

8.0 TENURE PROCESS AT RAMAPO (Rev. 3/1/11)

Chapter 60 of Title 18A of the New Jersey Statutes and its supplement, Chapter 163 of the laws of 1973 (Assembly Bill No. 328) and the appropriate provisions incorporated in the CURRENT AGREEMENT between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO govern Ramapo College's tenure policies and procedures.

A. Qualifications for Tenure

Applicants shall have an earned doctorate, or other appropriate terminal degree from an accredited institution in an appropriate field of study and 6 years of full-time professional experience at Ramapo College.

Further, the Ramapo College Board of Trustees adopts New Jersey Statute 18A:60-9 whereby the Board of Trustees may, as an exceptional action and upon the recorded two-thirds majority roll call vote of all its members and upon the recommendation of the President, grant tenure to an individual faculty member after employment at Ramapo College of New Jersey for two (2) consecutive academic years. This provision is locally known as "Accelerated Tenure."

Applicants for Accelerated Tenure, through the exceptional action of the BOT, may apply only once in their third or fourth year of service in a tenure-track position at Ramapo College. The application process, calendar for deliberations and effective date of accelerated tenure shall be identical to those used by Applicants in the cohort who have completed the full probationary period.

Faculty wishing to apply for Accelerated Tenure are encouraged to consult with their Convening Group and Dean.

In order to allow the maximum possible period of time for faculty to demonstrate their qualifications for reappointment with tenure, the tenure process at Ramapo builds on the recommendations for reappointment that are made year by year, so that faculty in a tenure track position receive maximum possible notice of their prospects for eventual reappointment with tenure. Thus, it will be our practice to remind faculty of the tenure process in every letter of reappointment and to give advance notice of situations that may lead to a denial of reappointment with tenure.

The procedures for reappointment with tenure of faculty members shall follow the appropriate contractual dates outlined in the CURRENT AGREEMENT between the State of New Jersey and the Council of New Jersey State College locals, NJSFT-AFT, AFL-CIO and the calendar for personnel actions prepared by the administration, in consultation with the local union, and issued at the beginning of each academic year.

It is the tenure applicant's responsibility to ensure completeness of the tenure package. The UPC of each unit shall determine whether a Applicant's application for tenure conforms to published guidelines before forwarding their recommendation to the ACTC through the Office of Employee Relations. All recommendations, whether positive or negative, shall be forwarded to the ACTC.

B. PROCEDURES

At Ramapo College Librarians are considered faculty and the Library has the same standing as other Units. Therefore unless specific language referring to the Library and/or Librarians is used the term Faculty includes Librarians and the term Unit includes the Library. Within the Library the Convening Group, Unit Personnel Committee and Unit Council are one and the same.

APPLICANT

1. Faculty members seeking reappointment with Tenure or Accelerated Tenure shall inform the Dean, their Convening Group and the Unit Personnel Committee (UPC) and Employee Relations (ER).
2. Applicants for shall provide the UPC with the list of desired External Peer letter writers the semester prior to the application submission deadline. The UPC will contact those on the list asking if they are willing to serve as a letter writer and stating that the letter will be due in May (exact date TBD). Responses to the inquiry should be made within 2 weeks of receipt of the request. At that time CV's will be sent. Updated CV's and additional information may be sent at a later date if necessary and/or requested..
3. Applicant requests a Convening Group Letter be sent to the UPC by the submission date set by ER.
4. All faculty members applying for reappointment with tenure or Accelerated Tenure shall submit a complete application in accordance with established procedures-and provide a list of names for External Peer Recommendations to UPC.
5. Applications must include all documentation per the Tenure Checklist (Insert link to checklist) and be formatted in accordance with the digital submission guidelines provided by ER (insert link to digital application guidelines). Applicants may submit additional information which they consider appropriate.

CONVENING GROUP

6. Discusses application based on the Criteria with particular emphasis on the applicant's contributions to the convening group. Full time faculty members of the convening group shall take part in this discussion. Applicants for tenure may

not be present for discussion.

7. A letter summarizing the discussion must be written by the Convener or another member of the group. The letter is then affirmed by a simple majority of the convening group members and a statement to that affirmation is included in the letter. The letter must be signed by the writer.
8. Convening Group sends letter to UPC by the submission date set by ER so that UPC will consider the letter in the evaluation.

UNIT PERSONNEL (UPC) COMMITTEE AND UNIT

9. The UPC shall conduct a preliminary review of the application and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the established calendar deadline.
10. The UPC solicits External Peer Recommendations from the list provided by the applicant using the form letter and including the applicant's CV and Narrative Statement.
11. The UPC will establish a deadline for a completed application submission, including missing information and the Convening Group letter, giving the applicant sufficient time to make changes and allowing sufficient time for final review by the UPC.
12. After the deadline no additional materials will be considered by the UPC. The UPC will evaluate the application as submitted and will state in their evaluation letter if materials are missing.
13. The UPC evaluates each application against the criteria (insert link to 5.1-5.3) and recommends or does not recommend the applicant for Reappointment with Tenure.
14. The UPC shall have the right to consult with the faculty member requesting reappointment with tenure.
15. Each applicant will be notified in writing of the UPC's recommendation.
16. In the event an applicant is not recommended for reappointment with tenure they shall have the right to request and receive a hearing before the appropriate UPC (See Appeals Process Section).
17. The UPC forwards its recommendation and supporting documentation to the unit for action at least 4 days prior to the Unit Council at which the applications will be discussed.
18. Each applicant for reappointment with tenure may request and receive a hearing before the unit council prior to the unit council's consideration of the UPC's recommendation. In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled meeting. The applicant may waive the

forty-eight (48) hour prior written notice procedure by notifying their Dean in writing.

19. The Applicant shall inform the UPC before or at the Unit Council meeting of any factual errors in the letter. The Applicant may not make any other suggestions for the letter to the UPC.
20. Unit members review the recommendations provided by the UPC in advance of the meeting in which applications are considered.
21. The Unit Council discusses each application and its merit along the three criteria: Teaching, Scholarship and Service.
22. The UC votes **and votes to endorse or not to endorse the UPC recommendation in the letter.**
23. All discussion of the Unit Council/LPC regarding personnel matters is confidential.
24. The Applicant for Tenure shall not participate in the discussion of their application or the voting.
25. Faculty with a dual relationship to an applicant shall recuse themselves for the discussion of that applicant and voting.
26. The UPC may decide to make edits to the UPC letter regarding relevant information gathered during Unit Council deliberations.
27. The Dean and/or designee counts the votes for the UC
28. The Dean notifies the Unit Council, the UPC and the applicants of the outcome (endorsed or not endorsed) of the Unit Council vote.
29. When the UC vote is to endorse the UPC letter, the UPC shall add an addendum to the letter stating the endorsement. If the UPC letter is not endorsed by the UC an addendum shall state that and indicate the criteria of concern **per the UC discussion.** In order to protect the confidentiality of the Unit deliberations this addendum will not give details of the discussion.
- 30.

DEAN

31. The Dean conducts a thorough review of the application along established criteria from section 5.1-5.3, the UPC letters and the UC vote, and makes their own recommendation available to the applicant.
32. In such cases where the Dean does not concur with a recommendation received from the unit or UPC, the Dean shall notify the chairperson of the UPC, and the applicant in writing.
33. In the event an applicant is not recommended by the Dean, the applicant(s) may request and receive a conference with the Dean (see Appeals Section).
34. Upon notification and following the conference with the applicant, the unit council may at a special or regularly scheduled meeting discuss the Dean's

recommendation and may prepare a written response for inclusion in the Applicant's application.

35. The Dean makes available their final recommendation to the applicant and the All-College Tenure Committee.

ALL-COLLEGE TENURE COMMITTEE (ACTC)

36. The ACTC meets with the President and Provost to receive the committee's charge and to discuss any answer as needed.
37. The Committee shall apply uniform standards to all Applicants.
38. The ACTC shall treat each application as a new case, subject to thorough review and new judgment at its level. Previous evaluations and recommendations are not considered as part of the applicants record.
39. In the event that the Employee Relations Representative, Affirmative Action Representative or the AFT Representative perceives a possible violation of policy, procedure or of the Master Contract at any time during the work of the , they shall ask the Chair of the Tenure Committee to suspend proceedings and address concerns as described in sections (**under membership of ACTC- ER, AFT and Af Act)
40. Prior to the Committee's deliberations, applicants for tenure are provided the opportunity to appear before the ACTC to present new information not available at the time of submission of the application, to clarify information not readily apparent from their written statement, or to address the recommendation decisions of the UPC, UC and/or Dean.
41. Applicant presentations shall be limited to ten minutes. Committee members may ask questions of each Applicant.
42. The ACTC shall have the right to consult with the appropriate unit personnel committee, the Dean, or any applicant.
43. Each voting member of the ACTC shall conduct a thorough review of application materials and letters from UPC and Dean prior to deliberations.
44. The ACTC determines the order for applications to be evaluated and voted upon. Time limit for discussion of the Applicants shall be at the discretion of the Committee.
45. After each Applicant application has been reviewed by the committee members, the Committee shall decide if it needs additional information. If additional information is requested, the Committee shall table its vote on the Applicant. (The Committee shall proceed to evaluate other applicants.)
46. The unit representative shall be instructed to seek that information which may include:
 - a. Further documentation regarding each of the three criteria.
 - b. Any consultation with the appropriate unit personnel committee and/or the

unit Dean, shall be based on the record of existing information concerning the evaluation of the Applicant.

- c. Should new information arise from these discussions, the Committee chair shall immediately inform the Applicant in writing.
47. The unit representative shall notify the Applicant that additional material is being requested and that the applicant will need to provide this further documentation (time frame set at the discretion of the Committee).
48. When the Committee requests material from sources other than the applicant the Committee shall notify the applicant that such additional material is being requested, and provide a copy of such information when received to the Applicant.
49. The Applicant shall be provided the opportunity to respond to any additional written information relating to their evaluation.
50. Prior to a vote to recommend or not recommend, a specific Affirmative Action discussion shall take place with respect to each Applicant who is a member of a protected class.
51. Committee member's votes shall be privileged and are not to be shared outside the Committee.

52. A preliminary ballot is distributed to each committee member. The ballot will list the names of all applicants for tenure (and accelerated tenure) with the following two options. 1) YES, this Applicant meets all criteria for reappointment with tenure (or accelerated tenure) or 2) MORE DISCUSSION OF APPLICANT IS NEEDED. Preliminary voting will proceed by secret ballot.
53. The preliminary ballots are viewed by Affirmative Action, Employee Relations and AFT representatives. The results are reported to the committee.
54. Any Applicant who has received an unanimous "YES" vote in the preliminary ballot is formally affirmed by the committee as meeting all criteria and will be recommended for reappointment with tenure (or accelerated tenure).
55. When a Applicant who has one or more "More Discussion" votes on the preliminary ballot, the committee will discuss the application. At the conclusion of the discussion, a final secret ballot, Yes/No vote will be taken.
56. The ballot(s) are viewed and counted by the Affirmative Action, Employee Relations and AFT representatives and reported to the committee.
57. The committee affirms the majority vote as a "YES" or "NO" for a recommendation for reappointment with tenure (or accelerated tenure.) In cases where the preliminary recommendation of the Committee is not in concurrence with the recommendation received from the Unit Personnel Committee, the Committee shall inform the Applicant, the appropriate Dean and the unit personnel committee prior to passing on its final recommendation to the Provost.
58. In such cases where the preliminary recommendation of the ACTC is not in

concurrence with a recommendation received from the UPC, the committee shall consult with the appropriate Dean and UPC prior to forwarding its final recommendation to the Provost.

59. The ACTC informs each applicant of its recommendation in writing.
60. In the event that the All College Committee does not recommend an applicant, the applicant shall have the right to a hearing with the ACTC decision to “not recommend.” (see Appeals Section below)
61. All documentation for each applicant for tenure shall be held in the Office of Employee Relations until after all appeals have been heard.
62. After all appeals have been heard, the Committee's recommendations and all documents for each applicant for tenure are forwarded to the Provost for review and recommendation to the President.

PROVOST

63. The Provost reviews all documentation.
64. In such cases where the Provost does not concur with the recommendation of the ACTC, the Provost and ACTC shall meet to discuss the reasons for their respective recommendations.
65. The Provost shall notify in writing the chairperson of the ACTC and the applicant of their final recommendation.
66. The applicant may request and receive a conference with the Provost (See Appeals Section).
67. After the conference and only if their recommendation is negative, the Provost shall provide the applicant and chairperson of the ACTC with an explanation of their negative recommendation in writing.
68. The Provost shall forward their recommendation, including all the supporting documentation forwarded by the ACTC to the President for review.

Procedural Review Meeting with President and Provost

69. After the Provost submits recommendations to the President, the Committee will meet with the President and the Provost to review the recommendations and the procedures.

PRESIDENT

70. The President reviews all documentation.
71. In such cases where the President does not concur with the recommendation of the ACTC and/or the Provost, the President, Provost and ACTC shall meet to discuss the reasons behind their respective recommendations.

72. The President shall notify in writing the chairperson of the ACTC, the Provost and the applicant of their final recommendation.
73. The applicant may request and receive a conference with the President (see Appeals Section)
74. After the conference and only if their recommendation is negative, the President shall provide the applicant and chairperson of the ACTC with an explanation of their negative recommendation in writing.
75. The President shall forward their own recommendation to the Board of Trustees

BOARD OF TRUSTEES (BOT)

76. If appeals to the President by Applicants endorsed by the ACTC are not successful, one representative of the ACTC and one from the bargaining unit (AFT) shall be allowed to speak briefly at the BOT Committee meeting.
77. Speakers must confine themselves to discussion of the tenure policy. The purpose of the presentations by the ACTC and the bargaining unit (AFT) will be to acquaint the Board Committee with the perception of programmatic issues as affected by the President's decision. The affected applicants may attend the meeting but are provided with no opportunity to address the Board Committee.
78. The Committee of the BOT may meet with the ACTC or with other relevant constituents prior to moving its recommendation to the BOT. In such cases where the preliminary decision of the Committee of the BOT is to reject a positive recommendation received from the President, the Committee shall notify the President, the Provost, Chairperson of the ACTC and the applicant(s) in writing.
79. The applicant(s) may request and receive a hearing before a joint meeting of the ACTC and the Committee of the BOT to speak in support of his/her request for reappointment with tenure. (see Appeals Section)
80. Reappointment with tenure will be granted by the BOT, which has a legal right to accept or reject any nominations.
81. Each applicant for reappointment with tenure shall be notified in writing by the President of the final decision by the BOT.

C. APPEALS PROCESS

For all possible appeals allowed in accordance with the procedure:

- A) The Applicant may request a conference with the appropriate party (UPC, Dean, ACTC, Provost, President) at which they may appear individually or, at the applicant's request, with the chairperson of the unit personnel committee and/or the appropriate faculty, such as a convener or program coordinator. or AFT representative.

- B) The applicant shall have at least forty-eight (48) hours' prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the chairperson of the appropriate entity (UPC, Dean, ACTC, Provost, President) .

Appeal of UPC Decision:

1. Each applicant for reappointment with tenure shall have the right to request and receive a hearing before the appropriate UPC
2. Upon the request of the applicant for a hearing, the appeal shall be heard at a meeting of the appropriate unit personnel committee.
 - a. The hearing shall be held prior to a recommendation being submitted by the appropriate unit personnel committee to the unit council.
 - b. A written summary report of the presentations made at a hearing, signed by the chairperson of the appropriate unit personnel committee, shall be incorporated in the final recommendation of the appropriate unit personnel committee.
 - c. A copy of that report shall be sent to the applicant.
3. Each applicant for reappointment with tenure may request and receive a hearing before the UC prior to the unit council's consideration of the unit personnel committee's recommendation. In all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying his/her Dean in writing.

Appeal of Dean's Decision:

1. In such cases where the Dean does not concur with a recommendation received from the unit and/or UPC, the applicant(s) may request and receive a conference with the Dean

Appeal of All-College Tenure Committee Decision

1. In such cases where the ACTC does not make a positive recommendation, the applicant shall have the right to appeal the ACTC decision to "not recommend."
2. Any applicant "not recommended" for tenure will be notified in writing by the Committee.
 - a. Within 48 hours of notification of the ACTC's decision the Applicant may choose to request an appeal and shall notify the Committee through ER in writing.

- b. The appeal shall be heard at a meeting of the ACTC and in all cases the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the Committee through ER in writing.
 - c. The applicant shall have fifteen minutes to present an oral argument. New material may not be presented at this time.
 - d. The Committee shall discuss the applicant's appeal in closed session.
 - e. A new vote on the applicant shall then take place. Voting shall be by secret ballot following the established voting procedures. There shall be no further appeals at this level.
3. A written summary report of the presentation made at this hearing, signed by the ACTC chairperson, shall be incorporated in the final recommendation of the ACTC. A copy of that report shall be sent to the applicant.

Appeal of the Provost's Decision

1. In the event of a negative recommendation by the provost, the applicant may request and receive a conference with the Provost.
2. After the conference and only if their recommendation is negative, the Provost shall provide the applicant and chairperson of the ACTC with a brief explanation of their negative recommendation in writing.

Appeal of the President's Decision

1. The applicant may request and receive a conference with the President, which shall be held prior to the President's recommendation being submitted to the appropriate Committee of the Board of Trustees.

Appeal to the Board of Trustees

1. In such cases where the preliminary decision of the Committee of the Board of Trustees is to reject a positive recommendation received from the President, the applicant(s) may request and receive a hearing before a joint meeting of the ACTC and the Committee of the BOT to speak in support of his/her request for reappointment with tenure.

D. PERSONNEL COMMITTEE MEMBERSHIP AND ROLES

UNIT PERSONNEL COMMITTEE (UPC)

1. Membership shall consist of 3-5 Unit members, as determined by the Unit prior to soliciting nominations.
2. All members shall be tenured faculty except in the case of the Library.

3. If the number of nominees for the Committee exceeds the number determined (refer to step 1) an election will be held.

1. The UPC shall follow all procedures as stated below. Questions shall be directed to the Employee Relations and or Unit AFT representative.

4. The Unit rep to the ACTC may or may not be a member of the UPC. The Library rep to the ACTC will be a member of the LPC.

ALL-COLLEGE TENURE COMMITTEE Overall structure

Membership shall consist of one tenured faculty member from each academic school, one tenured librarian, one non-voting union representative, one non-voting representative of the Office of Employee Relations, and one non-voting affirmative action representative appointed by the President (6 voting, 3 non-voting members). Committee membership shall comport with all College Policies including #429, Nepotism, and #458, The Code of Professional Responsibility.

Voting

members

Voting Committee members shall serve no more than two consecutive years without the possibility of repeating until they have been off the Committee for two years. Service on the Committee for even a short period (e.g. when someone is selected to complete the term of another member) constitutes a year term.

Non-Voting Members

a. Employee Relations Representative

- i. The non-voting ER representative shall be appointed by the President. This member shall arrange for the organizational meeting of the All College Committee and provide all members of the Committee with a copy of the tenure procedures including Faculty Handbook
- ii. ER develops a calendar for the tenure process in consultation with the AFT and makes this calendar available to faculty and librarians
- iii. ER sets up and manages the digital storage system that will house each application.
- iv. ER provides access to digital binders to Applicant, Convening Group, UPC, Unit, Dean, Provost and President on a predetermined schedule.
- v. ER representative attends all ACTC meetings and provides administrative support to the Committee.
- vi. The ER representative's role shall be limited to the review of Committee and College policies and procedures to monitor adherence to the Faculty Handbook. The ER representative shall not take part in Committee

deliberative discussions. The ER representative may only advise the Committee on procedural matters.

- vii. If the ER representative perceives a possible violation of the contract, they should ask the Chair of the Committee to temporarily suspend the proceedings. They should then make clear to the Committee their objections.

- viii. The ER representative shall also assist the Committee Chair, Vice-Chair, and Secretary with scheduling and Committee correspondence. All communications sent from the ER representative's office regarding Committee business, including notices of meetings and scheduling, shall be sent in the name of the Committee Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to forwarding. The Committee Chair shall place all records of Committee deliberations and votes for storage in the care of the ER representative. These files are confidential and are for Committee use only.
- ix. ER representative informs each applicant for tenure of their right to appear before the All College Committee ER representative shall report to the Committee Chair whether all Committee members affirmed in writing that they have examined all tenure packages
- x. ER provides access to digital binders to the campus community after the Tenure process is complete.

b. Union (AFT) Representative

- i. The non-voting AFT Union representative shall be appointed by the AFT.
- ii. Their role will be to monitor proceedings to ensure a fair process and adherence to the contract.
- iii. If the AFT representative perceives a possible violation of the contract, they should ask the Chair of the Committee to temporarily suspend the proceedings. They should then make clear to the Committee their objections.
- iv. If mutual agreement cannot be reached because the Committee and the AFT representative disagree as to the perceived infraction, the AFT representative must file a grievance on behalf of the local within three days of the alleged violation.

c. Affirmative Action Representative

- i. The non-voting Affirmative Action representative shall be appointed by The Office of Equity, Diversity, Inclusion and Compliance
- ii. The Affirmative Action representative role shall be limited to ensuring compliance with all EEOC and Affirmative Action laws, College policies and procedures with respect to Affirmative Action concerns.
- iii. If the Affirmative Action representative perceives a possible violation in this

area, they should ask the Chair of the Committee to temporarily suspend the proceedings.

- iv. The Affirmative Action Rep, the AFT rep, the ER rep and the Chair shall have a meeting to discuss the nature of the objection to determine if further action needs to be taken.
- v. If an objection is agreed on they should then explain to the full Committee the nature of the objection.
- vi. If the Affirmative Action representative and the Committee disagree as to the perceived infraction, the Affirmative Action representative must file their objections with the President or their designee within three days of the Committee meeting.
- vii. The Committee will await the President's decision and proceed accordingly.

2. ORGANIZATIONAL MEETING: Employee Relations schedules an initial organizational meeting of the ACTC. Employee Relations invites the President and the Provost who will charge the Committee and discuss their own role in the process. The Committee shall then review Tenure procedures and guidelines, elect a Chair, a Vice-Chair and a Recording Secretary and determine the Committee's schedule.

3. Election of Chair, Vice-Chair and Recording Secretary

- a. At the Organizational Meeting the Committee, by majority vote, shall elect or reappoint a Chair and Vice-Chair from the voting members. The Chair shall have at least one year of prior service on the Tenure Committee.
- b. At the organizational meeting the Committee, by majority vote, shall elect a Recording Secretary from the voting members. The secretary shall take and keep minutes that include attendance and actions items only.

4. Determination of Committee's Schedule

- a. The Committee shall be informed by the ER representative of the due date of its final report.
- b. Based on this due date the Committee will set meeting dates to hear presentations by the applicants, if requested, to evaluate the tenure applications and to vote. Dates shall also be set to consider appeals and to make a final recommendation to the Provost and President.

B. ATTENDANCE AT MEETINGS

1. Meetings of the ACTC take precedence over all other College service responsibilities.
2. Committee members must attend all meetings in which presentations, voting

and deliberations occur.

3. If a Committee member cannot attend a meeting in which a Applicant's application is considered and that meeting is not rescheduled by the Committee, or if a Committee member is otherwise unable to review the materials in time for deliberations, the Dean of their School shall be so informed by the Committee Chair, and that Committee member must be replaced. The unit shall immediately elect a new unit representative for the remainder of the deliberations for that tenure cycle.
4. All rescheduled meetings should take place at the earliest possible date.

C. COMMUNICATION WITH ALL-COLLEGE TENURE COMMITTEE

1. In accordance with College policies and the AFT contract, if voted by the Committee, All College Committee members may communicate with applicants, Unit Personnel Committees and Deans as deemed necessary for the process.
2. Any discussion, authorized by the process, taking place outside the committee shall be related to the evaluation of the Applicant. Should new information arise from these discussions the ACTC, through its chair, shall immediately notify the Applicant in writing.
3. All information received by the and required by the process relating to the evaluation of the Applicants shall be in writing and signed. Such communications shall be forwarded to the Applicant and their personnel file. An opportunity shall be provided for the Applicant to respond if they so desire.
4. No anonymous or unsolicited communications shall be received by the ACTC except student opinion surveys
5. All letters and observations submitted to the All College Committee (including the applicant's written summary letter and self-evaluation of effective teaching) must be signed. Refer to the checklist (and letter recommendation guideline section) for details of documentation.

Community Access to Tenure Packages

1. Digital Tenure Applications shall be accessible to Ramapo College faculty and librarians for three weeks after the Provost makes their recommendation.
2. Access is requested through the Office of Employee Relations and will be given for a 24 hour period.

