Promotion Information
and eBinder Training

Presented by:

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2025-2026

RAMAPO COLLEGE OF NEW JERSEY

Promotion Information and eBinder Training

Agenda

- **Memorandum of Agreement**

- **Qualifications for Promotion**

- **Notice to Applicants for Promotion**

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- **Creating Your eBinder**

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- **Documents Provided By Convening Group, Unit Dean/Director and Provost**

- **Where to Find Promotions Information and Policy and Process Guidance: Employee Relations Website and Faculty Handbook**

- **Newly Formatted Annex C Promotions Guidelines and Checklist**

- **Promotions Calendar**

- **Point of Contact Information**

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 Where to Find Information on the Promotion Process**

Memorandum of Agreement (MOA)

The Provost, American Federation of Teachers (AFT), and the Office of Employee Relations (ER) all agreed the College will utilize an electronic submission (eBinder) process for all submissions of Promotion applications and pertinent documents.

Qualifications for Promotion Eligibility

Associate Professors	Full Professors
• Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline.	• 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**.	• Have **at least eight (8) 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.	• Applicants shall have demonstrated a consistent record of mature levels of accomplishment and professional responsibility in Teaching/Librarianship, Scholarship, and Service.
• Applicants for Promotion to Associate Professor must demonstrate a record of quality performance in relation to Scholarship. Future promise for scholarship MAY be considered.	• Applicants for Promotion to Full Professor must demonstrate a consistent record of mature levels of accomplishment in Scholarship with particular emphasis on the last five (5) years. Future promise may NOT be considered

Notice to Applicants for Promotion

- **Employee Relations (ER) notifies all full-time faculty members about Promotion and schedules a Promotion Information and Training Session**

- **On or before Friday, October 10, 2025 the President, through Employee Relations, 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.**

- **Promotion Guidelines can be found on the ER Webpage at:**
  https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/9.0-Promotion-Process-for-Tenure-Track-Faculty-Members.pdf

Promotion Process Flowchart

RAMAPO COLLEGE OF NEW JERSEY

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

Employee Relations (ER)

ER notifies all full-time faculty about Promotion and schedule an information training session

→

Promotion Eligible Faculty

Faculty Informs ER, the Dean, the Convening Group, and the UPC of their intention to apply for promotion

→

Employee Relations (ER)

Upon receipt of the notification from the faculty, ER creates a Google folder and notifies the faculty

→

Promotion Eligible Faculty

The faculty submits a Digital Common Application Form and all supporting documents through the Google Folder

↓

Dean

The Dean distributes the UPC letters to the Unit Council for discussion and consideration

←

Unit Personnel Committee

The UPC submits a letter detailing its evaluation and recommendations to the Dean

←

Unit Personnel Committee

The UPC reviews applications, solicits external recommendations, makes a recommendation to "strongly recommends, recommends or does not recommend

←

Convening Group

The CG discusses and reviews the applications based on the established criteria. The Convener writes a letter summarizing the CG discussion and sends letter to the UPC.

↓

Unit Council

The Unit Council discusses each application and votes to endorse or not to endorse the UPC recommendation

→

Dean

The Dean counts the votes and then notify the Unit Council, the UPC and the applicants of the outcome of the Unit Council vote. Dean sends final recommendations to the ACPC

→

All-College Promotions Committee

The ACPC evaluates each application and informs each applicant of its recommendation in writing. The ACPC sends recommendations to the Provost

→

Provost/President

Provost reviews all documentation and makes their recommendation to the President. President makes final recommendations to the BOT

Promotion Applicant
Actions and Responsibilities

- **Applicants will:**

  - Inform Dean, ER, Convening Group, and Unit Personnel Committee (UPC) of intention to apply for Promotion

  - Submit a complete application on or before **November 10, 2025** in accordance with established procedures.

  - Provide the UPC with a list of desired external peer reviewers the semester prior to the application submission deadline of **(on or before) Monday, November 10, 2025**. Should the applicant decide to not apply for promotion in that year, the received peer letters may be saved and used in the next (following) year.

  - Ask their primary Convening Group to send a letter to the UPC by the deadline established by ER (**on or before Wednesday, October 15, 2025**) .

  - Include all components/documentation on the Promotion Process Guidelines and Checklist, and be formatted in accordance with the **digital submission guidelines** provided by ER. If desired, submit additional information, which they consider appropriate.

Creating Your eBinder

Google Drive Access

Uploading PDF documents

Appendix A
Required Documents from Applicant
for Promotion

No later than **(on or before) Wednesday, October 22, 2025**, each applicant must confidentially advise ER via email of their intent to apply for Promotion. Email: **er@ramapo.edu** in the Subject Line use the words **"Intent to Apply for Promotion".**

Employee Relations will set up a Main Folder (which will be your eBinder) in the Google drive for each applicant to use to upload their documents. A link to the folder will be shared with all applicants.

The Folder will be set up as follows:

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

e.g: Smith, Mary -SSHS – Associate Professor

How to Upload Documents to Shared Folder on Google Drive

To upload documents to a shared folder on Google Drive, complete the following steps:
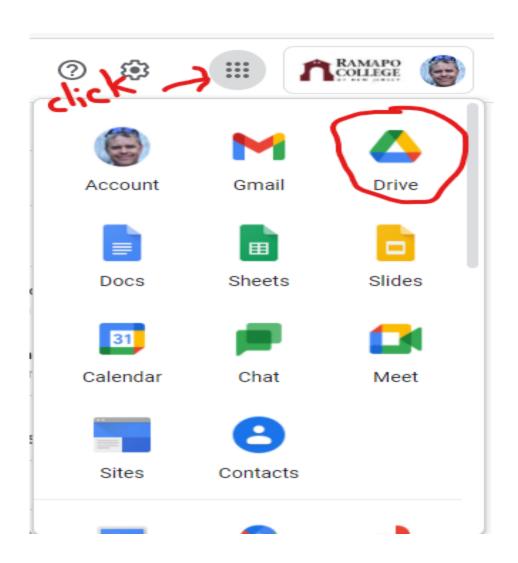
1. **Open Google drive**
2. **Find the folder with your name on it that was shared with you**
3. **Open the folder that was shared with you**
4. **Click on the New on the upper left-hand side menu**
5. **Select Folder Upload or File Upload from the menu; select "folder" to create new subfolder; select "file upload" to upload a document**

How to Upload Documents to Shared Folder on Google Drive

Step 1. Open Google drive

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

How to Upload Documents to Shared Folder on Google Drive
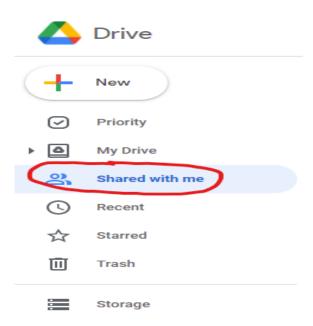
Steps 2-3

2. **Find the folder with your name on it that was shared with you**
3. **Open the folder that was shared with you**

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

2. **Find the folder that was shared with you**

3. **Open the folder that was shared with you**
   Once located, double click the folder to open it

▸ 🖼 Smith, Mary - SSHS - Associate Professor
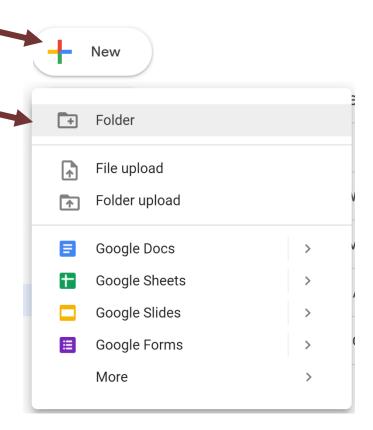
Creating Subfolders in Your eBinder

Steps 4-5
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 "folder" to create new subfolder; select "file upload" to upload a document

4. Once the main folder (eBinder) is open, click "New" on the upper left hand side menu

5. Select "Folder" to create new subfolders in your binder, i.e. Written Summary (Repeat this step to create all your folders); Select "File Upload" to upload a document.

- Note: All documents should be converted to PDF's, etc.

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Creating Your Main Folders in Google Drive

(This is What Your Main Folder Will Look Like)

📁 Smith, Mary - SSHS – Associate Professor

📁 I. Written Narrative Statement

📁 II. Vita

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

📁 IV. Required Appendices

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

Written Narrative Statement

I. Written Narrative Statement

- One (1) subfolder that contains a pdf document

    - **NOTE: WRITTEN NARRATIVE STATEMENT (signed; not to exceed a maximum of eight (8) pages; Times New Roman: 11-point font).**

    - **The applicant describes how they have satisfied the three criteria: Teaching/Librarianship, Scholarship, and Service, as required for Promotion.**

    - **The narrative may also include self-evaluation and reflection for each of the three criteria.**

NOTE: Naming and numbering protocols are very important!

Curriculum Vitae

II. Curriculum Vita

- One subfolder that contains a pdf document

NOTE: Naming and numbering protocols are very important!

III. 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

NOTE: Naming and numbering protocols are very important!

Documents Provided by Convening Group, Unit Dean/Director, and Provost

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

III. Documents provided by the Convening Group (CG), Unit Personnel Committee (UPC) or Library Personnel Committee (LPC) and Dean (Provost evaluation added later)

- **Subfolder in Google drive – set up by ER; contains up to 5 pdf documents total and no subfolders**

    - **CG Letter (Must be in the application prior to UPC evaluation (on or before) Friday, December 05, 2025) -not applicable to Librarians)**

    - **UPC Letter with applicable addendum on Unit Council (UC) Recommendation (In the case of the Librarian, since the CG, UPC, and UC are one and the same, the letter will be one document)**

NOTE: Naming and numbering protocols are very important!

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

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

1. CG Letter (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: Naming and numbering protocols are very important!

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

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

2. UPC Letter (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: Naming and numbering protocols are very important!

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

III. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

3. Unit Council (Endorsement of the UPC Letter)

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

NOTE: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

4. Dean Evaluation and Recommendation

- The document, titled Dean Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder

NOTE: Naming and numbering protocols are very important!

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

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations
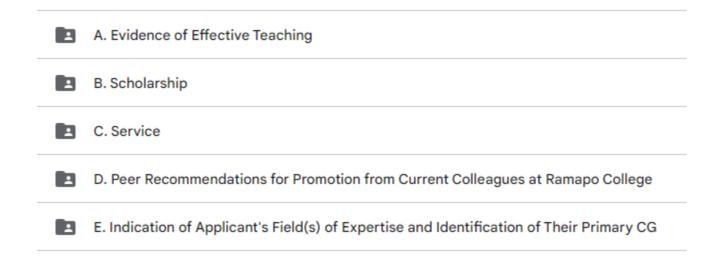
5. Provost (added later) Evaluation and Recommendation

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

NOTE: Naming and numbering protocols are very important!

IV. Required Appendices

- Contains five (5) subfolders of supplementary materials

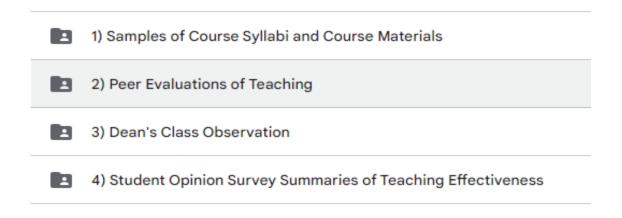|	
📁	A. Evidence of Effective Teaching
📁	B. Scholarship
📁	C. Service
📁	D. Peer Recommendations for Promotion from Current Colleagues at Ramapo College
📁	E. Indication of Applicant's Field(s) of Expertise and Identification of Their Primary CG

NOTE: Naming and numbering protocols are very important!

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

NOTE: Naming and numbering protocols are very important!

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

NOTE: Naming and numbering protocols are very important!

1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. – 1. Course Syllabi and Course Materials

A. Evidence of Effective Teaching

- Titled as SUBJ COURSE # SEMESTER Course Syllabus:

BIOL 101 Fall 2020 Course Syllabus

NOTE: Syllabi for each course taught at Ramapo in the past five years; applicant decides what course materials to submit.

NOTE: Naming and numbering protocols are very important!

📁 1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. - 1. Course Materials, Cont.

A. Evidence of Effective Teaching

- Titled as SUBJ COURSE # SEMESTER PowerPoint/Presentation/Handout/etc:

   COMM 229 Fall 2020 PowerPoint

   LITR 201 Midterm Essay

   CHEM 211 Spring 2019 Final Exam

   INFO 233 Fall 2018 Handout

NOTE: Naming and numbering protocols are very important!

1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. - 1. Course Materials, Cont.

A. Evidence of Effective Teaching

- Sample student work titled as SUBJ COURSE # SEMESTER Sample Student Work:

    ARTS 307 Spring 2016 Sample Student Work

NOTE: Naming and numbering protocols are very important!

📁 2) Peer Evaluations of Teaching

IV. Required Appendices Cont. - 2. Peer Observations of Teaching

A. Evidence of Effective Teaching

- **NOTE: (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.**

- **Two peer evaluations must have been conducted within the three (3) year period immediately prior to the application for promotion.**

- **If the peer evaluation is conducted by a Chair of a committee or higher (Dean) then only one peer evaluation is required.**

NOTE: Naming and numbering protocols are very important!

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📁 3) Dean's Class Observation

IV. Required Appendices Cont. - 3. Dean's Class Observations

A. Evaluations of Effective Teaching

- (Signed and Dated) Provide one (1) from the last two (2) years

NOTE: Naming and numbering protocols are very important!

📁 4) Student Opinion Survey Summaries of Teaching Effectiveness

IV. Required Appendices Cont. - 4. Student Opinion Survey Summaries of Teaching Effectiveness
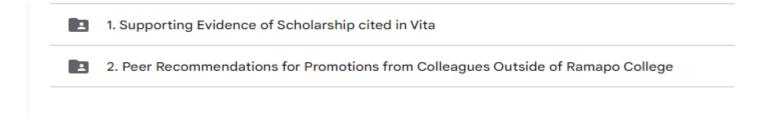
A. Evaluations of Effective Teaching

- **NOTE: 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 past five (5) years employed by Ramapo College.**

NOTE: Naming and numbering protocols are very important!

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

NOTE: Naming and numbering protocols are very important!

📁 1. Supporting Evidence of Scholarship cited in Vita

IV. Required Appendices Cont. - 1. Supporting Evidence of Scholarship cited in Vita

B. Scholarship

- Contains two (2) subfolders of supplementary material

NOTE: Naming and numbering protocols are very important!

RAMAPO COLLEGE OF NEW JERSEY

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

IV. Required Appendices Cont. - 2. Peer Recommendations for from Colleagues Outside of Ramapo

B. Scholarship

- **NOTE: (Signed and Dated) Exactly three (3) external recommendation letters are required, although the applicant provides their UPC or LPC with a list of five (5) names of peers in their field to be contacted, indicating their top three (3) choices and two (2) alternates. In the case more potential peer reviewers and or recommenders are needed, the applicant will supply additional names upon request to the UPC or LPC.**

- **The applicant's Vita will be sent to those who agree to write letters of support. Examples of Scholarship, as listed on the Vita, will be made available upon request.**

NOTE: Naming and numbering protocols are very important!

IV. Required Appendices Cont.

C. Service

- Contains two (2) subfolders of supplementary material

1. Supporting Evidence of Service cited in Vita

2. Internal Letters

NOTE: Naming and numbering protocols are very important!

1. Supporting Evidence of Service cited in Vita

IV. Required Appendices Cont. – 1. Supporting Evidence of Service Cited in Vita

C. Service

- **NOTE: 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.**

NOTE: Naming and numbering protocols are very important!

2. Internal Letters

IV. Required Appendices Cont. – 2. Internal Letters

C. Service

- **NOTE: Signed and Dated) No more than two (2) internal letters of support from Ramapo College colleagues, all dating from the past year. These letters should speak to the substance of significant contributions on committees, task forces, initiatives, and other Service-related activities, as observed firsthand.**

NOTE: Naming and numbering protocols are very important!

IV. Required Appendices Cont.

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

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

📇 1. Supporting Letter from John Doe

📇 2. Supporting Letter from Mary Doe

NOTE: Naming and numbering protocols are very important!

📇 1. Supporting Letter from John Doe

IV. Required Appendices Cont.- 1. Supporting Letter from John Doe.

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

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

NOTE: Naming and numbering protocols are very important!

📇 2. Supporting Letter from Mary Doe

IV. Required Appendices Cont.- 2. Supporting Letter from Mary Doe.

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

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

NOTE: Naming and numbering protocols are very important!

IV. Required Appendices Cont.

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

- **Contains two (2) subfolders of supplementary material**

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

NOTE: Naming and numbering protocols are very important!

Where to Find Promotions Information and Policy and Process Guidance: Employee Relations Website and Faculty Handbook

Detailed promotion information is located on the Employee Relations Website in the Faculty Handbook. Refer to the following sections for guidance on Promotions:

- **5.0: Criteria for Reappointment, Tenure, and Promotion**

- **7.0: Ramapo College Tenure and Promotions Policies and Plan**

- **9.0: Promotion Process for Tenure Track Faculty Members**

- **Appendix C: Promotion Process Guidelines and Checklist**

The Faculty Handbook requirements and guidance combined with information from this presentation will assist you in your application for promotion.

Please also refer to the 2025-2026 Promotion Calendar (found on the Employee Relations Webpage in the Promotions section)

Annex C
Promotions Guideline and Checklist

APPENDIX C

PROMOTION PROCESS GUIDELINES AND CHECKLIST	PAGE 1 OF 3

The guidelines and checklist provided below are designed to support applicants for Promotion, the Unit Personnel Committees (UPC), and the Library Personnel Committee (LPC), and the All-College Promotion Committee in completing their assigned steps in the Promotion 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 Promotion must provide all of the documentation indicated below.

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

IMPORTANT NOTE: Incomplete applications will not move forward/be considered. 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 Promotion 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.

ACTIVITY	APPLICANT	UPC
I. WRITTEN NARRATIVE STATEMENT		
Signed, not to exceed a maximum of eight (8) 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 Promotion. The narrative may also include self-evaluation and reflection for each of the three criteria.		
II. VITA		
III. DOCUMENTS PROVIDED BY THE CONVENING GROUP, UPC, OR LPC, AND DEAN		
Convening Group Letter requested by the applicant (must be in the application prior to UPC evaluation; not applicable to the librarian).		
UPC or LPC Letter with applicable addendum on Unit Council recommendation (see Section 9) (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 in the past five (5) years. 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 (1) peer from the primary Convening Group or field of expertise and, optimally, by different peers and for a range courses. Two (2) peer evaluations must have been conducted within the three (3)-year period immediately prior to the application for promotion.		
Dean's Class Observation (signed and dated): One (1) from the last two (2) years.		
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 past five (5) years employed by Ramapo College (See related MOUs/MOAs on Student Opinion Forms).		

Click on Form to go to the document or the link below

https://www.ramapo.edu/er/wp-content/uploads/sites/81/2025/10/NEWLY-REVISED-FILLABLE-APPENDIX-C-PROMOTION-PROCESS-GUIDELINES-AND-CHECKLIST-as-of-10.05.25v2.pdf

2025-2026 Promotions Calendar

2025-2026 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS
NOTIFY DATE TUESDAY, JUNE 30, 2026

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT date. These are procedural deadlines only. For complete Promotion Procedures, see Faculty Handbook Sections 5.0 & 9.0 of the Faculty Handbook)

2025

Thursday, September 25, 2025 (Tentative)
Promotion Information Session presented by the Faculty Resource Center (FRC) and Employee Relations (ER) at 1:00-2:15PM via Webex

Friday, October 10, 2025 (on or before)
The President or his/her/their designee shall inform the College community and the All-College Promotions Committee (ACPC) of the number of faculty promotions available at the various ranks for the College as a whole and the number of Librarian promotions available. The announcement, indicating the availability of promotions to Librarian II or Librarian I, shall state whether the promotion(s) may be considered upon the basis of personal growth or are to fill a particular need in the library.

Monday, November 10, 2025 (on or before)
Faculty members shall submit a digital application for promotion to the Unit Personnel Committee (UPC) in the format as instructed by ER. Librarians applying for announced growth promotions and for announced structural promotions within the specified time submit a written application to the UPC through the Deans. (CURRENT AGREEMENT).

This application shall include: (1) a written summary as to how he/she/they 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, December 05, 2025 (on or before)
The UPC shall carefully review all applications and inform each applicant, in writing, if additional information/documentation is needed. This 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/their application.

Monday, December 15, 2025 (on or before)
The UPC Chairperson shall inform each applicant for promotion of the Committee's recommendation and schedule hearings if any applicant wishes to appeal.

2026
Wednesday, January 21, 2026 (on or before)
The UPC forwards its letter of recommendation to the UC for action at least four (4) days prior to the UC meeting at which the applications will be discussed.

Wednesday, January 28, 2026 (on or before)
As outlined in the Faculty Handbook, the UC will discuss the UPC letters and vote to endorse, or not, the recommendations.

Click on Form to go to the document or the link below

https://www.ramapo.edu/er/wp-content/uploads/sites/81/2025/08/2025-2026-Promotion-Calendar-as-of-8.26.25.pdf

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Promotion Information and eBinder Training

Summary

- **Memorandum of Agreement**

- **Qualifications for Promotion**

- **Notice to Applicants for Promotion**

- **Promotions Flowchart**

- **Promotions Applicant Actions and Responsibilities**

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- **Point of Contact Information**

Promotion
Point of Contact Information

Jennifer Hicks McGowan

Interim Executive Director of Employee Relations & Strategic Initiatives

Jhicksmc@ramapo.edu

201-687-7566 or 7589

Please also reach out to us at ER@ramapo.edu