



# **Annual Reappointment Information e-Binder Submittal Training Guide**

**PRESENTED BY EMPLOYEE RELATIONS**



# Annual Reappointment Information Submittal Training Session

## Agenda

- Part 1** – Documents Provided By the Candidate  
for Reappointment
- Part 2** – Documents Provided By The Convening  
Group, Unit, Dean/Director and Provost
- Part 3** – ER Webpage Resources
- Part 4** - Faculty Handbook, Sections 5.0 & 6.0

## **e-Binder submission**

It has been agreed that the College will implement an electronic submission process for all required applications for reappointment.

# Faculty Handbook Employee Relations Website

Detailed reappointment information is located in the Faculty Handbook. Specifically, sections 5.0 Appointment, Promotion & Reappointment with Tenure and 6.0 Renewal of Faculty Contracts. These sections together with guidance from this presentation and the Reappointment Guidelines/Checklist shall assist you in creating your e-binder.

All documents including the all Reappointment Calendars are located on the ER webpage @

<https://www.ramapo.edu/er/>

# Part 1

## **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT**

### The Assistant Director of Employee Relations & Faculty Services (AFT)

- Main folder in Google drive – Set up by ER
- An individual file has been set up for each candidate as follows:

**Applicant's Full Name – School – X<sup>xx</sup> Year Reappointment**

# The main folder Google Drive will look like below:

The screenshot shows the Google Drive web interface. The browser address bar displays the URL: `drive.google.com/drive/folders/1Hz8EanOkgeOA5RkibTlolaDci8JXrwBa`. The page header includes the Google Drive logo, a search bar labeled "Search in Drive", and navigation options like "New" and "My Drive". The main content area shows a breadcrumb path: "My Drive > 3rd Year Faculty Reappointment". Below this, a table lists the contents of the folder:

| Name                                       | Owner | Last modified |
|--|-------|---------------|
| [Folder Icon]                              | me    | 8:59 AM me    |
| Faber, Janet - ER - 3rd Year Reappointment | me    | 3:36 PM me    |
| [Folder Icon]                              | me    | 8:58 AM me    |
| [Folder Icon]                              | me    | 8:56 AM me    |
| [Folder Icon]                              | me    | 9:00 AM me    |
| [Folder Icon]                              | me    | 8:57 AM me    |

# CREATING YOUR E-BINDER

[Google Drive Access](#)

[Uploading PDF documents](#)

# To Upload Documents to the Shared Folder on Google Drive

To upload documents to a shared folder on Google Drive, complete the following steps.

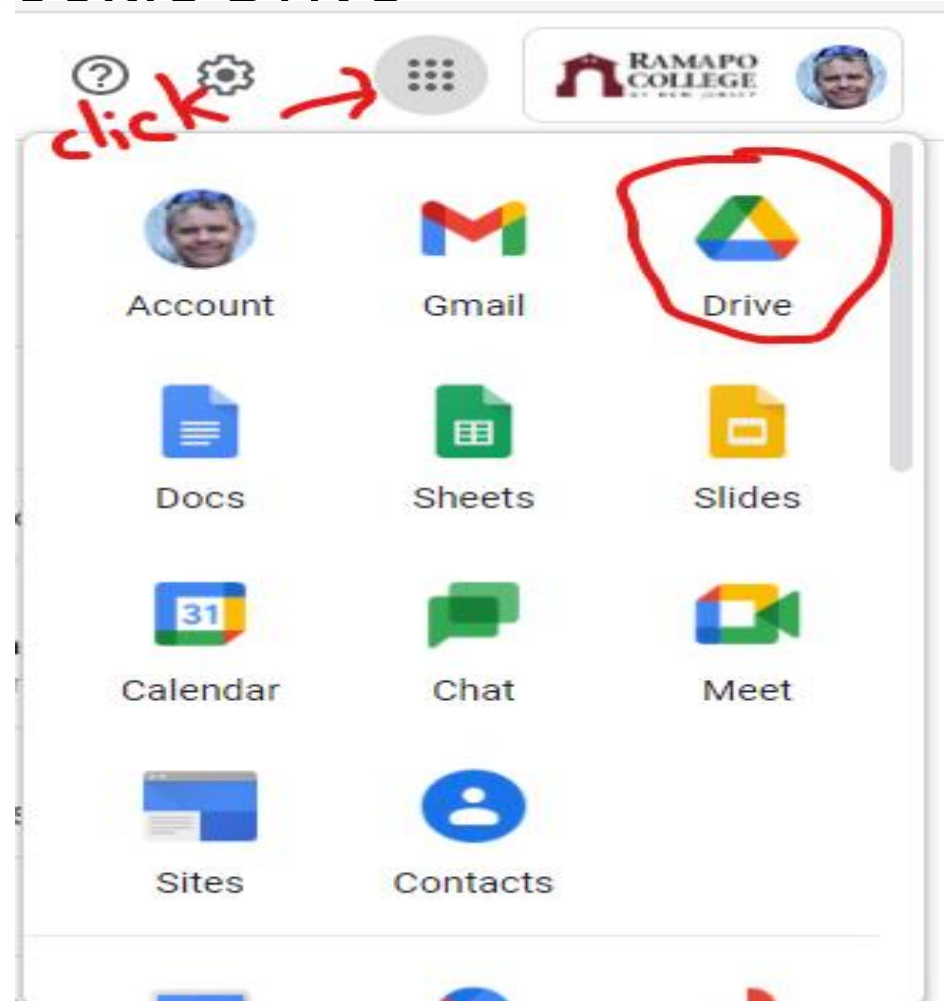
1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Select Folder Upload or File Upload from the menu and select the folders or files to upload



# To Upload Documents to the Shared Folder on Google Drive

1 – Open Google Drive

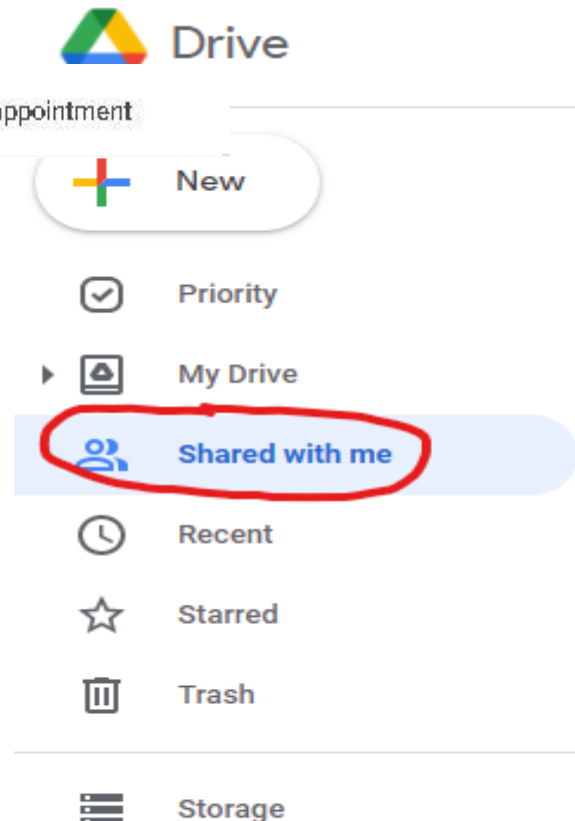
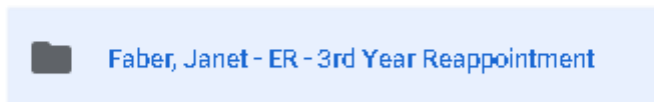
To access Google Drive, from Gmail  
click the Google applications icon and  
then select Drives



# To Upload Documents to the Shared Folder on Google Drive

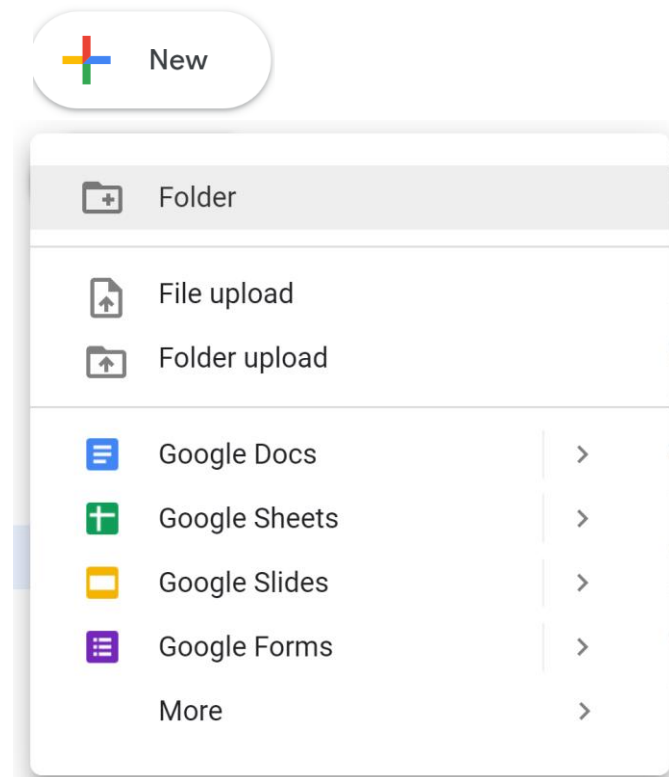
To do this, you can either type the name in the search bar or navigate to it by clicking on “Shared with me”

- Find the folder that wa
- Open the folder that was shared with you
- Once located, double click the folder to open it




# To Upload Documents to the Shared Folder on Google Drive

- Click “New” on the upper left hand side menu
- Select Folder to create new folder, e.g. I. Written Summary
- Select File Upload to upload a document. Keep in mind all documents should be converted to PDF’s, etc.




# Creating your Main Folders

 Faber, Janet - ER - 3rd Year Reappointment

Name ↑

 I. Written Summary

 II. Vita

 III. Appendices

 IV. Convening Group, UPC, Dean & Provost Evaluations & Recomme...

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## I. Written Summary

- One subfolder that contains a pdf document
- Naming and numbering protocols very important -  
Must name as above - I. Written Summary

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## II. Vita

- One subfolder that contains a pdf document
  - Naming and numbering protocols very important - Must name as above - II. Vita

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices

- One subfolder that contains all supplementary material
  - Contains 8 subfolders
- Naming and numbering protocols very important -  
Must name same as above - III. Appendices

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. – 1. Course Materials

- Self-Evaluation of Effective Teaching
- course syllabi titled as SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2020 Course Syllabus
- course PowerPoints, presentations, handouts, assignments, exams, etc.
- Naming and numbering protocols very important



# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 1. Course Materials, Cont.

- 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
- Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 1. Course Materials, Cont.

➤ sample student work titled as SUBJ COURSE #  
SEMESTER Sample Student Work – e.g., ARTS 307  
Spring 2016 Sample Student Work

➤ Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 2. Student Opinion Surveys

- titled as SUBJ COURSE # SEMESTER Student Opinion Survey – e.g., MATH 121 Fall 2017 Student Opinion Survey (aggregate data only)
- Naming and numbering protocols very important

## PART 2 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

### III. Appendices Cont. - 3. Dean and Peer Evaluations of Effective Teaching

- SUBJ COURSE # SEMESTER Dean/Peer Class Observation – e.g.,  
SWRK 222 Spring 2018 Dean/Peer Class Observation
- Dean Evaluations – once in each of the first three semesters, three  
(3) total \*due to COVID this number may be less
  - Semi Annual Peer Evaluations – once during each academic  
semester, three (3) total \*due to COVID this number may be less
    - Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 4. Field of Expertise & Primary Convening Group

One subfolder that contains a pdf document

- Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 5. Evidence of Scholarship

- 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 //
- Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 6. Evidence of Contribution to the College

- e.g., Middle States Chapter IV – November 2019; New Course BADM 3XX – October 2020; Panelist at Event – February 2016 //
- Naming and numbering protocols very important

# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 7. Evidence of Contribution to the Community

- e.g., Volunteer Event – January 2016; Board Service – September 2017 to Present; Science Fair Judge – June 2018 to Present //
- Naming and numbering protocols very important



# PART 1 - DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT

## III. Appendices Cont. - 8. Other Relevant Evidence

### ➤ Additional relevant evidence

- Internal Peer Recommendation – [Name of Recommender] – e.g., Internal Peer Recommendation – w/employee name
- External Peer Recommendation – [Name of Recommender] – e.g., External Peer Recommendation – w/external person’s name
- Naming and numbering protocols very important

## **PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST**

### **IV. Convening Group, Unit Personnel Committee, Dean & Provost (Provost evaluation added later) Evaluations and Recommendations**

- Subfolder in Google drive – set up by ER; contains up to 6 pdf documents total and no subfolders
- Naming and numbering protocols very important – Must name same as above – IV. Documents Provided by the Convening Group, Unit, Dean & Provost

## PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST

### IV. Documents Provided by the Convening Group, Unit Personnel Committee, Dean & Provost (Provost added later)

#### 1. Convener Evaluation and Recommendation

- The pdf document, titled Convener Evaluation and Recommendation, should be filed in this folder //
- Naming and numbering protocols very important

## **PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST**

### IV. Documents Provided by the Convening Group, Unit Personnel Committee, Dean & Provost (Provost added later)

#### **2. UPC Evaluations and Recommendation**

- The pdf document, titled UPC Evaluation and Recommendation, should be filed in this folder //
- Naming and numbering protocols very important

## **PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST**

### IV. Documents Provided by the Convening Group, Unit Personnel Committee, Dean & Provost (Provost added later)

#### **3. Unit Council Evaluation and Recommendation**

- The pdf document, titled Unit Council (UC) Evaluation and Recommendation, should be filed this folder //
- Naming and numbering protocols very important

## PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST

### IV. Documents Provided by the Convening Group, Unit Personnel Committee, Dean & Provost (Provost added later)

#### 4. Dean Evaluation and Recommendation

- The pdf document, titled Dean Evaluation and Recommendation, should be filed this folder //
- Naming and numbering protocols very important

## **PART 2 - DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT, DEAN/DIRECTOR, AND PROVOST**

### IV. Documents Provided by the Convening Group, Unit Personnel Committee, Dean & Provost (Provost added later)

#### **5. Provost (added later) Evaluation and Recommendation**

- The pdf document, titled Provost Evaluation and Recommendation, should be filed this folder //
- Naming and numbering protocols very important

## Part 3 – ER Webpage Resources

The 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Year Reappointment Calendar are located on the ER webpage @ <https://www.ramapo.edu/er/files/2022/04/Faculty-4th-5th-6th-Year-Reappt-Calendar.pdf>

The Reappointment with Tenure Calendar is located on the ER web page @: <https://www.ramapo.edu/er/files/2022/04/2022-2023-Tenure-Calendar.pdf>

General Reappointment resources can be found @: <https://www.ramapo.edu/er/> (faculty tab, subheading “Reappointment”)



## **Part 4 - Faculty Handbook**

### **Section 5.0, Criteria for Appointment, Reappointment, Promotion and Reappointment with Tenure**

<https://www.ramapo.edu/er/files/2020/05/5.0-Criteria-for-Appointment-Reappointment-Promotion-and-Reappointment-with-Tenure.pdf>

### **Section 6.0 Renewal of Faculty Contracts**

<https://www.ramapo.edu/er/files/2020/12/6.0-Renewal-of-Faculty-Contracts.pdf>