

APPENDIX C

PROMOTION PROCESS GUIDELINES AND CHECKLIST

The guidelines and checklist provided below are designed to support applicants for Promotion, the Unit Personnel Committees (UPC), and the Library Personnel Committee (LPC), and the All-

____ ____ **UPC or LPC letter with applicable addendum on Unit Council recommendation** (see Section 9) (Note: In the case of the Library, since the Convening Group, UPC, and Unit Council are one and the same, the letter will be one document.)

____ ____ **D apø recommendation letter**

at least one peer from the Library Convening Group and, optimally, by different peers. Two peer evaluations must have been conducted within the three

limited to committee reports, event programs, and other relevant forms of documentation that speak directly to the applicant's Service contribution.

ô ----- ô -----**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.

_____ **D. PEER RECOMMENDATIONS FOR PROMOTION FROM CURRENT COLLEAGUES AT RAMAPO COLLEGE (signed and dated):** A maximum of two (2) additional letters of support from colleagues currently employed by Ramapo College that address any one or more of the three areas of criteria (i.e., Teaching, Scholarship, and Service) may be submitted.

_____ **E. INDICATION OF APPLICANT'S FIELD(S) OF EXPERTISE AND IDENTIFICATION OF THEIR PRIMARY CONVENING GROUP(S).**

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