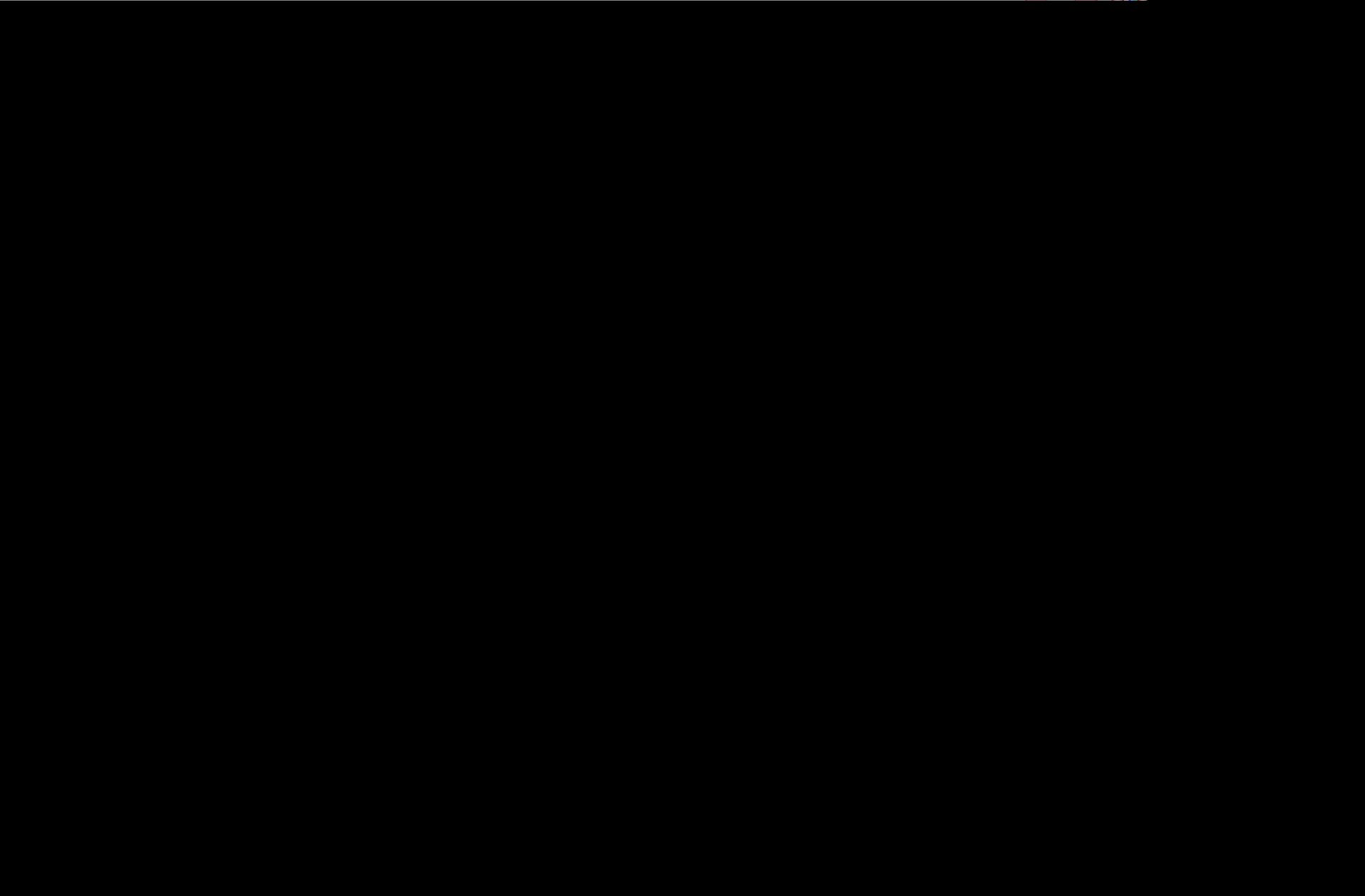
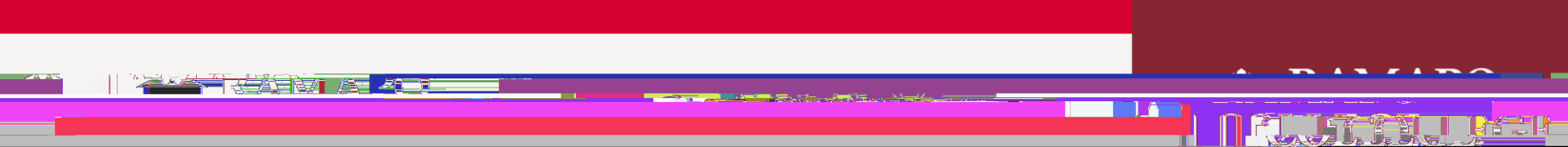


Reappointment and Reappointment with Tenure

Information and e-Binder Training Guide

PRESENTED BY EMPLOYEE RELATIONS





Information and e-Binder Training Guide (cont'd)

Detailed reappointment and reappointment with tenure information is located in the Faculty Handbook. Specifically, sections 5.0 Appointment, Promotion & Reappointment with Tenure, 6.0 Renewal of Faculty Contracts, and 8.0 Tenure Process at Ramapo. These sections together with guidance from your Dean, your convening group, this presentation, and the Reappointment Guidelines/Checklist shall assist you in creating your e-binder.

All documents including the Reappointment and Tenure Calendars are located on the ER webpage

<https://www.ramapo.edu/er/>.



Main Folder Set Up and Naming

Main folder in Google drive Set up by ER

An individual file has been set up for each candidate as follows:

The next few slides will outline for you the following:

actions you need to take on google drive to build your folder

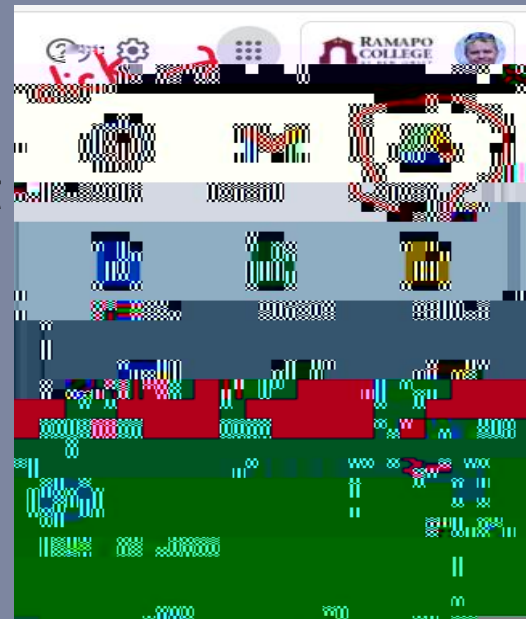
documents you need to provide to support your application for reappointment or tenure

Creating Your e-Binder

To upload documents to a shared folder on Google Drive, complete the following steps.

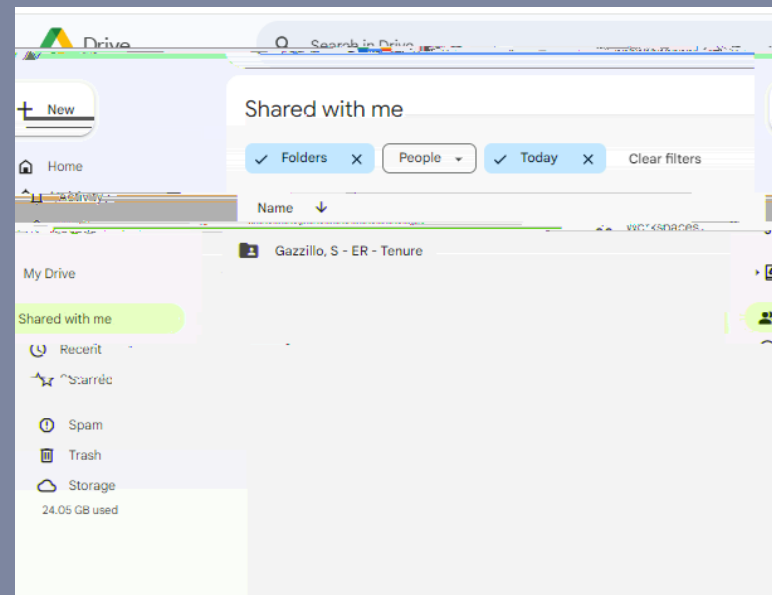
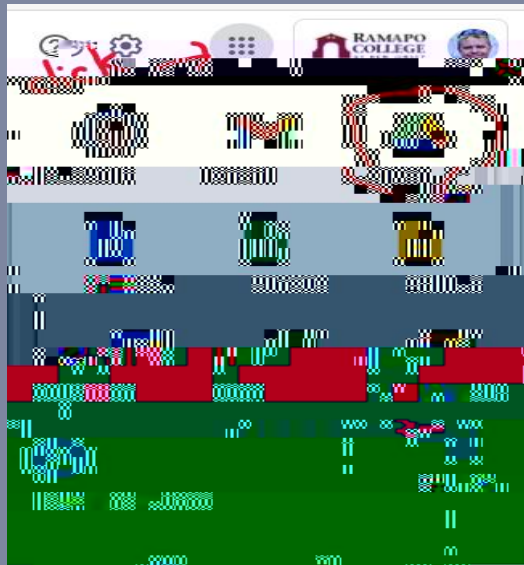
Open Google Drive - click the Google icon and

1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Name folders I-IV

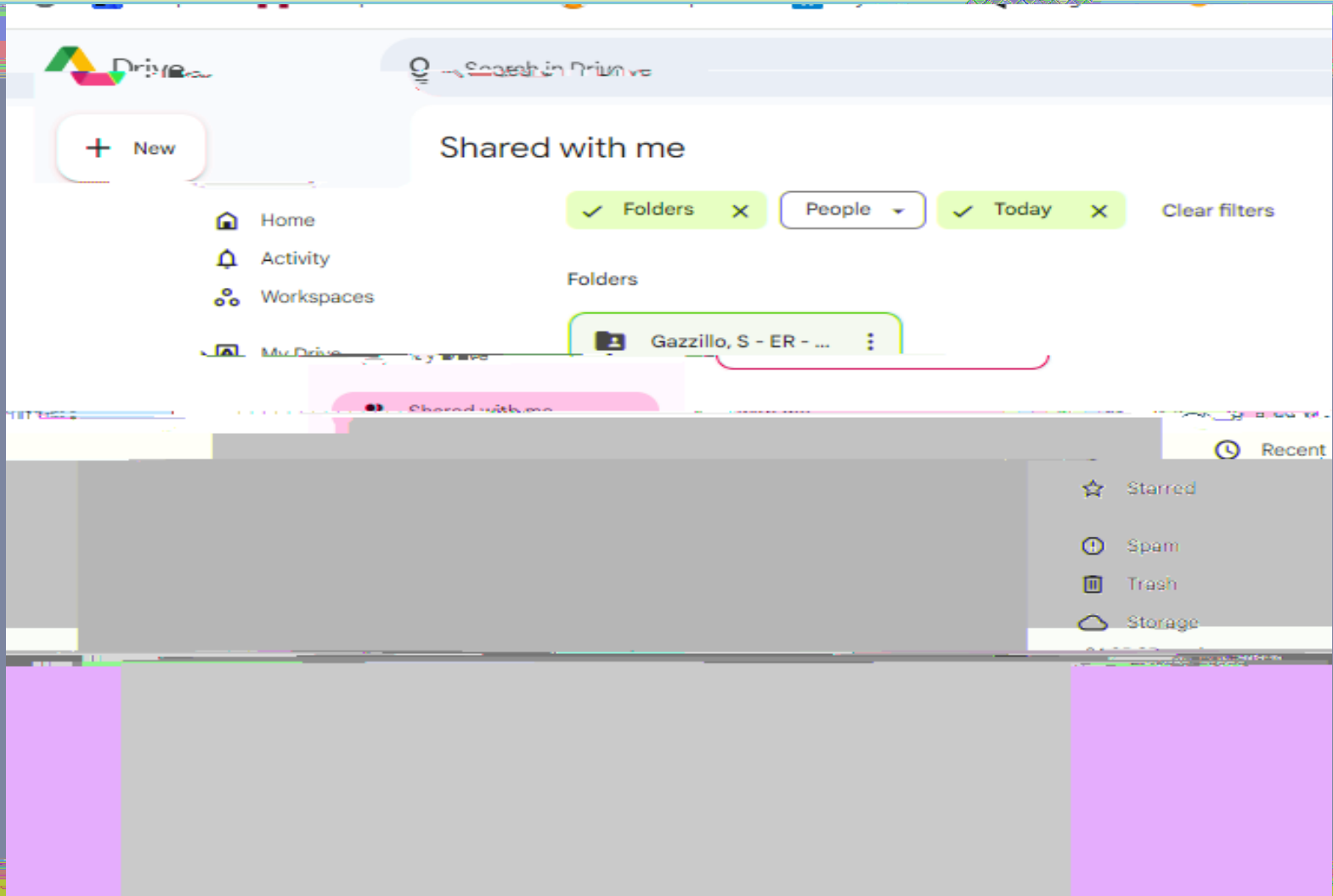


Navigating Google Drive

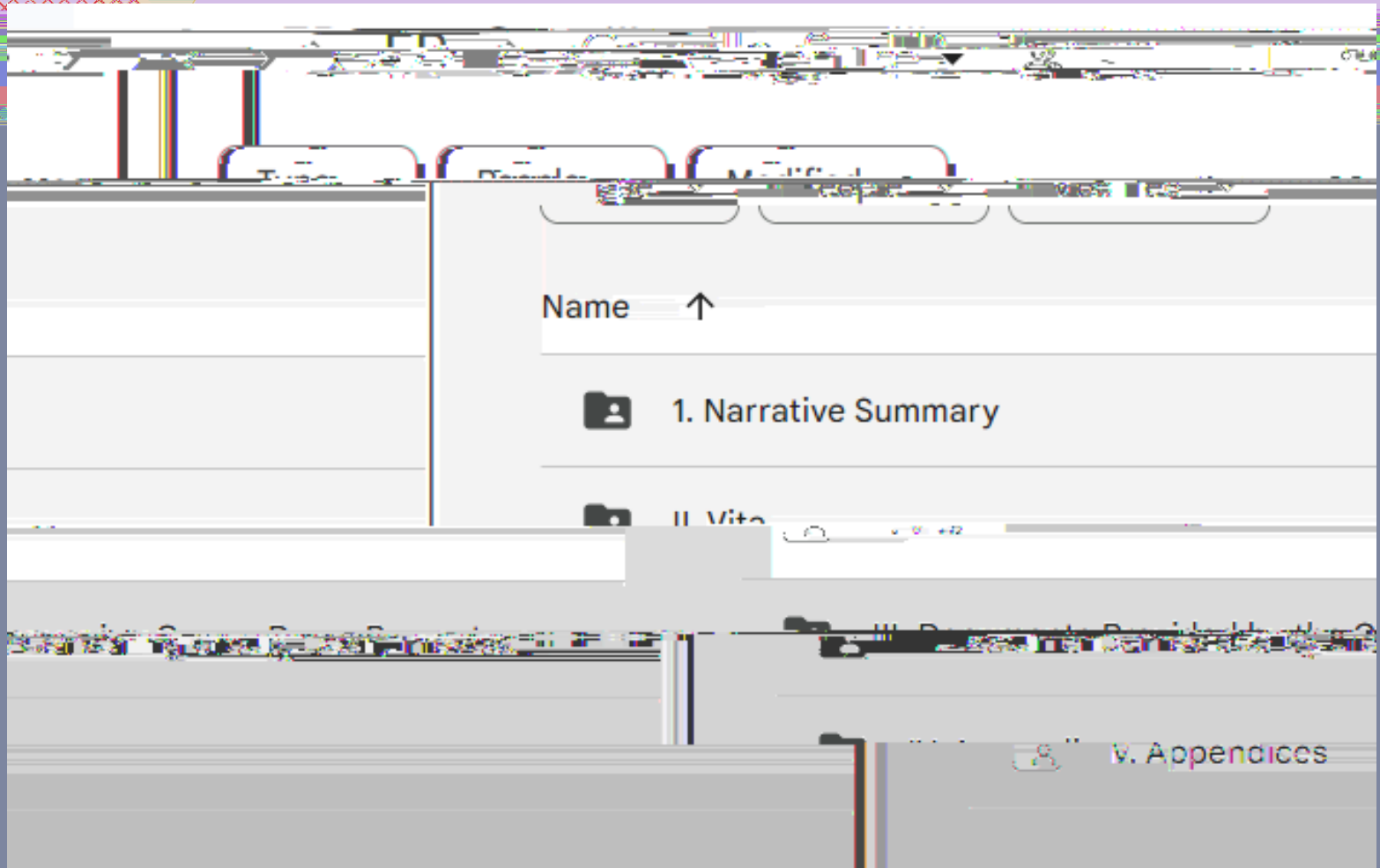
Open Google Drive - click the Google icon and select



Google Drive Shared with me



Creating e-Binder



Select Folder Upload or File Upload from the menu and select the folders or files to upload

Documents Provided by the Candidate

I. Narrative Summary

Describe how you have satisfied the three criteria in the in the areas of Teaching/Librarianship, Scholarship, and Service.

May include self-evaluation and reflection for each criteria.

Self-evaluation of Teaching/Librarianship, Scholarship, and Service should be addressed in separate sections of narrative.

Maximum eight (8) pages, 11pt font (or higher).

Folder must be named I. Narrative Summary

Documents Provided by the Candidate

II. Vita

Ramapo format

III. Convening Group, Unit Personnel Committee, Dean & Provost Evaluations and Recommendations

Convening Group Letter (requested by applicant)

UPC Letter with the Applicable Addendum on Unit Council Recommendation
(Unit Council Evaluation and Recommendation)

Dean Evaluation and Recommendation

Provost Evaluation and Recommendation (letters accumulated from previous reappointments)

Ensure all letters are signed and dated

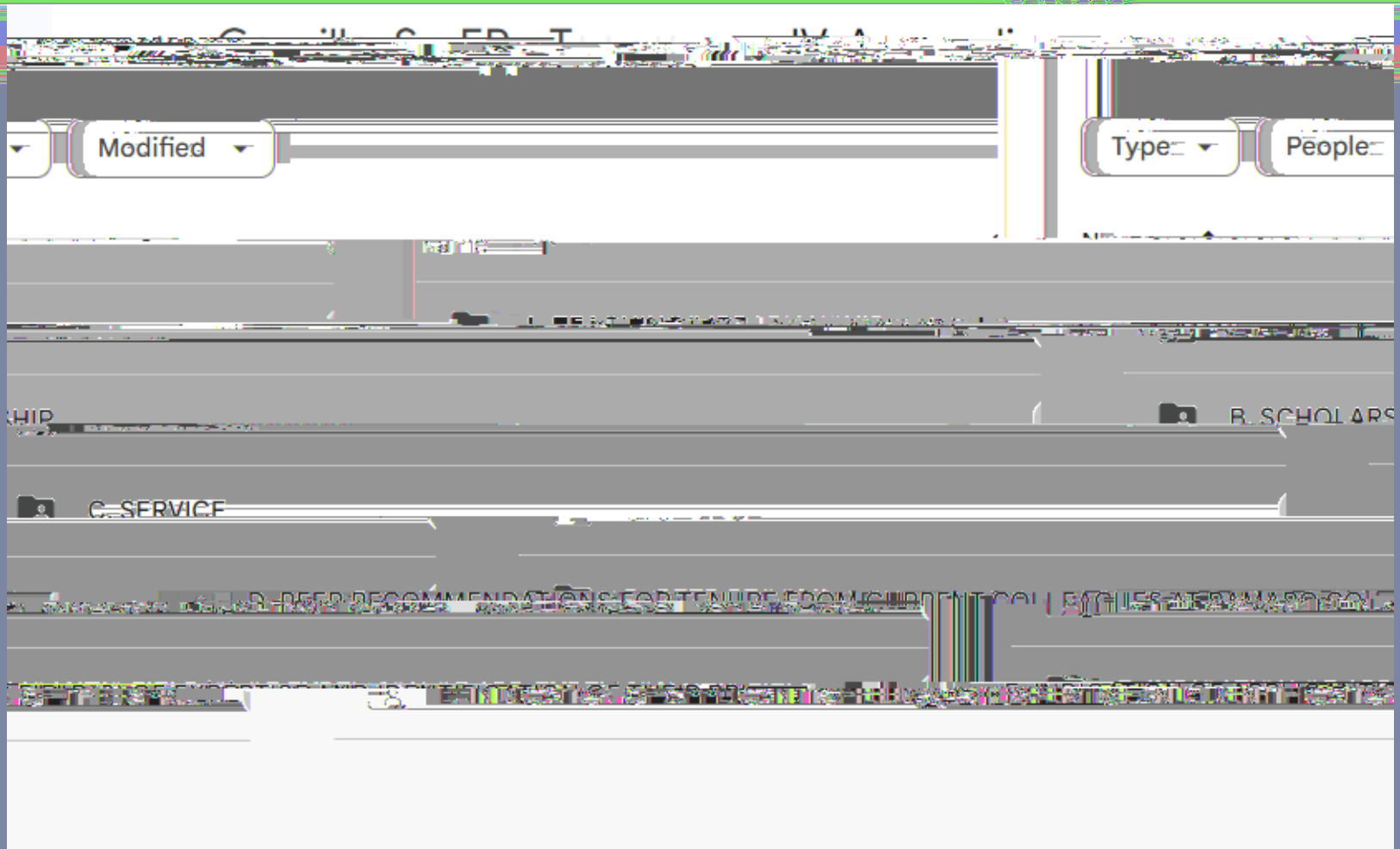
Documents Provided by the Candidate

IV. Appendices

Contains five (5) subfolders

Folder must be name III. Appendices

Appendices - Subfolders



Documents provided by the candidate

IV.



Appendices

A. Teaching/Librarianship

i.e. course PowerPoints, presentations, handouts, assignments, exams, etc.

e.g., COMM 229 Fall 2020 PowerPoint; INFO 233 Fall 2018 Handout; LITR 201 Midterm Essay, CHEM 211 Spring 2019 Final Exam

Naming and numbering protocols very important

Appendices

A. Teaching/Librarianship

Class Observation Letters from Dean and Peers
(signed/dated)

Dean Evaluations one (1) class observation per academic year

Peer Evaluations one (1) per semester for the first 3 years and, thereafter one (1) per academic year.

Naming and numbering protocols very important

SUBJ COURSE # SEMESTER Dean/Peer Class Observation
e.g., SWRK 222 Spring 2018 Dean/Peer Class Observation

Appendices

A. Teaching/Librarianship

Student Opinion Survey Summary Reports


Reappointment summary data from all courses in previous semesters

Tenure summary data from all courses in the past 5 years

Naming and numbering protocols very important

titled as SUBJ COURSE # SEMESTER Student Opinion Survey

e.g., MATH 121 Fall 2017 Student Opinion Survey (aggregate data only)



Appendices

Appendices

C. Service

Supporting evidence of service in Vita.

No more than two (2) internal letters of support from the past year. (TENURE ONLY)

Appendices

D. Peer Recommendations for Tenure from Current Colleagues

Peer recommendation for reappointment or tenure from current colleagues (TENURE ONLY)



E. Indication of Field of Expertise

Appendices

Other supporting documentation and/or materials considered to be relevant and appropriate by the applicant may be included.

ER Webpage Resources

The Reappointment, Reappointment with Tenure Calendars and General Resources are located on the ER webpage:

<https://www.ramapo.edu/er/?AFT=open>

Section 5.0, Criteria for Appointment,
Reappointment, Promotion and Reappointment with
Tenure

Section 6.0 Renewal of Faculty Contracts

Section 8.0 Tenure Process at Ramapo