

## **APPENDIX E**

### **TENURE 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~~ ~~the~~ 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**

#### **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

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