REAPPOINTMENT GUIDELINES/CHECK-LIST  
(UPDATED FOR COVID-19 ONLY)

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 surveys. For reappointments, oral presentations are only allowed during an appeal, conference or a hearing.* During the current COVID-19 situation, exceptions will be made, i.e., an email will suffice for any signature requirement and any oral presentations can be conducted via WebEx.  
*Per language used in the Reappointment calendar and process

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:  (During the current COVID-19 situation, please note, if documents are not available to the candidate remotely, and the candidate needs access their office on campus to obtain them, they may do so on Tuesdays and Fridays only (days may change during summer flex hours). If a candidate plans to go to their office on campus, they must advise their Dean and the Provost prior to visiting campus). Please see other notations in Section III for exceptions during this time.

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)
Please include an email stating that the email shall serve as your signature for this document.

II. Vitae
Candidate has submitted an up-to-date curriculum vitae including a listing of all credentials and scholarly and professional achievements, following the Ramapo College Vitae 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)

If you are unable to submit a signed document, please include an email with it stating that the email shall serve as your signature for that document.

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) If you are unable to submit a signed document, please include an email from the peer evaluator with it stating that the email shall serve as their signature for that document.

Due to current circumstances relating to COVID-19, you may not have had an opportunity to have a peer evaluation conducted in Academic Year 2019/2020. If that is the case, please inform your UPC/Dean.

3. Dean Class Visitation and Evaluation of Effective Teaching (signed). (See Sections 6, 5.1).

If you are unable to submit a signed document, please include an email from your Dean with it stating that the email shall serve as their signature for that document.

We also understand that due to current circumstances, you may not have had an opportunity to have a Dean Class visitation/evaluation conducted in Academic Year 2019/2020. If that is the case, please speak with your Dean and inform your UPC.

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) Not required for Spring 020 semester. MOA Student Opinion Surveys 2020.

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)

If you have any peer recommendations that do not include a signature, please obtain an email from the author stating that the email shall serve as their signature for that document.
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 to 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).

If you have any documents that do not include a signature, please obtain an email from the author stating that the email shall serve as their signature for that document.

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) We realize that you may not have access to these materials. However, if you need to access your office on campus to obtain them, you may do so on Tuesdays and Fridays only (days may change during summer flex hours). If a candidate plans to go to their office on campus, they must advise their Dean and the Provost prior to visiting campus.

Please note that acceptance of an email in lieu of a signature for any document requiring one which cannot be obtained at this time is a onetime exception for this reappointment cycle only because of the disruption to normal work conditions in Spring 2020 caused by COVID-19.

November 15, 2002
Updated: May 1, 2020 (Covid-19 Only considerations)