

## **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are to be used as an aide in applying the provisions of the Faculty Handbook, and do not replace or superseded Faculty Handbook provisions.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)