

APPENDIX D

REAPPOINTMENT PROCESS GUIDELINES AND CHECKLIST

The guidelines and checklist provided below are designed to support applicants for Tenure, the Unit Personnel Committees, and the All-College Tenure Committee in completing their assigned steps in the Tenure Process. The guidelines and checklist identify all necessary and relevant documentation. The checklist is to be used to supplement and clarify the provisions laid out in the Faculty Handbook but does not replace or supersede Faculty Handbook provisions.

Applicants for Tenure must provide all of the documentation listed below.

Each applicant and their UPC certifies that all of the required documentation is in the submitted digital binder.

Committees shall only consider written and signed communications (i.e., nothing that is anonymous) except for student opinion surveys and oral presentations by each applicant.

The order of the documentation in the Tenure package should follow that which is specified below. To ensure all required components are included in the submission, the applicant should initial each item on the checklist as the item is inserted into the application. The UPC also checks and certifies that the item is included in the application.

UPC APPLICANT

_____ **I. NARRATIVE SUMMARY (not to exceed a maximum of eight (8) pages using Times New Roman 11-point size font):** The applicant describes how they have satisfied the three criteria: Teaching/Librarianship, Scholarship, and Service, as required for Tenure. The narrative may also include self-evaluation and reflection for each area of the three criteria.

_____ **II. Vita (Ramapo format)**

_____ **III. DOCUMENTS PROVIDED BY THE CONVENING GROUP, UPC, AND DEAN**

_____ **Convening Group letter requested by applicant (not required to Librarians)**

_____ **UPC letter with applicable addendum on Unit Council recommendation (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.)**

_____ **recommendation letter (include all previous reappointment letters)**

IV. REQUIRED APPENDICES

A. TEACHING/LIBRARIANSHIP

Evidence of Effective Teaching

_____ **Samples of Course Syllabi and Course Materials:** Syllabi for each course taught at Ramapo in the past five years. The applicant decides what course materials to submit.

_____ **Peer Observations of Teaching (signed and dated):** 0
