

REVISED-Memorandum of Agreement
Between Ramapo College of New Jersey, The Council of New Jersey State College
Locals, AFT, AFL-CIO and the Ramapo Federation of Teachers Local 2274

Annual Promotion Information Submittal
Extension of Application Submittal Deadline and Electronic Submittal Guidance

In order to promote amicable employer-employee relations, Ramapo College of New Jersey (hereinafter “Ramapo College”), The Council of New Jersey State College Locals, AFT, AFL-CIO (hereinafter “the Council”) and the Ramapo Federation of Teachers, Local 2274 (hereinafter “the Union”), hereby agree to the following:

1. It is agreed that the College will implement an electronic submission process for all required AY 2020-2021 applications for promotion.
2. In order to allow promotional candidates adequate time to follow the guidelines and create and electronically submit their applications for promotion, the parties agree to an extension of the November 13, 2020 application submittal deadline to December 31, 2020.
3. Training on how to electronically submit the applications for promotion will be provided by the College no later than November 25, 2020.
4. The College’s Office of Employee Relations (ER) will provide assistance, as needed, to ensure that each candidate is able to save all required documents of their applications in a Google drive specified by the College. Candidates will not be penalized for any potential complications arising from unforeseen technical issues that occur on the College’s side. ITS will investigate and document any reports of such complications.
5. The College (ER) will ensure that sufficient and timely training is provided to the Conveners, the Unit Personnel Committee and Unit Council members, and the Deans, as appropriate and as needed, on how to access the applications for promotion and how to save their evaluations and recommendations in the applicant’s Google drive.
6. The procedure to electronically submit an application for promotion is as follows:
 - a. Each applicant must confidentially advise the Assistant Director of Employee Relations & Faculty Services via email of their intent to apply for promotion.
 - b. ER will set up a specific confidential Google drive folder in each candidate’s name for electronic submission of the application for promotion.
 - c. The application for promotion will include the exact same required content as outlined in the Faculty Handbook **Section 9.5 Application for Promotion**. However, all required content of the application will be submitted electronically as pdf documents to be filed/presented in subfolders organized exactly as prescribed in the attached Appendix A of this Memorandum of Agreement. All folders and subfolders, which include the pdf documents that should follow all guidelines specified in the Faculty

Handbook, will be housed in each applicant's Google drive. Google allows for virtually unlimited storage. Permission to access and/or edit the file(s) will be controlled by ER. ER will share the folders with individual applicants and then allow access to the reviewers by sharing the files and will turn off access at the appropriate time. This retains all access and control within ER. There is no need to request Information Technology Services (ITS) to change the access as reviewers change. No one will have access to the files unless ER provides the access. The files are encrypted and secured by Google on Google servers.

- d. Documents are to be filed in the prescribed folders and subfolders of the applicant's Google drive, which will be made accessible by ER at appropriate times in the application submission and review process to the applicant, the Convener, the Unit Dean, and the Provost.
7. The revised AFT Procedural Calendar for Promotion of Faculty & Librarians included in attached Appendix B of this MOA shall be adhered to in academic year 2020-2021.
8. The parties agree that this MOA shall not constitute a precedent and shall not be cited in any forum except to enforce the provisions herein. In addition, this MOA shall not set a precedent for any other Personnel Processes negotiated either locally or in the collectively negotiated master AGREEMENT.
9. In no event shall this Memorandum of Agreement remain in effect past August 31, 2021.

In WITNESS WHEREOF, Ramapo College, the AFT Council and the AFT Local 2274 having read and understood its terms and having agreed to be bound by the terms set forth above, the parties affix their signatures below on this 17th day of November 2020.

FOR RAMAPO COLLEGE OF NEW JERSEY:

Susan Gaulden,
Interim Provost/Vice President for Academic Affairs

Virginia Galdieri,
AVP for Human Resources & Director of Employee Relations

For the Union

Martha Ecker, President of AFT Local 2274

Appendix A

Each applicant must confidentially advise the Assistant Director of Employee Relations & Faculty Services (ER) via email of their intent to apply for promotion.

ER will set up a specific confidential Google drive folder in each candidate's name for electronic submission of the application for promotion. The application for promotion folders and subfolders, which are to be housed in the Google drive are to be organized as outlined below. Note: In order to prevent documents from being randomly placed within each candidate's Google drive folder, the candidate should follow the practice set forth in the Faculty Handbook when naming their folders use the corresponding Roman numerals in the titles of the folders and regular numbers for the subfolder file(s). In addition, all pdf documents filed in the various folders should follow the naming conventions as prescribed in detail below. (See the Faculty Handbook for detailed information related to the expected format and contents of each application-required document listed below.)

According to Section 9.3-4 of the Faculty Handbook, it is the responsibility of the Unit Personnel Committee (UPC) to confirm all information is assembled and in proper form for forwarding to subsequent levels of the promotion process

DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

Applicant's Full Name – [School] + [Desired Faculty Rank]	(the main folder in Google drive – set up by ER)
I. Written Summary	(One subfolder that contains a pdf document titled Written Summary.)
II. Vita	(One subfolder that contains a pdf document, titled Vita in the main folder)
III. Appendices	(one subfolder that contains all supplementary material; this folder contains nine or ten subfolders, as specified here)
1. Course Materials	(one single subfolder that contains any/all of the following pdf documents: i. course syllabi titled as SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2020 Course Syllabus ii. course PowerPoints, presentations, handouts, assignments, exams, etc.

- titled as SUBJ COURSE # SEMESTER PowerPoint/ Presentation/Handout/etc. – e.g., COMM 229 Fall 2020 PowerPoint; INFO 233 Fall 2018 Handout; LITR 201 Midterm Essay, CHEM 211 Spring 2019 Final Exam
- iii. sample student work titled as SUBJ COURSE # SEMESTER Sample Student Work – e.g., ARTS 307 Spring 2016 Sample Student Work)

2. Student Opinion Surveys

(one single subfolder that contains each individual course evaluation as a single pdf document, which is titled as SUBJ COURSE # SEMESTER Course Evaluation – e.g., MATH 121 Fall 2017 Course Evaluation // NOTE: If all of your course evaluations have been scanned or combined into a single pdf, this is also allowable but not preferred

3. Dean and Peer Evaluations of Effective Teaching

(one single subfolder that contains each individual peer class observation write-up as a single pdf document, which is titled as SUBJ COURSE # SEMESTER Peer Class Observation – e.g., SWRK 222 Spring 2018 Peer Class Observation // NOTE: If all of your peers' class observation write-ups have been scanned or combined into a single pdf, this is also allowable but not preferred.).

4. Internal Peer Recommendations for Promotion

(one single subfolder that contains each individual peer recommendation letter as a single pdf document, which is titled as Internal Peer Recommendation – [Name of Recommender] – e.g., Internal Peer Recommendation – Employee Name)

5. External Peer Recommendations for Promotion

(one single subfolder that contains each individual peer recommendation letter as a single pdf document, which is titled as External Peer Recommendation – [Name

of Recommender] – e.g., External Peer Recommendation – w/external person’s name)

6. Field of Expertise & Primary Convening Group

(one single subfolder that contains a single pdf document, which is titled as Expertise and Convening Group).

7. Publications + Papers Presented + Exhibit or Performance Reviews

(one single subfolder that contains Evidence of Scholarly Achievement in pdf copies of each individual publication, or portions thereof, paper presented, exhibit or performance review, etc., which are titled as Publication/Paper/Review/etc – Date of Publication/Conference/Event – e.g., Journal Article – April 2018; Solo Exhibit – November 2019; Conference Presentation – June 2017; Book Chapter – May 2020 // NOTE: If you want to include more than one publication, paper, etc. that was published in the exact same month, add a number – e.g., Journal Article 1 – April 2018; Journal Article 2 – April 2018).

8. Evidence of Contribution to the College

(one single subfolder that contains pdf documents that provide evidence of the applicant’s contributions to Ramapo College, which are titled with succinct descriptions of the evidence and the date of the contributions – e.g., Middle States Chapter IV – November 2019; New Course BADM 3XX – October 2020; Panelist at Event – February 2016 // NOTE: If all of your evidence of contributions to the College has been scanned or combined into a single pdf, this is also allowable.)

9. Evidence of Contribution to the Community

(one single subfolder that contains pdf documents that provide evidence of the applicant’s contributions to Ramapo College, which are titled with succinct

descriptions of the evidence and the date of the contributions – e.g., Volunteer Event – January 2016; Board Service – September 2017 to Present; Science Fair Judge – June 2018 to Present // NOTE: If all of your evidence of contributions to the College has been scanned or combined into a single pdf, this is also allowable.)

10. Other Relevant Evidence

(one\single subfolder that contains pdf documents that provide additional *relevant* evidence the applicant is submitting for review, which are titled with succinct descriptions of the material being submitted and the date of the contribution)

DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost Evaluations and Recommendations

(subfolder in Google drive – set up by ER; contains up to 5 pdf documents total and no subfolders)

1. Convener Evaluation and Recommendation

(the pdf document, titled Convener Evaluation and Recommendation, Should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder. (Note: Ranking is required-See Faculty Handbook).

2. UPC Evaluation and Recommendation

(the pdf document, titled UPC Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder // NOTE: Ranking is required.)

3. Unit Council Evaluation and Recommendation

(the pdf document, titled Unit Council (UC)

Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder // NOTE: Ranking is required.)

4. Dean Evaluation and Recommendation

(the pdf document, titled Dean Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder // NOTE: The evaluation and recommendation on ranking is required.)

5. Provost Evaluation and Recommendation

(the pdf document, titled Provost Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder)

The definition of ranking is as follows: strongly recommended, recommended, or not recommended as currently stipulated in paragraph 9.1-4 in the Faculty Handbook for the UPC followed by the Unit Council and Dean.

Appendix B

The revised AFT Procedural Calendar for Promotion of Faculty & Librarians, which will be followed in academic year 2020-2021, is as follows:

Thursday, Dec. 31 (on or before)

Faculty members shall submit a digital application for promotion to the appropriate Unit Personnel Committee (UPC) through the Dean. Librarians applying for growth promotions submit digital applications to the Library Personnel Committee (LPC) through the Interim College Librarian/Director.

This application shall include the following: (1) a written summary as to how he/she has satisfied the four criteria; (2) correctly-labeled appendices, which provide documentation necessary to support the written summary; (3) an updated vita; (4) any additional information considered appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision when applicable.

Friday, Jan. 29, 2021 (on or before)

The UPC and LPC shall carefully review all applications and inform each applicant, in writing, if additional information/documentation is needed. The additional information/ documentation shall be submitted as soon as possible. However, this in no way shall prejudice the right of any applicant to submit additional information to supplement his/her application.

Friday, Feb. 5, 2021 (on or before)

The UPC and LPC Chairpersons shall inform each applicant for promotion of each Committee's recommendation and schedules hearings if any applicant wishes to appeal.

Friday, Feb. 12, 2021 (on or before)

The UPC and LPC shall make accessible all applications, supporting documentations and its recommendations, to the Unit Council for action through the Dean and Interim College Librarian/Director. The Dean and Interim College Librarian/Director shall schedule Unit Council hearings as necessary.

Wednesday, Feb. 17, 2021 This would be a change in Unit Council date

The Unit Council shall consider each application for promotion.

Monday, Feb. 22, 2021 (on or before)

The Unit Council shall make accessible all applications, supporting documentation, its recommendations and the UPC or LPC recommendation to the Dean or Interim College

Librarian/Director for his/her review and recommendation. The Dean and Interim College Librarian/Director shall inform each applicant for promotion of the Unit Council's recommendation.

Friday, Feb. 26, 2021 (on or before)

The Dean and Interim College Librarian/Director shall inform each applicant of his/her recommendation for promotion and schedule conferences if any applicant wishes to appeal. In such cases where the Dean or Interim College Librarian/Director does not concur with any recommendation received from the Unit Council, the Dean or Interim College Librarian/Director shall notify the Chairperson of the UPC or LPC, the appropriate faculty officer of the Unit Council and the applicant in writing.

Friday, March 12, 2021 (on or before)

The Dean and Interim College Librarian/Director shall make accessible all applications, supporting documentation, the Unit Council's recommendations, the Unit Personnel Committee recommendations, and Library Personnel Committee recommendations and his/her recommendations to the All-College Promotions Committee (ACPC) via the Office of Employee Relations.

Wednesday, March 17, 2021 (on or before)

The President and Provost/Vice President for Academic Affairs shall meet with the ACPC to review policies and programmatic issues.

Monday, May 3, 2021 (on or before)

After considering all applications, the ACPC shall inform each applicant for promotion of its recommendation through its Chairperson. The Committee shall schedule hearings, as applicable.

Friday, May 21, 2021 (on or before)

The ACPC makes accessible all applications, including its own recommendations, all Unit recommendations, the Deans' recommendations and the supporting documentation to the Provost/VPAA.

Friday, May 28, 2021 (on or before)

The President and Provost/VPAA confer with the ACPC concerning the Committee's recommendations.

Friday, June 4, 2021 (on or before)

The Provost/VPAA confers with the President concerning his/her recommendations and makes accessible all supporting documentation to President

Friday, June 11, 2021 (* Tentative *)

The President forwards all nominations and supporting documentation to the appropriate BOT Committee for review and recommendation.

Thursday, June 17, 2021

The appropriate BOT Committee shall meet to discuss the President's nominations for promotion.

Monday, June 28, 2021

The Board of Trustees meets to vote on the President's nomination for promotion.

Wednesday, June 30, 2021

The President shall notify all applicants for promotion of the action taken by the President (for applicants not nominated) and the Board of Trustees (for nominated applicants)

Notify by June 30, 2021 (CURRENT AGREEMENT, Art. XIV, Section H, as modified by LOCAL AGREEMENT).