

APL

TENURE PROCESS GUIDELINES

The guidelines and checklist provided below are intended to assist Unit Personnel Committees and the Library Personnel Committee in completing their assigned steps in the Tenure Process. These guidelines identify all necessary and relevant documentation. The guidelines do not clarify the provisions laid out in the Faculty Handbook but are consistent with Handbook provisions.

Applicants for Tenure must provide all of the documentation listed below.

Each applicant and their UPC or LPC certifies that all of the required documentation is included in the submitted digital binder.

Committees shall only consider written and signed communications (i.e., nothing that is anonymous) except for student opinion surveys and oral presentations by each applicant.

The order of the documentation in the Tenure package should follow that which is specified below. To ensure all required components are included in the submission, the applicant should initial each item on the checklist as the item is included in the submission.

_____ **UPC or LPC letter with applicable addendum on Unit Council recommendation** (Note: In the case of the Library, since the Convening Group, UPC, and Unit Council are one and the same, the letter will be one document.)

_____ **recommendation letter** (include all previous reappointment letters)

_____ **previous recommendation letters, i.e., letters accumulated from all previous reappointments)**

IV. REQUIRED APPENDICES

A. TEACHING/LIBRARIANSHIP

Evidence of Effective Teaching

_____ **Samples of Course Syllabi and Course Materials:** Syllabi for each course taught at Ramapo in the past five years. The applicant decides what course materials to submit.

_____ **Peer Observations of Teaching (signed and dated):** Observations of teaching conducted by peers, which must include at least one peer from the primary Convening Group or field of expertise and, optimally, by different peers and for a range courses. One peer evaluation must have been conducted per semester during years one through three and then only one per year in years four through six.

_____ **and dated):** One per academic year.

_____ **Student Opinion Survey Summaries of Teaching Effectiveness:** Aggregate data summary reports *with the qualitative responses removed* received by each faculty member from the Office of Institutional Research (i.e., for paper surveys) or Information Technology Services (i.e., for online surveys) for the past five years employed by Ramapo College. (See related MOUs/MOAs on Student Opinion Forms.)

Evidence of Effective Librarianship

_____ **Samples of Work within Specialized Activity.** If applicable and at the discretion of the applicant.

_____ **Information Literary Librarians Develop Sessions with Clear Goals Consistent with Information Literacy Program Outcomes.** If applicable and at the discretion of the applicant, including teaching materials.

_____ **Peer Observations of Teaching (signed and dated) (for librarians who teach Information Literacy classes)**: Observations of teaching conducted by peers, which must include at least one peer from the Library Convening Group and, optimally, by different peers. One peer evaluation must have been conducted per semester during years one through three and then only one per year in years four through six.

_____ **_____ and dated) (for librarians who teach Information Literacy classes)**: One per academic year.

_____ **_____ and dated) (for librarians with other primary responsibilities beyond teaching Information Literacy classes)**: One per academic year.

_____ **Peer Evaluation Letters (signed and dated) (for librarians with other primary responsibilities beyond teaching Information Literacy classes)**: Must include at least one peer from the Library Convening Group and, optimally, by different peers. One peer letter per semester during years one through three and then only one per year in years four through six.

B. SCHOLARSHIP

_____ **Supporting Evidence of Scholarship cited in Vita**. Evidence/documentation shall be provided for all Service described in the Vita; evidence/documentation can include but is not limited to, copies of works; flyers, brochures, or other public notices; official letters detailing honors, awards, or grants; published reviews; official letters of invitation and thank you notes from sponsors; and other forms of documentation that speak directly

_____ **Peer Recommendations for Tenure from Colleagues Outside of Ramapo College (signed and dated)**: ExaTQ0 0 2 reWB/F2 Tf10373.25 Tm0G92 Tf10222.925.6Tm0G(Ex)-8a)4T6

C. SERVICE
