Annual Promotion Information
Submittal Training Session

PRESENTED BY EMPLOYEE RELATIONS
Annual Promotion Information
Submittal Training Session

Agenda

Part 1 - Memorandum of Agreement
Part 2 – Documents Provided By the Candidate for Promotion
Part 3 – Documents Provided By The Convening Group, Unit Dean/Director and Provost
Part 4 – Calendar

Q&A
Part 1 – Memorandum of Agreement (MOA)

It was agreed that the College will implement an electronic submission process for all required AY 2020-2021 applications for promotion.

In addition

In order to allow promotional candidates adequate time to follow the guidelines and create and electronically submit their applications for promotion, it was agreed that the November 13, 2020 application submittal deadline would be extended to December 31, 2020.
All detailed promotion information is located in the Faculty Handbook in various sections. Specifically, 5.0 is an overall umbrella and 9.0 is dedicated to promotion of faculty members and 9.5 is application for promotion. That section together with guidance from the MOA should be understood. Other information, i.e., there is checklist, etc.

Also, The 2020-2021 Promotion Calendar is located on the ER webpage @ https://www.ramapo.edu/er/
Appendix A

DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

Each applicant must confidentially advise the Assistant Director of Employee Relations & Faculty Services (ER) via email of their intent to apply for promotion.

Main folder in Google drive – Set up by ER
Individual file will be set up as follows:

Applicant’s Full Name – School – Desired Faculty Rank
Creating your e-binder

Google Drive Access

Uploading PDF documents
To Upload Documents to the Shared Folder on Google Drive

To upload documents to a shared folder on Google Drive, complete the following steps.

1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Select Folder Upload or File Upload from the menu and select the folders or files to upload
To Upload Documents to the Shared Folder on Google Drive

1 – Open Google Drive
To access Google Drive, from Gmail click the Google applications icon and then select Drives
To Upload Documents to the Shared Folder on Google Drive

To do this, you can either type the name in the search bar or navigate to it by clicking on “Shared with me”

- Find the folder that was shared with you
- Open the folder that was shared with you
- Once located, double click the folder to open it
To Upload Documents to the Shared Folder on Google Drive

• Click “New” on the upper left hand side menu
• Select Folder to create new folder, i.e. Written Summary
• Select File Upload to upload a document. Keep in mind all documents should be converted to PDF’s, etc.
Creating your Main Folders

- I. Written Summary
- II. Vita
- III. Appendices
- IV. Convening Group, UPC, Dean & Provost Evaluations & Recommen...
## APPENDICES

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<tr>
<td>5. External Peer Recommendations</td>
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<tr>
<td>6. Field of Expertise &amp; Primary mentoring Group</td>
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<td>7. Evidence of Scholarship</td>
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<td>9. Evidence of Contribution to the Community</td>
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<td>10. Other Relevant Evidence</td>
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PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

I. Written Summary

- One subfolder that contains a pdf document
- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

II. Vita

➤ One subfolder that contains a pdf document
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices

- One subfolder that contains all supplementary material
- Contains 9 or 10 subfolders
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. – 1. Course Materials

- course syllabi titled as SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2020 Course Syllabus
- course PowerPoints, presentations, handouts, assignments, exams, etc.
- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 1. Course Materials, Cont.

➤ titled as SUBJ COURSE #  SEMESTER PowerPoint/ Presentation/Handout/etc. – e.g., COMM 229 Fall 2020 PowerPoint; INFO 233 Fall 2018 Handout; LITR 201 Midterm Essay, CHEM 211 Spring 2019 Final Exam
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 1. Course Materials, Cont.

- sample student work titled as SUBJ COURSE # SEMESTER Sample Student Work – e.g., ARTS 307 Spring 2016 Sample Student Work
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 2. Student Opinion Surveys

- titled as SUBJ COURSE # SEMESTER Course Evaluation – e.g., MATH 121 Fall 2017 Course Evaluation

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 3. Dean and Peer Evaluations of Effective Teaching

- SUBJ COURSE # SEMESTER Dean/Peer Class Observation – e.g., SWRK 222 Spring 2018
  Dean/Peer Class Observation

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 4. Internal Peer Recommendations for Promotion

- Internal Peer Recommendation – [Name of Recommender] – e.g., Internal Peer Recommendation – Employee Name

- Naming and numbering protocols very important
III. Appendices Cont. - 5. External Peer Recommendations for Promotion

- External Peer Recommendation – [Name of Recommender] – e.g., External Peer Recommendation – w/external person’s name)

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 6. Field of Expertise & Primary Convening Group

One subfolder that contains a pdf document

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 7. Evidence of Scholarship

- Publication/Paper/Review/etc. – Date of Publication/Conference/Event – e.g., Journal Article – April 2018; Solo Exhibit – November 2019; Conference Presentation – June 2017; Book Chapter – May 2020 //

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 8. Evidence of Contribution to the College

- e.g., Middle States Chapter IV – November 2019; New Course BADM 3XX – October 2020; Panelist at Event – February 2016 //

- Naming and numbering protocols very important
III. Appendices Cont. - 9. Evidence of Contribution to the Community

- e.g., Volunteer Event – January 2016; Board Service – September 2017 to Present; Science Fair Judge – June 2018 to Present

- Naming and numbering protocols very important
PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

III. Appendices Cont. - 10. Other Relevant Evidence

- Additional *relevant* evidence

- Naming and numbering protocols very important
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

- Subfolder in Google drive – set up by ER; contains up to 5 pdf documents total and no subfolders
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

1. Convener Evaluation and Recommendation

➢ the pdf document, titled Convener Evaluation and Recommendation, Should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder.
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

2. UPC Evaluations and Recommendation

➤ The pdf document, titled UPC Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder //
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

3. Unit Council Evaluation and Recommendation

➢ The pdf document, titled Unit Council (UC) Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder //
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

4. Dean Evaluation and Recommendation

➢ The pdf document, titled Dean Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder //
PART 3 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

5. Provost (added later) Evaluation and Recommendation

The pdf document, titled Provost Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder
Part 4 – Calendar

The 2020-2021 Promotion Calendar is located on the ER webpage @

QUESTIONS