

Promotion Process Guidelines/Checklist

The following guidelines/checklists are designed to support Promotion Candidates, Unit Personnel Committees, and the All-College Promotions Committee in achieving their goals and objectives with regard to the Promotion Process. 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, 9)

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

Rank: Full Professor

_____ Qualifications for Rank of Full Professor (See Section 9.2)

_____ Evaluative Criteria (See Section 9.2)

Rank: Associate Professor

_____ Qualifications for Rank of Associate Professor (See Section 9.2)

_____ Evaluative Criteria (See Section 9.2)

The order of the documentation in the promotion 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 9, 9.5)

_____ 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 for outline. (See Sections 9, 9.5)

_____ III. Appendices Required

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

_____1. Self-evaluation of Effective Teaching (See Sections 5.1, 9, 9.5)

- _____2. Peer evaluation(s) of Effective Teaching (peers must be in same discipline or convening group). (At least two peer evaluations for the three-year period immediately preceding the application for promotion.) **(See Sections 5.1, 9, 9.5)**
- _____3. Dean Class Visitation and Evaluation of Effective Teaching – (at least one within the two-year period immediately preceding the application for promotion.) **(See Sections 5.1, 9)**
- _____4. Student Opinion Summaries of Teaching Effectiveness, i.e. aggregate data received by each faculty member from the Office of Institutional Research & Planning for the last five years, or, if employed fewer than five years, all years applicable.. **(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. within the past five years. If students' papers are included, students' names should be deleted. Further, it is helpful to include a range of students' papers not just the best. Also, in-progress drafts can be helpful. **(See Sections 5.1, 9, 9.5)**
- _____6. Peer recommendations for promotion from colleagues at Ramapo College. All should be within the past five years. **(See Sections 9, 9.5)**
- _____7. Peer recommendations for promotion from colleagues outside of Ramapo College. All should be within the past five years. The Unit Personnel Committee, not the candidate, shall solicit letters based on a list supplied by the candidate. **(See Sections 9, 9.5)**
- _____8. 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 5.2, 9, 9.5)**
- _____9. 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 5.3, 9, 9.5, and 9.6)**
- _____10. A statement evidence that the candidate has meet the Professional Responsibility Criterion. **(See Sections 5.4, 9, 9.2)**
- _____11. Indication of candidate's field(s) of expertise and identification of her/his primary convening group(s). **(See Sections 9, 9.5)**
- _____12. Other supporting documentation and/or materials considered appropriate by the candidate. **(See Sections 9, 9.5)**
- _____13. Documents Provided by the Convening Group and Unit. **(See Sections 9, 9.5)**