

REVISED-Memorandum of Agreement
Between Ramapo College of New Jersey, The Council of New Jersey State College
Locals, AFT, AFL-CIO and the Ramapo Federation of Teachers Local 2274

Annual Promotion Information Submittal
Extension of Application Submittal Deadline and Electronic Submittal Guidance

In order to promote amicable employer-employee relations, Ramapo College of New Jersey (hereinafter “Ramapo College”), The Council of New Jersey State College Locals, AFT, AFL-CIO (hereinafter “the Council”) and the Ramapo Federation of Teachers, Local 2274 (hereinafter “the Union”), hereby agree to the following:

1. It is agreed that the College will implement an electronic submission process for all required AY 2020-2021 applications for promotion.
2. In order to allow promotional candidates adequate time to follow the guidelines and create and electronically submit their applications for promotion, the parties agree to an extension of the November 13, 2020 application submittal deadline to December 31, 2020.
3. Training on how to electronically submit the applications for promotion will be provided by the College no later than November 25, 2020.
4. The College’s Office of Employee Relations (ER) will provide assistance, as needed, to ensure that each candidate is able to save all required documents of their applications in a Google drive specified by the College. Candidates will not be penalized for any potential complications arising from unforeseen technical issues that occur on the College’s side. ITS will investigate and document any reports of such complications.
5. The College (ER) will ensure that sufficient and timely training is provided to the Conveners, the Unit Personnel Committee and Unit Council members, and the Deans, as appropriate and as needed, on how to access the applications for promotion and how to save their evaluations and recommendations in the applicant’s Google drive.
6. The procedure to electronically submit an application for promotion is as follows:
 - a. Each applicant must confidentially advise the Assistant Director of Employee Relations & Faculty Services via email of their intent to apply for promotion.
 - b. ER will set up a specific confidential Google drive folder in each candidate’s name for electronic submission of the application for promotion.
 - c. The application for promotion will include the exact same required content as outlined in the Faculty Handbook **Section 9.5 Application for Promotion**. However, all required content of the application will be submitted electronically as pdf documents to be filed/presented in subfolders organized exactly as prescribed in the attached Appendix A of this Memorandum of Agreement. All folders and subfolders, which include the pdf documents that should follow all guidelines specified in the Faculty

Handbook, will be housed in

Appendix A

Each applicant must confidentially advise the Assistant Director of Employee Relations & Faculty Services (ER) via email of their intent to apply for promotion.

ER will set up a specific confidential Google drive folder in each candidate's name for electronic submission of the application for promotion. The application for promotion folders and subfolders, which are to be housed in the Google drive are to be organized as outlined below. Note: In order to prevent documents from being randomly placed within each candidate's Google drive folder, the candidate should follow the practice set forth in the Faculty Handbook when naming their folders use the corresponding Roman numerals in the titles of the folders and regular numbers for the subfolder file(s). In addition, all pdf documents filed in the various folders should follow the naming conventions as prescribed in detail below. (See the Faculty Handbook for detailed information related to the expected format and contents of each application-required document listed below.)

According to Section 9.3-4 of the Faculty Handbook, it is the responsibility of the Unit Personnel Committee (UPC) to confirm all information is assembled and in proper form for forwarding to subsequent levels of the promotion process

DOCUMENTS PROVIDED BY THE CANDIDATE FOR PROMOTION

\$ S S O L F D Q W ↑ ↓ [School] - [Desired Faculty Rank]	(the main folder in Google drive – set up by ER)
I. Written Summary	(One subfolder that contains a pdf document titled Written Summary.)
II. Vita	(One subfolder that contains a pdf document, titled Vita in the main folder)
III. Appendices	(one subfolder that contains all supplementary material; this folder contains nine or ten subfolders, as specified here)
1. Course Materials	(one single subfolder that contains any/all of the following pdf documents: i. course syllabi titled as SUBJ COURSE # SEMESTER Course Syllabus – e.g., BIOL 101 Fall 2020 Course Syllabus ii. course PowerPoints, presentations, handouts, assignments, exams, etc.

titled as SUBJ COURSE #
SEMESTER PowerPoint/
Presentation/Handout/etc. – e.g.,
COMM 229 Fall 2020 PowerPoint;
INFO 233 Fall 2018 Handout;
LITR 201 Midterm Essay, CHEM
211 Spring 2019 Final Exam

- iii. sample student work titled as SUBJ
COURSE # SEMESTER Sample
Student Work – e.g., ARTS 307
Spring 2016 Sample Student Work)

(one single subfolder that contains each
individual course evaluation as a single
pdf document, which is titled as SUBJ
COURSE # SEMESTER Course
Evaluation – e.g., MATHEMES9dW*
B5.71 T0 1 Tf12

of Recommender] – e.g., External Peer Recommendation – w/external person’s name)

(one single subfolder that contains a single pdf document, which is titled as Expertise and Convening Group).

(one single subfolder that contains

descriptions of the evidence and the date of the contributions – e.g., Volunteer Event – January 2016; Board Service – September 2017 to Present; Science Fair Judge – June 2018 to Present // NOTE: If all of your evidence of contributions to the College has been scanned or combined into a single pdf, this is also allowable.)

10. Other Relevant Evidence

(one\single subfolder that contains pdf documents that provide additional relevant evidence the applicant is submitting for review, which are titled with succinct descriptions of the material being submitted and the date of the contribution)

DOCUMENTS PROVIDED BY THE CONVENING GROUP, UNIT DEAN/DIRECTOR, AND PROVOST

IV. CG + UPC + Dean + Provost Evaluations and Recommendations

(subfolder in Google drive – set up by ER; contains up to 5 pdf documents total and no subfolders)

1. Convener 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: Ranking is required-See Faculty Handbook).

2. UPC 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: Ranking is required.)

3. Unit Council Evaluation and Recommendation

(the pdf document, titled Unit Council (UC)

Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder // NOTE: Ranking is required.)

4. Dean Evaluation and Recommendation

(the pdf document, titled Dean Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder // NOTE: The evaluation and recommendation on ranking is required.)

5. Provost Evaluation and Recommendation

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

The definition of ranking is as follows: strongly recommended, recommended, or not recommended as

Appendix B

The revised AFT Procedural Calendar for Promotion of Faculty & Librarians, which will be followed in academic year 2020-2021, is as follows:

Thursday, Dec. 31 (on or before)

Faculty members shall submit a digital application for promotion to the appropriate Unit Personnel Committee (UPC) through the Dean. Librarians applying for growth promotions submit digital applications to the Library Personnel Committee (LPC) through the Interim College Librarian/Director.

This application shall include the following: (1) a written summary as to how he/she 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, Jan. 29, 2021 (on or before)

The UPC and LPC shall carefully review all applications and inform each applicant, in writing, if additional information/documentation is needed. The 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 application.

Friday, Feb. 5, 2021 (on or before)

The UPC and LPC Chairpersons shall inform each applicant for promotion of each Committee's recommendation and schedules hearings if any applicant wishes to appeal.

Friday, Feb. 12, 2021 (on or before)

The UPC and LPC shall make accessible all applications, supporting documentations and its recommendations, to the Unit Council for action through the Dean and Interim College Librarian/Director. The Dean and Interim College Librarian/Director shall schedule Unit Council hearings as necessary.

Wednesday, Feb. 17, 2021 This would be a change in Unit Council date

The Unit Council shall consider each application for promotion.

Monday, Feb. 22, 2021 (on or before)

The Unit Council shall make accessible all applications, supporting documentation, its recommendations and the UPC or LPC recommendation to the Dean or Interim College

Librarian/Director for his/her review and recommendation. The Dean and Interim College Librarian/Director shall inform each applicant for promotion of the Unit Council's recommendation.

Friday, Feb. 26, 2021 (on or before)

The Dean and Interim College Librarian/Director shall inform each applicant of his/her recommendation for promotion and schedule conferences if any applicant wishes to appeal. In such cases where the Dean or Interim College Librarian/Director does not concur with any recommendation received from the Unit Council, the Dean or Interim College Librarian/Director shall notify the Chairperson of the UPC or LPC, the appropriate faculty officer of the Unit Council and the applicant in writing.

Friday, March 12, 2021 (on or before)

The Dean and Interim College Librarian/Director shall make accessible all applications, supporting document documg

