

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

BERGEN COMMUNITY COLLEGE  
**FACULTY CONTRACTUAL CALENDAR**

**2011-2012**

Sabbaticals for 2012-2013

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011-2012</u>
Faculty complete applications and make appointments to confer with Divisional Dean or appropriate Vice President by	1 <sup>st</sup> Friday in October	October 7, 2011
Final date to file an application for sabbatical for the following academic year with the College-Wide Promotion and Sabbatical Committee (CWPSC)	3 <sup>rd</sup> Friday in October	October 21, 2011
CWPSC recommendation of sabbatical awards to the President	2 <sup>nd</sup> Friday in January	January 13, 2012
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 27, 2012
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 1, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

Promotion for 2012-2013

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011-2012</u>
Divisions establish Divisional Promotion Committee	September 2011	September 2011
Faculty elections of CWPSC	September 2011	September 13, 2011
Last day for faculty to apply for promotion to Divisional Promotion Committee	3 <sup>rd</sup> Friday in October	October 21, 2011
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 <sup>nd</sup> Friday in November	November 11, 2011
Chairperson of CWPSC submits the Committee's recommendations for promotion to the President in priority rank order	3 <sup>rd</sup> Friday in March	March 16, 2012

BERGEN COMMUNITY COLLEGE

2011-2012

Promotion for 2012-2013

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2012</u>
Chairperson of CWPSC submits to President a separate list of names of those who fell below the number of promotions allotted	3 <sup>rd</sup> Friday in March	March 16, 2012
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 <sup>nd</sup> Monday in April	April 9, 2012
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 <sup>nd</sup> Monday in April	April 9, 2012
The President notifies the CWPSC of the final promotion list to be presented to the Board of Trustees	4 <sup>th</sup> Monday in April	April 23, 2012
Board of Trustees action on President's promotion recommendations at next meeting following 4 <sup>th</sup> Monday in April		Board of Trustees' action scheduled for Wednesday, May 2, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

Reclassification for 2012-2013

GROUP A – Library Associates, Professional Assistants, Technical Assistants

CONTRACT CALENDAR

ACTUAL DATES FOR 2012

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

3<sup>rd</sup> Friday in February

February 17, 2012

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

10 weekdays commencing with 2<sup>nd</sup> Monday in March

March 12 through March 23, 2012

Vice Presidents notify President of their recommendations

1<sup>st</sup> Friday in April

April 6, 2012

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

3<sup>rd</sup> Friday in April

April 20, 2012

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

Board of Trustees’ action scheduled for Wednesday, May 2, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

Third, Fourth, Fifth Reappointments for 2012-2013

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2011-2012</u>
Faculty complete reappointment applications and make an appointment to confer with the Divisional Dean or Director by	1 <sup>st</sup> Friday in November	November 4, 2011
After having conferred with faculty, Divisional Dean or Director submits recommendation to the appropriate Vice President	10 weekdays commencing with 3 <sup>rd</sup> Monday in November	November 21 through December 2, 2011 (College closed November 24 and 25)
Vice Presidents notify President of faculty recommended for 3 <sup>rd</sup> and 4 <sup>th</sup> reappointments without tenure, 5 <sup>th</sup> reappointment with tenure by	3 <sup>rd</sup> Friday in December	December 16, 2011
Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why	3 <sup>rd</sup> Friday in January	January 20, 2012
President, in writing, notifies faculty members who will be recommended to the Board of Trustees for 3 <sup>rd</sup> and 4 <sup>th</sup> reappointment without tenure and 5 <sup>th</sup> reappointment with tenure by	1 <sup>st</sup> Friday in February	February 3, 2012
President, in writing, notifies faculty members who will not be recommended to the Board of Trustees for 3 <sup>rd</sup> , 4 <sup>th</sup> , or 5 <sup>th</sup> reappointment on	1 <sup>st</sup> Friday in February	February 3, 2012
Faculty members notify President, in writing, indicating acceptance of 3 <sup>rd</sup> , 4 <sup>th</sup> , or 5 <sup>th</sup> reappointment (subject to approval by Board of Trustees) by	3 <sup>rd</sup> Friday in February	February 17, 2012
Next meeting of Board of Trustees following 3 <sup>rd</sup> Friday in February – action on President's recommendations for 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> reappointments		Board of Trustees' action scheduled for Wednesday, March 7, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

Second Reappointment for 2012-2013

Faculty

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2012</u>
Faculty complete reappointment applications and make an appointment to confer with Divisional Dean or Director by	2 <sup>nd</sup> Friday in January	January 13, 2012
After having conferred with faculty, Divisional Dean or Director submits recommendations to the appropriate Vice President	10 weekdays commencing with 3 <sup>rd</sup> Monday in January	January 16 through January 27, 2012 (College closed January 16)
Vice Presidents notify President of faculty recommended for 2 <sup>nd</sup> reappointment by	2 <sup>nd</sup> Friday in February	February 10, 2012
Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why	4 <sup>th</sup> Friday in February	February 24, 2012
President, in writing, notifies faculty members who will be recommended to Board of Trustees for 2 <sup>nd</sup> reappointment by	2 <sup>nd</sup> Friday in March	March 9, 2012
President, in writing, notifies faculty members who will not be recommended to Board of Trustees for 2 <sup>nd</sup> reappointment by	2 <sup>nd</sup> Friday in March	March 9, 2012
Faculty members notify President, in writing, indicating acceptance of 2 <sup>nd</sup> reappointment (subject to approval of Board of Trustees) by	4 <sup>th</sup> Friday in March	March 30, 2012
Next meeting of Board of Trustees following 4 <sup>th</sup> Friday in March – action on President's recommendations for 2 <sup>nd</sup> reappointments		Board of Trustees' action scheduled for Wednesday, April 4, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

First Reappointment for 2012-2013

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2012</u>
Faculty complete reappointment applications and make an appointment to confer with the Divisional Dean or Director by	Last Friday in January	January 27, 2012
After having conferred with faculty, Divisional Dean or Director submits recommendations to the appropriate Vice President	10 weekdays commencing with 2 <sup>nd</sup> Monday in February	February 13 through February 24, 2012
Vice Presidents notify President of faculty recommended for 1 <sup>st</sup> reappointment by	1 <sup>st</sup> Friday in March	March 2, 2012
Divisional Dean or appropriate Vice President informs faculty of administration's recommendation for non-reappointment and gives reasons why	3 <sup>rd</sup> Friday in March	March 16, 2012
President, in writing, notifies faculty members who will be recommended to Board of Trustees for 1 <sup>st</sup> reappointment	1 <sup>st</sup> Friday in April	April 6, 2012
President, in writing, notifies faculty who will not be recommended to Board of Trustees for 1 <sup>st</sup> reappointment	1 <sup>st</sup> Friday in April	April 6, 2012
Faculty members notify President, in writing, indicating acceptance of 1 <sup>st</sup> reappointment (subject to approval of Board of Trustees) by	3 <sup>rd</sup> Friday in April	April 20, 2012
Next meeting of Board of Trustees following 3 <sup>rd</sup> Friday in April – action on President's recommendation for 1 <sup>st</sup> reappointments		Board of Trustees' action scheduled for Wednesday, May 2, 2012 (subject to change)

BERGEN COMMUNITY COLLEGE

2011-2012

Reappointment for 2012-2013

GROUP A – Library Associates, Professional Assistants, Technical Assistants

	<u>CONTRACT CALENDAR</u>	<u>ACTUAL DATES FOR 2012</u>
Candidates complete reappointment applications and make appointment to confer with Divisional Dean or Director by	Last Friday in January	January 27, 2012
After having conferred with candidates, Divisional Dean or Director submits recommendations to appropriate Vice President	10 weekdays commencing with 2 <sup>nd</sup> Monday in February	February 13 through February 27, 2012
Vice Presidents notify President of candidates recommended for reappointment by	1 <sup>st</sup> Friday in March	March 2, 2012
Divisional Dean or appropriate Vice President informs candidates of administration's recommendation for non-reappoint and gives reasons why	3 <sup>rd</sup> Friday in March	March 16, 2012
President, in writing, notifies candidates who will, or will not, be recommended to the Board of Trustees for reappointment by	1 <sup>st</sup> Friday in April	April 6, 2012
Candidates notify President, in writing, indicating acceptance of reappointment (subject to approval of the Board of Trustees) by	3 <sup>rd</sup> Friday in April	April 20, 2012
Next meeting of Board of Trustees following 3 <sup>rd</sup> Friday in April – action on President's recommendations for reappointment		Board of Trustees' action scheduled for Wednesday, May 2, 2012 (subject to change)

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