

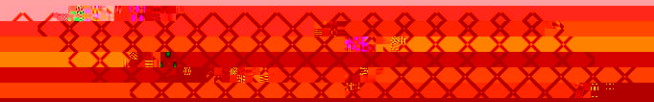
PRESENTED BY EMPLOYEE RELATIONS



- 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 your Dean, your convening group, 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/>.



- 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



The next few slides will outline for you the following:

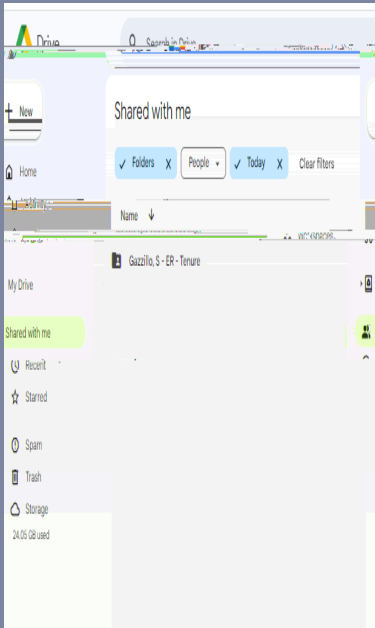
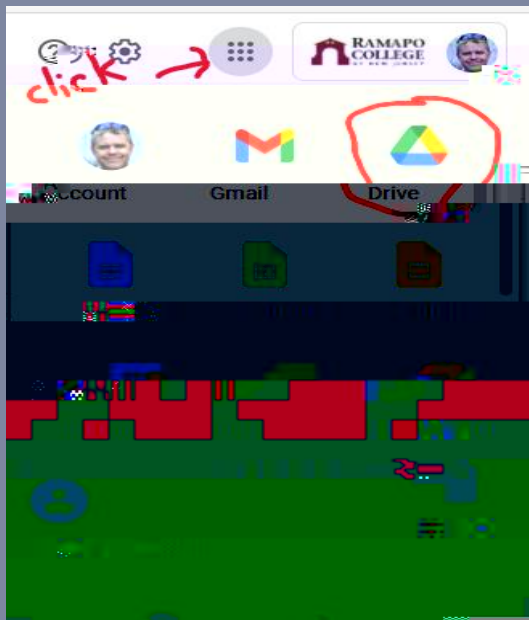
actions you need to take on google drive to build your folder

documents you need to provide to support your application for reappointment or tenure

• 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. Name folders I-IV

Open Google Drive - click the Google icon and select "Drive"

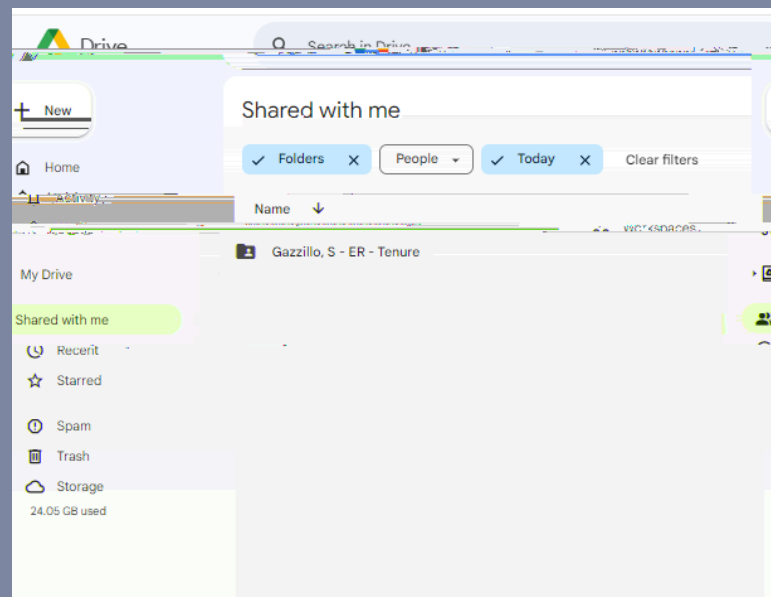


Select "Shared with me"

Open Google Drive - click the Google icon and select "Drive"



Select "Shared with me"





Search in Drive

+ New

Shared with me

- Home
- Activity
- Workspaces
- My Drive

✓ Folders × People Today × Clear filters

Folders

Gazzillo, S - ER - ...

Recent

- ★ Starred
- 📧 Spam
- 🗑️ Trash
- ☁️ Storage

Shared with me - Gazzillo S - ED - Louisa

Type People Modified

Subscribe

Levitt

My Files

My Files

Shared with me

1. Narrative Sum

II. Vite

III. App

Recent

Starred

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.
 - Self-evaluation of Teaching/Librarianship, Scholarship, and Service should be addressed in separate sections of narrative.
 - Maximum eight (8) pages, 11pt font (or higher).
-
- Folder must be named I. Narrative Summary

II. Vita

- Ramapo format
- <https://www.ramapo.edu/er/wp-content/uploads/sites/81/2018/01/Ramapo-Format-Vita.pdf>

- Folder must be named II. Vita

III. Appendices

Contains six (6) subfolders

Folder must be name III. Appendices



Drive

Search in Drive



+ New

Shared with me > Gazzillo, S. - FR - Tenure > III Appendices

1 selected

Home

Name ↑

- 1. Samples of Course Syllabi & Materials
- 2. Student Opinion Survey Summary Reports

- Recent
- Starred
- Spam

- 4. Scholarship
- 5. Service

- Trash
- Storage

24.05 GB used

6. Other Relevant Evidence

III. Appendices

1. Samples of Course Syllabi and Materials

- REAPPOINTMENT: Syllabi for each course taught at Ramapo since 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.

Sub folder must be named 1. Samples of Course Syllabi & Materials

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

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

4. Scholarship

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

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)
- Indication of applicant's field(s) of expertise and identification of primary convening group.



IV. Convening Group, Unit Personnel Committee, Dean & Provost Evaluations and Recommendations

contains up to six (6) pdf documents total and no subfolders

1. Convener Evaluation and Recommendation
- 2.



Documents provided by the
Convening Group, Unit,
Dean/Director, and Provost

The 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”)



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

Section 6.0 Renewal of Faculty Contracts

Section 8.0 Tenure Process at Ramapo