

# **Faculty Record File**

**The Dos and Don'ts of Maintaining  
Your File**



# What does NOT go in section 1

1. **Plastic protective covers** (should not be used in any section of your FRF).
2. **Photos or professional headshots** (the only exception is a thumbprint photo used in a newspaper review, which would go in section 9 or 10 depending on the article).



## Section 2: Summary

## Items That Go in Section 2

### Section 2: Summary

**Legend:** Present/ Missing/ Out of Order

This section should include the following:

1. Copies of degrees earned since last promotion P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_
2. Letters of hire, reappointment, tenure, and promotion in **reverse chronological order** (with newest items on top).  
P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_
3. An updated resume/CV (since last evaluation or promotion) with a new number for the FRF register.  
P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_
4. A list/summary of major accomplishments *before the latest promotion* (from your previous FRF) such as degrees earned, positions held, honors awarded.  
P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

### Comments:

- File #/year

## Rutgers, The State University of New Jersey

On recommendation of the faculty of the  
Graduate School-New Brunswick



1033 SPRINGFIELD AVENUE, CRANFORD, NEW JERSEY 07016

CRANFORD CAMPUS (908) 709-7000 ELIZABETH CAMPUS (908) 763-6300 PLAINFIELD CAMPUS (908) 42-3999 SCOTCH PLAIN CAMPUS (908) 709-7000

VICE PRESIDENT FOR ACADEMIC AFFAIRS  
April 27, 2011

Dr. Valerie Hurley  
2501 Jean Marie  
Brick NJ 08724

Dear Dr. Hurley:

I am pleased to track reappointment September 1, 2011.

Congratulations,

Sincerely,

Wallace E. Smith  
Vice President for Academic Affairs

WES/aw

Cc: Department of AAUP

May 15, 2014

Dr. Valerie M. Hurley  
720 Midlstone Drive  
Bridgewater, NJ 08807

Education:

Drew University

Ph.D. Modern History

Dissertation:

Rhetoric in the

Thesis Advisor:

Drew University

Master of Philosophy

Comprehensive

• Eighteen

• Nineteen

• Eighteen

Monmouth University

Master of Arts

Graduate Thesis

Prison Massacre

Thesis Advisor:

Monmouth University

Bachelor of Arts

Graduated Summa

Honors:

• Comprehensive

• Commencement

• Honor Society

• Awarded

• Summa

Teaching/Work Experience:

Union County College

Fall 2010, 2011, 2014

Interim Chairperson

2007 to present: Committee Service



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Ms. Michele Rotunda  
209 Watchung Avenue  
Montclair, NJ 07043

Dear Ms. Rotunda:

I am pleased to inform you that your reappointment to the History Department through May 31, 2015, has been approved.

This office of the Vice President for Academic Affairs is pleased to have you as a member of the faculty of the History Department.

As a member of the faculty, you are expected to maintain a high level of professional conduct and to be a positive role model for students and colleagues.

Please contact me at 709-7144 or by email at [redacted] if you have any questions or need assistance.

Sincerely,

Wallace E. Smith  
Vice President for Academic Affairs

WES/aw

Cc: Department of History

AAUP



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Sincerely,

Wallace E. Smith  
Vice President for Academic Affairs

WES/aw

Cc: Department of History

AAUP

#### Michele Rotunda

##### Section 2: Self-Evaluation/Summary

I respectfully submit my faculty file in consideration of reappointment for the 2013-14 year. This file represents my best efforts to serve the needs of Union County College students as well as my department and the college as a whole. I believe my performance and activities this past year make a strong case for re-appointment.

##### Section 3: Student Evaluations and Teaching Schedule

This past year I have taught five classes per semester including sections of History of U.S. to 1865 (HIS 201), History of U.S. Since 1865 (HIS 202) and History of New Jersey (HIS 279). I believe my commitment to teaching is reflected not only in the numerical scores but in the student comments that recognize my efforts to make the class engaging and to make myself available to students so as to ensure their success.

Since a number of Union County College students are forced to balance work and family commitments alongside their education, some of our students would not have access to classes without the option of taking them online. Just this past spring, I began to teach online sections of HIS 201 for the first time, and currently I am conducting online sections of both HIS 201 and HIS 279. This type of format can often be challenging or confusing to students, therefore, I have been committed to creating high-quality online classes in which the students feel that the instructor is accessible. While obviously I am continuing to work to improve these courses, I believe my evaluations reflect my success in providing a supportive environment for online students.

##### Section 4: Peer Evaluations

As required, two peer evaluations from the 2012-2013 academic year are included which reflect an overall "excellent" assessment of my teaching. Additionally, a departmental review of my online class is included.

##### Section 5: Other Evidence of Teaching Effectiveness and Related Student Contacts

I have included a small sample of notes from students that highlight my commitment to and engagement with my students. I value all kinds of feedback from my students as I find the greatest challenge in teaching at a community college is balancing the diverse needs, goals, knowledge and level of commitment among our students. For example, in response to requests for even greater access to resources from my online students, I have added the services of an embedded librarian to my online sections this fall. I have also included an open discussion forum, a "virtual class lounge," in both my online and face-to-face classes so that students can act as resources for one another. As evidenced by the information in my "Professional Development" section, I am always on the lookout for innovative teaching strategies to enhance the classroom experience.



# What does NOT go in section 2

1. Follow-up letters from the PEC.
2. Photos.



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(908) 965-6000

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(908) 462-3599

SCOTCH PLAINS CAMPUS  
(908) 889-2483

October 11, 2013

Michele Rotunda  
EGH

Re: Reappointment Recommendation, 2nd Year

Dear Michele Rotunda,

The Peer Evaluation Committee (PEC), at its meeting on October 11, 2013 recommended that you be reappointed as **instructor** for the 2014-2015 academic year.

The PEC recognizes your demonstration of teaching excellence, as evidenced by your exceptional student and peer evaluations. We noted your service to the college and your department through your involvement in various committees, including the Honors Studies Advisory Committee, the Faculty Resource Committee, the Experiential Education Committee and various departmental subcommittees. Your participation in the development of an AA in History was also noted as was your activities in co-chairing various committees and your role as co-advisor to the History club. This committee noted your extremely active level of professional development within the College and within your field. Your FRF included a thorough summary of your work here at Union County College.

Congratulations and best wishes for continued success at Union County College.

Sincerely,

A handwritten signature in blue ink that reads 'Valerae M. Hurley'.

Valerae M. Hurley, PhD  
Chairperson, Peer Evaluation Committee

cc: Prof. Philip Papas, EGH Department



## Items That Go in Section 3

A copy of the faculty teaching schedule with summary of student evaluations (**from page 5 on** for face-to-face courses and **all pages** for online courses). Must be signed by the Chair.

This section should be organized in this order:

**Course 1** Numerical Summary and comments  
(stapled together),

**Course 2 Numerical Summary and comments**  
(stapled together),

**Do this for each course.**

- File #/Year

X:\work\Papers-Chair\Fall 2013 EGH Full Time Faculty Schedules &

5-58

Michele Rotunda, Us History to 1865 - 001 2013/13

# Profile

Subunit:

EGH

Name of the instructor:

Michele Rotunda

Name of the course:

Us History to 1865 - 001

Name of the survey)

Values used in the profile line: Mean

## 1. Instructor/Course Questions

Question	Mean	Std. Dev.	Std. Error
1. The instructor gave adequate information regarding student progress through course.	3.20	.411.3	.0410.7
2. The instructor graded fairly.	3.20	.411.3	.0410.6
3. Students were given sufficient notice of special assignments, tests, and readings.	3.20	.411.1	.0410.3
4. The exchange of ideas and opinions was encouraged.	3.20	.411.1	.0410.3
5. The instructor gave clear explanations of questions asked by students.	3.19	.411.3	.0410.7
6. The instructor seemed willing to help when students had difficulty understanding.	3.20	.411.3	.0410.6
7. The instructor seemed well prepared for class.	3.18	.411.1	.0410.5
8. The instructor stimulated my interest in the subject matter.	3.20	.411.3	.0410.7
9. The instructor presented material clearly.	3.20	.411.2	.0410.7
10. Tests were returned promptly by the instructor.	3.20	.411.1	.0410.3
11. Papers were returned promptly by the instructor.	3.19	.411.1	.0410.3
12. The instructor increased my knowledge of this subject.	3.20	.411.2	.0410.7
13. The instructor made helpful comments on papers.	3.20	.411.2	.0410.4
14. The instructor told students how they would be evaluated in the course.	3.18	.411.1	.0410.3
15. The instructor asked interesting questions or problems for class discussion.	3.20	.411.2	.0410.5
16. The instructor helped me better understand the subject matter of this course.	3.19	.411.3	.0410.7
17. Overall, I would say the instructor is an effective teacher.	3.19	.411.3	.0410.6
18. Overall, I would rate the quality of class discussion highly.	3.20	.411.2	.0410.4
19. The instructor's objectives for the course were made clear.	3.19	.411.2	.0410.5
20. Examinations reflected important aspects of the course.	3.20	.411.3	.0410.4
21. In this class I felt free to ask questions.	3.19	.411.2	.0410.6

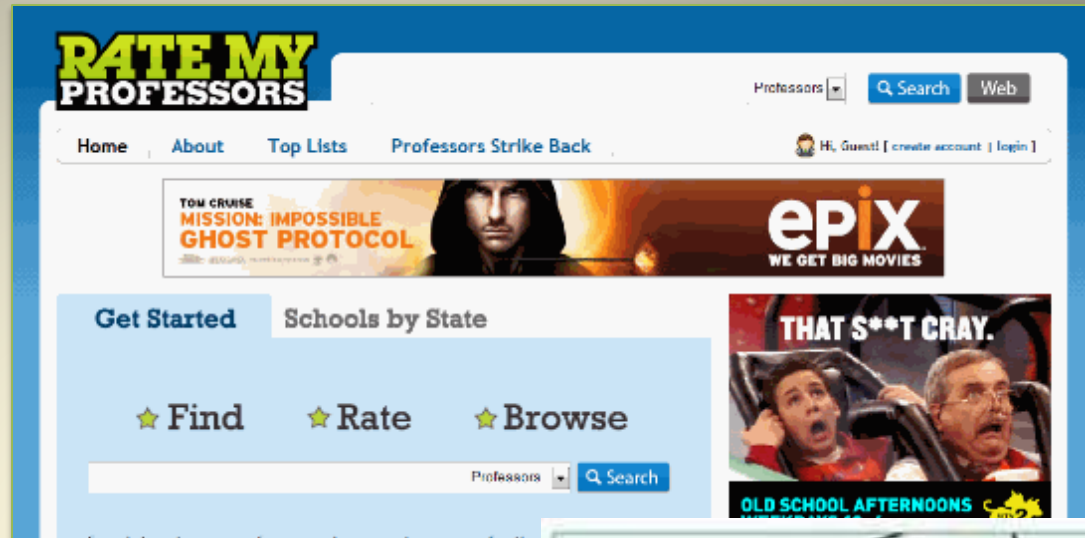
02/30/2013

Class Climate evaluation

Page 1

# What does NOT go in section 3

1. Rate My Professor.
2. Letters or short emails from students.
3. Greeting cards.
4. All other extraneous information.





## Section 4: Peer Evaluations

## Items That Go in Section 4

### Section 4: Peer Evaluations

In the Agreement, it is recommended that non-tenured faculty have two peer evaluations per academic year and that tenured faculty have one peer evaluation per academic year.

P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_  
P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

### Comments:

- File #/year

4-7

PEER CLASSROOM VISIT OBSERVATION FORM

Instructor: Michele Rotunda	Department: Eco/Gov/History
Date of Classroom Visit: Oct. 25, 2012	Room: S-111 Hour: 2pm - 3:20pm
Course and Section Number: HIS 201-007	Semester: Fall 2012
Title of Course Visited: U.S. History to 1865	
Topic: Jeffersonian America	Number of Students in Class: 25

Format of Class: Laboratory: \_\_\_\_\_ Lecture: X Class discussion: \_\_\_\_\_  
Small Group Activities: \_\_\_\_\_ Other: \_\_\_\_\_ (Explain)

General Comments on teaching effectiveness:  
Professor Rotunda began the class on time and took attendance. She distributed an article that connected current American political leaders and a 2012 election scenario to the Adams administration and, in particular, to the presidential election of 1800 and to the 12<sup>th</sup> amendment. She asked review questions that engaged students in a productive Q & A about the Adams administration. Professor Rotunda effectively used PowerPoint images and quotes to connect American history to world events. For example, the American Revolution and the power of the idea of liberty embodied within the Declaration of Independence inspired "internal rebellions" (Shays' Rebellion, the Whiskey Rebellion, Gabriel's Rebellion) and international revolutions (French Revolution and the Haitian Revolution). Professor Rotunda also effectively used a film clip depicting a major event in African American history—Gabriel's Rebellion of 1800 to demonstrate this point. Her overall presentation was clear and she demonstrated a thorough knowledge of the subject matter. Nicely done!

Based on my observations in this class, the candidate meets the contractual requirements for excellence in teaching.

☒ Yes ☐ No

Evaluator's Signature: Philip Papas Date: 11/12/2012

Printed Name of Evaluator: Philip Papas Evaluator's Department: ECH

Faculty Member's Response: (if any)

Faculty Member's Signature: [Signature] Date: 11/12/12



# What does NOT go in section 4

1. Nothing should be placed in section 4 except Peer Evaluations.
2. Student comments or emails (a limit of **4 substantive** letters from students may be placed in section 5).



# Section 5: Other Evidence of Teaching Effectiveness and Related Student Contacts

## Items That Go in Section 5

### Section 5. Other Evidence of Teaching Effectiveness and Related Student Contacts

This section may include a range of evidence such as,:

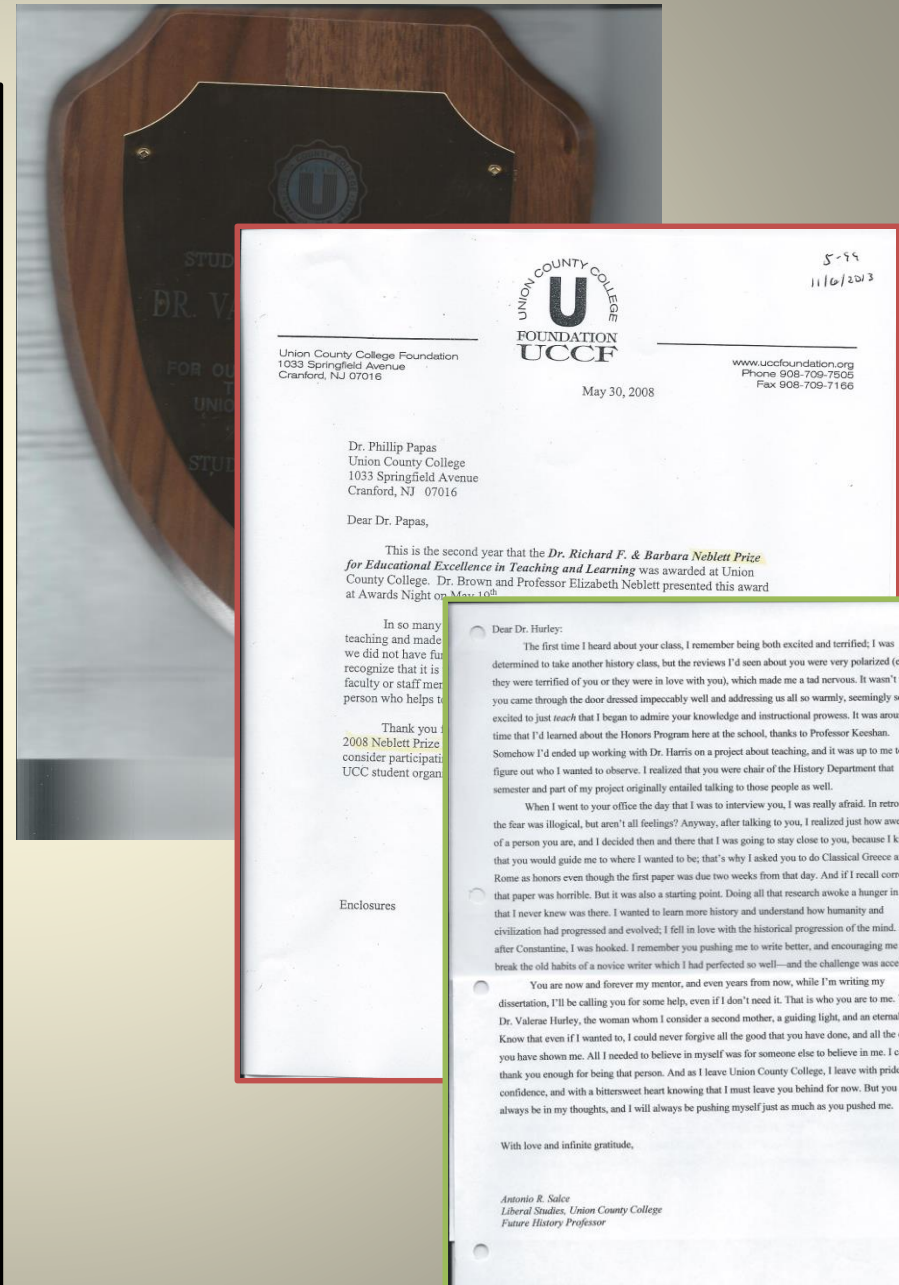
- teaching awards and copies of plaques
- a **small sample** of letters (***limit 4*** per file) from students or faculty that addresses classroom teaching.

P \_\_\_\_ M \_\_\_\_ O \_\_\_\_

P \_\_\_\_ M \_\_\_\_ O \_\_\_\_

### Comments :

- File #/year



# What does NOT go in section 5

1. Do not include Greeting Cards or short “Thank You” emails from students (short emails clog your file. Your limit is four, so **be selective** about what you include).
2. Rate My Professor (never acceptable).





## Section 6: Evidence of Committee Work

### 6. Evidence of Committee Work

This section may include evidence of participation in either College-wide or departmental committees.

**The most credible evidence is,**

a. a memo from the committee chairperson

P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

b. a memo from the departmental chairperson for a departmental committee.

P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

**Note:** E-mails and minutes of meetings should not be included unless they indicate some type of service other than mere attendance.

#### Comments:

- File #/year

## Items That Go in Section 6



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ELIZABETH CAMPUS  
(908) 965-6000

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(908) 412-3599

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(908) 889-2483

July 22, 2013

Dear Professor Rotunda:

I would like to thank you for your service to the Experiential Education Advisory Committee in the 2012-2013 academic year. As you know, experiential education and service learning are already a part of the curriculum at UCC, both through our stand-alone course, SLR 102, and through the many projects developed each year in individual courses from multiple disciplines. This year, the committee's efforts have focused on increasing the visibility of experiential education and service learning. To this end, we participated in a PDC Brown Bag Lunch, and distributed student interest forms and faculty surveys. The committee has also made progress on expanding service learning and experiential education at the college, most notably by creating faculty interest folders to streamline the adaptation of experiential education projects and by working with the administration to explore the possibility of establishing a staff position for the coordinator of experiential education.

Thank you for kindly volunteering to help create the faculty interest folders. This was a time consuming process, which involved adapting content provided to us by other schools as well as creating new content. The result, though, is a tool that should help us to encourage more faculty to incorporate service learning and/or experiential education projects into their classes. The committee has benefitted greatly from your energy and commitment.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wendy Barnes-Thomassen'.

Wendy Barnes-Thomassen, Co-Chair, Experiential Education Committee



# What does NOT go in section 6

The following items do not belong in your FRF:

1. Committee Meeting Attendance Records .
2. Minutes or notes from meetings.
3. Emails or meeting discussions.

Attendance Sheet

MRC-II System  
Design Review 1  
February 12, 2003

Name	Signature	Position
Alex Kirkwood		Eng Staff
Greg Fisher		grad student
David Kirkwood		grad student
Andrew Kirkwood		grad student
Karen Hager		grad student
David Kirkwood		grad student
Manish Datta		grad student
John Seabury		grad student
David Simon		grad student
Bob Webster		grad student
Ming Li		grad student
Xiaohui Wu		grad student
Emad Bactor		grad student
Gulsh Tichitaya		grad student
Sheng Xu		grad student
John Seabury		grad student
Russ Timg		grad student

St John Ambulance Surrey

## Meeting minutes

Meeting title: Surrey LINKS Committee Meeting  
Date: 12<sup>th</sup> September 2010  
Venue: Union House, University of Surrey, Guildford  
Room: Committee Room  
Chairman: Josh Fernandes  
Attendees: Alex Kirkwood, Daniel Martin, Holly Cannon, Josh Fernandes, Kim Brain  
Topics:

- 1) Review of last committee meeting minutes
- 2) Committee roles for next year
- 3) Operational orders 2010-2011 review
- 4) Technology: Dropbox and Gmail
- 5) Freshers' week
- 6) Training Plan
- 7) Fundraising and
- 8) Feedback from
- 9) Radio Reprogra
- 10) Inventories an
- 11) Purchase of m
- 12) Maintenance o
- 13) Review and up
- 14) AOB

Next Meeting: Committee Trainin

Diğer Düşünüşten Düşünce Örneği

Kaan Yücel (@kayucel) 13 dk  
via @Earl\_of\_Oxford dorsal scapular nerve'nin C4 katıyor mu? Evet. Plexus brachialis C5'ten de alabilir. #Anatomy

Kaan Yücel (@kayucel) 16 dk  
Buraya kadar soru, açıklama istediği, kula var mı? Devam edem mi? #Anatomy

Kaan Yücel (@kayucel) 19 dk  
Trunk'tan bisek sup-trunk'tan çıkar Suprascapular nerve to subclavius Diğerleri cord'tan Suprascapular: Spine üst & altındaki kaslar #Anatomy

Kaan Yücel (@kayucel) 20 dk  
Root'lardan (spinal sinir ön dalları) C5 dretendorsal scapular, C5/6+Long thoracic nerve 2 tane nerve #Anatomy

Kaan Yücel (@kayucel) 20 dk  
Scapula'yı torax duvarında tutar. Serratus ant. lezyonu scapula periyeriWinged scapula #Anatomy

Kaan Yücel (@kayucel) 21 dk  
Serratus ant. scapula'yı öne (yeter (pro-traction) kol 90 yukarıda 60° glenoid cavity yukarı, kol omuzun yukarına kaldırır. #Anatomy

Kaan Yücel (@kayucel) 31 dk  
Görmeyle ilgili canısı #Anatomy

# Section 7: Course and/or Program Development

# Items That Go in Section 7

## Section 7. Course and/or Program Development

This section may include salient evidence of the following,

- a. New program developed.  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- b. New course development (note: this does not include changing textbooks but rather a significant change to the syllabi that has been endorsed by the department),  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- c. Innovative pedagogy used in your courses,  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- d. Grant proposal summaries,  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- e. New programs implemented.  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_

### Comments:

- File #/year

Alternative Delivery and Technology

- CFD classes expanded hybrid learning.
- I-pads were purchased and various apps were piloted in several ESL classes.
- One hundred sixteen courses can be offered through online delivery.
- An ANGEL mobile app was developed.
- An online teaching certification was created.
- All courses have an ANGEL shell every term.
- Quality Matters certification is offered.
- Courses are now placed into a grid class blocks that facilitates optimal space.
- The ALC offers online tutoring and shops each semester to help students with online courses.

Innovative Pedagogy

- Professor Amy Boyd saves by moving into ANGEL. This instructional tool is available on Android, Blackberry, or WebOS.
- Dr. Philip Papas, Dr. Valerie Hurley for an international experience.
- Dr. Elizabeth Joyce set up a Facebook page for the department.
- Professor Laurie Sheldon has been successful in her efforts to encourage students to use the library.
- Professor Pedro Coome uses video and to offer words of encouragement.
- Dr. Valerie Hurley has collaborated with other faculty to develop a philosophy. For example, they have been successful in their efforts to encourage students to use the library.
- Dr. Mahua De has integrated Math and in groups.
- Professor Shahrzad Heidary is successful in her efforts to encourage students to use the library.
- Dr. Vincent Wrice uses SketchUp to encourage students to use the library.
- The Math Success Centers in the Math Success Center experience.

Union County College

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August 13, 2014

Dr. Philip Papas  
Chairperson, Department of History  
Union County College  
1033 Springfield Avenue  
Cranford, New Jersey 07016

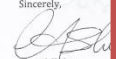
Re: Acknowledge Hispanic Service Award

Dear Dr. Papas,

I am providing this letter to you as a token of appreciation for the work you have done in the past year. The Grants Development Committee is pleased to have you as a member and to see the success of these grants.

Thank you very much for your efforts.

Sincerely,

  
Cheryl Slibber  
Director of Grants

Cc: Dr. Stephen N. ...  
Dr. Maris ...

Union County College

FOUNDATION

UCCF

www.uccfoundation.org  
Phone 908-709-7555  
Fax 908-709-7160


June 1, 2012

Dr. Philip Papas/  
Dr. Lawrence ...  
Union County College  
1033 Springfield Avenue  
Cranford, NJ 07016

Dear Professor,

I am pleased to hear that you are planning to visit the college. We look forward to your visit and to the success of your program.

Sincerely,

  
Roy W. Smith  
Director of Grants

Union County College  
Faculty Curriculum Committee

New Program Proposal Form

PART I

ORIGINATOR(S): Philip Papas, Valerie Hurley, Michelle ...

DEPARTMENT CHAIR: Philip Papas

PROPOSED PROGRAM TITLE AND DEGREE: Associate in Arts in History

PROPOSED PROGRAM DESCRIPTION: The History Program is designed for students preparing to transfer to a four-year college or university to pursue a Bachelor of Arts degree in History. The program provides a strong foundation in history, the humanities, and the social sciences. It prepares students for a career in history, public history, legal studies, government, the publishing industry, research, and education. Courses in this program focus on reading, writing, research, critical thinking, and presentation skills.

PROPOSED STARTING DATE: September 2013

New Program Proposal Form, Page 2

1. Regular updates and/or revisions to syllabi that do not include substantial changes (such as annual revisions, textbook changes, etc.).
2. Textbook change (if you have been part of a textbook review committee for your department it should be included as service to the department. See section 6b)

**SYLLABUS OF LL.M. II YEAR**

**E. S. H & Diploma Examinations / I<sup>st</sup>**

1. *purshottam ji v/s union of India* A.I.R. 1984 S.C. 5420
2. *Assam Indus v/s union of India* A.I.R. 1980 S.C. 182
3. *St Xavier's College v/s union of Gujarat* A.I.R. 1974 S.C. 1389

**Property**  
**ARTICLE-300A**  
**Emergency**

1. *Rao Bheemji singh v/s union of India* A.I.R. 1959 Punjab and Haryana 440
2. *State of Bhopal v/s Union of India* A.I.R. 1977, S.C. 1361
3. *Madhua Singh v/ State of Punjab* A.I.R. 1984 S.C. 701
4. *A.I.M Jabalpur v/ state of M.P.* A.I.R. 1976 S.C. 1207

**Books**

**Constitutional power Amendments:-**

1. *W.M. Munshi - Constitutional Law of India (2<sup>nd</sup> Edition) (1975) S.M Tripathi Ltd.*
2. *Jay M.P Constitutional Law S.M Tripathi Ltd.*
3. *Kagan M.C.J - The Constitutional of India Metropolitan Book Co.*
4. *Kagan M.C.J - Negotiation and Unconstitutionality Abolition, Metropolitan Book Co.*
5. *Shanku V.N -Constitution in the Constitution of India / Ed. D.K. Singh (1977) Eastern Book Co.*
6. *H.D.Bans - Commentary on the Constitution of India*
7. *Inglit M.E.J Kameswami's v/ Case*

**Reference**

The Constitution (Forty fourth Amendment) Act,1978  
Law Commission of India (The Fourteenth report v/Dewan Meer Kashi  
Secretary and appointment of the Supreme Court Judges.  
The Constitutional (32<sup>nd</sup> Amendment) Act,1980

**LL.M Part II Examination**

Every candidate offering himself for the LL.M part II Examination shall be examined in three papers bearing to any one of the following branches. Each paper shall be 2 hours duration and carry 100 marks.


**BRANCH I**

**Paper I – General Principles of Contract:**

**Suggested Readings**

1. *Leah - Contract*
2. *Pollack - Indian Contract and specific relief Act*
3. *Advanced Principles of the Law of Contract*
4. *Atkinson - Principles of the English-Law of Contract*
5. *Oppen - Introduction to the Law of Contract*
6. *Atwater - Foundation of Tegal Liability*
7. *Pollack & Mulla - India Contract and Specific Relief Act*

# Textbook Evaluation Rubric



The image contains three distinct icons arranged horizontally. On the left is a globe composed of colorful puzzle pieces (red, yellow, green, blue) with four small stick figures (red, yellow, green, blue) standing on its surface. In the center is a tall, neat stack of approximately 15 books of various colors. On the right is a photograph of a man in a dark suit and white shirt, holding a tablet computer and looking at it intently.



## Items That Go in Section 8

## Section 8: Community Work

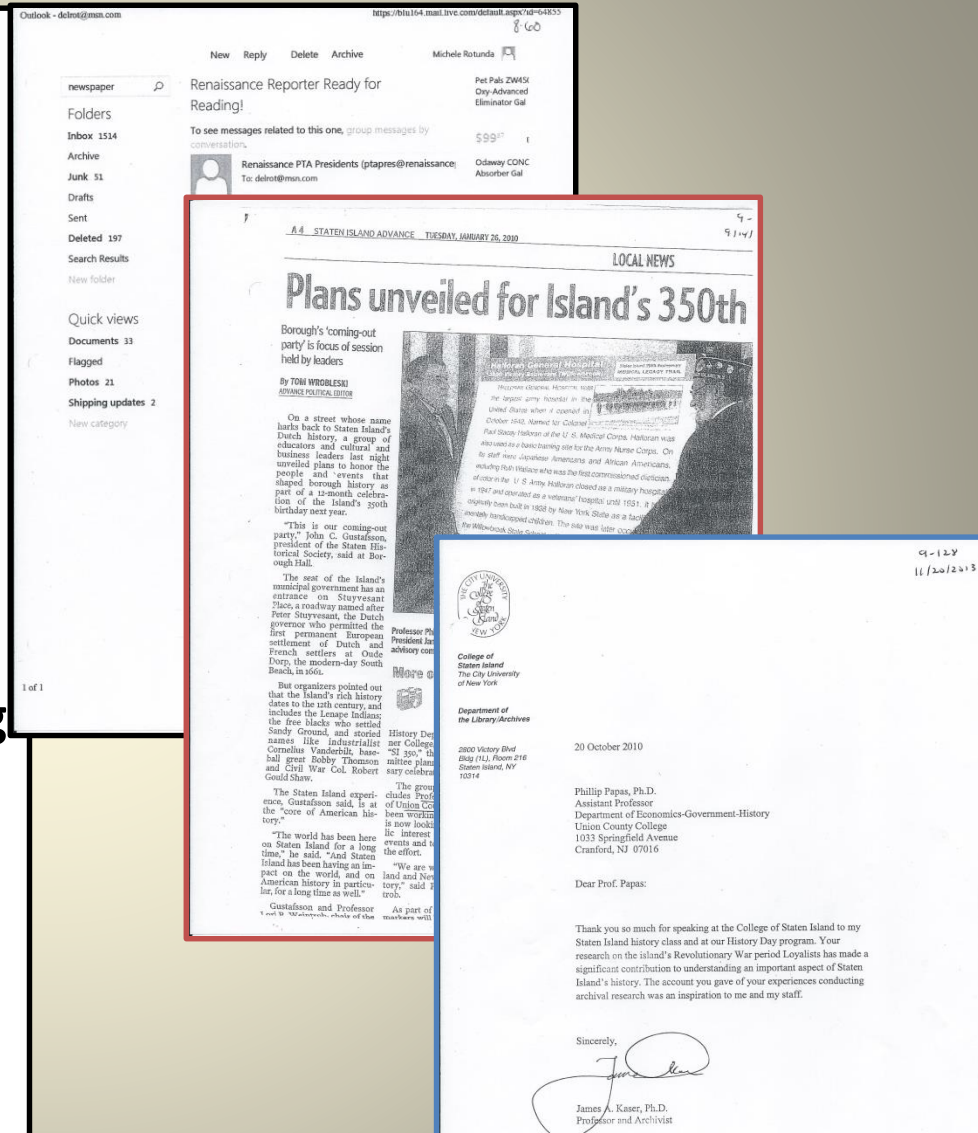
Any active voluntary involvement in the community at the local, county, state, national, or international level is appropriate for inclusion in this section.

P M O

**Note:** Individual donations to non-profit organizations are not strong evidence, nor is membership alone in an organization.

### Comments :

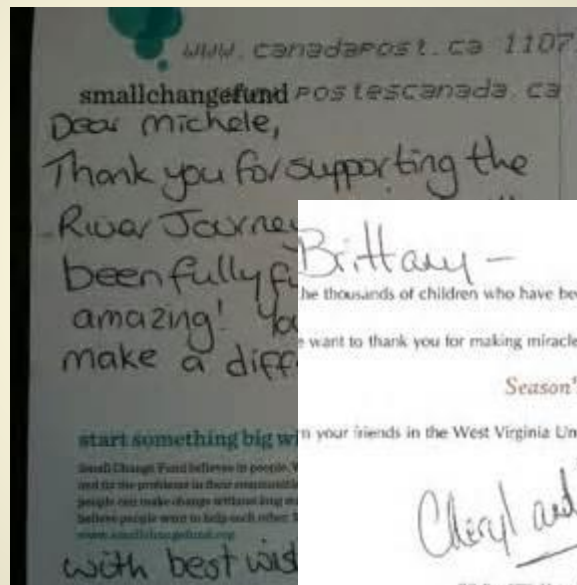
- File #/year





# What does NOT go in section 8

1. Do not include “event” photos or professional headshot **photos** (photos are potentially prejudicial and should not be included. The only exception is when a newspaper article or journal review includes a thumbprint photo that cannot reasonably be removed).
2. “Thank you” notes for **donations** to non-profit organizations (this is not considered community work).



January 15, 2008

Deag Vanner  
MIDNIGHT  
847 3 Pines Road  
Indiana, PA 15701

Dear Doug,

I want to Thank You for the free ads you placed on Midnight boards for the Girl Scout cookie sale. This extra advertising should help our girls greatly with their sales. All profits from our sales go directly to the girls and programs that help them grow into strong young women.

Thanks again for your help to make our cookie sale a success.

Sincerely,

*Karen Ruggenbach*

Karen Ruggenbach  
Girl Scout Service Unit 40  
Cookie Chairman

# Section 9: Other Evidence of Service to the College and/or Community

## Items That Go in Section 9

### Section 9: Other Evidence of Service to the College and/or Community

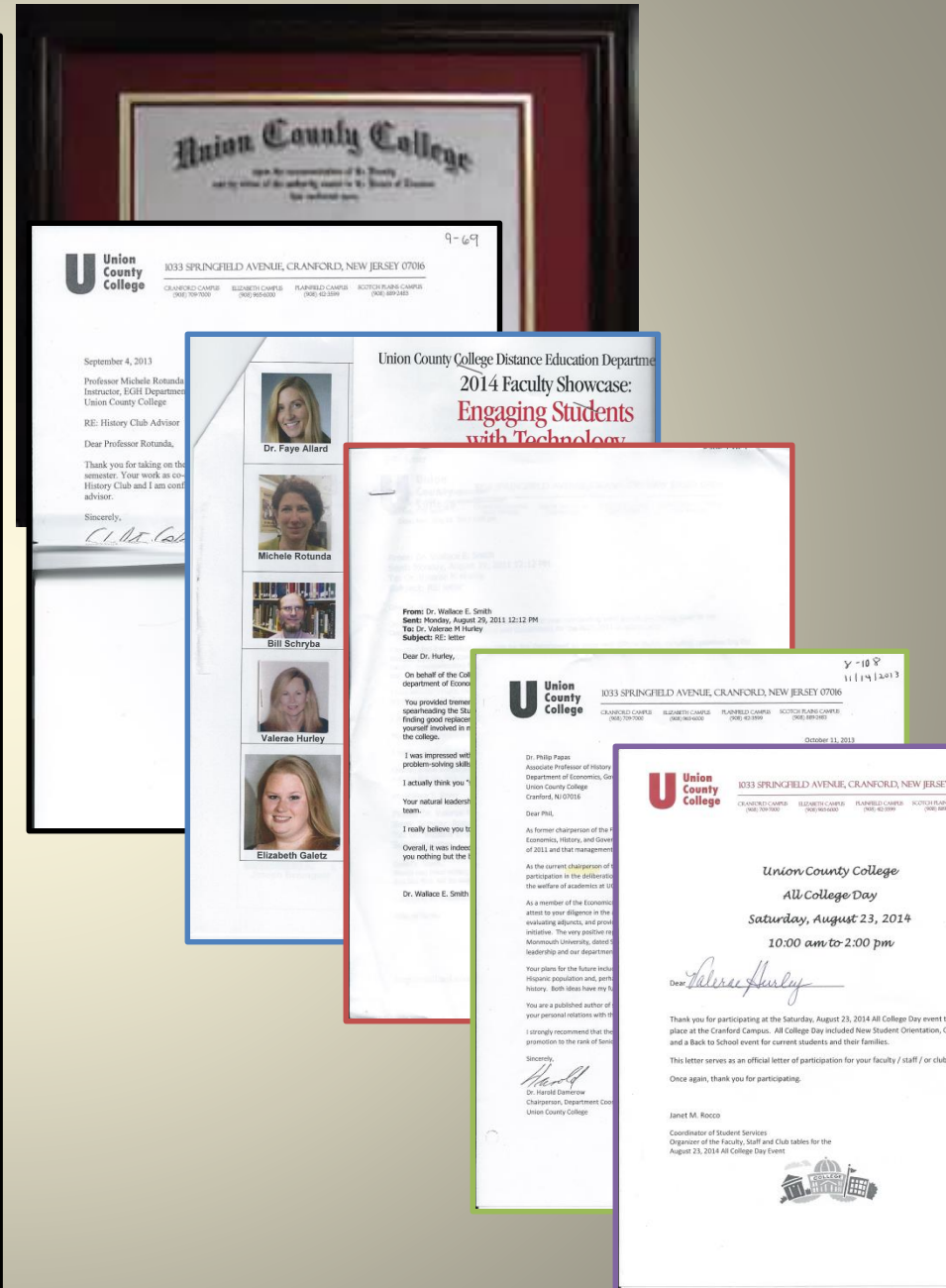
This section may include evidence of :

- a. service for fund-raising (not for contributions),  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- b. acting as advisor to a UCC club, or publication  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- c. service as a coordinator in the department, or  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_
- d. service as department chair.  
P \_\_\_\_ M \_\_\_\_ O \_\_\_\_

**Note:** attending graduation is a requirement and is not therefore evidence of service.

#### Comments :

- File #/year



# What does NOT go in section 9

1. Evidence of attendance at **graduation** (this is part of your contractual duty to the college and is therefore not included in your FRF. (Note: this is under advisement and may change).
2. **Contributions** to fundraisers or attendance at the annual Scholarship fundraiser gala.



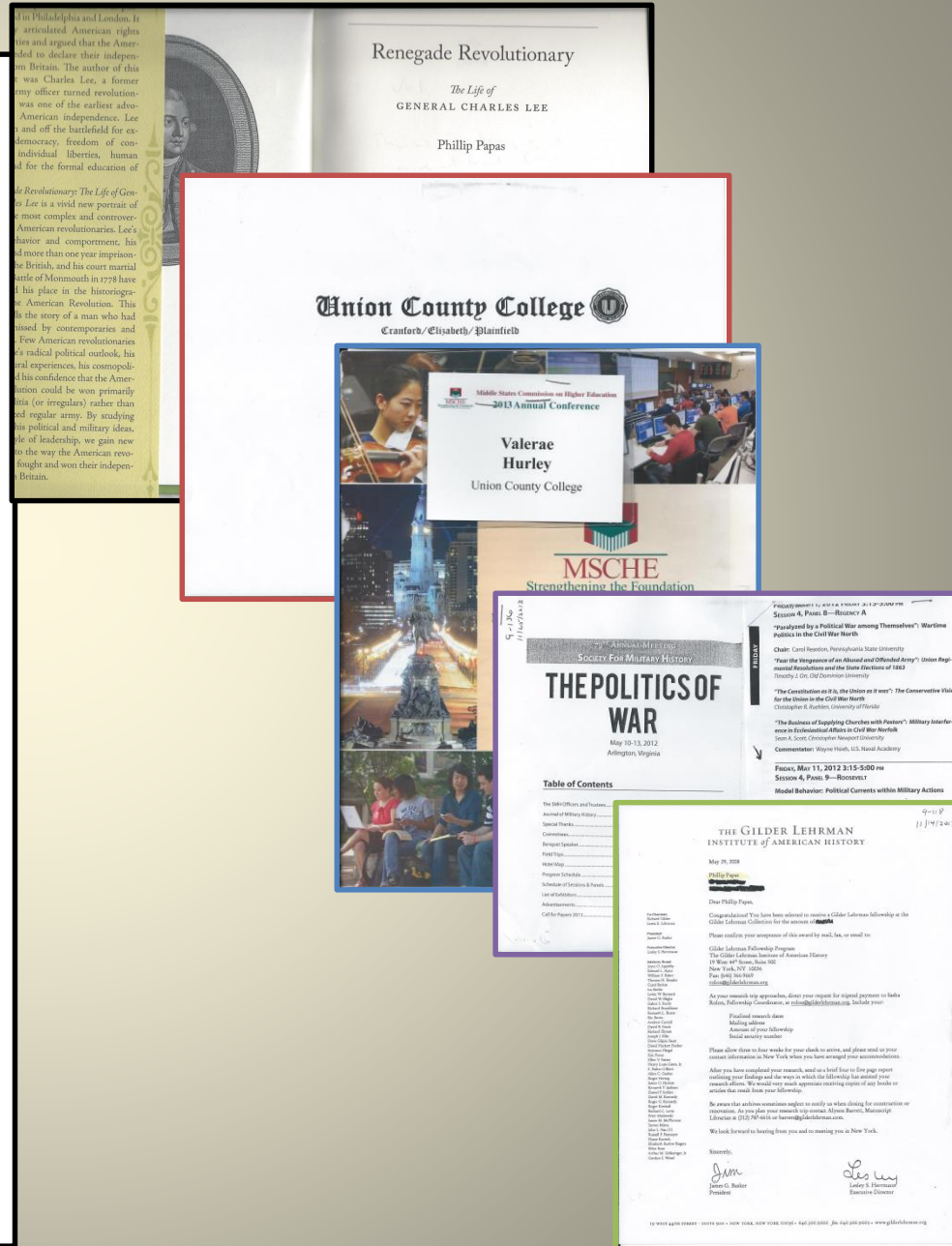


## Items That Go in Section 10

This section may include evidence of

- P \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

- File #/year





# What does NOT go in section 10

1. Guest speaker at UCC club or function. (Such letters go in section 5 for clubs or section 9 for larger functions).
2. Awards (awards go in section 5 if student related, and in section 10 if career related).

Hurley, Dr. Valerae

**From:** Gabriela Diaz [gabydiazr0@yahoo.com]  
**To:** Hurley, Dr. Valerae  
**Cc:**  
**Subject:** Phi Theta Kappa Honors Speaker  
**Attachments:**

**Sent:** Tue 4/22/2008 8:48 PM

Dear Professor Hurley:

Thank you so much for your willingness to be our guest speaker at our Phi Theta Kappa meeting.

With reference to our telephone conversation, I am writing to give you expanded details on the topic: Phi Theta Kappa International Honor Society of the Two-Year College is dedicated to providing members opportunities for intellectual growth and challenge through the Society's Honors Program. The central focus of the Honors Program is an Honors Study Topic that offers chapters a platform for examination of a timely, interdisciplinary subject of vital importance to the human experience. ([www.ptk.org](http://www.ptk.org))

The 2008-2010 Honors Study Topic is: "The Paradox of Affluence: Choices, Challenges, and Consequences."

Our chapter at Union County College " faculty to honor us by sharing their view on our We are indeed very excited for your talk!

Our meeting is going to take place on Thursday Conference room ( N-6).

Please call me at 862-754-2141 if you need any assistance. I look forward to seeing you on Thursday.

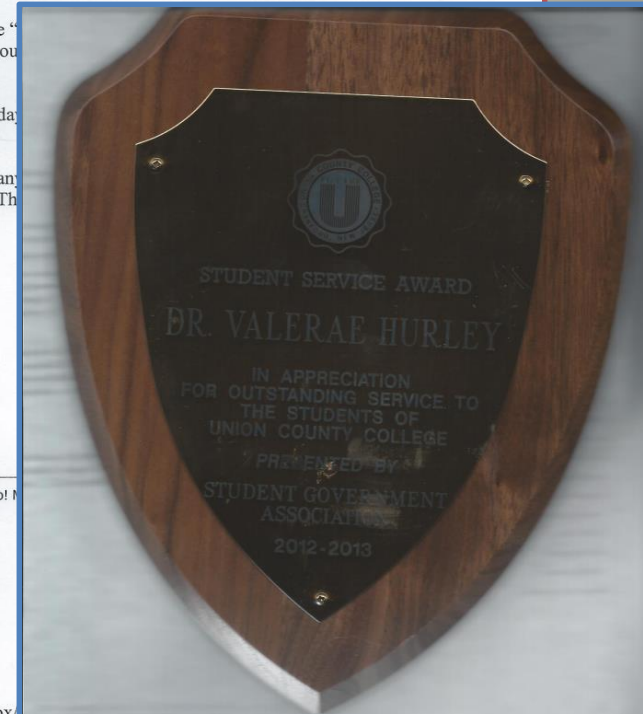
Yours sincerely,

Maria Gabriela Diaz  
Vicepresident of Scholarship

Iota Xi - Phi Theta Kappa

Be a better friend, newshound, and know-it-all with Yahoo!

<https://webmail.ucc.edu/exchange/hurley/Inbox/>



## **The FRF Manual**

This FRF Manual is the 2011/2012 version. The manual is found on-line on the faculty website under Guides and on the PEC website on the faculty website.

**<http://faculty.ucc.edu/guides>**

According to the Agreement, your FRF will be examined in the following order:

1. Your Department Evaluation Committee (DEC)
2. The Peer Evaluation Committee (PEC)
3. The President or his/her designee.

The Vice President's designee will provide you with a folder (and section dividers) according to your **current rank**:

Instructor & Librarian I: **Red**

Assistant Professor & Asst. Librarian: **Black**

Associate Professor & Assoc. Librarian: **Blue**

Professor and Librarian: **Green**

Senior Professor and Senior Librarian: **Green**

To place documents into the FRF, see Cheryl Danyus (danyus@ucc.edu, Rm L-201).

Check the **Agreement** for the correct time frame. Your file will close **three days** prior to the initial review by your Departmental Evaluation Committee (DEC). Your department chair will notify you of these dates per the Agreement.

# The FRF Manual (2014-2015)

## Dates of Evaluation ( See Article XII of the Agreement)

<u><i>Faculty Year</i></u>	<u><i>DEC Evaluation</i></u>	<u><i>PEC Evaluation</i></u>
• 2nd & 5th Year	9/15 to 9/30	10/1 to 10/15
• 3rd & 4th Year	11/1 to 11/30	<b>11/15</b> to 12/31
• 1st Year	12/15 to 12/24	1/6 to 1/20 of the spring semester
• Promotion Requests	("The faculty member shall have completed the appropriate length of service in rank as of the effective date of the possible promotion." (see Current Agreement))	



**Suggestion: Plan ahead for promotions by updating your FRF regularly. Sorting through years of old material stuffed in drawers in a time-consuming process.**

## **De-clutter your FRF**

### **Appearing before the PEC**

You have the right to appear in person at a meeting of the PEC at the time of your evaluation, whether for reappointment or promotion.

You will be notified of the date by the chair of the PEC. If you wish to appear, contact the chair through written notification (See FRF Manual for more information). The chair will give you a time for your appearance and a time limit.

# Q & A

## 1. What is the logic in the order of the item listing?

A. The section that you are adding material to comes first and will not necessarily be in chronological order (ex: 2-10 and 10-45). The number following the section number should be in consecutive order (example 2-10, 9-11, 5-12, etc).

## 2. When and how should I prepare my file?

- B. Prepare your file *before your appointment. It is a good idea to prepare a copy of each item for your own records. This will facilitate organization of the FRF as you add documentation in future years. Your FRF copy should be kept in a safe place.*
- C. Plan ahead for promotions by updating your FRF regularly. Sorting through years of old material stuffed in drawers in a time-consuming process.