



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.

Faculty Handbook Employee Relations Website

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 2021-2022 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

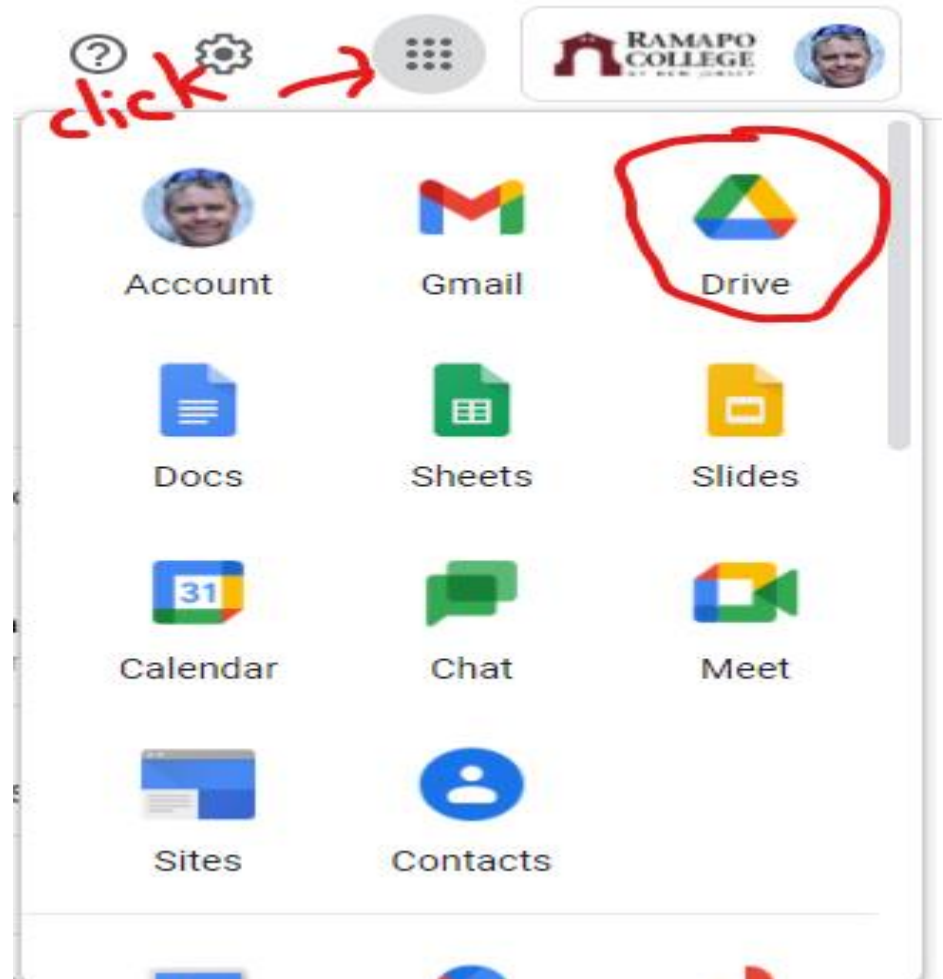
To upload documents to a shared folder on Google Drive, complete the following steps.

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

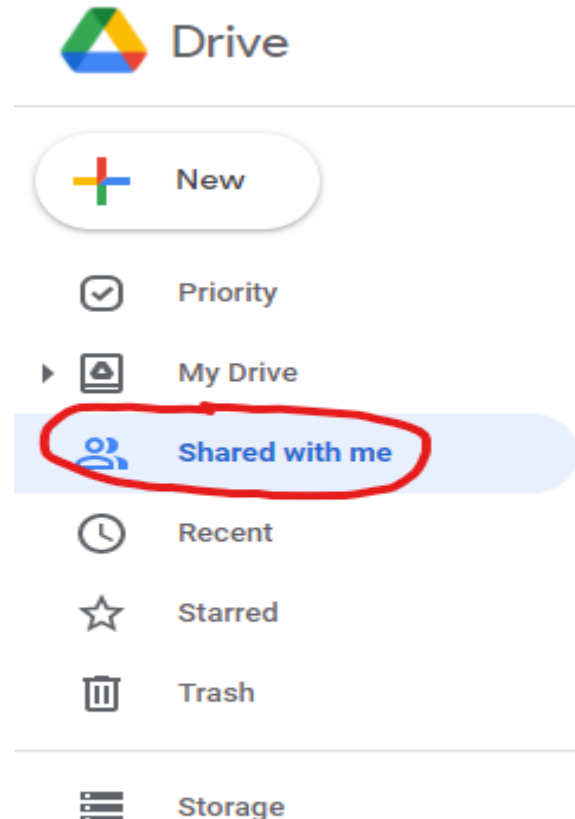


To Upload Documents to the Shared Folder on Google Drive

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

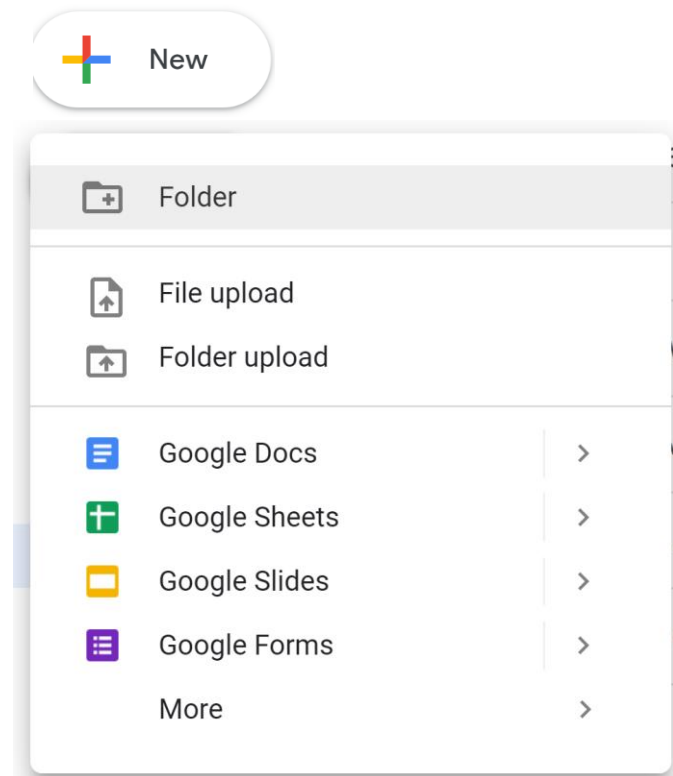
- Find the folder that was shared with you
- Open the folder that was shared with you
- Once located, double click the folder to open it

▶  Smith, Mary - SSHS - Associate Professor



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

Name ↑

 I. Written Summary

 II. Vita

 III. Appendices

 IV. Convening Group, UPC, Dean & Provost Evaluations & Recomme...

APPENDICES

III. Appendices - Google Drive - Google Chrome

drive.google.com/drive/folders/1XR4sA2Oe-K0elwXm2mkCl0V6-8mDKJM

Apps Suggested Sites Imported From IE

Drive Search in Drive

RAMAPO COLLEGE

My Drive > 2021-2022 Promotion > Smith, Mary - SSHS - Associate Professor > III. Appendices

Name	Owner	Last modified	File size
1. Course materials	me	Nov 20, 2020 me	-
2. Student Opinion Surveys	me	Nov 20, 2020 me	-
3. Peer/Dean Evaluation of Effective Teaching	me	Nov 20, 2020 me	-
4. Internal Peer Recommendations	me	Nov 20, 2020 me	-
5. External Peer Recommendations	me	Nov 20, 2020 me	-
6. Field of Expertise & Primary convening Group	me	Nov 20, 2020 me	-
7. Evidence of Scholarship	me	Nov 20, 2020 me	-
8. Evidence of Contribution to the College	me	Nov 20, 2020 me	-
9. Evidence of Contribution to the Community	me	Nov 20, 2020 me	-
10. Other Relevant Evidence	me	Nov 20, 2020 me	-

III. Appendices

Details Activity

Last week

Fri 3:23 PM

You renamed an item

- 7. Evidence of Scholarship
- 7. Publications, Papers, Pr...

Fri 1:35 PM

You created and shared 4 items in

- III. Appendices
- 10. Other Relevant Evidence
- 9. Evidence of Contributio...
- 8. Evidence of Contributio...
- 7. Publications, Papers Pr...

Scott Frees Can view

Katie Cohen Can view

Virginia Galdieri Can edit

Show all

Fri 1:32 PM

You moved an item to

- 3. Peer/Dean Evaluation of Effect...

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

PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

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

PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

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 2021-2022 Promotion Calendar is
located on the ER webpage @

[https://www.ramapo.edu/er/files/2021/09/2021-2022-
Promotion-Calendar.pdf](https://www.ramapo.edu/er/files/2021/09/2021-2022-Promotion-Calendar.pdf)



QUESTIONS