

8.0 TENURE PROCESS AT RAMAPO (Rev. 3/1/11)

Chapter 60 of Title 18A of the New Jersey Statutes and its supplement, Chapter 163 of the laws of 1973 (Assembly Bill No. 328) and the appropriate provisions incorporated in the CURRENT AGREEMENT between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO govern Ramapo College's tenure policies and procedures.

Further, the Ramapo College Board of Trustees adopts New Jersey Statute 18A:60-9 whereby the Board of Trustees may, as an exceptional action and upon the recorded two-thirds majority roll call vote of all its members and upon the recommendation of the President, grant tenure to an individual faculty member after employment at Ramapo College of New Jersey for two (2) consecutive academic years. This provision is locally known as "Accelerated Tenure."

Following the terms of the contract, and in order to allow the maximum possible period of time for probationary personnel to demonstrate their qualifications for reappointment with tenure, the tenure process at Ramapo builds on the recommendations for reappointment that are made year by year, so that probationary staff receive maximum possible notice of their prospects for eventual reappointment with tenure. Thus, it will be normally our practice to remind staff members of the tenure process in every letter of reappointment and, wherever possible to give advance notice of situations that may lead to a denial of eventual reappointment with tenure. The procedures for reappointment with tenure of faculty members shall follow the appropriate contractual dates outlined in the CURRENT AGREEMENT between the State of New Jersey and the Council of New Jersey State College locals, NJSFT-AFT, AFL-CIO and the calendar for personnel actions prepared by the administration, in consultation with the local union, and issued at the beginning of each academic year. The following procedures shall be followed:

1. Each unit personnel committee shall provide all faculty members who are candidates for reappointment with tenure with a checklist of required documentation so that an appropriate application for reappointment with tenure may be submitted. Further, any faculty member who wishes to apply for Accelerated Tenure shall advise the Dean and the chair of the unit personnel committee of his/her intention and such applicants shall be included in and responsible for all procedures as applied to candidates who have completed the full probationary period for reappointment with tenure.
2. All individual faculty members shall submit an application for reappointment with tenure, or Accelerated Tenure to the appropriate unit personnel committee through the Dean.
3. This application shall include a written summary prepared by the applicant as to how he/she has satisfied the four criteria, an updated vita, and carefully labeled appendices which provide the documentation necessary to support the written summary. In addition, an evaluation of tutorial activity, advising, and/or fieldwork supervision, when applicable, shall be part of the application. In

addition to the above, each applicant may submit any additional information which he/she considers appropriate.

4. The appropriate unit personnel committee shall carefully review all evidence and arrive at a decision based on the criteria for reappointment with tenure or Accelerated Tenure. References to plans of the unit and the College which have been reduced to writing and generally distributed are important and to be included
5. It is the policy of the College that a positive case for reappointment with tenure be established by the candidate. The lack of evidence to the contrary is not a sufficient reason for conferring tenure. Therefore, it is the obligation of the appropriate unit personnel committee to ensure adequate documentation in such a manner that a clear, concise, and comprehensive report is given for each candidate. A copy of the form(s) used in the evaluation process shall be attached. In addition, an evaluation of tutorial activity, advising, and/or fieldwork supervision, when applicable, shall be part of the documentation.
6. The appropriate unit personnel committee shall have the right to consult with the Dean or the faculty member requesting reappointment with tenure.
7. Each applicant for reappointment with tenure shall have the right to request and receive a hearing before the appropriate unit personnel committee.
8. In such cases where the unit personnel committee does not make a positive recommendation, the applicant shall be notified in writing.
9. Upon the request of the applicant for a hearing, the appeal shall be heard at a meeting of the appropriate unit personnel committee.

In all cases, the applicant shall have at least forty-eight (48) hours' prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the chairperson of the appropriate unit personnel committee. The hearing shall be held prior to a recommendation being submitted by the appropriate unit personnel committee to the unit council. A written summary report of the representations made at this hearing, signed by the chairperson of the appropriate unit personnel committee shall be incorporated in the final recommendation of the appropriate unit personnel committee. A copy of that report shall be sent to the applicant.

10. The appropriate unit personnel committee forwards its recommendation and supporting documentation to the unit council for action.
11. Each applicant for reappointment with tenure may request and receive a hearing before the unit council prior to the unit council's consideration of the unit personnel committee's recommendation.

In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48)

hour prior written notice procedure by notifying his/her Dean in writing.

12. The unit council shall consider each recommendation for reappointment with tenure seriatim.
13. The unit council forwards all of its recommendations, unit personnel committee recommendations, applications and supporting documentation to the Dean for his/her review and recommendation. The Dean shall inform each applicant in writing of the unit council's final recommendation.
14. In such cases where the Dean does not concur with any recommendation received from the unit council, the Dean shall notify the chairperson of the unit personnel committee, the appropriate faculty officer of the unit council, and the applicant in writing.
15. The applicant(s) may request and receive a conference with the Dean at which he/she may appear individually or, at the applicant's request, with the chairperson of the unit personnel committee and/or the appropriate faculty, such as a convener or program coordinator. .

In all cases, the applicant shall have at least forty-eight (48) hours' prior written notice of the scheduled conference. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the Dean in writing. The conference shall be held prior to a recommendation being submitted by the Dean to the All-College Tenure Committee via the Office of Employee Relations.

16. Upon notification and following the conference with the applicant, the unit council may at a special or regularly scheduled meeting discuss the Dean's recommendation and may prepare a written response for inclusion in the candidate's application.
17. The Dean shall forward all unit council recommendations, unit personnel committee recommendations, his/her recommendations, applications, including supporting documentation to the All-College Tenure Committee via the Office of Employee Relations.
18. The President and Provost meet with the All-College Tenure Committee to review policies and programmatic issues.
19. The All-College Tenure Committee shall have the right to consult with the appropriate unit personnel committee, the Dean, or any faculty member requesting reappointment with tenure.
20. The All-College Tenure Committee shall treat each recommendation, which comes to it as a new case, subject to thorough review and new judgment at its level. In such cases where the preliminary recommendation of the All-College Tenure Committee is not in concurrence with a recommendation received from the unit, the committee shall consult with the appropriate Dean and unit committee prior to passing on its final recommendation to the Provost.

21. Each applicant for reappointment with tenure shall have the right to request and receive a hearing before the All-College Tenure Committee.
22. In such cases where the All-College Tenure Committee does not make a positive recommendation, the applicant shall be notified in writing.
23. Upon the request of the applicant for a hearing, the appeal shall be heard at a meeting of the All-College Tenure Committee.

In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the All-College Tenure Committee in writing. A written summary report of the representation made at this hearing, signed by the All-College Tenure Committee chairperson, shall be incorporated in the final recommendation of the All-College Tenure Committee. A copy of that report shall be sent to the applicant

24. The All-College Tenure Committee shall forward its recommendations for tenure to the Provost for review and recommendation to the President. All documentation for each applicant for tenure shall be held in the Office of Employee Relations until after all appeals have been heard.
25. In such cases where the Provost does not concur with the recommendation received from the All-College Tenure Committee, the Provost and the All College Tenure Committee shall meet to discuss their respective recommendations after which the Provost shall notify in writing the chairperson of the All-College Tenure Committee and the applicant of his/her recommendation.
26. The applicant may request and receive a conference with the Provost at which he/she may appear individually or, at the applicant's request, with the chairperson of the All-College Tenure Committee or his/her designee. In all cases, the applicant shall have at least forty-eight (48) hours' prior notice of the scheduled conference, which shall be held prior to the Provost's recommendation being submitted to the President. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the Provost in writing.
27. After the conference and only if his/her recommendation is negative the Provost shall provide the applicant and chairperson of the All-College Tenure Committee with a brief explanation of his/her negative recommendation in writing.
28. The Provost shall forward his/her own recommendation, including all the supporting documentation forwarded by the All-College Tenure Committee for each applicant for reappointment with tenure, to the President, for review and recommendation to the appropriate Committee of the Board of Trustees.
29. In such cases where the President does not concur with the recommendation received from the All-College Tenure Committee, the President shall notify in writing the chairperson of the All-College Tenure Committee and the applicant.

30. The applicant may request and receive a conference with the President at which he/she may appear individually or, at the applicant's request, with the chairperson of the All-College Tenure Committee or his/her designee. In all cases, the applicant shall have at least forty-eight (48) hours' prior notice of the scheduled conference, which shall be held prior to the President's recommendation being submitted to the appropriate Committee of the Board of Trustees. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the President in writing.
31. The President shall confer with the All-College Tenure Committee at a meeting between himself/herself and the committee concerning his/her decisions.
32. The President forwards all of his/her nominations for reappointment with tenure to the Committee of the Board of Trustees. (Rev. 12/4/2002)
33. If appeals to the President by All-College Tenure Committee endorsed candidates are not successful, one representative of the All-College Tenure Committee and one of the bargaining unit, (AFT) will be allowed to speak briefly at the Board Committee meeting where the President could have put forward a positive recommendation. These speakers must confine themselves to discussion of the tenure policy. The purpose of the presentations by the Tenure Committee and the bargaining unit (AFT) will be to acquaint the Board Committee with the perception of programmatic issues as affected by the Board Policy. The affected candidates may attend the meeting but are provided with no opportunity to address the Board Committee.
34. The Committee of the Board of Trustees may meet with the All-College Tenure Committee or with other individuals or committees prior to moving its recommendation to the Board of Trustees.
35. In such cases where the preliminary decision of the Committee of the Board of Trustees is to reject a positive recommendation received from the President, the Committee shall notify the chairperson of the All-College Tenure Committee and the applicant(s) in writing.
36. The applicant(s) may request and receive a hearing before a joint meeting of the All-College Tenure Committee and the Committee of the Board of Trustees to speak in support of his/her request for reappointment with tenure. In all cases, the applicant(s) shall have at least forty-eight (48) hours' prior written notice of the scheduled meeting. The applicant(s) may waive the forty-eight (48) hour prior written notice procedure by notifying the Finance Committee in writing.
37. Reappointment with tenure will be granted by the Board of Trustees, which has a legal right to accept or reject any nominations.
38. Each applicant for reappointment with tenure shall be notified in writing by the President of the final decision by the Board of Trustees.

8.1 ALL-COLLEGE TENURE COMMITTEE PROCEDURES

In view of the fact that tenure decisions are of such nature as to have significant impact on the long-range development of the College, there shall be an All-College Tenure Committee established to coordinate the recommendations for reappointment with tenure from all the academic units and to make recommendations in regard to the reappointment with tenure for all applicants.

I. MEMBERSHIP & ATTENDANCE

A. Committee Membership

1. The Committee shall consist of one tenured faculty member from each academic school and one tenured librarian, one non-voting union representative, one non-voting ex-officio representative of the administration and one non-voting affirmative action representative appointed by the President (6 voting, 3 non-voting members). Committee membership shall comport with all College Policies including #429, Nepotism, and #458, The Code of Professional Responsibility.
2. The Committee, meeting as a whole, shall be advised by the Office of Employee Relations if all Committee members have been properly elected to serve in accordance with procedures listed in the Faculty Handbook.
3. The Committee, meeting as a whole, shall be advised by the Office of Employee Relations the year of service of each Committee member prior to any deliberative sessions, to determine if any member is serving beyond her/his term. All voting Committee members shall be tenured prior to their first year of service. Committee members shall serve no more than two consecutive years without the possibility of repeating until they have been off the Committee for two years. Service on the Committee for even a short period (e.g. when someone is selected to complete the term of another member) constitutes a year term.

B. Election of Officers

The Committee, by majority vote, shall elect or reappoint a Chair and Vice-Chair. Preferably, the Chair shall have at least one year of prior service on the Tenure Committee. It is recommended that the Chair be a senior member of the faculty or librarians.

C. Recording Secretary

The Committee by majority vote shall elect one of its voting members to be its Recording Secretary. The secretary shall record the Committee procedures, all procedural questions discussed, and all actions taken. Minutes must be kept listing the committee's procedures, all procedural questions discussed, and all actions taken. A set of such minutes shall be maintained in the Office of Employee Relations.

D. Ex-officio Administration Representative

1. The ex-officio administration representative shall be a non-voting participant. This member shall provide all members of the Committee with a copy of the Faculty Handbook prior to or at the first meeting of the Committee and shall provide the Committee with the due date for its final report. The administrative representative shall make candidate applications and personnel files available in a central, secure place for Committee review. The administrative representative shall report to the Chair prior to Committee deliberations (see below) as to whether all members of the Committee have affirmed in writing that they examined all pertinent tenure packages and personnel files. The administrative representative shall make candidate tenure files available at the Committee's deliberative meetings.
2. The administrative representative's role shall be limited to review of Committee and College procedures. The administrative representative shall not take part in Committee deliberative discussions. He or she may only advise the Committee on procedural matters.
3. The administrative representative shall also assist the Committee Chair, Vice-Chair, and Recording Secretary with room scheduling and Committee correspondence. All communications sent from the administrative representative's office regarding Committee business, including notices of meetings and room scheduling, shall be sent in the name of the Committee Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to forwarding. The Committee Chair shall place all records of Committee deliberations and votes for storage in the care of the Office of Employee Relations. These files are confidential and are for Committee use only.

E. Union Representative

The Union representative shall be a non-voting participant of the Committee and her/his role will be to monitor the process to see that both the spirit and the letter of the contract be respected. If the AFT representative perceives a possible violation of the contract, s/he should at once ask the Chair of the Committee to temporarily suspend the proceedings. He/she should then make clear to the Committee her/his objections. If mutual agreement cannot be reached because the Committee and the AFT member disagree as to the perceived infraction, the AFT member must file a grievance on behalf of the local within three days of the alleged violation.

F. Affirmative Action Representative

The Affirmative Action representative shall be a non-voting participant of the Committee and her/his role shall be limited to ensuring compliance with all EEOC and Affirmative Action laws and related College policies and procedures. If the Affirmative Action representative perceives a possible violation of EEOC and Affirmative Action laws or related college policies and procedures, s/he should

ask the Chair of the Committee to temporarily suspend the proceedings. S/he should then make clear to the Committee her/his objections. If mutual agreement cannot be reached because the Committee and the Affirmative Action representative disagree as to the perceived infraction, the Affirmative Action representative must file his/her objections with the President or her/his designee within three days of the alleged violation.

G. Attendance & Duties

1. Committee members are advised that members must attend all meetings, unless the Committee Chair excuses them. However, if a Committee member cannot attend a meeting in which a candidate's application is considered and that meeting is not rescheduled by the committee, the Dean of her/his School shall be so informed by the Committee Chair, and that committee member must be replaced. The unit shall immediately elect a new unit representative for the remainder of the deliberations for that tenure cycle. Meetings of the Committee take precedence over all other responsibilities, except instruction.
2. It shall be the responsibility of each voting Committee member to review and carefully consider each candidate's application and supporting documentation (see Appendix A) including the candidate's personnel file prior to deliberations. The Committee may replace any voting Committee member who fails to do so. Specifically, the Committee Chair must inform the Dean of her/his unit, and the unit shall immediately elect a new unit representative for the remainder of the deliberations for that tenure cycle.
3. An applicant's file shall not be considered unless all voting members are present and have read the candidate's application and supporting documentation, including the candidate's personnel file. Specifically, if a voting member is absent when an application is being considered, the meeting must be rescheduled at the earliest possible date. If any voting member fails to read a candidate's application and supporting documentation including the candidate's personnel file, that application cannot be considered by the committee until the defect is cured as provided in 1 and 2 of this subsection. All rescheduled meetings should take place at the earliest possible date.
4. A quorum is had when one more than fifty-percent of the voting members are present.
5. On procedural questions, a simple majority of the quorum is sufficient to carry the vote.

II. COMMUNICATION WITH TENURE COMMITTEE

1. Any contact with Tenure Committee members regarding tenure candidates during the course of tenure review is prohibited except as may be otherwise authorized by the Faculty Handbook.

2. All information received by the All-College Tenure Committee and required by the process relating to the evaluation of the candidates shall be in writing and signed. Such communications shall be forwarded to the candidate and her or his personnel file. An opportunity to respond shall be provided for the candidate to respond if s/he so desires.
3. No anonymous communications shall be received by the All-College Tenure committee except student opinion surveys on the proper forms.
4. All-College Tenure Committee members are obligated to disclose to the membership and to the Chair any unauthorized contact made or attempted to be made during the course of the review regarding tenure candidates.
5. Any discussion, authorized by the process, taking place outside the committee shall be related to the record of existing information concerning the evaluation of the candidate. Should new information arise from these discussions, however, the All-College Tenure Committee, through its chair, shall immediately notify the candidate in writing.

III. DETERMINATION OF COMMITTEE SCHEDULE

The Committee shall be informed by its administrative representative of the due date of its final report. It shall then arrange dates to: 1) review procedures; 2) meet with the President and Provost; 3) review applications and review personnel files; 4) inform each applicant for tenure of her/his right to appear before the Committee and make a presentation of new information in support of her/his candidacy; 5) consider applications for tenure and vote whether to recommend or not recommend; 6) consider appeals.

IV. MEETING WITH PRESIDENT/PROVOST

Prior to consideration of candidate applications, the Committee shall meet with the President and the Provost who will address the Committee and explain the College's present and future tenure prospects, their role, the Committee's role, and the College's mission and Strategic Plan.

V. CRITERIA FOR TENURE

A. Qualifications for Tenure

Candidates shall have an earned doctorate, other appropriate terminal degree or terminal degree equivalent from an accredited institution in an appropriate field of study and five years of professional experience. The state recognizes that individuals may present qualifications as to education and experience that their

peers will recommend to the Board of Trustees to be the equivalent of the above qualifications although not corresponding to the letter. Additionally, the Board of Trustees may waive the terminal degree requirement for rare and exceptional reasons and only in the manner prescribed by Board of Trustees Policy #453.

B. Evaluation of Teaching

1. The College's policy regarding reappointment with tenure and its attendant procedures has as one of its primary goals the recognition of those members of the faculty who have demonstrated effective and competent teaching skills throughout their respective probationary periods. Effective Teaching shall be evaluated in accordance with **Section 5.1** of the Faculty Handbook. Effective Teaching must be evaluated within a context of consistent overall performance. Appropriate consideration shall be given to the types of courses taught. This judgment must be substantiated by the results of more than one method of review.
2. If a candidate's file does not contain adequate materials for evaluation, the Committee shall have the right to request such additional information when necessary. The unit representative shall notify the candidate that s/he needs to provide this further documentation by the next scheduled meeting of the Committee.

C. Evaluation of Scholarly Achievement

1. Candidates should document a consistent record of quality achievement and evidence of an active scholarly life.
2. Scholarly achievement shall be evaluated in accordance with **Section 5.2** of the Faculty Handbook.

D. Evaluation of Contribution to College and Community

1. Contribution to College, also defined as Service to the College shall be evaluated in accordance with **Section 5.2** of the Faculty Handbook.
2. Contribution to community, as applicable, shall be evaluated in accordance with **Section 5.2** of the Faculty Handbook.

E. Information in the Public Realm

Committee members may also consider published materials about the candidate's scholarship or service which is available in the public realm such as critical reviews that are not included in the candidate's application. The Committee shall inform the candidate of its review of these materials and provide an opportunity for the candidate to respond.

F. Judgmental Criteria

1. Candidates shall have demonstrated a consistent record of quality

performance in relation to the above criteria. Future promise may also be considered.

2. Achievements shall be measured by documentation. This documentation must include a letter of evaluation of all four criteria from the convener or a senior member of the candidate's primary convening group in consultation with the convening group, (the Library Personnel Committee is also the convening body for librarians). It is the candidate's responsibility to ensure that written documentation exists for all claims of accomplishment. For example, a copy of publications, a record of an exhibit or evidence of consultation work should be included in the candidate's application together with documentation of quality by an outside source (e.g. book review, critic review, letters of recommendation by recognized authorities). Candidates should also clearly indicate the nature of their contribution to multi-authored claims of accomplishment (publications, grant applications, consultative work, exhibits etc.). Hearsay and undocumented claims of achievement will not be accepted.
3. Candidates for Accelerated Tenure may supplement evidence in support of the criteria with documentation from previous institutions or appointments.

VI. PROCEDURE FOR EVALUATION OF CANDIDATES

It is the tenure applicant's responsibility to ensure completeness of the tenure package. The Dean of each unit shall determine whether a candidate's application for tenure conforms to published guidelines before forwarding her/his recommendation to the All-College Tenure Committee through the Office of Employee Relations. All recommendations, whether positive or negative, shall be forwarded to the All-College Tenure Committee.

A. Review of Schedule

1. The administrative representative shall report to the Committee Chair whether all Committee members affirmed in writing that they have examined all tenure packages and personnel files.
2. The Committee shall determine the order of review of applications.

B. Candidates Oral Presentation

Candidates may request in writing the opportunity to present new information or clarify information not readily apparent from their written statements. Candidate presentations shall be limited to 10 minutes. Committee members shall review applications prior to a candidate presentation. Committee members may ask questions of each candidate. Time limit for discussion with the candidates shall be at the discretion of the Committee.

C. Evaluation Procedure

1. The committee shall apply uniform standards, as much as possible, to all candidates keeping in mind the different philosophy of each unit.
2. The Committee shall only consider written and signed communications except for student opinion surveys submitted on proper forms and oral presentation by the candidate.
3. If additional information is requested the Committee shall table its vote on the candidate until receipt of the information and any response from the candidate. The Chair shall establish a deadline for the submittal of additional information. The evaluation of applications from other candidates may proceed.
4. In the event that the Committee consults with the appropriate unit personnel committee and/or the unit Dean, it shall be the responsibility of the unit representative to ensure that such discussion shall be based on the record of existing information concerning the evaluation of the candidate. Should new information arise from these discussions, the Committee chair shall immediately inform the candidate in writing. The candidate may respond in writing if s/he desires.
5. In order to be familiar with the candidate's field of expertise, the unit representative shall have discussed the application with the applicant prior to Committee deliberations. The primary role of the unit representative is to be prepared to respond to Committee questions about the application. They are not to advocate for the candidates. .
6. All committee members are responsible to read all applications and related personnel files prior to the deliberative meeting.
7. Prior to a vote to recommend or not recommend, a specific Affirmative Action discussion shall take place with respect to each candidate who is a member of a protected class.
8. At the beginning of the deliberative meeting, a preliminary ballot is distributed to each committee member. Such ballot will list the names of all applicants for tenure (and accelerated tenure) with the following two options. 1) YES, this candidate meets all criteria for reappointment with tenure (or accelerated tenure) or 2) MORE DISCUSSION. Voting is by secret ballot.
9. The preliminary ballots are viewed by Affirmative Action, Employee Relations and AFT representatives. The results are reported to the committee.
10. Any candidate who has received an unanimous "YES" vote in the preliminary ballot is formally affirmed by the committee as meeting all criteria and will be recommended for reappointment with tenure (or accelerated tenure).
11. Any candidate who has even one "More Discussion" on the preliminary ballot

will be discussed. The representative from that candidate's unit will lead the discussion. At the conclusion of the discussion a secret paper ballot vote will be taken.

12. The ballot(s) are viewed and counted by the Affirmative Action, Employee Relations and AFT representatives and reported to the committee.
13. The committee affirms the vote as a "YES" or "NO" for a recommendation for reappointment with tenure (or accelerated tenure.)
14. In such cases where the All-College Tenure Committee, before or after an appeal, votes not to recommend a candidate for reappointment with tenure, a second vote shall be taken. This vote shall be binding and shall be preceded by additional discussion of that candidate's application.

In cases where the preliminary recommendation of the Committee is not in concurrence with the recommendation received from the Unit Personnel Committee, the Committee shall inform the candidate, the appropriate Dean and the unit personnel committee prior to passing on its final recommendation to the Provost.

The Committee Chair shall forward its recommendations for tenure to the Provost for review and recommendation to the President. All documentation for each applicant for tenure shall be held in the Office of Employee Relations until after all appeals have been heard.

the Committee's recommendations and all documents for each applicant for tenure to the Provost for review and recommendation to the President after all appeals have been heard.

15. No mention of voting tallies shall be made in recommendations submitted to the Provost.
16. Committee member's votes shall be privileged

D. Procedures for Appeal of a Vote "Not To Recommend"

1. Each applicant who is not recommended for tenure shall receive written notification of her/his right to appeal. Upon request of the applicant for a hearing, the appeal shall be heard at a meeting of the Committee, and the applicant shall have at least forty-eight hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight hour prior written notice procedure by notifying the chairperson of the Committee in writing.
2. The applicant shall have fifteen minutes to present oral argument.
3. Additional written information may also be provided to the Committee. The Committee shall determine whether it will allow others to speak on behalf of

the applicant. If so allowed, a time limit for oral presentations shall be set. Committee members may ask questions of the applicant or anyone who speaks on behalf of the applicant. The Chair shall allow ample time for questions. Following the applicant's presentation, the Committee shall decide if it needs additional information. The unit representative shall be instructed to seek that information, which may include but need not be limited to further documentation of information in: the public realm, teaching effectiveness and student achievement, of scholarly achievement, further documentation of contributions to the college and community, and professional responsibility. The unit representative shall notify the candidate that s/he needs to provide this further documentation by the next scheduled meeting of the Committee. In addition, the unit representative may also obtain information in the public realm (by the next scheduled meeting of the Committee) and shall notify the candidate that such additional material is being requested and that a copy of such information when received will be provided to the candidate. Candidates may respond in writing if they so desire. The candidate shall also be provided the opportunity to respond to receipt by the Committee of any additional information relating to her/his evaluation.

4. The Committee shall review all new materials and discuss the applicant's appeal. A new vote shall then take place. Voting shall be taken according to procedures outline above. There shall be no further appeal at this level.

E. Meeting with President/Provost

After the Provost submits recommendations to the President, the Committee will meet with the President and the Provost to review the recommendations and the procedures.

F. Community Access to Tenure Packages

Tenure packages shall remain on file in the Office of Employee Relations for three weeks after the Provost makes her/his recommendation. During this time, the packages will be accessible to Ramapo College faculty and librarians during normal business hours.

8.2 UNIT PERSONNEL COMMITTEE

1. The appropriate unit personnel committee shall be elected by the unit council according to the procedures adopted by that unit. Unit personnel policies and practices shall be consistent with all-college personnel policies and practices and are subject to approval by the Board of Trustees.
2. Membership of the appropriate unit personnel committee shall have faculty representation. The Dean's membership and role shall be consistent with that

unit's personnel policies and practices. Moreover, unit personnel committee membership shall be consistent throughout the appropriate personnel process.

3. Minutes shall be kept for two subsequent tenure cycles listing the committee's procedures, all procedural questions discussed, and all actions taken. A set of such minutes shall be maintained by the chair of the unit personnel committee.
4. The appropriate unit personnel committee shall review the complete record of the candidate, which shall include, but not be limited to:
 - a. The application and supporting documentation submitted by the candidate,
 - b. Student opinion data,
 - c. Peer evaluation(s) of effective teaching,
 - d. Dean's evaluation(s) of effective teaching,
 - e. The candidate's personnel file
5. It is the responsibility of the unit personnel committee to ensure that all information relating to the tenure of the applicant is assembled and in proper form for forwarding to subsequent levels of the tenure process.

8.3 RECOMMENDATIONS AND WRITTEN COMMUNICATIONS

1. Any and all information received at any point in the tenure process relating to the evaluation of the candidate shall be in writing and signed. Such communications shall be forwarded to the candidate and his/her personnel file. An opportunity shall be provided for the candidate to respond if he/she so desires.
2. Recommendations at each level of the tenure process prior to the review by the appropriate Committee of the Board of Trustees shall be in writing and signed. The recommendation shall include reasons in support thereof unless such reasons have already been provided.
3. No anonymous communications shall be received at any level of the tenure process except for student opinion surveys on the proper forms.

8.5 APPLICATION FOR TENURE

I. Written Summary

Candidate describes how she/he has satisfied the four criteria. This summary must be 3-5 pages. Font size must be 10 pt. at a minimum. This is a strict size

limitation. Applications not meeting the size requirement will not be accepted by the All-College Tenure Committee. Applications may include expanded discussions in the appendices.

II. Vita

Vita Outline

Name

Rank

School

Primary/Secondary Convening Group(s)

I. Education Background

Degree Institution Date Awarded

II. Professional Work Experience Outside Ramapo College

Title Agency Dates

III. Ramapo College - Record of Actions

Initial Appointment: Date Rank

Promotion(s): Date Rank

Tenure: Date granted or date consideration is due

IV. Candidate's Profile

A. Courses taught (within past five years, including frequency and level).

B. Scholarship

1. Publication/Exhibits/Performance (full bibliographical information required).

2. Conference Presentations (dates and organizational auspices).

3. Work in Progress (indication of stage of project and relation to discipline and unit).

C. Contribution to College (level, dates, position, etc.)

D. Contribution to Community

E. Grants (dates, organizational sponsorship, amount, etc.)

F. Special Recognition/Awards (dates, etc.)

III. Appendices Required

1. Course materials such as syllabi, bibliographies, exams, and examples of student achievement (papers, projects, research) within the past four years.
2. Student Opinion Survey Summaries within the past four years.
3. Peer evaluation(s) of Effective Teaching (Peers must be in same discipline or convening group).
4. Peer recommendations for tenure from colleagues at Ramapo College. All should be within the past four years.
5. Peer recommendations for tenure from colleagues outside of Ramapo College. All should be within the past four years. The Unit Personnel Committee, **not the candidate**, shall solicit letters based on a list supplied by the candidate.
6. Indication of candidate's field(s) of expertise and identification of her/his primary convening group(s).
7. Copies of publications, papers presented, exhibit or performance reviews.
8. Evidence of contribution to college (position, dates, indication of whether appointed or elected). The nature and value of a candidate's contribution needs to be explained and supported by documentation from colleagues.
9. Evidence of contribution to community, if applicable.
10. Other materials considered appropriate by the candidate.

IV. Documents Provided by the Convening Group, Unit, Dean, Provost

1. The Convener or senior member of convening group in consultation with the candidate's primary convening group shall provide an evaluation and recommendation on tenure. Candidates who present evidence of achievement in areas other than that of their primary convening group shall also obtain an evaluation and recommendation from the convener/ senior member/convening group(s) associated with these areas.
2. The Unit Personnel Committee's evaluation and recommendation on tenure is required.
3. The Unit Council's endorsement (or non-endorsement) of the Unit Personnel Committee's evaluation and recommendation is required.
4. The Dean's evaluation and recommendation on tenure is required.
5. The Provost' shall provide his or her evaluation and recommendation on tenure.

