

## MEMORANDUM

To: Committee on Faculty Affairs (CFA)

From: Steering Committee

Date: February 4, 2026

Re: Reappointment and Promotions Document (RPD)

**Background:** During the 2024-2025 academic year, CFA updated the [RPD](#) to reflect changes in [MOA 149](#), and specifically the inclusion of NTTP participation in the promotions and reappointment process at both the College and Department level. During the 2025-2026 review of candidates, some unforeseen concerns and questions emerged, necessitating a review of the RPD and process.

**Charge:** Steering charges CFA to review the TCNJ Reappointment and Promotions Document, including, but not limited to:

- update it to include how the representation of non-tenure track faculty members on the College Promotion and Tenure Committee (CPTC) affects the voting outcomes outlined on page 59-60 of the RPD
- review of the process of appointment to Associate Professor, which no longer includes a review by CPTC
- review of instances when it may be necessary for a member of CPTC to recuse themselves (such as when they co-author something with a candidate for promotion)
- eliminate outdated language (such as COVID accommodations)
- review the service chart to assess how recent changes have been implemented
- review the processes and language on peer observations
- any other issues that have arisen on the CFA or CPTC

As an initial step in this charge, CFA should reach out to CPTC and ask for an executive summary of questions and concerns that have emerged over the last three years. Consider reviewing peer institutions and benchmarking for any significant recommended changes.

CFA should seek testimony from the local AFT leadership, CPTC, Academic Affairs, Deans Council, Faculty Senate, and from any other constituent bodies it deems appropriate.

**Testimony Tier:** Tier II or Tier III if significant changes are made (faculty only, not full campus-wide testimony)

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

**Timeline:** CFA should begin work immediately on the charge, with the goal of making a Final Recommendation to Steering by **May 1, 2026**.

## **TCNJ Governance Processes**

### *Step 1–Steering issues a charge*

#### *Step 2–Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

#### *Step 3–The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

#### *Step 4–Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee.

The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

*Step 5–Steering considers the Final Recommendation*

*Step 6–The Provost and/or President and Board consider the Final Recommendation*

*Step 7–Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see [Governance Structures and Processes, 2019 Revision](#), pages 23–27.*