

List of changes to Handbook Revision discussed today from feedback

EXTERNAL AND INTERNAL LETTERS

Applicants for Tenure and those planning to apply for Promotion will provide the UPC with the list of desired external peer letters the semester prior to the applications 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 for Tenure and November for Promotion (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 may be sent at a later date if necessary.

For Promotion and Tenure only, **(two 2)** internal letters of support sourced by the applicant from individual Ramapo colleagues should be included. These letters should date from the past year. These letters should be from peers and speak to the substance of significant contributions on committees, task forces, and other service-related activities as observed first hand.

Add: **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.**

NARRATIVE STATEMENT

Make clear that the Narrative Statement for Reappointment, Tenure and Promotion may include qualitative statements from Student Opinion Surveys

CRITERIA

Clarified that scholarship is in a discipline or disciplines.

Service is substantiated by the applicant via:

1. **Artifacts** including committee reports, event programs, and other relevant forms of documentation that speak directly to the applicant's service contribution.
2. **For Promotion and Tenure only, two (2) internal letters** of support sourced by the applicant from individual Ramapo colleagues should be included. These letters should date from the past year. These letters should be from peers and speak to the substance of significant contributions on committees, task forces, and other service-related activities as observed first hand.

SABBATICAL

The record of Scholarship and Service since the last Sabbatical is considered.

UNIT COUNCIL

Clarified that for all personnel processes Unit Council votes to endorse or not endorse the UPC recommendation in its letter.

CAREER DEVELOPMENT

Clarified priorities in Career Development.

PROFESSIONAL RESPONSIBILITY

Added a statement in the Promotions Procedures stating that the Administration determines how Professional Responsibility factors into Promotion.

DRAFT