

SELECTION AND REAPPOINTMENT PROCESSES

For appointments to the doctoral faculty under this agreement to begin in the fall, 2026 and thereafter, the following procedures shall apply:

Submission of Application

By April 1st each candidate shall prepare an application addressing the established criteria for selection and forward it to the Doctoral Program Director of the doctoral program in which the faculty member will hold the appointment and the Chair/ADF of the faculty member's home Department/School.

Doctoral Program Coordinator Review (DPD)

- The DPD shall share a copy of the application and all materials submitted by the candidate with all members of the doctoral faculty within the program for their review.
- Within five (5) working days of receipt of those materials, each member of the doctoral faculty within the program and the faculty member's Department Chair/ADF will provide their advice to the DPD as to whether the candidate meets the criteria to be recommended for doctoral faculty status.
- Simultaneously with the doctoral faculty review, the DPD shall review the application and all materials submitted by the candidate in order to determine whether, in their judgment, the candidate meets the criteria to be recommended for doctoral faculty status.
- Within five (5) working days of receiving the advice from doctoral faculty within the program, the DPD shall prepare a brief written evaluation and recommendation and forward it to the candidate.
- Within five (5) working days of receiving the evaluation and recommendation, the candidate may send a written response to the DPD.
- The DPD shall forward the candidate's application, associated documents, the written evaluation and recommendation, and any responses to the Dean(s) of the Schools/Colleges in which the doctoral program resides.

Dean Review

- The Dean shall review the application and associated materials submitted by each candidate and the evaluation and recommendation of the DPD in order to determine whether the candidate meets the criteria for appointment to the doctoral faculty. For doctoral programs jointly administered by more than one College/School, the cognizant Deans will collaborate on a joint recommendation.
- Within five (5) working days of receipt of the application, the Dean(s) shall forward their written evaluation and recommendation to the candidate and to the DPD.
- Within five (5) working days of receiving the evaluation and recommendation, the candidate may make a written response.
- The Dean shall forward to the Provost the candidate's application, associated documents, the written evaluation and recommendation, and any responses.


Provost Review

- The Provost shall review the entire application and associated documents.
- Within seven (7) working days of receiving the application and associated materials, the Provost will notify each candidate, DPD, and Dean, of their decision regarding appointment to the doctoral faculty, with copies sent to the faculty member's Department Chair/ADF.
- Within five (5) working days of receipt of a negative decision by the Provost, a candidate may make a written request for reconsideration and indicate the basis for the appeal.
- Within five (5) working days of receipt of the request, the Provost shall notify the candidate, Dean(s), and Chair/ADF whether or not the appeal has been granted.

For Montclair State University

 03-23-26
Fatma Mlli, Interim Provost and Senior VPAA

For AFT Local 1904

 3/20/26
Hugh Curnutt, VP for Negotiations