TENURE PROCESS GUIDELINES/CHECKLIST

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.

 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:

 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)

 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 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)

 2. Peer Evaluation(s) of Effective Teaching. Peers must be in same discipline or convening group. At least one peer evaluation made in each academic semester (signed). (See Sections 5.1, 8, 8.5)
3. Dean Class Visitation and Evaluation of Effective Teaching – at least three in accordance with the Faculty Handbook (signed). (See Sections 5.1, 8, 8.5)

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 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)

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)

13. Documents provided by the Convening Group, Unit Dean and Provost (signed). (See Sections 8, 8.5)