

Promotion Information Training Session

Presented by:

Dr. Janelle McIntosh-Evans

Director of Employee Relations

Jevans7@ramapo.edu

201-687-7405

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Learning Objectives

- **Understand and Describe the Promotion Process**
- **Review Promotion Eligibility Requirements**
- **Review document submission requirements for Promotion**
- **Learn How to Build Your e-Binders**
- **Know Your Points of Contact for the Promotion Process**

Qualifications for Promotion

Associate Professors	Full Professors
<ul style="list-style-type: none"> • Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline. • Have at least five (5) years of professional experience in higher education. • Applicants shall have demonstrated a record of quality performance and professional responsibility in relation to Teaching/Librarianship, Scholarship, and Service. 	<ul style="list-style-type: none"> • Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline. • Have at least eight (8) years of professional experience in higher education. • Applicants shall have demonstrated a consistent record of mature levels of accomplishment and professional responsibility in Teaching/Librarianship, Scholarship, and Service.

Notice to Applicants for Promotion

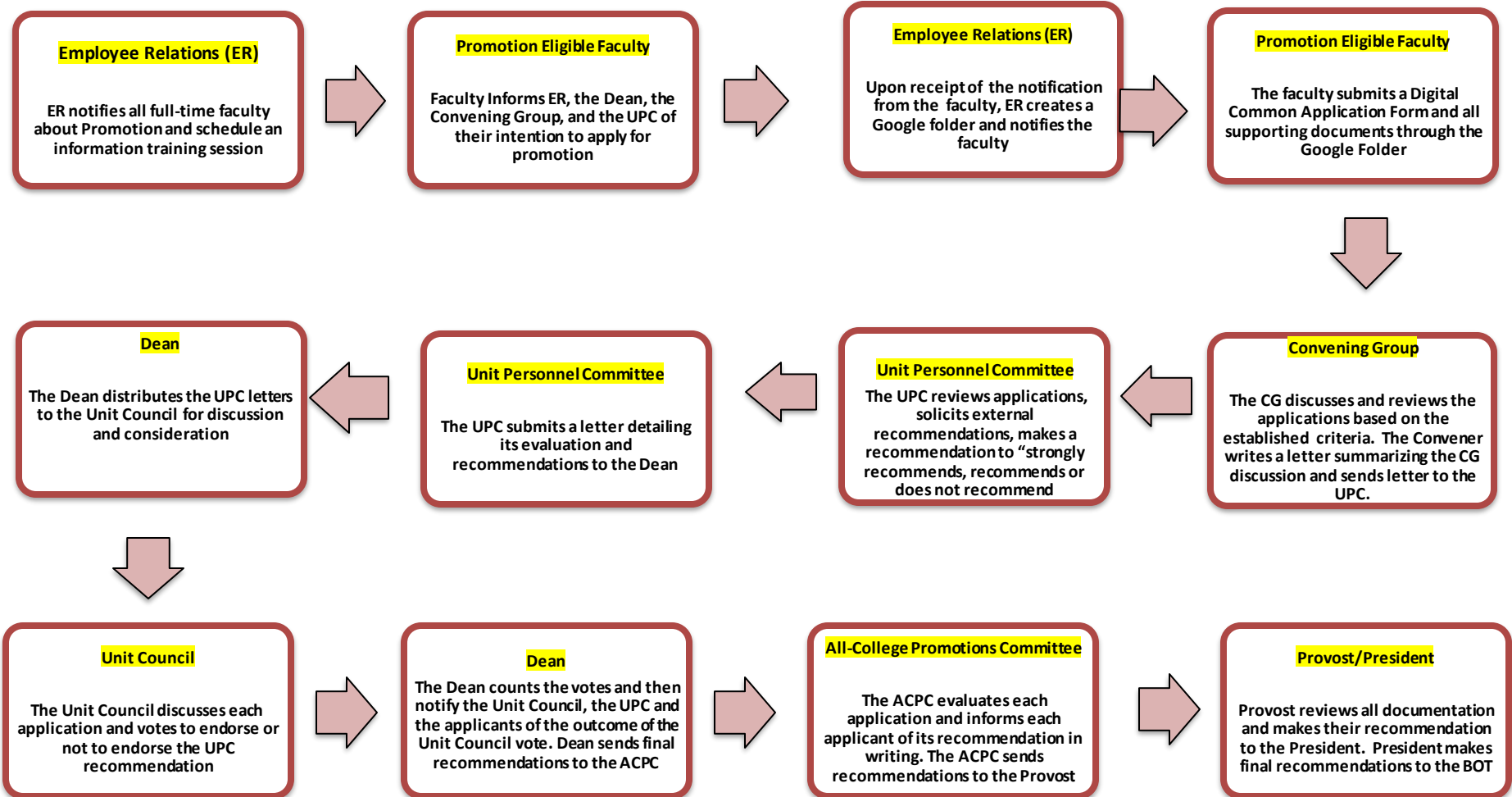
- ER notifies all full-time faculty members about Promotion and schedule a Promotion Training Session.
- The President, through Employee Relations (ER), notifies the faculty and librarians of the number of promotions available for tenure track faculty and the number of promotions available for librarians in the given academic year.
- The number of Promotional opportunities will be issued on or before **October 13, 2023**

Applicants for Promotion Actions and Responsibilities

- Inform ER, the Dean, the Convening Group, and the UPC of your intention to apply for promotion
- Submit a complete application on or before **November 13, 2023** in accordance with established procedures.
- Provide the UPC with a list of desired external peer reviewers the semester prior to the application submission deadline.
- Ask their primary Convening Group to send a letter to the UPC by the deadline established by ER.
- Applications must include all components/documentation on the Promotion Process Guidelines and Checklist, and be formatted in accordance with the [digital submission guidelines](#) provided by ER.
- Applicants may submit additional information, which they consider appropriate.

Promotion Process Flowchart

(In accordance with the Annual Promotion Calendar as agreed to by ER and AFT)



Promotion Information Submittal Training Session

Q&A

Creating Your e-Binder

- Google Drive Access
- Uploading PDF documents

e-Binder Submission

NOTE: The Provost, AFT, and ER have agreed that the College will utilize an electronic submission process for all required applications for Promotion.

Google Drive Main Folder

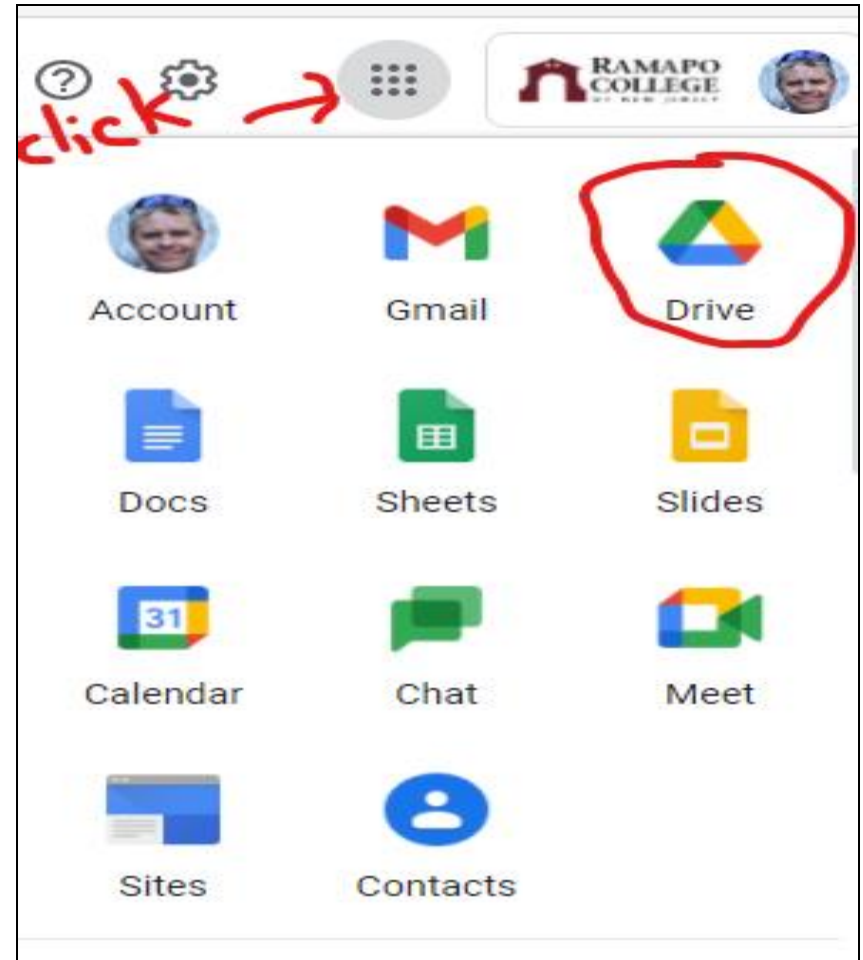
- ER will set up a Main Folder (which will be your e-Binder) in Google drive. A link to the folder will be shared with all applicants.
- Individual file will be set up as follows:

Applicant's Full Name – School – Desired Faculty Rank:

Ex: Janelle McIntosh-Evans – SSHS – Full Professor


Steps to Access the Shared Folder in Google Drive

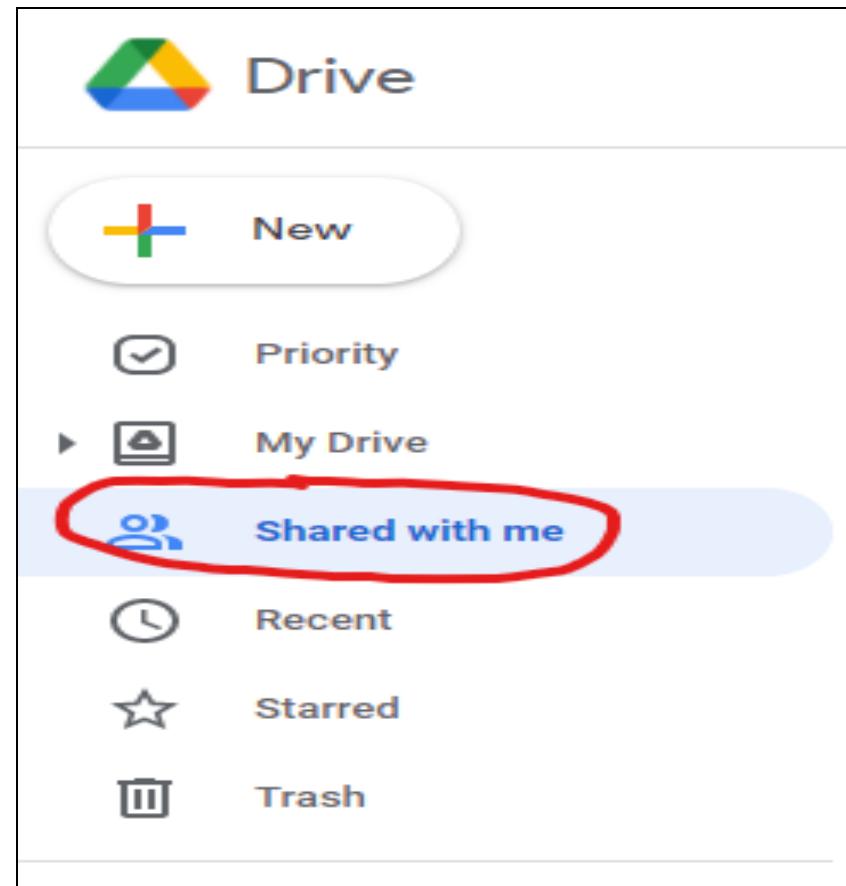
- Open Google Drive to access Google Drive.
- Click the Google applications icon and then select Drives



Steps to Upload Documents to the Shared Folder in Google Drive

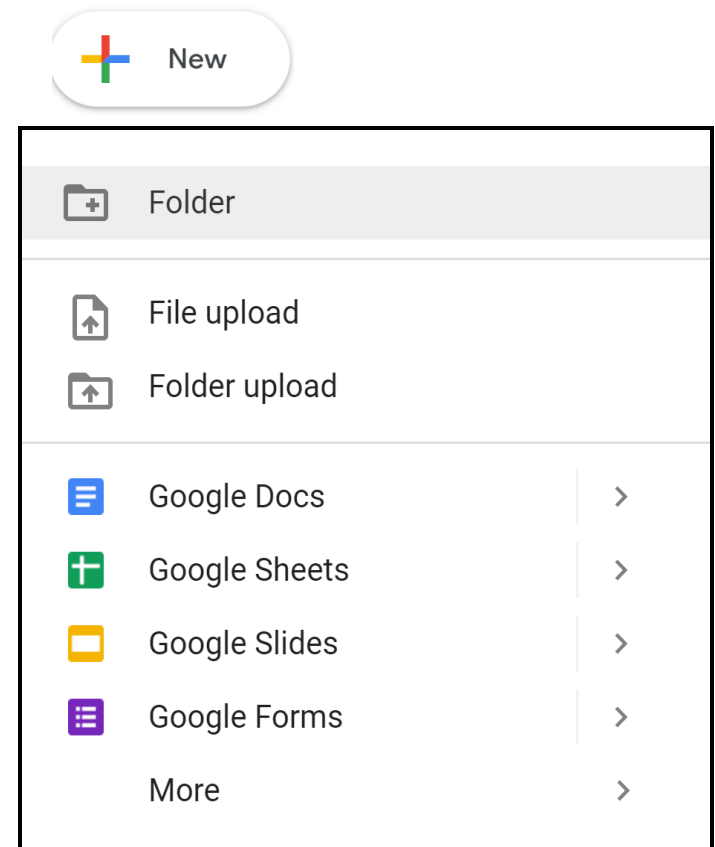
- Type the name in the search bar or navigate to it by clicking on “Shared with me”
- Find the folder that was shared with you
- Open the folder that was shared with you
- Once located, double click the folder to open it

▶  [Smith, Mary - SSHS - Associate Professor](#)





Steps to Upload Documents to the Shared Folder in Google Drive (Continued)

- Click “New” on the upper left hand side menu
- Select Folder to create new folder, i.e. 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 in Google Drive

 Janelle McIntosh-Evans - ER- Promotion

 I. Written Narrative Statement

 II. Vita

 III. Documents Provided by the Convening Group, UPC or LPC, and Dean

 IV. Required Appendices

Documents Provided by the Candidate for Promotion

I. Written Narrative Statement


Written Statement

- One subfolder that contains a pdf document
 - Eight (8) pages maximum
 - Times New Roman 11-point font

- Naming and numbering protocols are very important

Documents Provided by the Candidate for Promotion

II. Vita

 Curriculum Vitae

- One (1) subfolder that contains a pdf document

Naming and numbering protocols are very important

Documents Provided by the Convening Group UPC or LPC, and DEAN

III. Documents Provided by the Convening Group, UPC or LPC, and Dean


- Subfolder that contains 2 or 3 pdf documents


Naming and numbering protocols are very important


Documents Provided by the Candidate for Promotion


IV. Required Appendices

➤ Contains five (5) subfolders of supplementary material

 A. Evidence of Effective Teaching

 B. Scholarship

 C. Service

 D. Peer Recommendations for Promotion from Current Colleagues at Ramapo College

 E. Indication of Applicant's Field(s) of Expertise and Identification of Their Primary CG

Documents Provided by the Candidate for Promotion

IV. Required Appendices Cont.

A. Evidence of Effective Teaching

➤ Contains four (4) subfolders of supplementary material

- 1) Samples of Course Syllabi and Course Materials
- 2) Peer Evaluations of Teaching
- 3) Dean's Class Observation
- 4) Student Opinion Survey Summaries of Teaching Effectiveness


Title course syllabi as:
SUBJ COURSE # SEMESTER
Course Syllabus – e.g., COURSE
SEMESTER Course Syllabus –
e.g., BIOL 101 Fall 2020 Course
Syllabus


Documents Provided by the Candidate for Promotion


IV. Required Appendices Cont.

A. Evidence of Effective Librarianship


- Contains up to Six (6) subfolders of supplementary material


 1. Sample of Work within Specialized Activity

 2. Information Literary Librarians Develop Sessions

 3. Peer Observations of Teaching

 4. Dean's Class Observation

 5. Dean's Evaluation Letter


 6. Peer Evaluations Letters

Documents Provided by the Candidate for Promotion

IV. Required Appendices Cont.

B. Scholarship

- Contains two (2) subfolders of supplementary material

 1. Supporting Evidence of Scholarship cited in Vita


 2. Peer Recommendations for Promotions from Colleagues Outside of Ramapo College

Documents Provided by the Candidate for Promotion

IV. Required Appendices Cont.

C. Service

Contains two (2) subfolders of supplementary material

 1. Supporting Evidence of Service cited in Vita


 2. Internal Letters


Documents Provided by the Candidate for Promotion

IV. Required Appendices Cont.

D. Peer Recommendations for Promotions from Current Colleagues at Ramapo College

- Contains two (2) subfolders of supplementary material

 1. Supporting Letter from John Doe

 2. Supporting Letter from Mary Doe

Documents Provided by the Candidate for Promotion

IV. Required Appendices Cont.

E. Indication of Applicant's Field of Expertise and Indication of their Primary Convening Group

- This folder should contain a brief signed written summary from the applicant of their expert field and the name of their convening group (e.g. My field of expertise is Business Administration with a specialty in Leadership and Management across multiple departments. My primary convening group is Business.)
- **Naming and numbering protocols are very important**

Documents Provided by the Candidate for Promotion

V. Other Supporting Supplemental Documentation and/or Materials

Any information that the applicant deems relevant and appropriate to support its application for promotion.

Faculty Handbook

Employee Relations Website

Detailed promotion information is located in the Faculty Handbook in Section 5.0, Section 7.0, Section 9.0, and Appendix C. These sections together with guidance from this presentation will assist you in your application for promotion.

The 2023-2024 Promotion Calendar is located on the ER webpage @

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

ER Webpage Resources

Direct links to Promotion resources below:

➤ Promotion Calendar Link:

<https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/04/Final-Promotion-Calendar.pdf>

➤ Guidelines/Checklist:

<https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/APPENDIX-C-Promotion-Process-Guidelines-and-Checklist.pdf>

➤ Common Application Form: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/09/APPENDIX-G-COMMON-APPLICATION-FORM-9-8-23-fillable.pdf>

➤ Faculty Handbook: <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/09/RAMAPO-COLLEGE-FACULTY-HANDBOOK-2023-as-of-9-8-2023.pdf>