

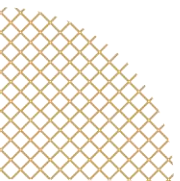
RCNJ



# **Reappointment and Reappointment with Tenure**

## **Information and e-Binder Training Guide**

**PRESENTED BY EMPLOYEE RELATIONS**



# Reappointment and Reappointment with Tenure

## Information and e-Binder Training Guide

### AGENDA

- Documents and Actions by the Candidate for Reappointment and Reappointment with Tenure
- Documents Provided by the Convening Group, Unit, Dean/Director and Provost
- ER Webpage Resources
- Faculty Handbook, Sections 5.0, 6.0, and 8.0. Please refer to section 5.0 for the detailed criteria information.

## **Information and e-Binder Training Guide (cont'd)**

- 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 Set Up and Naming

- 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:**

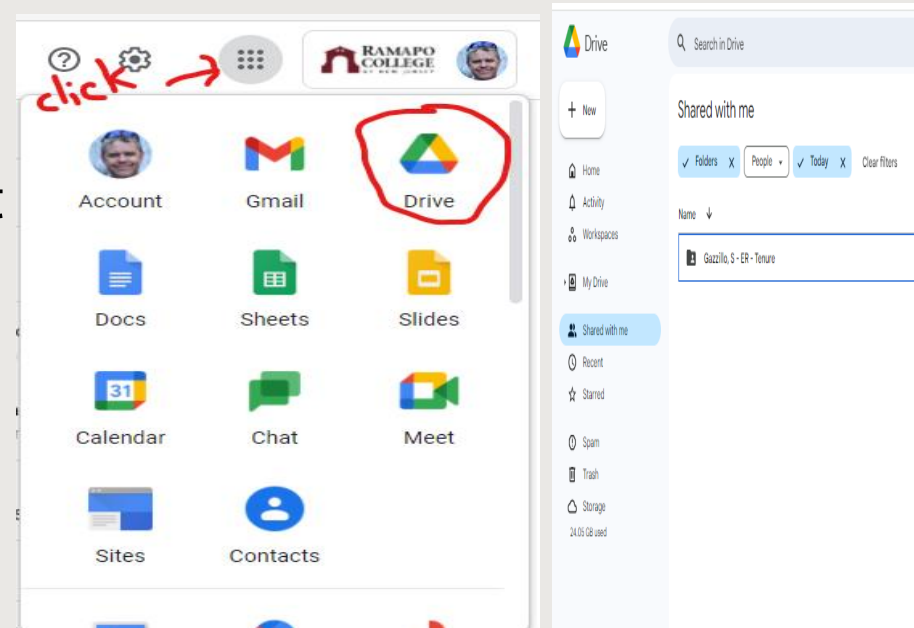
- **actions you need to take on google drive to build your folder**
- **documents you need to provide to support your application for reappointment or tenure**

# Creating Your e-Binder

- To upload documents to a shared folder on Google Drive, complete the following steps.

Open Google Drive - click the Google icon and select “Drive”

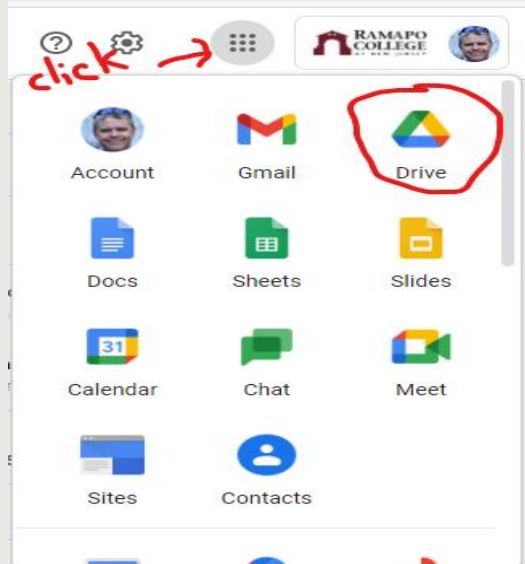
1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Name folders I-IV



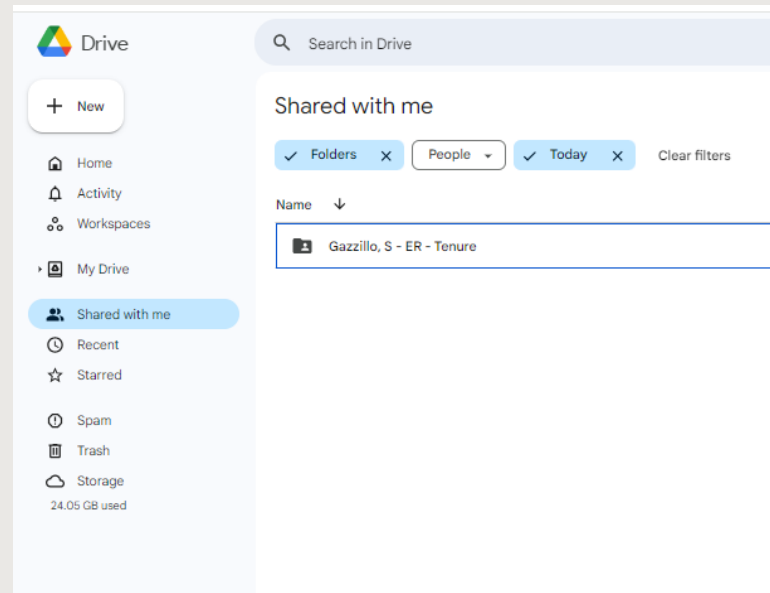
Select “Shared with me”

# Navigating Google Drive

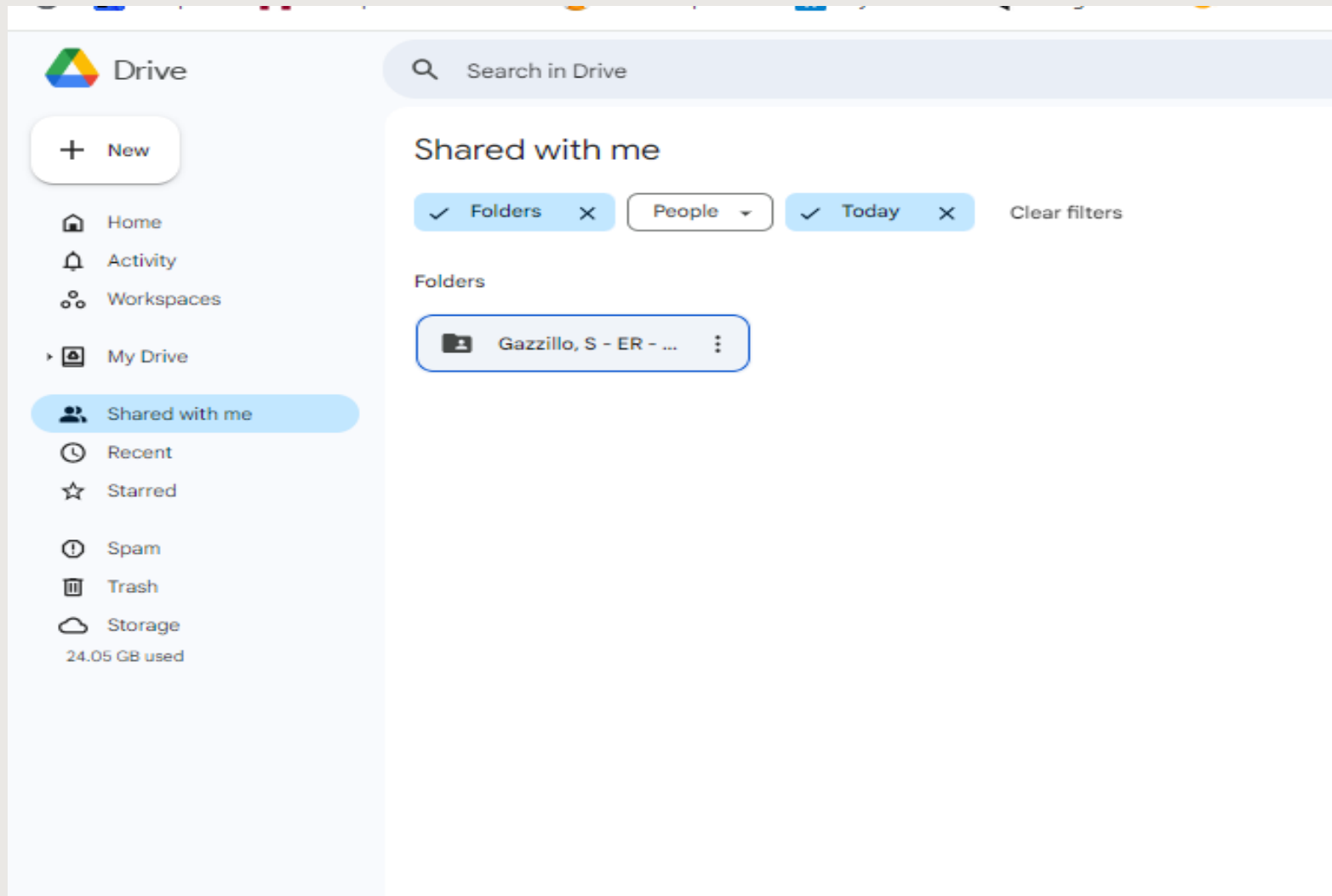
Open Google Drive - click the Google icon and select "Drive"



Select "Shared with me"



# Google Drive Shared with me



The screenshot displays the Google Drive web interface. On the left is a navigation sidebar with the following items: '+ New', 'Home', 'Activity', 'Workspaces', 'My Drive', 'Shared with me' (highlighted in blue), 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage' (with '24.05 GB used' below it). The main content area features a search bar at the top with the text 'Search in Drive'. Below the search bar, the heading 'Shared with me' is followed by filter buttons: 'Folders' (checked), 'People' (dropdown), and 'Today' (checked), with a 'Clear filters' link to the right. Under the 'Folders' section, a single folder is listed: 'Gazzillo, S - ER - ...' with a three-dot menu icon to its right.



# Creating e-Binder

... > ER > Gazzillo, S - ER - Tenure ▾ 👤

Type ▾

People ▾

Modified ▾

Name ↑



1. Narrative Summary



II. Vita



III. Documents Provided by the Convening Group, Dean, Provost



IV. Appendices

To add folders click “+ New” in the top left  
Select Folder Upload or File Upload from the  
menu and select the folders or files to upload

# Documents Provided by the Candidate

## 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

# Documents Provided by the Candidate

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

Convening Group Letter (requested by applicant)

UPC Letter with the Applicable Addendum on Unit Council Recommendation  
(Unit Council Evaluation and Recommendation)

Dean Evaluation and Recommendation

Provost Evaluation and Recommendation (letters accumulated from  
previous reappointments)

Ensure all letters are signed and dated

# Documents Provided by the Candidate

## IV. Appendices

Contains five (5) subfolders

Folder must be name III. Appendices

# Appendices - Subfolders

... > Gazzillo, S - ER - Tenure > IV. Appendices ▾ 👤

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Name ↑



A. TEACHING/LIBRARIANSHIP



B. SCHOLARSHIP



C. SERVICE



D. PEER RECOMMENDATIONS FOR TENURE FROM CURRENT COLLEAGUES AT RAMAPO COL...



E. INDICATION OF APPLICANT'S FIELD(S) OF EXPERTISE AND IDENTIFICATION OF THEIR PRI...

# Documents provided by the candidate

## IV. Appendices

### A. Teaching/Librarianship

#### 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 A. Teaching/Librarianship



# Appendices

## A. Teaching/Librarianship

- i.e. 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





# Appendices

## A. Teaching/Librarianship

Class Observation Letters from Dean and Peers  
(signed/dated)

- **Dean Evaluations** – one (1) class observation per academic year
- **Peer Evaluations** – one (1) per semester for the first 3 years and, thereafter one (1) per academic year.
- Naming and numbering protocols very important
  - SUBJ COURSE # SEMESTER Dean/Peer Class Observation
    - e.g., SWRK 222 Spring 2018 Dean/Peer Class Observation



# Appendices

## A. Teaching/Librarianship

### Student Opinion Survey Summary Reports

- Reappointment – summary data from all courses in previous semesters
- **Tenure – summary data from all courses in the past 5 years**
- Naming and numbering protocols very important
  - titled as SUBJ COURSE # SEMESTER Student Opinion Survey
    - e.g., MATH 121 Fall 2017 Student Opinion Survey (aggregate data only)

# Appendices

## B. Scholarship

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

# Appendices

## C. Service

- Supporting evidence of service in Vita.
- No more than two (2) internal letters of support from the past year. (TENURE ONLY)

# Appendices

## D. Peer Recommendations for Tenure from Current Colleagues

- Peer recommendation for reappointment or tenure from current colleagues (TENURE ONLY)

# Appendices

## E. Indication of Field of Expertise

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

# Appendices

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

# ER Webpage Resources

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”)



# Faculty Handbook

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