Promotion Information and eBinder Training

Presented by:

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Promotion Information and eBinder Training

Agenda

- Memorandum of Agreement
- Qualifications for Promotion
- Notice to Applicants for Promotion
- Promotions Flowchart
- Promotions Applicant Actions and Responsibilities
- Creating Your eBinder
- Appendix A Required Documents Provided By Candidate for Promotion
- Documents Provided By Convening Group, Unit Dean/Director and Provost
- Where to Find Promotions Information and Policy and Process Guidance: Employee Relations Website and Faculty Handbook
- Point of Contact Information

RAMAPO COLLEGE OF NEW JERSEY

Learning Objectives

- Understand and Describe the Promotion Process
- Review Promotion Eligibility Requirements
- Review document submission requirements for Promotion
- Learn How to Build Your e-Binders
- Know Where to Find Information on the Promotion Process

Memorandum of Agreement (MOA)

The Provost, American Federation of Teachers (AFT), and the Office of Employee Relations (ER) all agreed the College will utilize an electronic submission (eBinder) process for all submissions of Promotion applications and pertinent documents.

Qualifications for Promotion

Associate Professors	Full Professors
• Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline.	• Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline.
• Have at least **five (5) years of professional experience in higher education**.	• Have **at least eight (8) 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.	• Applicants shall have demonstrated a consistent record of mature levels of accomplishment and professional responsibility in Teaching/Librarianship, Scholarship, and Service.
• Applicants for Promotion to Associate Professor must demonstrate a record of quality performance in relation to Scholarship. Future promise for scholarship MAY be considered.	• Applicants for Promotion to Full Professor must demonstrate a consistent record of mature levels of accomplishment in Scholarship with particular emphasis on the last five (5) years. Future promise shall NOT be considered

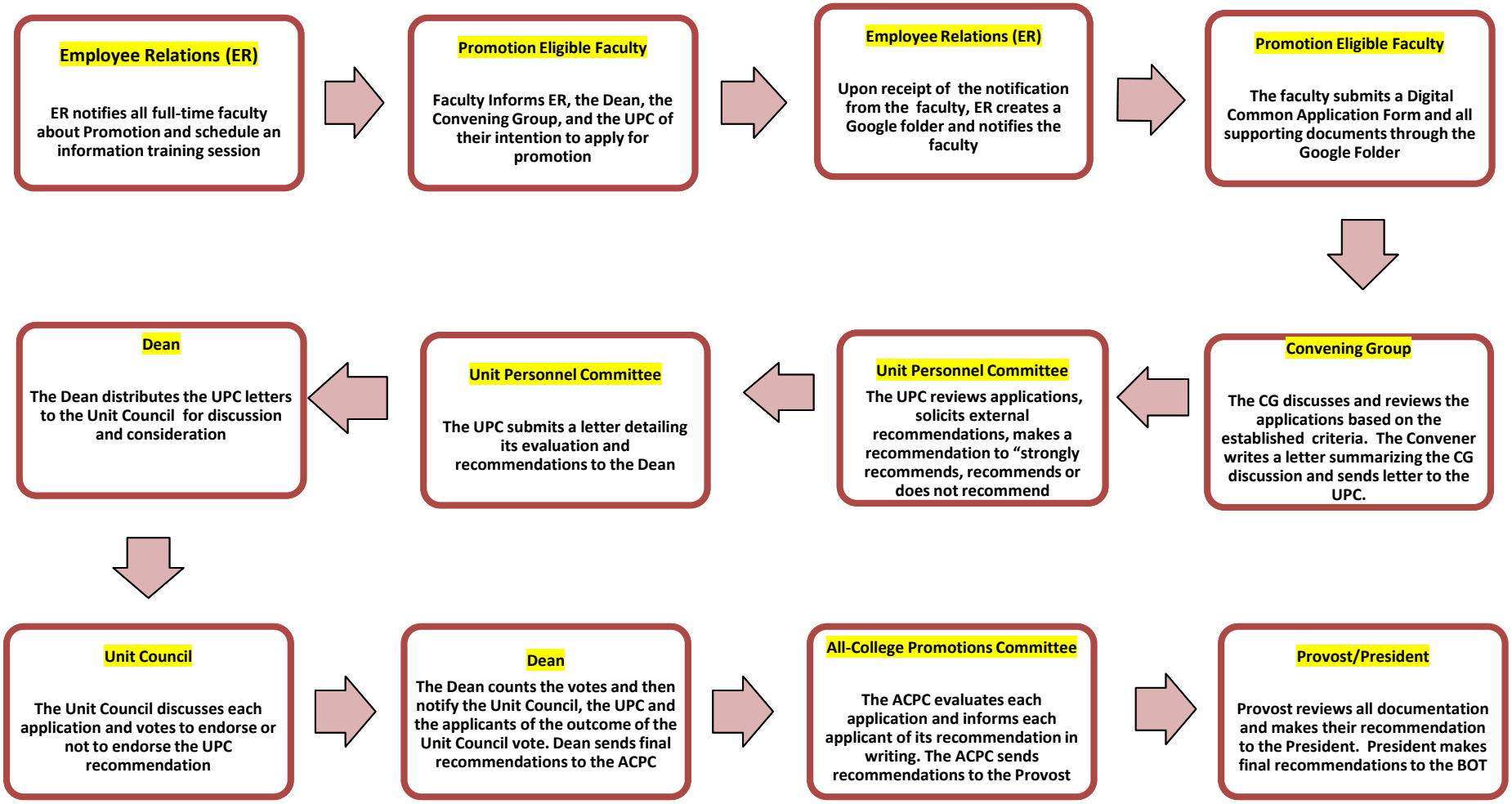
Notice to Applicants for Promotion

- **Employee Relations (ER) notifies all full-time faculty members about Promotion and schedules a Promotion Information and Training Session**

- **On or before Friday, October 11, 2024 the President, through Employee Relations, notifies the faculty and librarians of the number of promotions available for tenure track faculty and the number of promotions available for librarians in the given academic year.**

Promotion Process Flowchart

(In accordance with the Annual Promotion Calendar as agreed to by ER and AFT)



Promotion Applicant Actions and Responsibilities

- **Applicants will:**
  - **Inform Dean, ER, Convening Group, and Unit Personnel Committee (UPC) of intention to apply for Promotion**
  - **Submit a complete application on or before November 11, 2024 in accordance with established procedures.**
  - **Provide the UPC with a list of desired external peer reviewers the semester prior to the application submission deadline.**
  - **Ask their primary Convening Group to send a letter to the UPC by the deadline established by ER.**
  - **Include all components/documentation on the Promotion Process Guidelines and Checklist, and be formatted in accordance with the digital submission guidelines provided by ER. If desired, submit additional information, which they consider appropriate.**

Promotions
eBinder Submission of Documents

Creating Your eBinder

Google Drive Access

Uploading PDF documents

Appendix A
Required Documents from Applicant for Promotion

Each applicant must confidentially advise the Office of Employee Relations & Faculty Services (ER) via email of their intent to apply for Promotion. Email: er@ramapo.edu or you can call x7566

Employee Relations will set up a Main Folder (which will be your eBinder) in the Google drive for each applicant to use to upload their documents. A link to the folder will be shared with all applicants.

The Folder will be set up as follows:

Applicant's Full Name – School – Desired Faculty Rank:

e.g: Smith, Mary -SSHS – Associate Professor

How to Upload Documents to Shared Folder on Google Drive

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

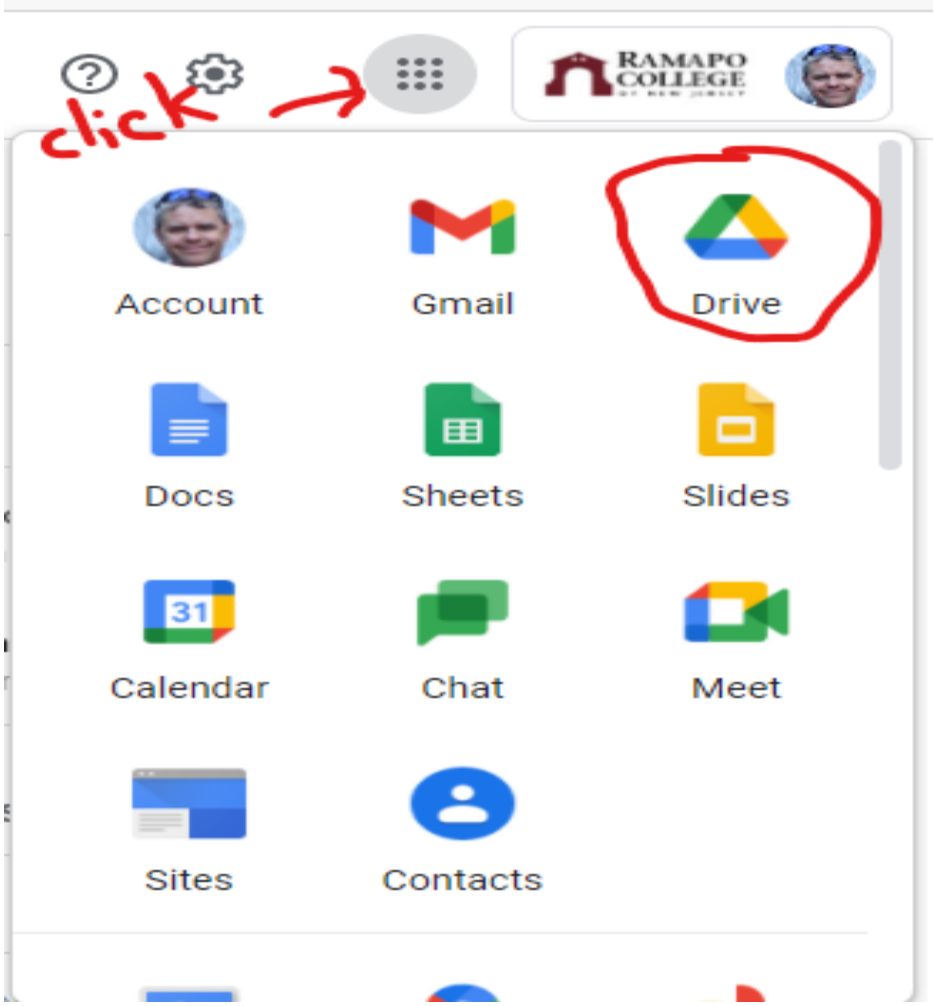
1. **Open Google drive**
2. **Find the folder with your name on it that was shared with you**
3. **Open the folder that was shared with you**
4. **Click on the New on the upper left-hand side menu**
5. **Select Folder Upload or File Upload from the menu; select “folder” to create new subfolder; select “file upload” to upload a document**

How to Upload Documents to Shared Folder on Google Drive

Step 1. Open Google drive

1. **Open Google Drive**

To access Google Drive, from Gmail click the Google applications icon and then select Drives



How to Upload Documents to Shared Folder on Google Drive

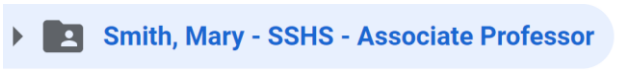
Steps 2-3

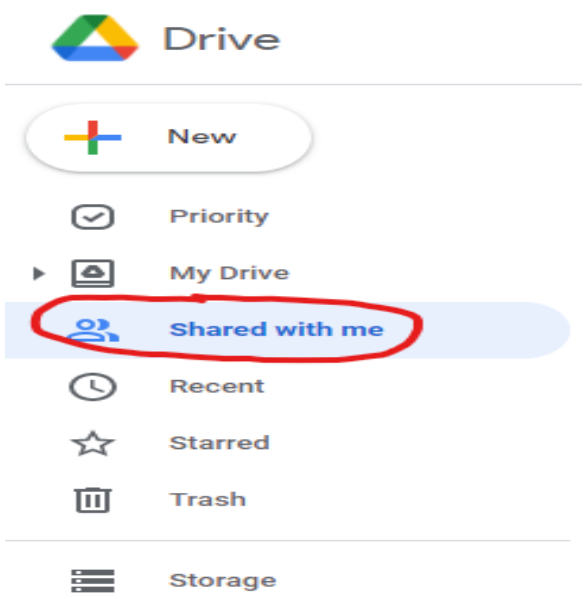
2. **Find the folder with your name on it that was shared with you**
3. **Open the folder that was shared with you**

To do this, you can either type the name in the search bar or navigate to it by clicking on "Shared with me"

2. **Find the folder that was shared with you**

3. **Open the folder that was shared with you**
   Once located, double click the folder to open it



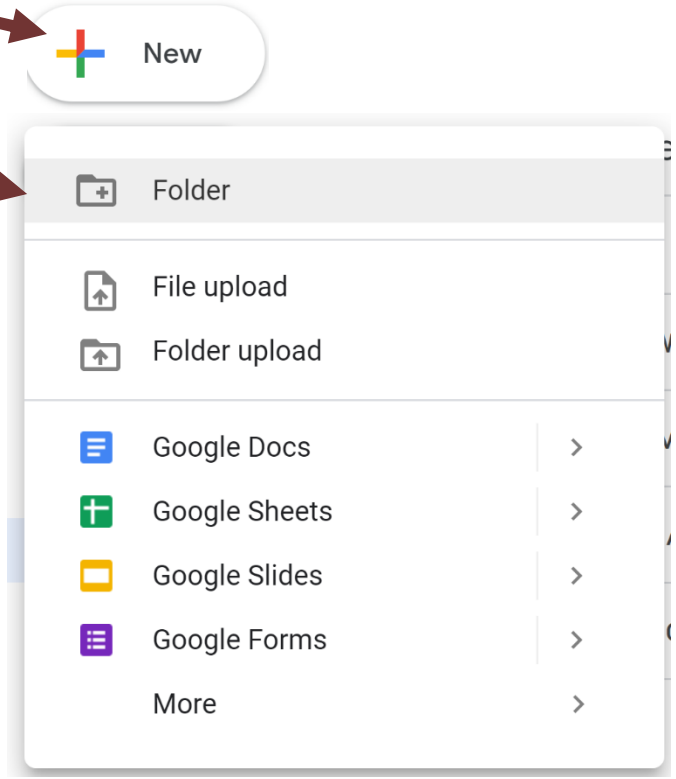


Creating Subfolders in Your eBinder

Steps 4-5
4. Click on the New on the upper left-hand side menu
5. Select Folder Upload or File Upload from the menu and select the "folder" to create new subfolder; select "file upload" to upload a document

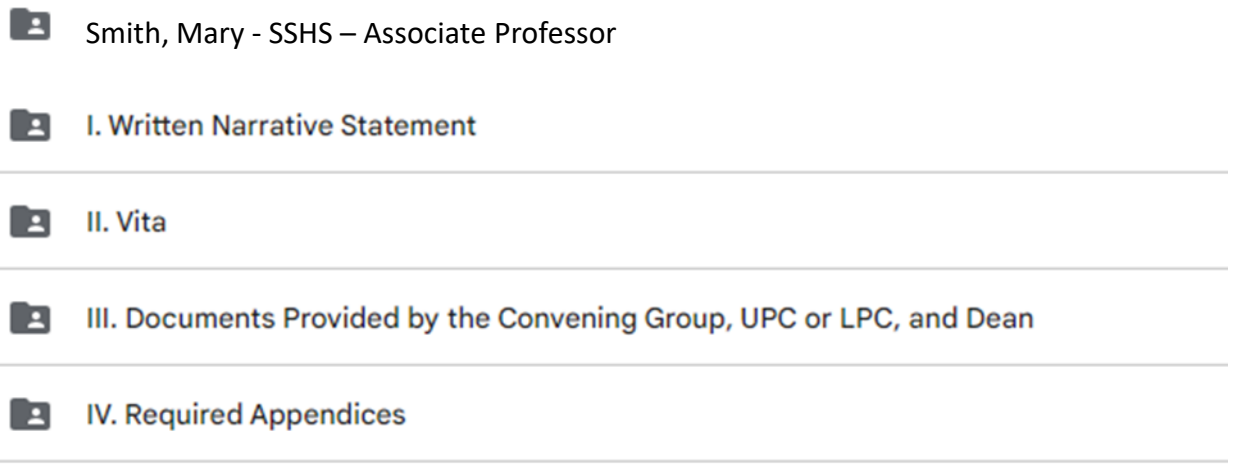
4. Once the main folder (eBinder) is open, click "New" on the upper left hand side menu
5. Select "Folder" to create new subfolders in your binder, i.e. Written Summary (Repeat this step to create all your folders); Select "File Upload" to upload a document.

- Note: All documents should be converted to PDF's, etc.



Creating Your Main Folders in Google Drive

(This is What Your Main Folder Will Look Like)



NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

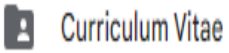
Written Narrative Statement

I. Written Narrative Statement

- One (1) subfolder that contains a pdf document
  - **NOTE: WRITTEN NARRATIVE STATEMENT (signed; not to exceed a maximum of eight (8) pages; Times New Roman: 11-point font).**
  - **The applicant describes how they have satisfied the three criteria: Teaching/Librarianship, Scholarship, and Service, as required for Promotion.**
  - **The narrative may also include self-evaluation and reflection for each of the three criteria.**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

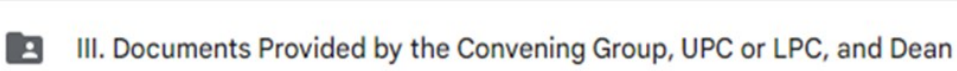


II. Curriculum Vita

- One subfolder that contains a pdf document

NOTE: Naming and numbering protocols are very important!

Required Documents from the Convening Group UPC or LPC, and Dean



III. Documents Provided by the Convening Group, UPC, or LPC, and Dean

- Subfolder that contains 2 or 3 pdf documents

NOTE: Naming and numbering protocols are very important!

Documents Provided by Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. Documents provided by the Convening Group (CG), Unit Personnel Committee (UPC) or Library Personnel Committee (LPC) and Dean (Provost evaluation added later)

- **Subfolder in Google drive – set up by ER; contains up to 5 pdf documents total and no subfolders**
  - **CG Letter (Must be in the application prior to UPC evaluation-not applicable to Librarians)**
  - **UPC Letter with applicable addendum on Unit Council (UC) Recommendation (In the case of the Librarian, since the CG, UPC, and UC are one and the same, the letter will be one document)**

NOTE: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

1. CG Letter (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: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

2. UPC Letter (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: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

3. Unit Council (Endorsement of the UPC Letter)

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

NOTE: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. CG + UPC + Dean + Provost (Provost added later) Evaluations and Recommendations

4. Dean Evaluation and Recommendation

- The document, titled Dean Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder

NOTE: Naming and numbering protocols are very important!

Required Documents from Convening Group, Unit Dean/Director, and Provost

III. Documents Provided by the Convening Group, UPC or LPC, and Dean

III. CG + UPC + Dean + Provost (Provost evaluation added later) Evaluations and Recommendations

5. Provost (added later) Evaluation and Recommendation

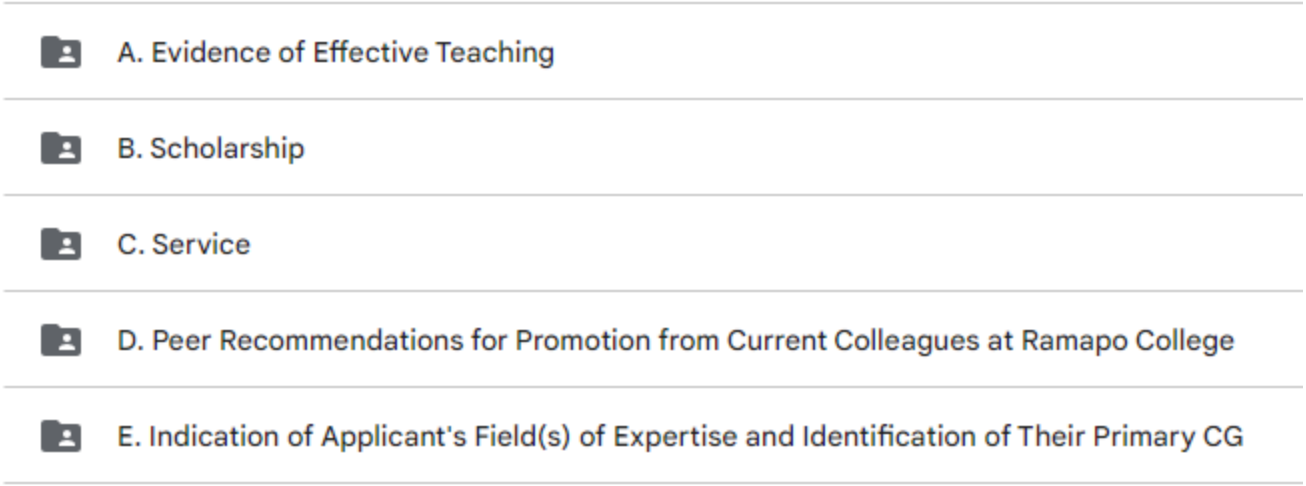
- The pdf document, titled Provost Evaluation and Recommendation, should be filed in the CG + UPC + Dean + Provost Evaluations and Recommendations folder

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices

- Contains five (5) subfolders of supplementary materials



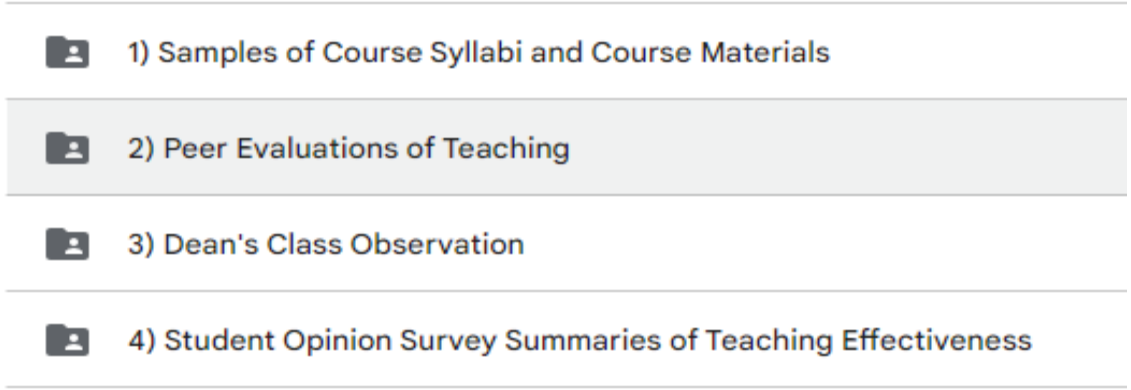
NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

A. Evidence of Effective Teaching

- Contains four (4) subfolders of supplementary material



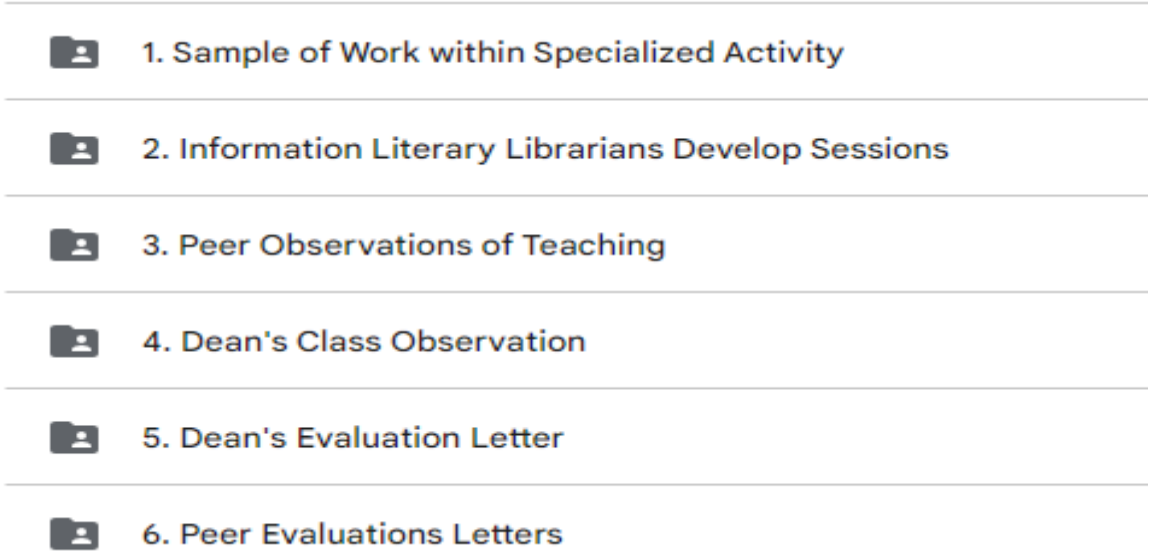
NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

A. Evidence of Effective Librarianship

- Contains up to six (6) subfolders of supplementary material



NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. – 1. Course Syllabi and Course Materials

A. Evidence of Effective Teaching

- Titled as SUBJ COURSE # SEMESTER Course Syllabus:

  BIOL 101 Fall 2020 Course Syllabus

NOTE: Syllabi for each course taught at Ramapo in the past five years; applicant decides what course materials to submit.

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. - 1. Course Materials, Cont.

A. Evidence of Effective Teaching

- Titled as SUBJ COURSE # SEMESTER PowerPoint/ Presentation/Handout/etc:

COMM 229 Fall 2020 PowerPoint

LITR 201 Midterm Essay

CHEM 211 Spring 2019 Final Exam

INFO 233 Fall 2018 Handout

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1) Samples of Course Syllabi and Course Materials

IV. Required Appendices Cont. - 1. Course Materials, Cont.

A. Evidence of Effective Teaching

- Sample student work titled as SUBJ COURSE # SEMESTER Sample Student Work:

ARTS 307 Spring 2016 Sample Student Work

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

2) Peer Evaluations of Teaching

IV. Required Appendices Cont. - 2. Peer Observations of Teaching

A. Evidence of Effective Teaching

- **NOTE: (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 of courses.**
- **Two peer evaluations must have been conducted within the three (3) year period immediately prior to the application for promotion.**
- **If the peer evaluation is conducted by a Chair of a committee or higher (Dean) then only one peer evaluation is required.**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

3) Dean's Class Observation

IV. Required Appendices Cont. - 3. Dean's Class Observations

A. Evaluations of Effective Teaching

- (Signed and Dated) Provide one (1) from the last two (2) years

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

4) Student Opinion Survey Summaries of Teaching Effectiveness

IV. Required Appendices Cont. - 4. Student Opinion Survey Summaries of Teaching Effectiveness

A. Evaluations of Effective Teaching

- **NOTE: 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 (5) years employed by Ramapo College.**

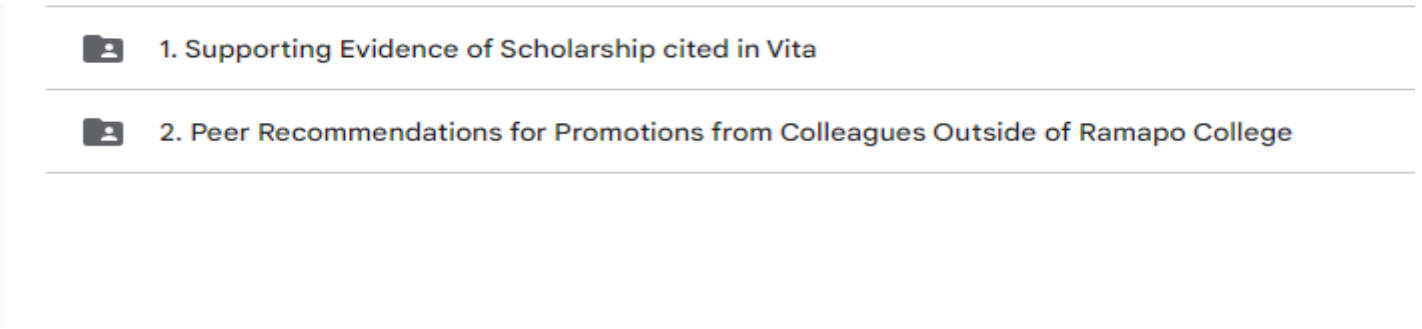
NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

B. Scholarship

- Contains two (2) subfolders of supplementary material



NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1. Supporting Evidence of Scholarship cited in Vita

IV. Required Appendices Cont. - 1. Supporting Evidence of Scholarship cited in Vita

B. Scholarship

- Contains two (2) subfolders of supplementary material

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

2. Peer Recommendations for Promotions from Colleagues Outside of Ramapo College

IV. Required Appendices Cont. - 2. Peer Recommendations for from Colleagues Outside of Ramapo

B. Scholarship

- **NOTE: (Signed and Dated) Exactly three (3) external recommendation letters are required, although the applicant provides their UPC or LPC with a list of five (5) names of peers in their field to be contacted, indicating their top three (3) choices and two (2) alternates. In the case more potential peer reviewers and or recommenders are needed, the applicant will supply additional names upon request to the UPC or LPC.**
- **The applicant's Vita will be sent to those who agree to write letters of support. Examples of Scholarship, as listed on the Vita, will be made available upon request.**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

C. Service

- Contains two (2) subfolders of supplementary material

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1. Supporting Evidence of Service cited in Vita

IV. Required Appendices Cont. – 1. Supporting Evidence of Service Cited in Vita

C. Service

- **NOTE: 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.**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

2. Internal Letters

IV. Required Appendices Cont. – 2. Internal Letters

C. Service

- **NOTE: Signed and Dated) 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.**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

D. Peer Recommendations for Promotion from Current Colleagues at Ramapo College

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

1. Supporting Letter from John Doe

IV. Required Appendices Cont.- 1. Supporting Letter from John Doe.

D. Peer Recommendations for Promotion from Current Colleagues at Ramapo College

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

2. Supporting Letter from Mary Doe

IV. Required Appendices Cont.- 2. Supporting Letter from Mary Doe.

D. Peer Recommendations for Promotion from Current Colleagues at Ramapo College

- **(Signed and Dated) Contains two (2) subfolders of supplementary material**

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

IV. Required Appendices Cont.

E. Indication of Applicant's Field(s) of Expertise and Indication of their Primary Convening Group

- **Contains two (2) subfolders of supplementary material**

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

NOTE: Naming and numbering protocols are very important!

Where to Find Promotions Information and Policy and Process Guidance: Employee Relations Website and Faculty Handbook

Detailed promotion information is located on the Employee Relations Website in the Faculty Handbook. Refer to the following sections for guidance on Promotions:

- **5.0: Criteria for Reappointment, Tenure, and Promotion**
- **7.0: Ramapo College Tenure and Promotions Policies and Plan**
- **9.0: Promotion Process for Tenure Track Faculty Members**
- **Appendix C: Promotion Process Guidelines and Checklist**

The Faculty Handbook requirements and guidance combined with information from this presentation will assist you in your application for promotion.

Please also refer to the 2024-2025 Promotion Calendar (found on the Employee Relations Webpage in the Promotions section)

Promotion
Point of Contact Information

Jennifer Hicks McGowan

Interim Executive Director of Employee Relations & Strategic Initiatives

Jhicksmc@ramapo.edu

201-687-7566

Please also reach out to us at ER@ramapo.edu