

9.0 PROMOTION PROCESS FOR TENURE TRACK FACULTY MEMBERS

GENERAL INFORMATION

The basic procedures and timeline to be followed related to promotions for full-time faculty at a New Jersey State College are outlined in Article XIV of the **CURRENT CONTRACT** between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-EQ" cpf " vj g" ecrgpf ct" hqt" r gtuqppgn' cevkpu" r tgr ctgf " d{ " vj g" Eqmgi gøu" cf o kpkwtcvkqp." kp" consultation with the local union, and made available at the beginning of each academic year.

QUALIFICATIONS FOR PROMOTION

Associate Professors shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline and have at least five 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. Future promise may be considered.

Full Professors shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline and have at least eight (8) years of professional experience in higher education. Applicants shall have demonstrated a consistent record of mature levels of accomplishment and professional responsibility in nd profession

1. Faculty members seeking promotion shall inform ER, the Dean, their Convening Group, and their UPC of their intention to apply for promotion *in the spring semester prior to submitting the application* (exact date to be determined).
2. Applicants shall provide the UPC with a list of desired external peer reviewers the semester prior to the application submission deadline. The UPC will contact those on the list to ask if they are willing to conduct a review of the applicant's work and submit a letter. The letter must be submitted by November. (Note: The exact date in November is to be determined each year.) Responses to the inquiry should be made within two (2) weeks of receipt of the request, at which time the applicant may submit CVs and additional information may be sent at a later date if necessary and/or requested by the peer reviewer. 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.
3. The applicant shall ask their primary Convening Group to send a letter to the UPC by the deadline established by ER.
4. All faculty members applying for a Promotion must submit a complete application in accordance with established procedures.
5. Applications must include all components/documentation per the (click on the links) [Promotion Checklist](#) and be formatted in accordance with the [digital submission guidelines](#) provided by ER.
6. Applicants may submit additional information, which they consider appropriate.

CONVENING GROUP ACTIONS AND RESPONSIBILITIES (PROCEDURES)

1. All full-time (non-adjunct) faculty members seeking promotion shall inform ER, the Dean, their Convening Group, and their UPC of their intention to apply for promotion *in the spring semester prior to submitting the application* (exact date to be determined).

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2. The UPC shall conduct a preliminary review of the application for completeness using the checklist and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the calendar deadline established by ER.
3. The UPC will establish a deadline for a corrected/amended application submission, which should include any identified missing information and the Convening Group letter, giving the applicant sufficient time to make changes and allowing sufficient time for final review by the UPC prior to consideration by the Unit, which must be conducted by the deadline established by ER.
4. After the deadline, incomplete applications as determined by the UPC will be disqualified and, therefore, not be forwarded.
5. The UPC evaluates each completed application against the Promotion criteria (see section 70+ 'cpf "gkj gt "õwtqpi n{ "tgeqo o gpf u.ö"õtgeqo o gpf u.ö"qt"õf qgu"pqv'tgeqo o gpf ö"yj g" applicant for Promotion.
6. The UPC will notify each applicant of their decision in writing.
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- c. Faculty with a dual relationship to an applicant shall recuse themselves for the discussion of that applicant and voting.
- 13. The UPC may decide to make edits to the UPC letter regarding relevant information gathered during Unit Council deliberations.
- 14. The Unit Council votes to endorse or not to endorse the UPC recommendation in the letter.
- 15. The Dean and/or designee counts the votes on behalf of the Unit Council.
- 16. The Dean notifies the Unit Council, the UPC and the applicants of the outcome of the Unit Council vote (i.e., whether the UPC recommendation is endorsed or not endorsed).
- 17. Y j gp"vj g"Wpk'Eqwpek'xqvg'ku"vq'gpf qtug"vj g"WREø'tgeqo o gpf cvkqp."vj g"WRE"uj cm'cf f" an addendum to the letter stating that endorsement. In the case of non-endorsement of the UPC recommendation, an addendum shall state that and indicate the criteria of concern

written statement, or to address the recommendation decisions of the UPC, Unit Council, and/or Dean.

2.

and/or AFT Unit representative.

ALL-COLLEGE PROMOTIONS COMMITTEE (ACPC)

Overall Structure

The ACPC membership shall consist of one (1) tenured faculty member representative from each academic School, one (1) tenured Librarian, one (1) non-voting union (AFT) representative, one (1) non-voting representative of ER, and one (1)

- g. The ER representative convenes an initial organizational meeting of the ACPC and presents guidelines/clarification for each step in the promotion process.
- h. The ER representative shall provide all members of the ACPC with a copy of the promotion procedures including appropriate sections of the Faculty Handbook.
- i. The ER representative shall report to the ACPC Chair whether all Committee members affirmed in writing that they have examined all promotion packages.
- j. The ER representative attends all ACPC meetings and provides administrative support to the Committee.
- k. The ER representative shall provide the ACPC with the deadline for completing its work and submitting its final recommendations.
- l. The role of the ER representative shall be limited to review of ACPC and College policies and procedures to monitor adherence to the Faculty Handbook and contract. The ER representative shall not take part in Committee deliberative discussions and may only advise the Committee on procedural matters.
- m. If the ER representative perceives a possible violation of the contract, they should ask the chair of the ACPC to temporarily suspend the proceedings and make clear to the Committee their objections.
- n. The ER representative shall also assist the ACPC Chair, Vice-Chair, and Secretary with scheduling and Committee correspondence. All communications sent from the ER representative regarding Committee business, including notices of meetings and scheduling, shall be sent in the name of the ACPC Chair and shall be reviewed and approved by the Chair or Vice-Chair prior to distribution. The ACPC Chair shall place all records of Committee deliberations and votes for storage in the care of the ER representative. These files are confidential and are for Committee use only.
- o. The ER representative informs each applicant for Promotion of their right to appear before the ACPC.

2. Union (AFT) Representative

- a. The non-voting Union (AFT) representative shall be appointed by the AFT.
- b. The role of the AFT representative will be to monitor proceedings to ensure a fair process and adherence to the contract.
- c. If the AFT representative perceives a possible violation of the contract, they should ask the chair of the ACPC to temporarily suspend the proceedings and make clear to the Committee their objections.

- d. If mutual agreement cannot be reached because the ACPC and the AFT representative disagree as to the perceived infraction(s), the AFT representative must file a grievance through the AFT President on behalf of the local within three (3) days of the alleged violation occurring.

3. Affirmative Action Representative

- a. The non-voting Affirmative Action representative shall be appointed by the Office of Equity, Diversity, Inclusion and Compliance (EDIC).
- b. The role of the Affirmative Action representative shall be limited to ensuring compliance with all Equal Employment Opportunity Commission (EEOC) and Affirmative Action laws and related College policies and procedures with respect to Affirmative Action concerns.
- c. If the Affirmative Action representative perceives a possible violation in this area, they should ask the Chair of the Committee to temporarily suspend the proceedings. The Affirmative Action representative, the AFT representative, the ER representative and the ACPC Chair shall meet to discuss the nature of the objection(s) to determine if further action needs to be taken. If all four of these individuals agree about the objection raised by the Affirmative Action representative, they should then explain to the full ACPC the nature of the objection. If all four of these individuals do not agree about the objection raised by the Affirmative Action representative, the Affirmative

1. At the initial organizational meeting, the ACPC shall, by majority vote, elect or reappoint a Chair and Vice-Chair from the voting members. The Chair shall have at least one (1) year of prior service on the ACPC.
2. At the initial organizational meeting, the ACPC shall, by majority vote, elect a Secretary from the voting members. The Secretary shall record and maintain minutes, which include meeting attendance and actions items only.

Determination of the ACPC's Meeting and Work Schedule

1. The ACPC shall be informed by the ER representative of the due date of its final recommendations.
- 2.

3. All information received by the ACPC and required by the process relating to the evaluation of the applicants shall be in writing and signed. Such communications shall be forwarded to the applicant and be added to their application. An opportunity shall be provided for the applicant to respond.
4. No anonymous or unsolicited communications shall be received by the ACPC except student opinion surveys-
5. Cn'ngwtu"cpf"qdugtxcvqpu"uwdo kwgf "v"j g"CERE" *penf kpi "j g"cr r nccpvai"y tkwgp" summary letter and self-evaluation of effective teaching) must be signed. Refer to checklist (and letter recommendation guideline section) for details about acceptable documentation.

ALL COLLEGE PROMOTIONS COMMITTEE EVALUATIVE PROCESS

1. Application Review

- a. The ACPC shall apply uniform standards to all applicants.
- b. The ACPC shall treat each application as a new case, subject to thorough review and new judgment at its level. Previous evaluations and recommendations from prior r tqo qvqp"r tqeguugu"ctg"pqv"eqpukf gtgf "cu'r ctv"qh"j g"cr r nccpvai"tgeqtf 0
- c. The ACPC sets a meeting schedule that allows for presentations by applicants, if requested, evaluation of all Promotion applications, voting, and appeals.
- d. The ACPC determines the order for applications to be evaluated and voted upon.
- e. The ACPC determines first and second readers for each application. The first reader shall be from the same Unit as the applicant (i.e., the Unit representative to the ACPC). The second reader shall be from a different Unit. Depending on the Unit distribution of Promotion applications, an attempt will be made to distribute second reader duties in a manner that does not overburden any one ACPC member.
- f. In the event that the ACPC representative did not serve on the UPC, the unit representative (first reader) shall complete a thorough review of the application in order to be familiar with the applicant's field of expertise and address clarification questions with the UPC or applicant, as appropriate. Each voting ACPC member reviews and carefully considers each applicant's application and supporting documentation (5.0 CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION) prior to ACPC deliberations. The Committee shall replace any voting ACPC member who fails to do so in a timely manner. Specifically, the ACPC Chair must inform the appropriate Dean, and that Unit shall immediately elect a new Unit representative who will serve on the ACPC for the remainder of the deliberations in that promotion cycle.
- g. Applicants may request in writing the opportunity to present new information or to clarify information not readily apparent from their written statements. This presentation

occurs prior to the presentation of the application by the first and second readers. Applicant presentations shall be limited to ten (10) minutes. ACPC members may pose questions to each applicant. The time limit for posing questions to/discussion with each applicant shall be at the discretion of the Committee.

- h. The first reader presents a full summary of the application. The primary role of the Unit representative is to present applicant packages and not to advocate for the applicants.
- i. The second reader of the application may emphasize important points and present anything in the Promotion application package they feel has not been made apparent by the first reader.
- j. First and second readers each have up to ten (10) minutes to make their presentations.
- k. Immediately after the first and second readers present the application, ACPC voting members may then discuss each application for up to twenty (20) minutes.
- l. After each application package has been discussed, the ACPC shall decide if additional information or clarification is needed. If additional information/clarification is requested, the ACPC shall table its vote on the applicant until they receive what was requested. (The ACPC shall proceed to evaluate other applicants.)
- m. The appropriate Unit representative shall be instructed to seek the needed information/clarification/materials, which may include:

2. Voting

- a. Candidates of the ACPC.
- b. Prior to a vote to recommend or not recommend, a specific affirmative action discussion shall take place with respect to each candidate who is a member of a protected class.
- c. Voting shall be by secret ballot. Ratings from 1 to 5 with 5 being the highest shall be assigned by each voting ACPC member separately for each Promotion application on each of the three criteria of Teaching, Scholarship, and Service.
- d. Total scores for each application are calculated as a weighted composite score in which Teaching counts 40%, Scholarship counts 30%, and Service counts 30%.
- e. Applicants who meet the minimum standards (i.e., attain an average of 2 or higher in all three criteria) will be recommended for Promotion.
- f. Applicants who fail to meet the minimum standards (i.e., do not attain an average of 2 or higher in any one of the three criteria) will not be recommended for Promotion.
 - i. Candidates recommended by the ACPC.
 - ii. Within forty-eight (48) hours of the ACPC's decision, candidates may request an appeal and shall notify the Committee through ER in writing.
 - iii. 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.
 - iv. 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. The ER Representative or the AFT Representative will ensure that no new information is presented.
 - v. The ACPC shall discuss the applicant's appeal in closed session.

3. Ranking Procedure

- a. After all appeals are heard and new scores have been calculated post-appeal, applicants recommended for Promotion shall be ranked in order of highest to lowest score.
- b. Following the composite score calculation, the list of applicant scores from highest to lowest is presented to the ACPC. The Committee shall discuss the list of applicant scores as compared to the number of Promotions allotted at each level and determine how many positions will be filled.
- c. Candidates whose scores place them on the ranked list beyond the number of Promotions available may be placed on a waitlist based on their rank and the number of Promotions allocated. Additional applicants whose scores place them on the ranked list beyond the number of Promotions available may be placed on a waitlist.
- d. Final recommendations (not numerical rankings) will be communicated to applicants, Deans, and the Provost.
- e. No composite scores or list of ranked applicant scores may be shared outside the ACPC.

Procedural Review Meeting with President and Provost

After the Provost submits their recommendations to the President, the ACPC will meet with the President and the Provost to review the recommendations and the procedures.

Community Access to Promotions Packages

1. Digital Promotion packages shall be accessible to Ramapo College faculty and librarians for three (3) weeks after the Provost makes their recommendation.
2. Access to application packages is requested through the ER, and each requestor will be given access for a specified twenty-four (24) hour period.

Appeal of the President's Decision

1. All applicants who are not recommended for Promotion and any applicant whose score is lower on the list as compared to the number of Promotions allocated within each rank may appeal in writing to the President or their designee. Such appeals must be made no more than seven (7) calendar days following the receipt of notification (date of email sent) from the Chair or ER Representative on behalf of the Chair of the ACPC. No later than seven (7) calendar days after receipt of this appeal (date of email sent), the President or their designee shall arrange to meet with the applicant to discuss the appeal.

2. The appeal meeting with the President shall be held prior to the President's recommendation being submitted to the appropriate Committee of the Board of Trustees (BOT).

Consideration of Professional Responsibility

1. The All-Equity Group of the University of the South Florida cannot consider it as part of the criteria for Promotion.
2. It is the responsibility of the faculty to meet their professional responsibilities.