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- Shall have an earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study/academic discipline.

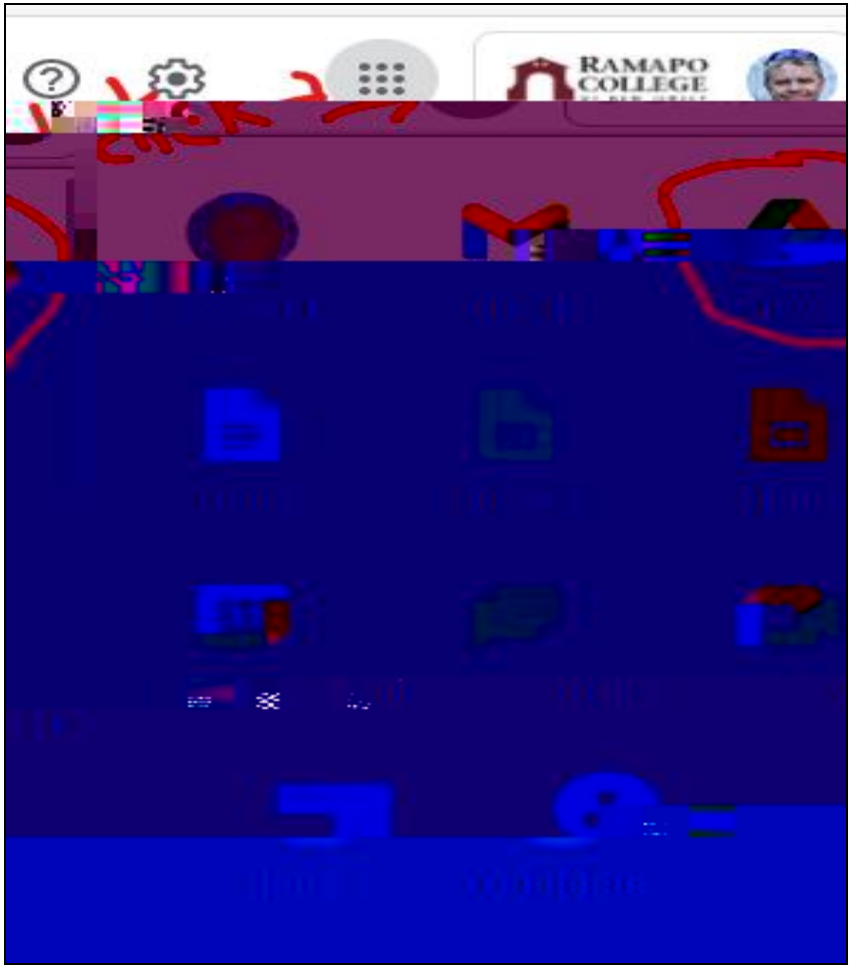
- Have at least

- Google Drive Access
- Uploading PDF documents

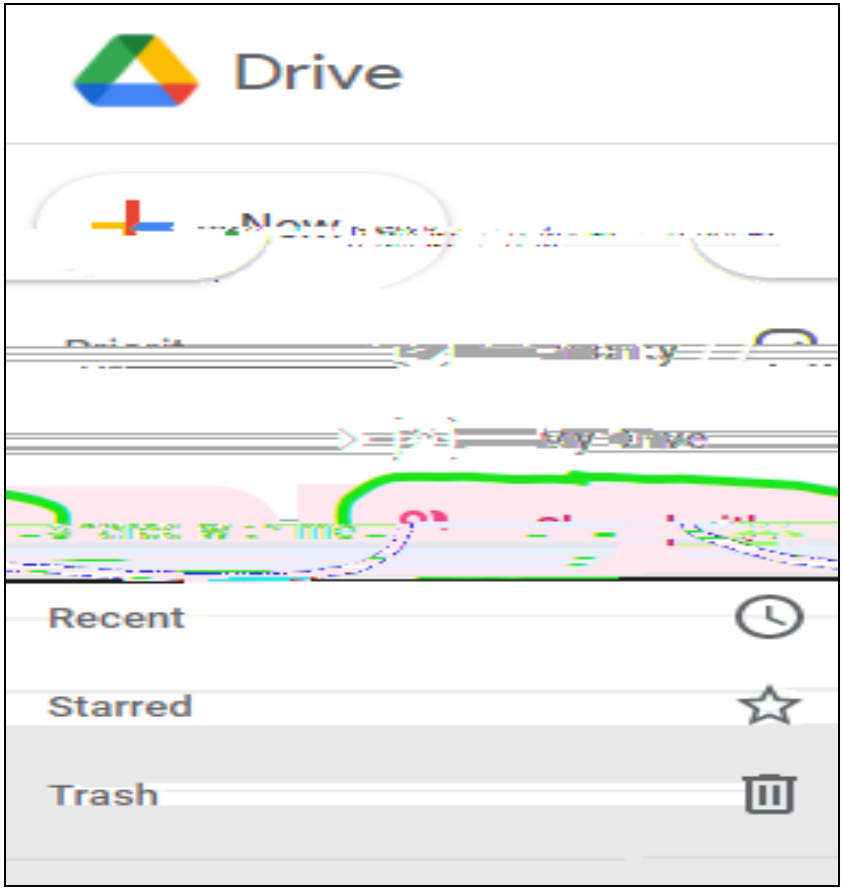
- ER will set up a Main Folder (which will be your e-Binder) in Google drive. A link to the folder will be shared with all applicants.

- Individual file will be set up as follows:

- Open Google Drive to access Google Drive.
- Click the Google applications icon and then select Drives

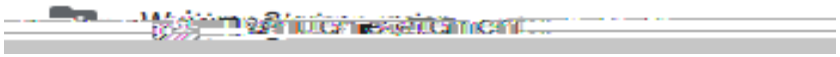


- Type the name in the search bar or navigate to it by



- Click “New” on the upper left hand side menu
- Select Folder to create new

:ion Janelle McIntosh-Evans - ER- Promot



- One subfolder that contains a pdf document
  - Eight (8) pages maximum
  - Times New Roman 11-point font

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ü One (1) subfolder that contains a pdf document

IV. Required Appendices

- Contains five (5) subfolders of supplementary material

IV. Required Appendices Cont.

A. Evidence of Effective Librarianship

- ü Contains up to Six (6) subfolders of supplementary material

IV. Required Appendices Cont.

IV. Required Appendices Cont.

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

- ü Contains two (2) subfolders of supplementary material

IV. Required Appendices Cont.

E. Indication of Applicant's Field of Expertise and

V. Other Supporting Supplemental Documentation and/or Materials

Any information that the applicant deems relevant and appropriate to support its application for promotion.

Detailed promotion information is located in the Faculty Handbook in Section 5.0, Section 7.0, Section 9.0, and Appendix C. These sections together with guidance from this presentation will assist you in your application for promotion.

The 2023-2024 Promotion Calendar is located on the ER webpage @

https://www.ramapo.edu/er/