

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

## **REAPPOINTMENT PROCESS GUIDELINE/CHECKLIST**

The following guidelines/ checklist are designed to support Reappointment Applicants and the Unit Personnel Committees in achieving their goals and objectives with regard to the Reappointment 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Checklists are to be used as an aide in applying the provisions of the Faculty Handbook, and do not replace or superseded Faculty Handbook provisions. **(Insert link to Faculty Handbook, See Sections 5.0 and 6.0)**

**Applicants for Reappointment must provide the following documentation.**

**Applicant and UPC certify the documentation is in the digital binder**

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

**The order of the documentation in the Reappointment 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 Reappointment. 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** (See Handbook *Vita* for outline. Insert link)

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**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 addendum on Unit Council recommendation**  
(In the case of the Library the convening group, UPC, and Unit council letter is one document.)
- c. **Dean's Recommendation letter**

**IV. Appendices Required**

**A. TEACHING/LIBRARIANSHIP**

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**Evidence of Effective Teaching(Course Materials)** (Insert link to Section 5.1)  
(For Librarians see below)

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**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 of courses- 1 per semester for years 1-3, 1 per year for years 4-6. (Applicable to Information Literacy Librarians)

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

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**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)**

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## **B. SCHOLARSHIP/PROFESSIONAL ACHIEVEMENT**

### **Evidence of Scholarship/ Professional Achievement**

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Evidence shall be given for all scholarship enumerated in the Vita. (Insert link to Sections 5.2)

## **C. Service**

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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. (Insert link to Sections 5.3)

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**D. Indication of Applicant'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.**