



KEAN

Lecturer Positions CALENDAR OF APPOINTMENT ACTIVITIES

Calendar for Academic Year 2024-2025

(for Appointments effective AY 2025-2026)

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 and case packets opened in <i>Interfolio</i> .	Oct. 18, 2024 (Fri.)
2. Deadline for Lecturers to submit their application ¹ .	Jan. 14, 2025 (Tues.)
3. Deadline for the Department Chair ² or designee to complete the classroom observation ³ , review the portfolio and provide a written evaluation to the Lecturer. 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. 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.	Jan. 28, 2025 (Tues.)
4. Department Chair forwards recommendation to the Dean.	Feb. 10, 2025 (Mon.)
5. Dean makes recommendation to the Provost/Senior Vice President for Academic Affairs and sends written notification of this recommendation to the Lecturer. a. Lecturers have five (5) business days to respond in writing to the Dean.	Feb. 24, 2025 (Mon.) Mar. 3, 2025 (Mon.)
6. 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 18, 2025 (Tues.)

¹ If a Lecturer is interested in applying for consideration of conversion to a 10-month or 12-month position, the application should be included in the case packet with the reappointment materials. Review of applications for conversion will run concurrently with the Lecturer reappointment calendar and corresponding review steps* (i.e. Department Chair, Dean and Provost deadlines).

² 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.

³ Lecturers shall be provided with three (3) weeks' notice in advance of the classroom observation.

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| a. Lecturers may request an appeal in writing to the Provost/Senior Vice President for Academic Affairs within five (5) business days. | March 25, 2025 (Tues.) |
| 7. Provost/Senior Vice President for Academic Affairs makes final recommendations to the President | April 1, 2025 (Tues.) |
| 8. President sends letter of reappointment or non-reappointment to the Lecturer. | April 15, 2025 (Tues.) |
| 9. If the Lecturer has not received an appointment letter by April 25, they will be considered to have not been appointed. | April 25, 2025 (Fri.) |
| 10. Board of Trustees takes final action. | May 5, 2025 (Mon.) |