

# **Reappointment and Reappointment with Tenure Information and e-Binder Training Guide**

Presentation by

**EMPLOYEE RELATIONS**

Jennifer Hicks McGowan

As of: 12.16.25

# **Reappointment and Reappointment with Tenure Information Submission Training Session**

**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, and 8.0**

# **Faculty Handbook**

## **Employee Relations Website**

- Detailed reappointment and reappointment with tenure information is located in the Faculty Handbook.
- Specifically, sections 5.0 Appointment, Promotion & Reappointment with Tenure, 6.0 Renewal of Faculty Contracts, and 8.0 Tenure Process at Ramapo.
- 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 Reappointment and Tenure Calendars are located on the ER webpage <https://www.ramapo.edu/er/>.

# **Google Drive e-Binder Submission**

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

# Part 1

## **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT OR REAPPOINTMENT WITH TENURE**

### **Employee Relations**

- 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 – XX Year or Tenure**

# CREATING YOUR E-BINDER

- Google Drive Access
- Uploading PDF documents

# To Upload Documents to the Shared Folder on Google Drive

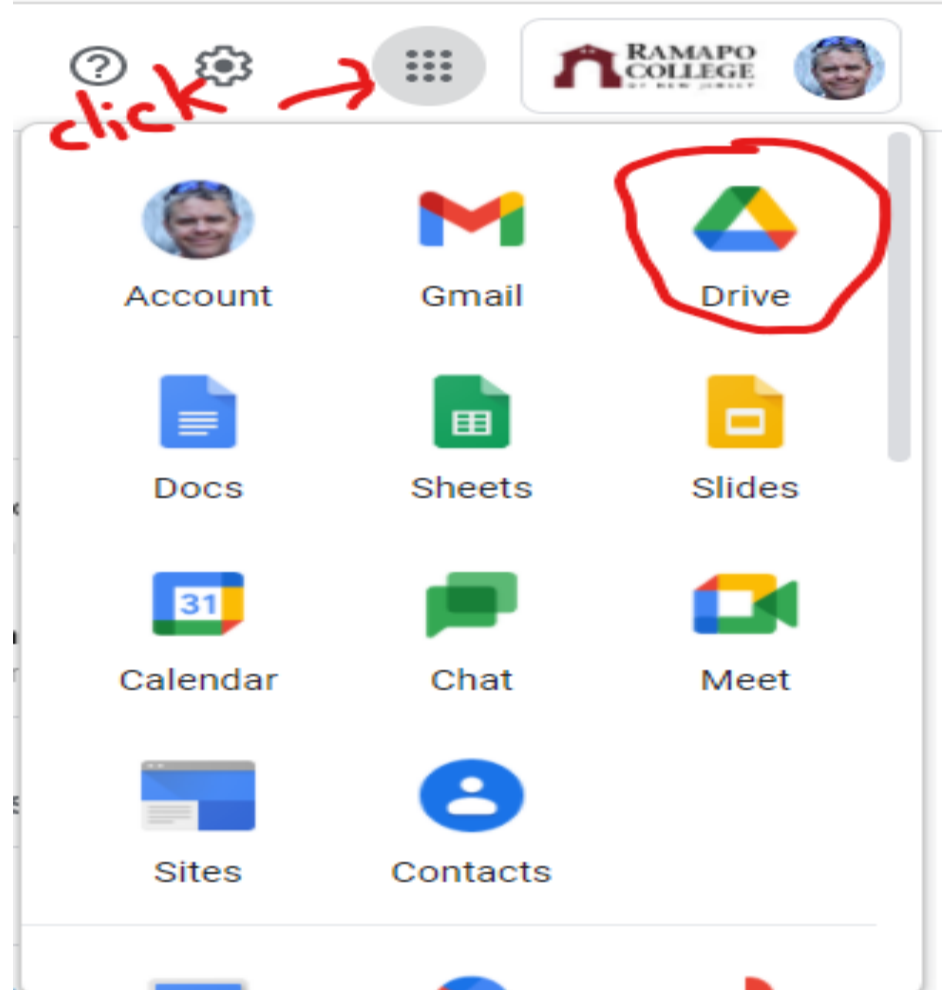
To upload documents to a shared folder on Google Drive, complete the following steps:

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

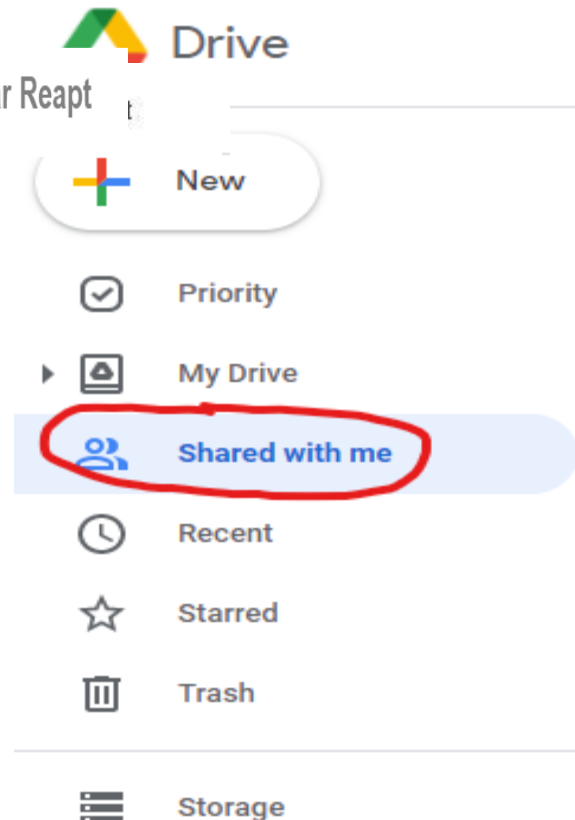




# To Upload Documents to the Shared Folder on Google Drive

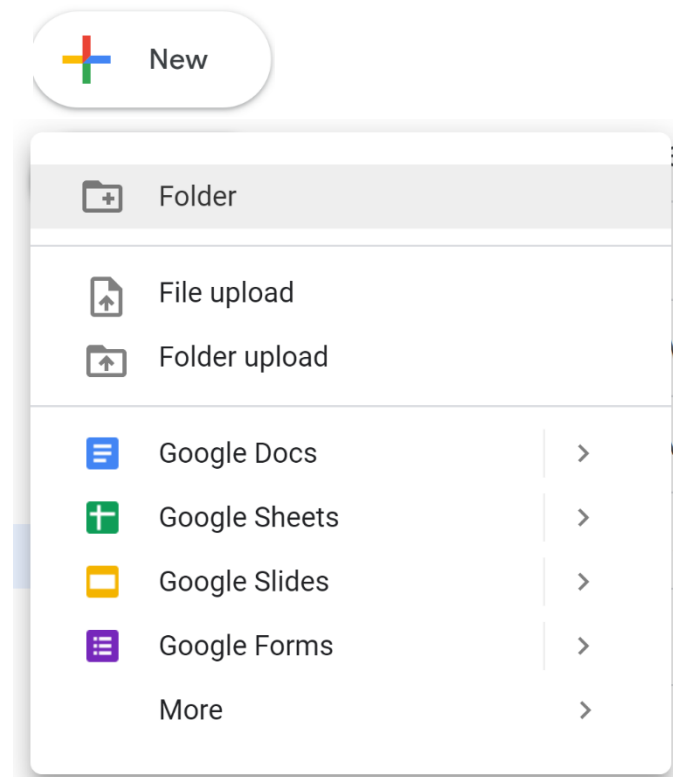
To do this, you can either type the name in the search bar or navigate to it by clicking on “Shared with me”

- Find the folder  Hicks McGowan, J. ER- 3<sup>rd</sup> Year Reapt
- Open the folder that was shared with you
- Once located, double click the folder to open it

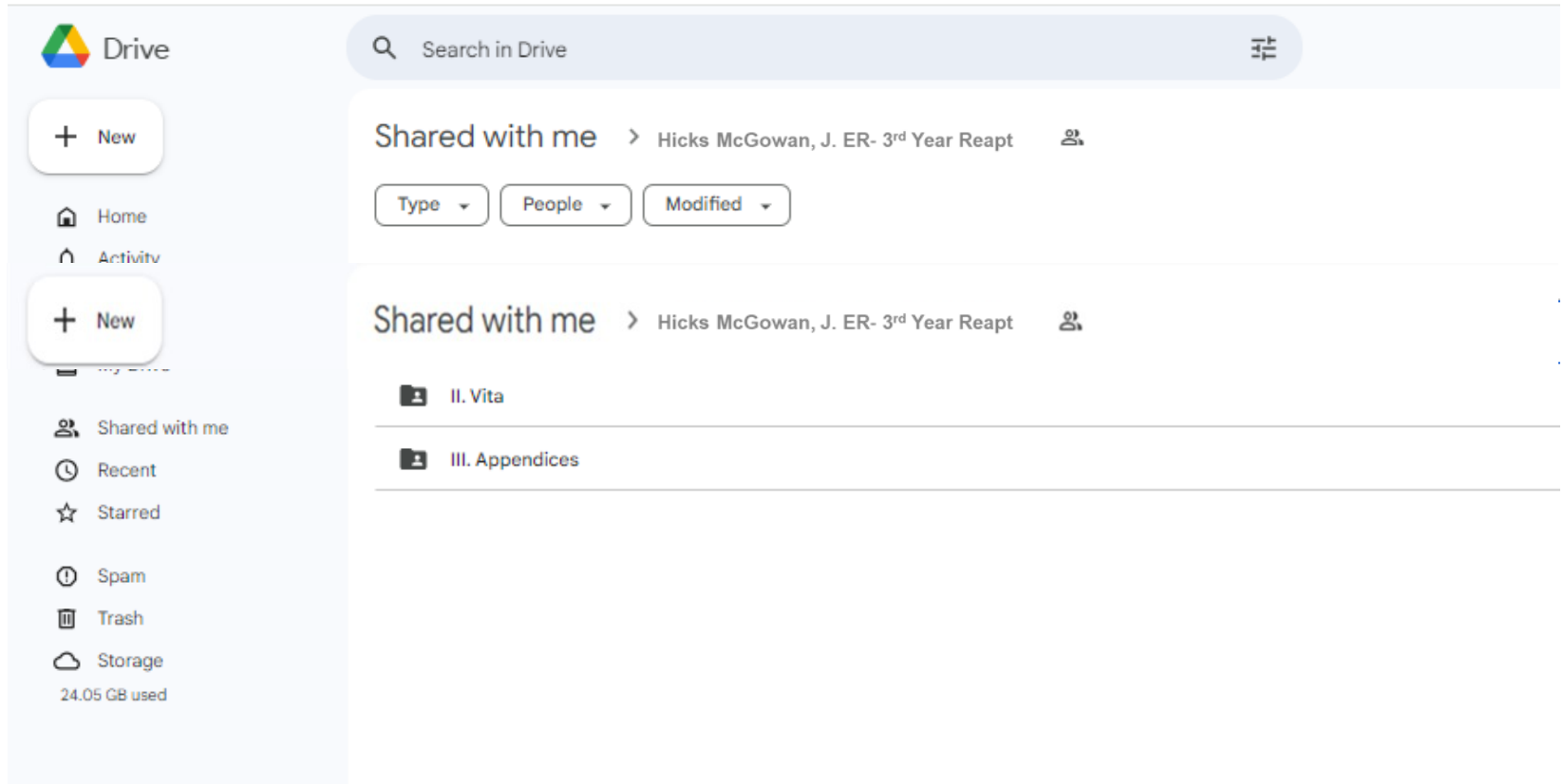


# To Upload Documents to the Shared Folder on Google Drive

- 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



# Creating your Main Folders

The screenshot displays the Google Drive web interface. On the left sidebar, the 'Drive' logo is at the top, followed by a '+ New' button. Below this are navigation links: Home, Activity, Workspaces, My Drive, Shared with me, Recent, Starred, Spam, Trash, and Storage (24.05 GB used). The main content area shows a search bar and a list of items shared with the user. The selected item is 'Hicks McGowan, J. ER- 3rd Year Reapt', which is a folder. Below the folder name are three filters: 'Type', 'People', and 'Modified'. The folder's contents are listed below, showing three subfolders: '1. Narrative Summary', 'II. Vita', and 'III. Appendices'. The first folder, '1. Narrative Summary', is highlighted with a blue border.

Drive

Search in Drive

Shared with me > Hicks McGowan, J. ER- 3rd Year Reapt

Type People Modified

Name ↑

- 1. Narrative Summary
- II. Vita
- III. Appendices

# Appendices Subfolders

The screenshot shows the Google Drive interface. On the left is a sidebar with navigation options: Home, Activity, Workspaces, My Drive, Shared with me, Recent, Starred, Spam, Trash, and Storage (24.05 GB used). The main area shows a search bar and a breadcrumb path: 'Shared with me > Hicks McGowan, J. ER- 3rd Year Reapt > III. Appendices'. Below the breadcrumb is a toolbar with icons for selection, sharing, download, upload, delete, link, and more options. A list of subfolders is displayed under the heading 'Name' with an upward arrow. The subfolders are: 1. Samples of Course Syllabi & Materials, 2. Student Opinion Survey Summary Reports, 3. Class Observation Letters from Dean & Peers, 4. Scholarship, 5. Service, and 6. Other Relevant Evidence. The folder '6. Other Relevant Evidence' is highlighted with a blue border and background.

Drive

Search in Drive

Shared with me > Hicks McGowan, J. ER- 3rd Year Reapt > III. Appendices

1 selected

Name ↑

- 1. Samples of Course Syllabi & Materials
- 2. Student Opinion Survey Summary Reports
- 3. Class Observation Letters from Dean & Peers
- 4. Scholarship
- 5. Service
- 6. Other Relevant Evidence

# **PART 1:**

## **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT AND REAPPOINTMENT WITH TENURE**

### **I. Narrative Summary**

- Describe how you have satisfied the three criteria in the in the areas of Teaching/Librarianship, Scholarship, and Service.
- May include self-evaluation and reflection for each criteria.
- **Must name as above - I. Narrative Summary**

# **PART 1:**

## **DOCUMENTS PROVIDED BY THE CANDIDATE**

### **II. Vita**

- One subfolder that contains a pdf document
- **Must name as above - II. Vita**

## **PART 1 :**

# **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT AND REAPPOINTMENT WITH TENURE**

### **III. Appendices**

- One subfolder that contains all supplementary material
- Contains six (6) subfolders
- **Must name same as above - III. Appendices**



## **PART 1:**

# **DOCUMENTS PROVIDED BY THE CANDIDATE**

### III. Appendices Cont. – 1. Samples of Course Syllabi and Materials

- REAPPOINTMENT: Syllabi for each course taught at Ramapo since date of hire.
- TENURE: Syllabi for each course in the past five (5) years.
- If the same course was taught in different semesters, only one (1) syllabus should be included unless a substantial change has been made.

# **PART 1:**

## **DOCUMENTS PROVIDED BY THE CANDIDATE**

### III. Appendices Cont. - 1. Samples of Course Syllabi and Materials, Cont.

- course PowerPoints, presentations, handouts, assignments, exams, 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**

### III. Appendices Cont. - 1. Samples of Course Syllabi and 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 WITH TENURE**

### III. Appendices Cont. - 2. Student Opinion Survey Summary Reports

- Reappointment – summary data from all courses in previous semesters
- Tenure – summary data from all courses in the past 5 years
- Titled as SUBJ COURSE # SEMESTER Student Opinion Survey
  - e.g., MATH 121 Fall 2017 Student Opinion Survey (aggregate data only)

## **PART 2:**

# **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT AND REAPPOINTMENT WITH TENURE**

### III. Appendices Cont. - 3. Class Observation Letters from Dean and Peers

- **Dean Evaluations** – one (1) class observation per academic year
- **Peer Evaluations** – one (1) per semester for the first 3 years and, thereafter one (1) per academic year.
  - SUBJ COURSE # SEMESTER Dean/Peer Class Observation – e.g., SWRK 222 Spring 2018  
Dean/Peer Class Observation
- **Naming and numbering protocols very important**

**PART 1:**

**DOCUMENTS PROVIDED BY THE CANDIDATE FOR  
REAPPOINTMENT AND REAPPOINTMENT WITH  
TENURE**

**III. Appendices Cont. - 4. Scholarship**

- Supporting evidence of scholarship cited in Vita.
- Peer recommendations for Tenure from colleagues outside of Ramapo. (TENURE ONLY)

## **PART 1:**

# **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT AND REAPPOINTMENT WITH TENURE**

### III. Appendices Cont. - 5. Service

- Supporting evidence of service in Vita.
- No more than two (2) internal letters of support from the past year. (TENURE ONLY)
- Peer recommendation for reappointment or tenure from current colleagues (TENURE ONLY)
- Identification of applicant's field(s) of expertise and identification of primary convening group.

## **PART 1:**

# **DOCUMENTS PROVIDED BY THE CANDIDATE FOR REAPPOINTMENT AND REAPPOINTMENT WITH TENURE**

### **III. Appendices Cont. - 6. Other Relevant Evidence**

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



## **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
- **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**

- A signed and dated document, titled Convener Evaluation and Recommendation

**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**

- A signed and dated document, titled UPC Evaluation and Recommendation

## **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**

- A signed and dated document, titled UPC Evaluation and Recommendation

**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**

- A signed document, titled Dean Evaluation and Recommendation

## **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**

- A signed document, titled Provost Evaluation and Recommendation

## **PART 3:**

# **ER WEBPAGE RESOURCES**

- Reappointment, Reappointment with Tenure Calendars and General Resources are located on the ER webpage:
- <https://www.ramapo.edu/er/?AFT=open>
- (faculty tab, subheading “Reappointment” and “Tenure”)

## **PART 4:**

# **FACULTY HANDBOOK**

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

[5.0-Criteria-for-Appointment-Reappointment-Promotion-and-Reappointment-with-Tenure-9-8-23.pdf](#)

Section 6.0 Renewal of Faculty Contracts

[6.0-Renewal-of-Faculty-Contracts-revised-9-8-23.pdf](#)

Section 8.0 Tenure Process at Ramapo

[8.0-Tenure-Process-at-Ramapo.pdf](#)



# ER

# POINTS OF CONTACT

## **Jennifer “Jenn” Hicks-McGowan**

**Interim Executive Director of Employee Resources & Strategic Initiatives**

[jhicksmc@ramapo.edu](mailto:jhicksmc@ramapo.edu)

Office: G-255 or G-258

Phone: (201) 684-7566

## **Shahriyar “Shah” Ahmed**

**Administrative Operations Specialist**

Office: G-254

Phone: (201) 684-7504

## **Rosemarie “Ro” Cline**

**Academic Operations**

[rcline@ramapo.edu](mailto:rcline@ramapo.edu)

Office: G- 245

Phone: (201) 684-7527