March 18, 2011
President, in writing, notifies faculty members who will be recommended to Board of Trustees for 1 st reappointment	1 st Friday in April	April 1, 2011
President, in writing, notifies faculty who will not be recommended to Board of Trustees for 1 st reappointment	1 st Friday in April	April 1, 2011
Faculty members notify President, in writing, indicating acceptance of 1 st reappointment (subject to approval of Board of Trustees) by	3 rd Friday in April	April 15, 2011
Next meeting of Board of Trustees following 3 rd Friday in April – action on President's recommendation for 1 st reappointments		Board of Trustees' action scheduled for Wednesday, May 4, 2011 (subject to change)

BERGEN COMMUNITY COLLEGE

2010-2011

Reappointment for 2011-2012

GROUP A – Library Associates, Professional Assistants, Technical Assistants

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011</u>
Candidates complete reappointment applications and make appointment to confer with Divisional Dean or Director by	Last Friday in January	January 28, 2011
After having conferred with candidates, Divisional Dean or Director submits recommendations to appropriate Vice President	10 weekdays commencing with 2 nd Monday in February	February 7 through February 18, 2011
Vice Presidents notify President of candidates recommended for reappointment by	1 st Friday in March	March 4, 2011
Divisional Dean or appropriate Vice President informs candidates of administration's recommendation for non-reappoint and gives reasons why	3 rd Friday in March	March 18, 2011
President, in writing, notifies candidates who will, or will not, be recommended to the Board of Trustees for reappointment by	1 st Friday in April	April 1, 2011
Candidates notify President, in writing, indicating acceptance of reappointment (subject to approval of the Board of Trustees) by	3 rd Friday in April	April 15, 2011
Next meeting of Board of Trustees following 3 rd Friday in April – action on President's recommendations for reappointment		Board of Trustees' action scheduled for Wednesday, May 4, 2011 (subject to change)

[rev. 8/10]