

**Memorandum of Agreement
Between
The Council of New Jersey State College Locals , AFT, AFL-CIO, The Ramapo Federation
of Teachers, AFT Local 2274
And
Ramapo College of New Jersey
on
Reappointment and Promotion for Non-Tenured Track Teaching Positions**

1. Purpose

This Memorandum of Agreement ("Agreement") is made and entered into by and between the American Federation of Teachers Local 2274 ("AFT Local 2274") and Ramapo College of New Jersey ("College"). The purpose of this Agreement is to establish clear guidelines and conditions for, reappointment, and promotion of **Non-Tenured Track Teaching Positions** (herein referred to as "NTTP/Lecturers") at the College. This Agreement supplements the April 14, 2022 NTTP MOA ("2022 MOA"). Except where this Agreement expressly provides more specific or more favorable procedures or benefits for NTTP/Lecturers, the 2022 MOA, the Statewide Agreement, and applicable local agreements remain in full force and effect. Any dispute arising under this Agreement shall be processed pursuant to Article VII of the Statewide Agreement and any applicable local procedures. This Agreement shall be enforceable through binding arbitration to the same extent as other locally negotiated NTTP terms and conditions, subject to the limitations of Article VII and applicable law.

2. Hiring of NTTP/Lecturers

a. NTTP/Lecturers are generally hired and or appointed prior to the beginning of the academic year. However, in the event a ten (10) month Lecturer is hired during the middle of the academic year (January), the initial appointment term will be for one semester (spring semester). If there is a subsequent reappointment, it shall be for a one-year term and any further reappointment will be made according to the procedures outline in this Agreement.

b. NTTP/Lecturers shall engage in teaching and service duties as more fully described in the 2022 MOA and in consultation with their Dean.

c. The College agrees to review NTTP/Lecturers' workloads if they consist of more than 50% non-teaching assignments for the purpose of converting the position to an appropriate AFT Professional Staff title. If the parties determine that a title conversion is

warranted, the appropriate State Generic Title, salary placement and other mandatorily negotiable items shall be negotiated between the College and the Council of New Jersey State College Locals. The review shall conclude within 60 days of the conversion request; if conversion is warranted, pay shall be adjusted retroactive to the date of the workload shift to more than 50% non-teaching assignments.

3. Appointment and Reappointment of NTTP/Lecturers

a. NTTP/Lecturers shall be appointed to a one (1) year initial appointment and can be reappointed to a subsequent two (2) year appointment. NTTP/Lecturers shall be reappointed to a second two (2) year appointment. After a second two (2) year appointment, NTTP/Lecturers shall be reappointed to a three (3) year term. All subsequent reappointments shall be for three (3) years.

b. NTTP/Lecturers appointed as ten (10) month NTTPs are employed from September 1-June 30.

4. Reappointment Procedures for NTTP/Lecturers

a. NTTP/Lecturers seeking reappointment shall inform the Office of Employee Relations ("ER"), the Dean, their Convening Group and their Unit Personnel Committee ("UPC") of their intent to apply for reappointment in writing during the spring semester prior to submitting the application by the date jointly agreed upon by ER and the Local.

b. The Dean, in conjunction with ER will confirm eligibility for reappointment consideration and provide written notice of the same no later than the date jointly agreed upon by ER and the Local.

c. NTTP/Lecturers deemed eligible for consideration of reappointment shall comply with the basic standard application requirements for faculty teaching and service as specified in Addendum A: **APPLICATION CRITERIA FOR NTTP/LECTURER REAPPOINTMENT AND PROMOTION.**

d. NTTP/Lecturers applying for reappointment must submit their complete application in the fall semester prior to renewal of a contract for the fall semester of the following academic year for 10-month positions.

e. Applications must be submitted in accordance with the established procedures in Addendum A and within the deadlines jointly agreed upon by ER and the Local. Applicants may submit additional information that they consider appropriate.

f. NTTP/Lecturers are not required to demonstrate scholarly achievement.

5. Teaching/Service Expectations for Reappointment of NTTP/Lecturer:

a. NTTP/Lecturers seeking reappointment are required to meet teaching and service expectations as outlined in "II. Professional Responsibilities" in the 2022 MOA.

b. In like manner, those whose initial appointment was as a Senior NTTP/Senior Lecturer, and who seek reappointment, are required to meet teaching and service expectations as outlined in "II. Professional Responsibilities" in the 2022 MOA .

c. NTTP/Lecturers' service is limited under the conditions of the current 2022 MOA, which states that lecturers shall not be eligible to participate in "personnel /peer committees" (see "Non-Tenured Teaching Position 3" in 2022 MOA) and Professional Responsibilities. This Agreement takes "peer" to refer to All-College Committees, such as the All-College Promotion Committee (ACPC), All-College Tenure Committee (ACTC), All-College Career Development Committee (ACDC), All-College Sabbatical Committee (ACSC) and the All-College Faculty Scholarship Fund Committee (ACFSFC). When a NTTP/Lecturer is asked to serve on a committee that is determined and governed by the Faculty Assembly (FA) through its own by-laws or other College entities, the NTTP/Lecturer should confer with their Dean and if necessary, confer with the Local. Therefore, prior to an NTTP/Lecturer committing to serve on an All-College committee, the NTTP/Lecturer shall notify the Local of the request. The NTTP/Lecturer would have the option to decline the service.

6. Non-Reappointment of NTTP/Lecturers

NTTP/Lecturers not selected for reappointment shall receive a written notice of non-reappointment no later than February 1st of the final term of the NTTP/Lecturer's contract. As outlined above in sub-section 4.b. NTTP/Lecturers who are not recommended for their second (2nd) presumptive year appointment will be given ninety (90) days written notice of non-reappointment.

7. Promotion Procedures for NTTP/Lecturers

- a. NTTP/Lecturers seeking promotion shall inform ER, the Dean, their Convening Group, and their Unit Personnel Committee (UPC) of their intention to apply for promotion in writing during the spring semester prior to submitting the application by the date jointly agreed upon by ER and the Local.
- b. The Dean, in conjunction with ER, will confirm eligibility for promotion and provide written notice of the same no later than the date jointly agreed upon by ER and the Local.
- c. NTTP/Lecturers deemed eligible for promotion must submit their promotion application in accordance with the basic standard application process for promotion for teaching and service as specified by the NTTP/Lecturer Promotion Process Guidelines and Checklist (Addendum C). Those seeking promotion must submit their applications prior to the deadline jointly agreed upon by ER and the Local.
- d. Those seeking promotion to Senior NTTP/Senior Lecturer or to Master NTTP/Master Lecturer shall have the opportunity to do so as outlined below in 8. Promotion Eligibility.

8. Promotion Eligibility

- a. All NTTP/Lecturers who meet the minimum requirements as outlined below are eligible to apply for such promotion.
- b. The minimum qualifications by rank are as follows:
 - i. Senior NTTP /Senior Lecturer: An earned master's degree from an accredited institution in an appropriate field of study and five (5) years of professional experience, at least four (4) of which must have been at the rank of NTTP/Lecturer at Ramapo.
 - ii. Master NTTP/Master Lecturer: An earned master's degree from an accredited institution in an appropriate field of study and ten (10) years of professional experience, at least five (5) of which must have been at the rank of senior NTTP/Senior Lecturer at Ramapo.

9. Standard Application Procedures for Promotion

- a. NTTP/Lecturers seeking promotion shall inform ER, the Dean, their Convening Group and their Unit Personnel Committee (UPC) of their intent to apply for promotion in

writing in the spring semester prior to submitting the application by the date jointly agreed upon by ER and the Local.

b. The Dean, in conjunction with ER will inform those eligible for promotion (as per section 8) and provide written notice of the same no later than the date jointly agreed upon by ER and the Local.

c. NTTP/Lecturers deemed eligible for consideration of promotion shall comply with the basic and standard application requirements for faculty teaching and service as specified in Addendum A.

d. Applications must be submitted in accordance with the established procedures in Addendum A , within the deadlines jointly agreed upon by ER and the Local. Applicants, at their discretion, may submit additional information that they consider appropriate such as any record of exemplary service to the College (see Addendum C: **NTTP/LECTURER PROMOTION PROCESS GUIDELINES AND CHECKLIST**).

e. The application evaluation process shall allow NTTPs/Lecturers the opportunity to address any concerns raised in evaluations. NTTP/Lecturers shall be provided with written copies of their evaluations and reviews and shall have the opportunity to respond in writing (see Addendum C: **NTTP/LECTURER PROMOTION PROCESS GUIDELINES AND CHECKLIST**).

f. The promotion applicant's packet, following its review by the Convening Group, UPC, Unit Council (UC), Dean, and the All-College Promotion Committee (ACPC), the ACPC will convey their recommendation to the Provost. The Provost will convey their recommendation to the President, in turn, the President conveys their recommendation to the Board of Trustees for a final decision.

10. Timeline

a. The promotion procedures outlined in this Agreement for NTTP/Lecturers will follow relevant dates in the promotion timelines jointly agreed upon by ER and the Local.

11. Non-Recommendation for Promotion/Withdrawal of Promotion Application for NTTP/Lecturers

a. NTTP/Lecturers whose promotion applications are not recommended for promotion may be recommended for reappointment to a three (3) year contract as specified in Appointments and Assignments in 2022 MOA.

b. Withdrawal of Promotion Application: An applicant for promotion may at any time in the process, withdraw the application for promotion without prejudice. An application is withdrawn by submitting a letter to the chair of the appropriate College committee or, Dean, Provost, or President, depending upon the stage of the application process with a copy to ER. Applicants who withdraw their promotion application may request continuing review of their application for reappointment.

c. Non-recommendation or withdrawal of a promotion application shall not, by itself, constitute grounds for non-reappointment or adversely affect the employee's reappointment application.

12. Salary Increase

a. Notwithstanding the 2022 MOA, applicants approved for promotion shall advance four (4) ranges from their current salary range. They shall move up one step in their current range and be placed on the step of the new range that is equal thereto in salary, or if no step is equal in salary, on the next higher step. This increase shall be effective at the start of the academic year following the approval.

13. Amendments

This Agreement may be amended only by mutual written consent of both parties.

14. Term of Agreement

This Agreement shall remain in full force and effect from this date until June 30, 2029, unless modified by changes in the collective bargaining agreement between AFT Local 2274 and the College.

Signatures

In witness whereof, the parties hereto have executed this Memorandum of Agreement on the dates indicated below.

For Ramapo College of New Jersey:

Michael Middleton 8.20.2026

Dr. Michael Middleton

Provost/Vice President for Academic Affairs

Jennifer Hicks McGowan 8.20.2026

Jennifer Hicks McGowan

Executive Director of Employee Relations and Faculty Resources

For the Union:

Ed Shannon 8.20.2026

Dr. Edward Shannon

President, Ramapo Federation of Teachers, AFT 2274

ADDENDUM A

APPLICATION CRITERIA FOR NTTP/LECTURER REAPPOINTMENT AND PROMOTION

Applicants for Reappointment, and Promotion are expected to follow common principles of professional responsibility and ethical conduct. Reappointment and Promotion are conditioned upon demonstration of a consistent record of quality performance in the areas of Teaching and Service. These areas are to be evaluated in accordance with the criteria outlined below.

It is the applicant's responsibility to ensure completeness of their application. An application includes a Narrative Summary and a Vita in the standard Ramapo Vita format, substantiated by documents and letters as outlined below and in the Checklist. Through their written statements and supporting materials included in their application, the applicant should clearly describe and substantiate how they have fulfilled the two criteria, and demonstrate how their work has furthered the Mission of the College. In order to be considered, documentation needs to be provided for all claims of accomplishment.

Where there is overlap between Teaching and Service it is the applicant's responsibility to explain why a particular activity should be considered in one area and not the other.

Paid professional work or other activities outside the College must be relevant to Teaching and Service to the College in order to be regarded as the basis for academic reward, and it is the applicant's responsibility to explain and substantiate the relevance.

In addition to the specific letters and other forms of documentation required for each of the individual criteria as listed in the sections below, the following are applicable to both criteria and are required in the application:

Narrative Summary. - The applicant describes how they have satisfied the two criteria in the areas of Teaching and Service as required for Reappointment and Promotion. The narrative may also include self-evaluation and reflection for each of the criteria, which guide the reader by highlighting and giving context to significant aspects of the supporting documents in the application. Self-evaluation of Teaching and Service should each be addressed in separate sections of the Narrative Summary. The Narrative Summary shall be a maximum of eight (8) pages, using a font of eleven (11) point or higher. ([ER Webpage](#))

Vita in Ramapo Format - [Ramapo Vita Format](#)

Convening Group Letter - The applicant requests a letter from their primary Convening Group(s) that evaluates their Teaching and Service specifically as it relates to the work of the Convening Group.

Unit Personnel Committee Letter - An evaluation of the application, which examines the areas of Teaching and Service is conducted by the Unit Reappointment, Promotion, and Tenure Committee and is documented in the committee's letter.

Dean's Letter - It is recommended that the Dean meet yearly with non-tenured faculty to discuss progress based on established criteria for Reappointments.

1. The Dean conducts a thorough review of the application along established criteria from this MOA, the UPC letters, and the Unit Council (UC) vote, and makes their own recommendation available to the applicant.
2. In such cases where the Dean does not concur with a recommendation endorsed by the UC or made by the UPC, the Dean shall notify the chairperson of the UPC, and the applicant in writing by the deadline jointly agreed upon by ER and the Local.
3. In the event an applicant is not recommended by the Dean, the applicant may request and receive a conference with the Dean (see the Appeals Section below) held by the deadline jointly agreed upon by ER and the Local.
4. If the Dean's recommendation is inconsistent with the Unit Council's vote, the Unit members may, at a regularly scheduled or special meeting, discuss the Dean's recommendation and prepare a written response for inclusion in the applicant's Reappointment application package.
5. The Dean makes their final recommendation available to the applicant and the Provost by the deadline jointly agreed upon by ER and the Local.

TEACHING

Reappointment and Promotion are granted to faculty who have demonstrated a continuous record of effective teaching consistent with their rank. Teaching is not confined to the classroom but also extends to providing formal and informal guidance, to advising, to mentoring both on and off campus, and to learning environments where the teacher may not be present such as independent studies and Capstone projects. Teaching is evaluated in terms of instructor preparation and performance. It is recognized that even good teachers do not achieve success in all classes; therefore, teaching is evaluated within the context of consistent overall performance. In the determination of teaching effectiveness, a trend must be substantiated by the results of more than one method of review.

Effective Teaching Criteria

1. Development of courses with clear goals and student learning outcomes that are consistent with program outcomes;
2. Mastery of current scholarship and pedagogy in one's field;

3. Ability to clearly communicate instructions, course content, and goals;
4. Ability to adapt course objectives, expectations, and pedagogy to respond to student needs;
5. Ability to motivate students and to stimulate critical thinking;
6. Use of forms of evaluation that are fair and consistent with instructional objectives;
7. Creating a welcoming learning environment inclusive of diversity and free intellectual inquiry; and
8. Being present and prepared for classes

Effective Teaching is substantiated by the applicant via the following required evidence to be included in the application:

1. Samples of Course Syllabi and Course Materials

a. **Course Syllabi.** A syllabus for each course taught at Ramapo College since the applicant was hired (for Reappointment) or in the past five (5) years (for Promotion). If the same course was taught in different semesters, only one (1) syllabus should be included unless a substantial change has been made. Reasons for any change may be explained in the self-evaluation.

b. **Course Materials.** Materials may include illustrative examples of tests, assignments, and/or completed student work (with names redacted), lectures/presentations, etc., as determined by the applicant. Other evidence, as determined by the applicant, such as, but not limited to, examples of curricular-based interactions with students (e.g., field trips, creative activities, faculty-student research), or participation in educational development activities may also be included.

2. Quantitative Data from Student Opinion Survey Summary Reports

a. For Reappointment, the applicant should provide summary reports from all courses taught in the previous semesters to date at Ramapo.

b. For Promotion, the applicant should provide summary reports from all courses taught in the past five (5) years at Ramapo.

c. The applicant's Narrative Summary may include qualitative data from student surveys.

3. Class Observation Letters from Peers and Dean

a. Dean Observations of Teaching

i. For Reappointment, the applicant should provide one (1) class observation per academic year.

- ii. For Promotion, the applicant should provide only one (1) from the last two (2) years.
- b. Peer Observations of Teaching by Faculty Peers, including at least one (1) from the primary Convening Group or field of expertise and, optimally, by different peers and for a range of courses
 - i. For Reappointments, the applicant should provide one (1) per semester for the first three (3) years and, thereafter, only one (1) per year.
 - ii. For Promotion, the applicant should provide two (2) dating from the last three (3) years.

SERVICE

Service to the College is required for Reappointment and Promotion, as described in Section 5c in this MOA. Service is defined as activities that support the Mission and Strategic Goals of the College, which do not fall within the area of Teaching, including but not limited to governance, student engagement, academics, campus life, and institutional support. Examples of Service include, but are not limited to, any of the following: participation in committee work at the Convening Group, Unit; acting in an advisory capacity to College organizations; initiating, organizing, or engaging in special projects or initiatives; and grant raising for College initiatives. Service to the broader community is not required but may be considered in evaluating a candidate for Reappointment and Promotion. Contributing to one's academic discipline by participating in professional associations in an administrative or leadership capacity or by serving as a peer reviewer for publications or grant committees is a significant form of Service. Service to the community also refers to developing College programs that respond to genuine community needs and to engaging in activities that promote substantial community participation in College programs or initiatives. It also entails participation in traditional forms of community service, in governmental organizations, and in consulting capacities in such organizations when it can be demonstrated how it is relevant to one's work at the College.

Service is clearly presented in the Vita, contextualized in the Narrative Summary, and substantiated by the applicant via documentation and peer letters. In their Vita and in their Narrative Summary applicants must clearly describe their role and level of participation on committees or projects considered as Service, and they must articulate how any non-traditional contributions to the College may qualify as Service. Service is evaluated in terms of the level and amount appropriate to the applicant's appointment status. Service assignments for faculty should, thus, be made as appropriate to their rank. Expectations shall be set at a more exploratory or participatory level and should include a range encompassing Convening

Group, Unit activities. Expectations for levels of Service increase for those who are granted Promotion.

Service is substantiated by the applicant via the following:

1. Artifacts including committee reports, event programs, and other relevant forms of documentation that speak directly to the applicant's service contribution
2. For Promotion only, two (2) internal letters of support sourced by the applicant from individual Ramapo College colleagues. These letters should date from the past year. These letters should speak to the substance of significant contributions on committees, task forces, and other service-related activities as observed first hand.

OTHER LETTERS OF SUPPORT

Two (2) additional letters of support from colleagues who are currently at Ramapo College are required. These letters may speak to any one (1) or more of the two (2) areas of criteria: Teaching and Service.

APPEALS PROCESS (Reappointment)

For all possible appeals allowed, they shall be completed in accordance with the following procedure:

1. The applicant may request a hearing with the appropriate party (e.g., UPC, Dean, Provost, President, etc.), at which they may appear individually or, at the applicant's request, with the chairperson of the UPC and/or the appropriate faculty, such as a Convener or Program Director or AFT representative.
2. The applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hours prior written notice requirement by notifying the chairperson of the UPC, the appropriate entity (UPC, Dean, Provost, President).

Appeal of the UPC Recommendation

1. Each applicant for Reappointment/Promotion shall have the right to request and receive a hearing before their UPC.
2. Upon receipt of the written request of the applicant for a hearing, the appeal shall be heard at a meeting of the appropriate UPC.
 - a. The hearing shall be held prior to a recommendation being submitted by the UPC or to the Unit Council.

b. A written summary report of the applicant's presentations made at the hearing, signed by the chairperson of the appropriate UPC, shall be incorporated in the final recommendation of the appropriate UPC.

c. A copy of the written summary report shall be sent to the applicant.

3. Each applicant for Reappointment/Promotion may request and receive a hearing with the Unit Council prior to the Unit Council's consideration of the UPC's recommendation. In all cases, the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice requirement by notifying their Dean in writing.

Appeal of the Dean's Decision

1. In such cases where the Dean does not concur with a recommendation received from the Unit and/or UPC, the applicant may request and receive a conference with the Dean by the jointly agreed upon by ER and the Local.

Appeal of the Provost's Decision

1. In the event of a non-Reappointment recommendation by the Provost, the applicant may request and receive a conference with the Provost by the deadline jointly agreed upon by ER and the Local.

2. After the conference and only if their non-Reappointment recommendation persists, the Provost shall provide the applicant, the Dean, and chairperson of the UPC with an explanation of their negative recommendation in writing.

Appeal of the President's Decision

1. The applicant may request and receive a conference with the President, which shall be held by the deadline jointly agreed upon by ER and the Local and prior to the President's recommendation being submitted to the appropriate BOT Committee.

APPEALS PROCESS (Promotion)

For all possible appeals allowed, they shall be completed in accordance with the following procedure:

1. Each applicant for Promotion may request and receive a hearing with the Unit Council prior to the Unit Council's consideration of the UPC's recommendation. In all cases, the applicant shall have at least forty-eight (48) hours prior written notice of the

scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying their Dean in writing.

Appeal of Dean's Decision

1. In such cases where the Dean does not concur with a recommendation received from the UPC or Unit Council, the applicant may request and receive a hearing with the Dean by the deadline established by ER.

Appeal of ACPC's Decision

1. In such cases where the ACPC does not recommend the applicant for Promotion, the applicant shall have the right to appeal the ACPC's decision.
2. Any applicant who is not recommended for Promotion by the ACPC will be notified in writing by the Committee.
 - a. Within forty-eight (48) hours of notification of the ACPC's decision, the applicant may request in writing to ER an appeal of the decision. The ACPC will be notified in writing of an applicant's appeal request by ER.
 - b. The appeal shall be heard at a meeting of the ACPC and, in all cases, the applicant shall have at least forty-eight (48) hours prior written notice of the scheduled hearing. The applicant may waive the forty-eight (48) hour prior written notice procedure by notifying the ACPC through ER in writing.
 - c. The applicant shall have fifteen (15) minutes to present an oral argument to the ACPC. New material may not be presented at the appeal hearing.
 - d. The ACPC shall discuss the applicant's appeal in closed session.
 - e. A new vote on the applicant shall take place after the closed session discussion occurs. Voting shall be by secret ballot following the established voting procedures. There shall be no further appeals at this level.
3. A written summary report of the presentation made at this hearing, signed by the chairperson of the ACPC, shall be incorporated into the final recommendation of the ACPC. A copy of the written summary report shall be sent to the applicant.

Appeal of the Provost's Decision

1. In the event of a non-recommendation for Promotion by the Provost, the applicant may request and receive a hearing with the Provost by the deadline established by ER.
2. After the conference and only if the non-recommendation for Promotion persists, the Provost shall provide the applicant and chairperson of the ACPC with a brief explanation of their negative recommendation in writing.

Appeal of the President's Decision

1. The applicant may request and receive a conference with the President, which shall be held prior to the President's recommendation being submitted to the appropriate Board of Trustees Committee.

Appeal to the Board of Trustees (BOT)

1. In such cases where the preliminary decision of the BOT Committee is to reject a positive recommendation received from the President, the applicant may request and receive a hearing before a joint meeting of the ACPC and the Committee of the Board of Trustees to speak in support of their request for Promotion.

ADDENDUM B

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. CURRICULUM VITA**

___ ___ **III. DOCUMENTS PROVIDED BY THE CONVENING GROUP, UPC AND DEAN**

___ ___ **Convening Group letter requested by applicant** (must be in the application prior to UPC evaluation)

___ ___ **UPC letter with applicable addendum on Unit Council recommendation**

___ ___ **Dean's recommendation letter**

IV. REQUIRED APPENDICES

A. TEACHING

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 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.

B. 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.

C. ____ 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.

ADDENDUM C

NTTP/LECTURER PROMOTION PROCESS GUIDELINES AND CHECKLIST

Applicants for Reappointment, and Promotion are expected to follow common principles of professional responsibility and ethical conduct. Reappointment and Promotion are conditioned upon demonstration of a consistent record of quality performance in the areas of Teaching and Service. These areas are to be evaluated in accordance with the criteria outlined below. It is the applicant's responsibility to ensure completeness of their application.

The guidelines and checklist provided below are designed to support applicants for Promotion, the Unit Personnel Committees (UPC) and the All-College Promotion Committee (ACPC) in completing their assigned steps in the Promotion process. The guidelines and checklist identify all necessary and relevant documentation.

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.

PROMOTION APPLICATION CHECKLIST

____ 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 two criteria: Teaching and Service, as required for Promotion. The narrative may also include self-evaluation and reflection for each of the two criteria.

II. CURRICULUM VITA

III. DOCUMENTS PROVIDED BY THE CONVENING GROUP, UPC, AND DEAN

____ A. Convening Group letter requested by applicant (must be in the application prior to UPC evaluation)

- ___ **B. UPC letter with applicable addendum on Unit Council recommendation** (see Section 9)
- ___ **C. Dean's recommendation letter**

IV. REQUIRED APPENDICES

A. TEACHING

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.

- ___ **Faculty Observations of Teaching (signed and dated):**
Observations of teaching conducted by colleagues, which must include at least one colleague from the primary Convening Group or field of expertise. 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)

B. 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.

C. PEER RECOMMENDATIONS FOR PROMOTION FROM CURRENT COLLEAGUES AT RAMAPO COLLEGE (signed and dated):

- _____ 1. A maximum of two (2) additional letters of support from colleagues currently employed by Ramapo College that address any one or more of the two areas of criteria (i.e., Teaching, and Service) may be submitted.

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

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

FINAL NTTP LECTURER MOA FOR SIGNATURE as of AUGUST 20, 2026

Final Audit Report

2026-08-21

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