

## **REAPPOINTMENT GUIDELINES/CHECK-LIST**

The following guidelines/checklist is designed to support Candidates for Reappointment, Unit Personnel Committees, and the Dean in processing applications for Reappointment. It identifies the necessary and relevant documentation. These Guidelines/Checklists are to be used as an aid in applying the provisions of the Faculty Handbook, and do not replace or supersede Faculty Handbook provisions. **(See Faculty Handbook, See Sections 5, 6 and 8)**

**Committees shall only consider written and signed communications except for student opinion...and oral presentation by the candidate.**

### **General Provisions**

The contracts of non-tenured faculty members at Ramapo College are not routinely renewed. Renewal must be demonstrated according to the four criteria and evaluative procedures outlined in the Faculty Handbook. Contracts for non-tenured faculty members are annual. **(See Section 6.2)**

In order to allow the maximum possible period of time for probationary personnel to demonstrate their qualifications for reappointment with tenure, the reappointment process at Ramapo College will build on the recommendations for reappointment that are made year-by-year, so that probationary staff receive the maximum possible notice of their prospects for eventual reappointment with tenure. **(See Section 6.4)**

The order of the documentation in the reappointment package should follow the format specified below:

#### **\_\_\_ I. Written Summary**

Candidate has described how she/he has satisfied the four criteria. This summary should be 3-5 pages. Font size is 10 pt. at a minimum. This is a strict size limitation. Applications not meeting the size requirement will not be accepted. Applications may include expanded discussions in the appendices. **(See Sections 6, 6.4, 8.5)**

#### **\_\_\_ II. Vita**

Candidate has submitted an up-to-date curriculum vita including a listing of all credentials and scholarly and professional achievements, following the Ramapo College Vita format. When listing publications, the candidate must provide full bibliographic citations and indicate in parentheses the word "refereed/juried" if an article was published in a refereed journal. **(See Handbook Vita Outline, Sections 6, 6.4, 8.5).**

#### **\_\_\_ III. Appendices Required**

**Effective Teaching/ Scholarly/ Professional Achievement/ Contributions to College and Community/ Professional Responsibility. Candidate has submitted.**

- \_\_\_\_\_ 1. A **signed** Self-Evaluation of Effective Teaching (See Sections 6, 6.4, 5.1)
- \_\_\_\_\_ 2. Peer evaluation(s) of Effective Teaching (**signed**). Peers are to be knowledgeable, designated by the Unit Personnel Committee and can be in same discipline or convening group). At least one peer evaluation made in each academic semester. (See Sections 6, 6.4, 5.1)
- \_\_\_\_\_ 3. Dean Class Visitation and Evaluation of Effective Teaching (**signed**). (See Sections 6, 5.1)
- \_\_\_\_\_ 4. Student Opinion Summaries of Teaching Effectiveness, i.e. aggregate data received by each faculty member from the Office of Institutional Research & Planning for all years employed by Ramapo. (See MOU Student Opinion Forms)
- \_\_\_\_\_ 5. Course outline and materials such as syllabi, bibliographies, exams, and examples of student achievement papers, projects, quizzes, evaluation materials or processes used, and research, etc. (See Sections 6, 6.4, 5.1)
- \_\_\_\_\_ 6. Peer recommendations from colleagues at Ramapo College (**signed**). (See Sections 6, 6.4, 8.5)
- \_\_\_\_\_ 7. Evidence of scholarly achievement-copies of publications, papers presented, exhibit or performance reviews. Candidates should also clearly indicate the nature and extent 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. (See Sections 8.1, 6, 6.4, 5.2)
- \_\_\_\_\_ 8. Evidence of contribution to college and community - 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. (See Sections 6, 6.4, 5.3)
- \_\_\_\_\_ 9. Documents Provided by the Convening Group, Unit Dean and Provost (**signed**). (See Sections 6, 6.4, 8.5)
- \_\_\_\_\_ 10. A statement/evidence that the candidate has met Professional Responsibility Criterion. (See Sections 6, 6.4, 5.4)
- \_\_\_\_\_ 11. Indication of candidate's field(s) of expertise and identification of her/his primary convening group(s). (See Sections 6, 6.4, 8.5)
- \_\_\_\_\_ 12. Other supporting documentation and/or materials considered appropriate by the candidate. (See Sections 6, 6.4)