


**Memorandum of Understanding
Between
Ramapo College of New Jersey
And
AFT Local 2274**


Promotion of Faculty from Instructor to Assistant Professor

In order to promote amicable employer-employee relations and to ensure teaching excellence, support faculty development and foster faculty morale, Ramapo College of New Jersey and AFT Local 2274 hereby agree as follows:

The College and the Union jointly recognize the desirability of putting in place procedures for implementation of faculty promotions from Instructor to Assistant Professor rank with the opportunity to hire pre-terminal degree holding faculty and, once the terminal degree is earned, to provide a procedure for such faculty to be able to apply for promotion to the rank of Assistant Professor. Therefore, the attached procedure provides such a mechanism.

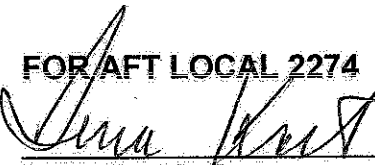
FOR RAMAPO COLLEGE OF NEW JERSEY:


 6/4/12
Peter P. Mercer, Date
President

 5/29/12
Dorothy Echols-Tobe Date
Chief Planning Officer

 23 May 2012
Beth E. Barnett Date
Provost/VPAA

FOR AFT LOCAL 2274

 5/22/12
Irene Kuchta Date
President

 5/22/12
Aaron Lorenz Date
Secretary

Promotion of Faculty from Instructor to Assistant Professor PROCEDURE

Periodically, the College may appoint a faculty member at the tenure-track rank of Instructor. Such appointments may occur for a variety of reasons, for example, when an otherwise highly qualified, tenure-track applicant has not yet completed the terminal degree as required for tenure in accordance with BOT policy #621. The Faculty Handbook has no provision, nor criteria for promotion from Instructor to Assistant Professor. The general appointment level for tenure-track faculty is Assistant Professor and the academic qualifications include the terminal degree. The College proposes an addendum to the Faculty Handbook Section 9. "Promotion of Faculty" as follows:

Promotion to Assistant Professor

A tenure-track faculty member that was appointed at the rank of Instructor may apply for and may be granted promotion to Assistant Professor during the spring semester following completion of the terminal degree, provided that the established evaluation criteria of Teaching Effectiveness, Scholarship (including dissertation) and Service meet the level of reappointment requirement.

This promotion application follows the same calendar as the regular promotion cycle.

Process:

The faculty member prepares an application for promotion in accordance with the requirement of the Faculty Handbook, section 9 with evidence of having met the academic and other criteria noted above and submits it to the Unit Promotion Committee.

The Unit Promotion Committee reviews all materials, adds its recommendation and forwards all materials to the Dean.

The Dean reviews all materials, adds his/her recommendation and forwards all materials to the Provost via the Office of Employee Relations.

The Provost reviews all materials, adds his/ her recommendation and forwards his/ her recommendation to the President.

If the President supports the application, he/she will make a recommendation to the Board of Trustees.

The promotion to Assistant Professor goes into effect September 1 following the Board of Trustees approval.