TENURE PROCESS GUIDELINE/CHECKLIST
(UPDATED FOR COVID-19 ONLY)

The following guidelines/ checklist are designed to support Tenure Candidates, Unit Personnel Committees, and the All-College Tenure Committee in achieving their goals and objectives with regard to the Tenure Process. It identifies the necessary and relevant documentation. These Guidelines/ Checklists are to be used as an aide 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. *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

_____ Qualifications for Tenure (See Section 8.1)

_____ Evaluative Criteria (See Section 8.1)

The order of the documentation in the tenure 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 (signed)
Candidate has described how he/she 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 8, 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 Vitae for outline. (See Sections 8, 8.5)

_____ III. Appendices Required
Effective Teaching/ Scholarly/ Professional Achievement/ Contribution to College and Community/ Professional Responsibility. Candidate has submitted.
1. Self-evaluation of Effective Teaching *(signed)* *(See Sections 5.1, 8, 8.5)*
   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 must be in same discipline or convening group. At least one peer evaluation made in each academic semester. *(See Sections 5.1, 8, 8.5)*
   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)* at least three in accordance with the Faculty Handbook. *(See Sections 5.1, 8, 8.5)*
   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 2020 semester. MOA Student Opinion Surveys 2020.

5. Course outline and materials-such syllabi, bibliographies, exams, and examples of student achievement papers, projects, quizzes, evaluation materials or processes used, and research, etc. within the past four years. *(If students’ papers are included a range of student’s papers not just the best. Also, in-progress drafts can be helpful.)* *(See Sections 5.1, 8, 8.5)*

6. Peer recommendations for tenure from colleagues at Ramapo College. All should be within the past four years *(signed)* *(See Sections 8, 8.5)*

7. 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 *(signed)* *(See Sections 8, 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.
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, 8, 8.5)

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, 8, 8.5)

10. A statement/evidence that the candidate has met the Professional Responsibility Criterion. (See Sections 5.4, 8, 8.5)

11. Indication of candidate’s field(s) of expertise and identification of his/her primary convening group(s). (See Sections 8, 8.5)

12. Other Supporting documentation and/or materials considered appropriate by the candidate. (See Section 8)
   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).

13. Documents provided by the Convening Group, Unit Dean and Provost (signed). (See Sections 8, 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.

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 one time exception for this reappointment cycle only because of the disruption to normal work conditions in Spring 2020 caused by COVID-19.

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