

APPENDIX C

PROMOTION PROCESS GUIDELINES AND CHECKLIST

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.

UPC✓ APPLICANT ✓

_____ **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 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** (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 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 peer from the primary Convening Group or field of expertise and, optimally, by different peers and for a range courses. Two peer evaluations must have been conducted within the three-year period immediately prior to the application for promotion.

____ **Dean's Class Observation (signed and dated):** One from the last two 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 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. Two peer evaluations must have been conducted within the three-year period immediately prior to the application for promotion.

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

_____ **Dean's Evaluation Letter (signed and dated) (for librarians with other primary responsibilities beyond teaching Information Literacy classes):** One from the past two years.

_____ **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. Two peer letters from the past three years.

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.

_____ **Peer Recommendations for Promotions from Colleagues Outside of Ramapo College (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/recommenders are needed, the applicant will supply further 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. The letters should primarily address the applicant's profile/contributions in their field and the importance, originality, and scope of the applicant's Scholarship but may address other areas of criteria as well (e.g., if the applicant has taught as a guest at the external peer's institution, the external peer reviewer may write about Teaching and/or if the external peer reviewer is aware of the applicant's professional service in the field of expertise, the external peer reviewer may write about Service).

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.

-----**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.

_____**D. PEER RECOMMENDATIONS FOR PROMOTION FROM CURRENT COLLEAGUES AT RAMAPO COLLEGE (signed and dated):** A maximum of two (2) additional letters of support from colleagues currently employed by Ramapo College that address any one or more of the three areas of criteria (i.e., Teaching, Scholarship, and Service) may be submitted.

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

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