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

BERGEN COMMUNITY COLLEGE

**FACULTY CONTRACTUAL CALENDAR**

**2019-2020**

# Sabbaticals for 2020-2021

# Faculty

Faculty member completes applications and makes appointments to confer with Divisional Dean or appropriate Vice President by

Final date to file an application with the Office of the VPAA for sabbatical for the following academic year with the Sabbatical Committee

College-wide Sabbatical Leave Committee submits recommendation of sabbatical awards to the President by

President notifies in writing the candidates who will and will not be recommended for sabbaticals to the Board of Trustees by

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

# CONTRACT CALENDAR

1st Friday in October

3rd Friday in October

2nd Friday in January

Last Friday in January

# ACTUAL DATES FOR 2019-2020

October 4, 2019

October 18, 2019

January 10, 2020

January 31, 2020

Tuesday, February 4, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

Promotion for 2020-2021

Faculty

Divisions establish Divisional Promotion Committee

Final date to file an application with the Divisional Dean Office for promotion

After the review of the candidates by the Departmental Committee, Divisional Dean submits list of candidates for promotion to the Divisional Promotion Committee by

Divisional Dean submits the Divisional Promotion Committee’s recommendations for promotion to the Vice President of Academic Affairs in priority rank order by

# CONTRACT CALENDAR

First Friday in October

3rd Friday in October

3rd Friday in November

3rd Friday in March

# ACTUAL DATES FOR 2019-2020

October 4, 2019

October 18, 2019

November 15, 2019

March 20, 2020

BERGEN COMMUNITY COLLEGE

2019-2020

# Promotion for 2020-2021

# Faculty

Divisional Dean submits to President a separate list of names of those who fell below the number of promotions allotted by

Candidates recommended to the President for promotion notified in writing by the second Monday of April by the Divisional Dean

Candidates considered for promotion 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

The President notifies the divisional committees of the final promotion list to be presented to the Board of Trustees by

Board of Trustees action on President’s promotion recommendations at next meeting following 4th Monday in April

# CONTRACT CALENDAR

3rd Friday in March

2nd Monday in April

2nd Monday in April

4th Monday in April

# ACTUAL DATES FOR 2019-2020

March 20, 2020

April 13, 2020

April 13, 2020

April 27, 2020

Tuesday, May 5, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Reclassification for 2020-2021

GROUP A – Library Associates, Professional Assistants, Technical Assistants

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

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

Vice Presidents notify President of their recommendations by

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

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

# CONTRACT CALENDAR

3rd Friday in February

10 weekdays commencing with 2nd Monday in March

1st Friday in April

3rd Friday in April

# ACTUAL DATES FOR 2019-2020

February 21, 2020

March 9 through March 20, 2020

April 3, 2020

April 17, 2020

Tuesday, May 5, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Reappointment for 2020-2021

# GROUP A – Library Associates, Professional Assistants, Technical Assistants

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

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

Vice Presidents notify President of candidates recommended for reappointment by

Divisional Dean or appropriate Vice President informs candidates of administration’s recommendation for non-reappoint and gives reasons why, by

President, in writing, notifies candidates who will, or will not, be recommended to the Board of Trustees for reappointment by

Candidates notify President, in writing, indicating acceptance of reappointment (subject to approval of the Board of Trustees) by

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

# CONTRACT CALENDAR

Last Friday in January

10 weekdays commencing with 2nd Monday in February

1st Friday in March

3rd Friday in March

1st Friday in April

3rd Friday in April

# ACTUAL DATES FOR 2019-2020

January 31, 2020

February 10 through

February 21, 2020

March 6, 2020

March 20, 2020

April 3, 2020

April 17, 2020

Tuesday, May 5, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# First Reappointment for 2020-2021

# Faculty

Faculty member submits reappointment documents to Divisional Dean

And meets with Divisional Dean by

After having conferred with faculty member and mentor, Divisional Dean, submits recommendation to the appropriate Vice President by

Vice Presidents notify President of faculty members recommended for reappointment by

Vice Presidents notify President of faculty members not recommended for reappointment by

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

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

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

Faculty members notify President, in writing, indicating acceptance of 1st reappointment (subject to approval by Board of Trustees) by

Next meeting of Board of Trustees following 3rd Friday in March – action on President’s recommendations for 1st reappointments

# CONTRACT CALENDAR

4th Friday in January

2nd Friday in February

4th Friday in February

4th Friday in February

4st Friday in February

1st Friday in March

1st Friday in March

3rd Friday in March

# ACTUAL DATES FOR 2019-2020

January 24, 2020

February 14, 2020

February 28, 2020

February 28, 2020

February 28, 2020

March 6, 2020

March 6, 2020

March 20, 2020

Tuesday, April 7, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Second Reappointment for 2020-2021

# Faculty

Faculty member submits reappointment documents to Divisional Dean

and meets with Divisional Dean by

After having conferred with faculty member and mentor, Divisional Dean, submits recommendation to the appropriate Vice President by

Vice Presidents notify President of faculty members recommended for reappointment by

Vice Presidents notify President of faculty members not recommended for reappointment by

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

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

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

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

Next meeting of Board of Trustees following 3rd Friday in March – action on President’s recommendations for 2nd reappointments

# CONTRACT CALENDAR

4th Friday in January

2nd Friday in February

4th Friday in February

4th Friday in February

4st Friday in February

1st Friday in March

1st Friday in March

3rd Friday in March

# ACTUAL DATES FOR 2019-2020

January 24, 2020

February 14, 2020

February 28, 2020

February 28, 2020

February 28, 2020

March 6, 2020

March 6, 2020

March 20, 2020

Tuesday, April 7, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Third Reappointment for 2020-2021

# Faculty

Faculty member submits reappointment documents to Divisional Dean

And meets with Divisional Dean by

After having conferred with faculty member and mentor, Divisional Dean, submits recommendation to the appropriate Vice President by

Vice Presidents notify President of faculty members recommended for reappointment by

Vice Presidents notify President of faculty members not recommended for reappointment by

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

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

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

Faculty members notify President, in writing, indicating acceptance of 3rd reappointment (subject to approval by Board of Trustees) by

Next meeting of Board of Trustees following 4th Friday in February – action on President’s recommendations for 3rd reappointments

# CONTRACT CALENDAR

4th Friday in January

1st Friday in February

2nd Friday in February

2nd Friday in February

3rd Friday in February

3rd Friday in February

3rd Friday in February

4th Friday in February

# ACTUAL DATES FOR 2019-2020

January 24, 2020

February 7, 2020

February 14, 2020

February 14, 2020

February 21, 2020

February 21, 2020

February 21, 2020

February 28, 2020

Tuesday, March 3, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Fourth Reappointment for 2020-2021

# Faculty

Faculty member submits reappointment documents to Divisional Dean

And meets with Divisional Dean by

After having conferred with faculty member and mentor, Divisional Dean, submits recommendation to the appropriate Vice President by

Vice Presidents notify President of faculty members recommended for reappointment by

Vice Presidents notify President of faculty members not recommended for reappointment by

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

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

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

Faculty members notify President, in writing, indicating acceptance of 4th reappointment (subject to approval by Board of Trustees) by

Next meeting of Board of Trustees following 3rd Friday in February – action on President’s recommendations for 4th reappointments

# CONTRACT CALENDAR

4th Friday in January

1st Friday in February

2nd Friday in February

2nd Friday in February

3rd Friday in February

3rd Friday in February

3rd Friday in February

4th Friday in February

# ACTUAL DATES FOR 2019-2020

January 24, 2020

February 7, 2020

February 14, 2020

February 14, 2020

February 21, 2020

February 21, 2020

February 21, 2020

February 28, 2020

Tuesday, March 3, 2020 (tentative)

BERGEN COMMUNITY COLLEGE

2019-2020

# Fifth Reappointment for 2020-2021

# Faculty

Faculty member submits complete tenure application to the Tenure Review Committee by

Tenure Review Committee submits recommendation to Divisional Dean by

Divisional Dean or Director submits recommendation to the appropriate Vice President by

Vice Presidents notify President of faculty members recommended for 5th reappointments with tenure by

Vice Presidents notify President of faculty members not recommended for 5th reappointment with tenure, and gives reasons why, by

President, in writing, notifies faculty members who will be recommended to the Board of Trustees for 5th reappointment with tenure by

President, in writing, notifies faculty members who will not be recommended to the Board of Trustees for 5th reappointment by

Faculty members notify President, in writing, indicating acceptance of 5th reappointment with tenure (subject to approval by Board of Trustees) by

Next meeting of Board of Trustees following 4th Friday in January – action on President’s recommendations for 5th reappointments with tenure

CONTRACT CALENDAR

4st Friday in October

1st Friday in December

2nd Friday in December

3rd Friday in December

3rd Friday in December

2nd Friday in January

2nd Friday in January

4th Friday in January

# ACTUAL DATES FOR 2019-2020

October 25, 2019

December 6, 2019

December 13, 2019

December 20, 2019

December 20, 2019

January 10, 2020

January 10, 2020

January 24, 2020

Tuesday, February 4, 2020 (tentative)