

APPENDIX D

REAPPOINTMENT PROCESS GUIDELINES AND CHECKLIST

The guidelines and checklist provided below are designed to support applicants for Reappointment and the Unit Personnel Committees in completing their assigned steps in the Reappointment process. The guidelines and checklist identify all necessary and relevant documentation. The checklist is to be used to supplement and clarify the provisions laid out in the Faculty Handbook but does not replace or supersede Faculty Handbook provisions.

Applicants for Reappointment must provide all of the documentation indicated below.

- Each applicant and their UPC or LPC certifies that all of the required documentation is included in the submitted digital binder.

- Committees shall only consider written and signed communications (i.e., nothing that is anonymous) except for student opinion surveys and oral presentations by each applicant.

- The order of the documentation in the Reappointment package should follow that which is specified below. To ensure all required components are included in the submission, the applicant should initial each item on the checklist as the item is inserted into the application.

The UPC also checks and certifies that the item is included in the application.

UPC✓ APPLICANT ✓

____ I. **WRITTEN NARRATIVE STATEMENT (signed; not to exceed a maximum of eleven (11) pages using Times New Roman 11-point size font):** The 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 the three criteria.

____ II. **VITA**

____ III. **DOCUMENTS PROVIDED BY THE CONVENING GROUP, UPC OR LPC, AND DEAN**

____ **Convening Group letter requested by applicant** (must be in the application prior to UPC evaluation; not applicable to Librarians)

____ UPC or LPC letter with applicable addendum on Unit Council recommendation (Note: In the case of the Library, since the Convening Group, UPC, and Unit Council are one and the same, the letter will be one document.)

____ Dean's recommendation letter

IV. REQUIRED APPENDICES

A. TEACHING/LIBRARIANSHIP

Evidence of Effective Teaching

____ **Samples of Course Syllabi and Course Materials:** Syllabi for each course taught at Ramapo since the applicant was hired. The applicant decides what course materials to submit.

____ **Peer Observations of Teaching (signed and dated):** Observations of teaching conducted by peers, which must include at least one peer from the primary Convening Group or field of expertise and, optimally, by different peers and for a range of courses. One peer evaluation must have been conducted per semester during years one through three and then only one per year in years four through six.

____ **Dean's Class Observation (signed and dated):** One per academic year.

____ **Student Opinion Survey Summaries of Teaching Effectiveness:** Aggregate data summary reports *with the qualitative responses removed* received by each faculty member from the Office of Institutional Research (i.e., for paper surveys) or Information Technology Services (i.e., for online surveys) for the all years employed by Ramapo College. (See related MOUs/MOAs on Student Opinion Forms.)

Evidence of Effective Librarianship

____ **Samples of Work within Specialized Activity.** If applicable and at the discretion of the applicant.

____ **Information Literacy Librarians Develop Sessions with Clear Goals Consistent with Information Literacy Program Outcomes.** If applicable and at the discretion of the applicant, including teaching materials.

____ **Peer Observations of Teaching (signed and dated) (for librarians who teach Information Literacy classes):** Observations of teaching conducted by peers, which must include

at least one peer from the Library Convening Group and, optimally, by different peers. One peer evaluation must have been conducted per semester during years one through three and then only one per year in years four through six.

_____ **Dean's Class Observation (signed and dated) (for librarians who teach Information Literacy classes):** One per academic year.

_____ **Dean's Evaluation Letter (signed and dated) (for librarians with other Dean's Evaluation Letter (signed and dated) (for librarians with other primary responsibilities beyond teaching Information Literacy classes):** One per academic year.

_____ **Peer Evaluation Letters (signed and dated) (for librarians with other primary responsibilities beyond teaching Information Literacy classes):** Must include at least one peer from the Library Convening Group and, optimally, by different peers. One peer letter per semester during years one through three and then only one per year in years four through six.

B. SCHOLARSHIP

_____ **Supporting Evidence of Scholarship cited in Vita.** Evidence/documentation shall be provided for all Service described in the Vita; evidence/documentation can include but is not limited to, copies of works; flyers, brochures, or other public notices; official letters detailing honors, awards, or grants; published reviews; official letters of invitation and thank you notes from sponsors; and other forms of documentation that speak directly to the applicant's Scholarship.

C. SERVICE

_____ **Supporting Evidence of Service cited in Vita.** Evidence/documentation shall be provided for all Service described in the Vita; evidence/documentation can include but is not limited to committee reports, event programs, and other relevant forms of documentation that speak directly to the applicant's Service contribution.

D. INDICATION OF APPLICANT'S FIELD(S) OF EXPERTISE AND IDENTIFICATION OF THEIR PRIMARY CONVENING GROUP(S).

Other supporting documentation and/or materials considered to be relevant and appropriate by the applicant may be included.