



KEAN

Lecturer Positions CALENDAR OF APPOINTMENT ACTIVITIES

Calendar for Academic Year 2023-2024

Lecturer Reappointment Activity	To be Completed on or Before
1. University notification sent from the Office of the Provost/Senior Vice President for Academic Affairs to current Lecturers (10-month and 12-month) and case packets opened in <i>Interfolio</i> .	Nov. 29, 2023 (Wed.)
2. Classroom observations to be completed by the Department Chair ¹ or designee.	Dec. 5, 2023 (Tues.) ³ – Feb. 2, 2024 (Fri.)
3. Deadline for Lecturers to submit their application for reappointment via <i>Interfolio</i> ² .	Jan. 16, 2024 (Tues.)
4. Deadline for the Department Chair to complete the classroom observation, review the portfolio and provide a written evaluation to the Lecturer.	Feb. 2, 2024 (Fri.)
a. If the Lecturer is not being recommended for reappointment, they shall have a consultation with the Department Chair prior to the evaluation being forwarded to the Dean.	Feb. 9, 2024 (Fri.)
b. Following the consultation, the Lecturer will have five (5) business days to respond in writing to the Department chair before the evaluation is forwarded to the Dean.	Feb. 16, 2024 (Fri.)
5. Department Chair forwards recommendation to the Dean.	Feb. 19, 2024 (Mon.)
6. Dean makes recommendation to the Provost/Senior Vice President for Academic Affairs and sends written notification of this recommendation to the Lecturer.	March 1, 2024 (Fri.)
a. Lecturers have five (5) business days to respond in writing to the Dean.	March 8, 2024 (Fri.)

¹ In departments where there is no Department Chair, the classroom observation and evaluation will be conducted by the Program Coordinator with faculty rank, Director, or most senior tenured Associate or Full Professor. For departments that do not have a person in one of those titles, the most senior professor of any rank with tenure shall conduct the classroom observation and evaluation.

² Should the classroom observation be scheduled for completion between Jan. 16-Feb. 2, 2024, the Lecturer should submit all required materials with a placeholder document indicating the classroom observation is pending.

³ Lecturers shall be provided with three (3) week's advance notice of the classroom observation. Given the late issuance of the calendar, and if agreeable to the Lecturer, the time frame for notice may be reduced.

7. Provost/Senior Vice President for Academic Affairs sends written notification of recommendation to the Lecturer. In the case of a negative recommendation, this notification must include a statement of reasons for such. March 22, 2024 (Fri.)
 - a. Lecturers may request an appeal in writing to the Provost/Senior Vice President for Academic Affairs within five (5) business days. March 29, 2024 (Fri.)
8. Provost/Senior Vice President for Academic Affairs makes final recommendations to the President April 3, 2024 (Wed.)
9. President sends letter of reappointment or non-reappointment to the Lecturer. April 17, 2024 (Wed.)
10. If the Lecturer has not received an appointment letter by April 25, they will be considered to have not been appointed. April 25, 2024 (Thurs.)
11. Board of Trustees takes final action. May 6, 2024 (Mon.)