Promotion Information and eBinder Training

Presented by:

Jennifer Hicks McGowan

Interim Executive Director of Employee Relations & Strategic Initiati

Jhicksmc@ramapo.edu

201-687-7566

2024-2025

Learning Objectives

‡ Understand and Describe the Promotion Process

‡ Review Promotion Eligibility Requirements

‡ Review document submission requirements for Promotion

‡ Learn How to Build Your e

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 document

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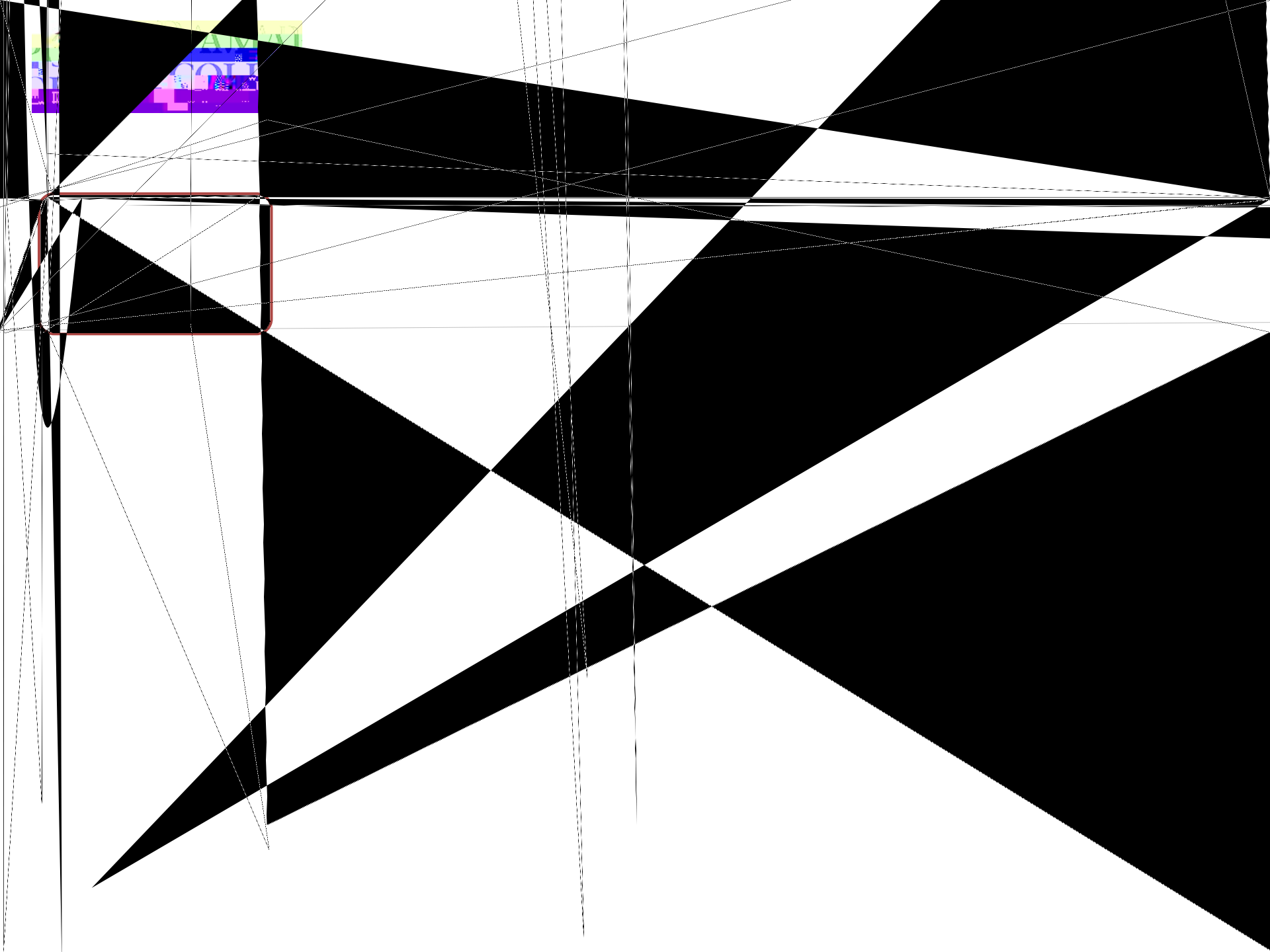


‡ Applicants will:

± 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.

±

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:

How to Upload Documents to Shared Folder on Google Drive

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

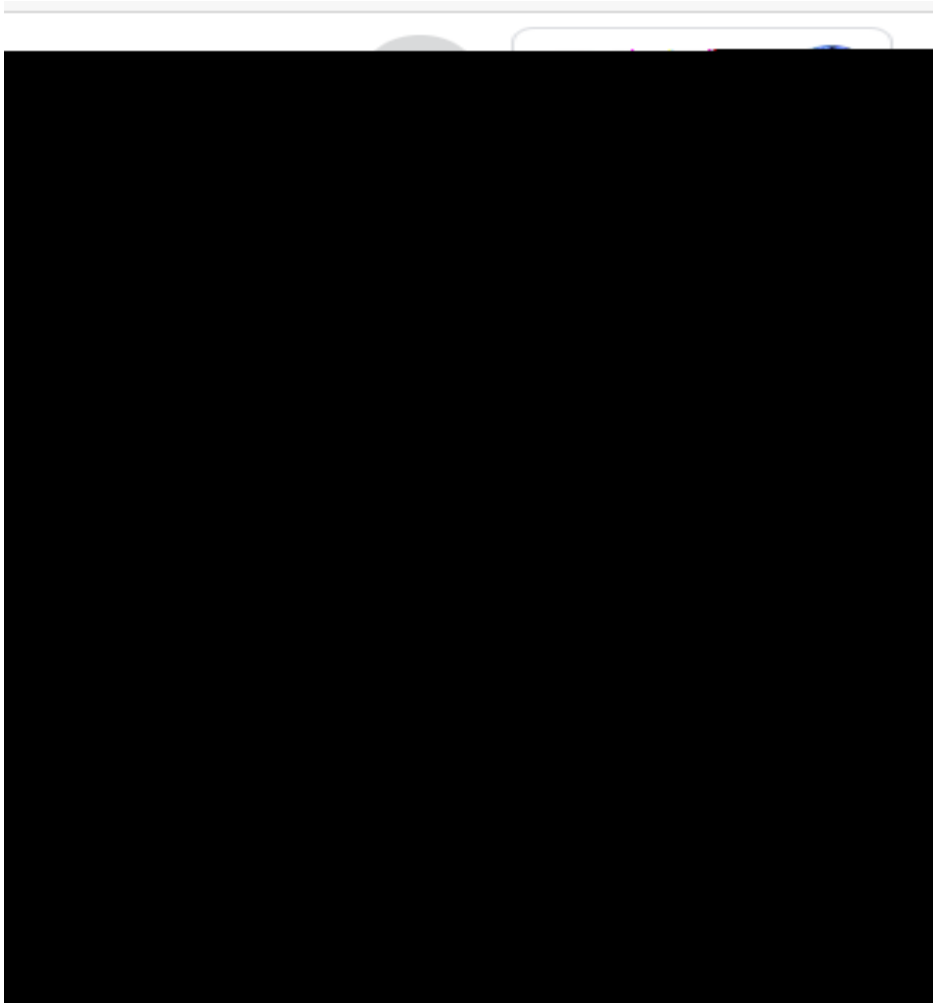
1. Open Google drive
2. Find the folder with your name on it that was shared with you
3. Open the folder that was shared with you
4. Click on the New on the upper left-hand side menu
5. Select Folder Upload or File Upload from the menu; select a document

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 23

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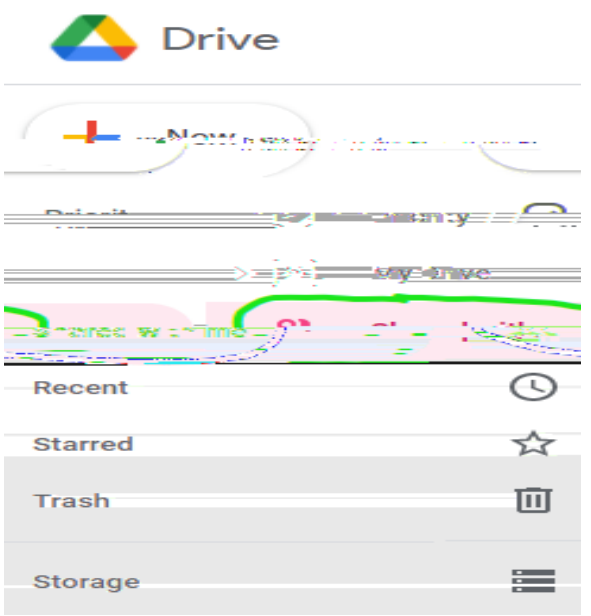
2. Find the folder that was shared with you
3. Open the folder that was shared with you
   Once located, double click the folder to open it



Creating Subfolders in Your eBinder

4.

Creating Your Main Folders in Google Driv

(This is What Your Main Folder Will Look L)ke

ion Smith, Mary - SSHS Associate Professor t

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant

I. Written Narrative Statement

- One (1) subfolder that contains a pdf document
  - NOTE: WRITTEN NARRATIVE STATEMENT (signed; not to exceed a maxim 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, a 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 Provos

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 Grou
Unit Dean/Director, and Provost

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+ Dea Provost Evaluations and Recommendations folder.

NOTE: Naming and numbering protocols are very important!

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

2. UPC Letter (Evaluation and Recommendation)

‡

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

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

NOTE: Naming and numbering protocols are very important!

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

4. Dean Evaluation and Recommendation

‡The document, titled Dean Evaluation and Recommendat

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

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 + Dea Provost Evaluations and Recommendations folder

NOTE: Naming and numbering protocols are very important!

Required SrDocumleonr

IV. Required Appendices

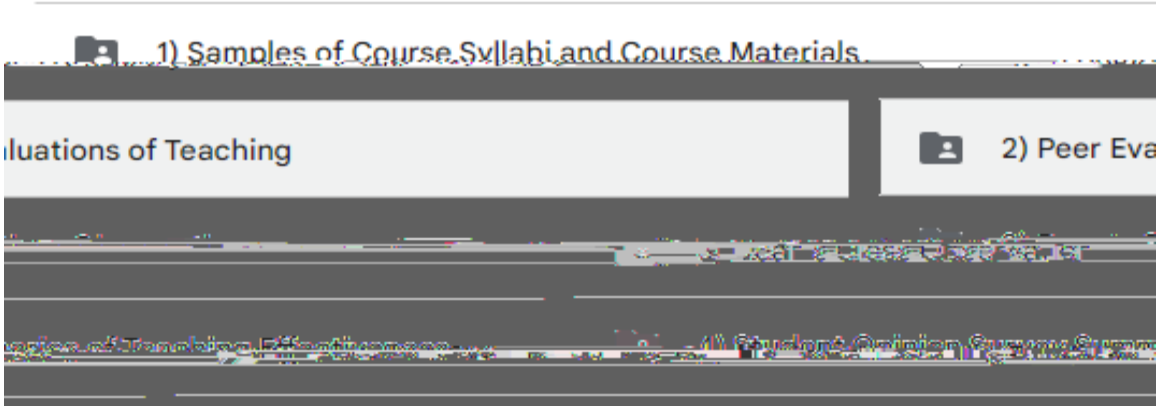
‡Contains five (5) subfolders of supplementary materials

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 materi

NOTE: Naming and numbering protocols are very important!

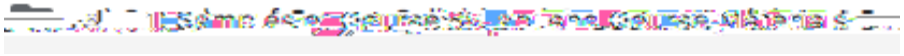
IV. Required Appendices Cont. 1. Course Syllabi and Course Materia

A. Evidence of Effective Teaching

‡Titled as SUBJ COURSE # SEMESTER Course Syllabus:

BIOL 101 Fall 2020 Course Syllabus

Required Subfolder Documents from Promotions Applicant



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

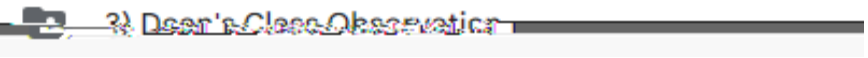
LITR 201 Midterm Essay

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



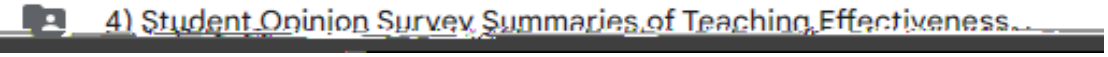
IV. Required Appendices Cont.ï X v [• o • • K • Œ À š

A. Evaluations of Effective Teaching

‡(Signed and Dated) Provide one (1) from the last two (2) yea

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant



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 Colle

NOTE: Naming and numbering protocols are very important!

IV. Required Appendices Cont.

B. Scholarship

Required Subfolder Documents from Promotions Applicant

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.
- d Z ‰ ‰ o] v š [• s] š Á] o o • v š š } š Z } • Á Z } P C 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

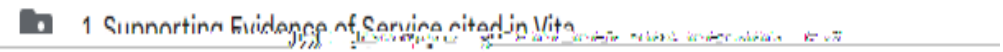
IV. Required Appendices Cont.

C. Service

‡Contains two (2) subfolders of supplementary material

NOTE: Naming and numbering protocols are very important!

Required Subfolder Documents from Promotions Applicant



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

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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 suppo 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.

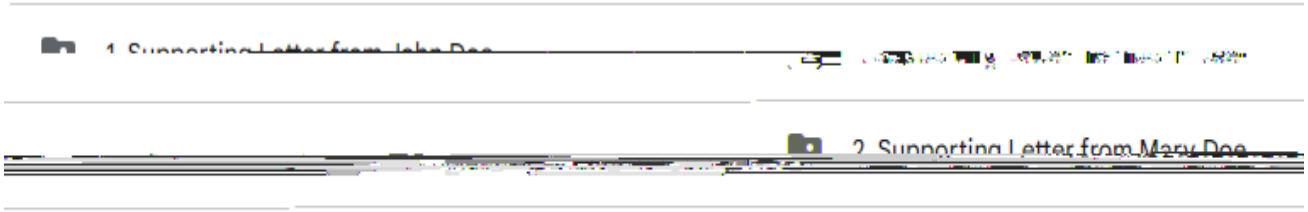
NOTE: Naming and numbering protocols are very important!

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



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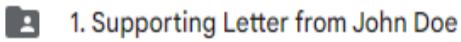
Required Subfolder Documents from Promotions Applicant



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

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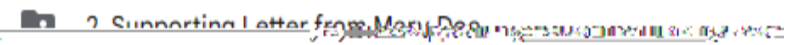
Required Subfolder Documents from Promotions Applicant



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.

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‡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.

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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 t 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