

Make sure all section numbers are referenced properly on checklists and in other handbook sections

PROMOTION PROCESS GUIDELINE/CHECKLIST

The following guidelines/ checklist are designed to support Applicants for Promotion, Unit Personnel Committees, and the All-College Promotion Committee in achieving their goals and objectives with regard to the Promotion Process. It identifies the necessary and relevant documentation. This Checklists is to be used as an aide in applying the provisions of the Faculty Handbook, and do not replace or supersede Faculty Handbook provisions. **(Insert link to Faculty Handbook, See Sections 5.0 and 9.0)**

Applicants for Promotion must provide the following documentation.

Applicant and UPC certify the documentation is in the digital binder

Incomplete applications will not move forward.

Committees shall only consider written and signed communications except for student opinion surveys and oral presentation by the Applicant.

The order of the documentation in the promotion package should follow the format specified below and the Applicant should initial each entry on the checklist as the item is inserted into the application. The UPC also certifies that the item is in the application.

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I. NARRATIVE Written Summary (signed) (Insert link to Section 5.0)

Applicant describes how they have satisfied the three criteria; Teaching/Librarianship, Scholarship and Service as required for Promotion. The narrative may also include self-evaluation and reflection for each area of criteria.

The Narrative Summary shall be no more than 8 pages. Font size a minimum of 11 point.

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II. Vita (Insert link to Handbook *Vitae* for outline.Insert link)

III. Documents Provided By Convening Group, Unit and Dean

a. Convening Group letter requested by applicant

(must be in the application prior to UPC evaluation)

**b. Unit Personnel Committee letter with applicable addendum
on Unit Council recommendation (see Section 9xxxx)**

**(In the case of the Library the Convening Group, UPC,
and Unit Council are one and the same, the letter will be one
document.)**

c. Dean's Recommendation letter

IV. Appendices Required

A. TEACHING/LIBRARIANSHIP

Evidence of Effective Teaching(Course Materials)

(Insert link to Section 5.1)

(For Librarians see below)

Peer observations of teaching (signed) : Peer observations of teaching by peers, including at least one from the primary convening group or field of expertise, and optimally by different peers and for a range courses. Two peer evaluations for the three-year period immediately preceding the application for promotion

(Applicable to Information Literacy Librarians)

Dean's Class Observation (signed): One per year covering a range of courses. (Applicable to Information Literacy Librarians)

Student Opinion Summaries of Teaching Effectiveness:

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) (Not Applicable to Librarians)

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_____ Evidence of Effective Librarianship (Insert link to Section 5.1a)

_____ B. Evidence of Scholarship/ Professional Achievement (Insert link to Section 5.2)

C. Service

_____ Evidence shall be given for all Service enumerated in the Vita, including committee reports, event programs, and other relevant forms of documentation that speak directly to the applicant's service contribution. (See Sections 5.3)

----- **Two (2) internal letters** of support from Ramapo colleagues, all dating from the past year. These letters should speak to the substance of significant contributions on committees, task forces, and other service-related activities as observed first hand.

_____ **D. Peer recommendations for Promotion from colleagues outside of Ramapo College (signed).** 3 required, the applicant provides the Unit Personnel Committee with a list of five (5) names of peers in their field to be contacted as letter writers, indicating their top 3 choices and 2 alternates. In the case more recommenders are needed, the applicant will supply further names. The Vita will be sent to those who agree to write a letter of support. Examples of scholarship as listed on the Vita will be made available upon request. The letters should primarily address the applicant's profile in their field and the importance, originality, and scope of the applicant's scholarship but may address other areas of criteria as well. (ie. Teaching, if the applicant has taught as a guest at your institution, and/or service to the field of expertise.) (See Sections 5.2 and 9.1)

_____ **E. Peer recommendations for promotion from current colleagues at Ramapo College (signed)**

Two (2) additional letters of support from colleagues currently at Ramapo College that may speak to any one or more of the three areas of criteria, teaching, scholarship, service.

_____ F. Indication of 's field(s) of expertise and identification of their primary convening group(s). (Insert link to [Section ????](#))

Other Supporting documentation and/or materials considered appropriate by the applicant .

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