

State University of New York New Paltz

GUIDELINES FOR THE PREPARATION OF DOSSIERS*

The Central Committee on Tenure and Reappointment, the Central Committee on Promotion and Salary Increase and the Administration offer these Guidelines to candidates for reappointment, departmental Sub-Committees, and Department Chairs and Deans/Directors to assure a fair and effective evaluation of candidates under consideration. The Committees and Administration request strict adherence to the format for dossier preparation insofar as practicable.

The following constitute the proper evidence of performance to be included in a candidate's dossier. In the sample specimen, the Five Criteria of the Policies of the Board of Trustees are broken down into constituent parts that may be applicable to any given candidate. Please note: Not every candidate may be able to offer something within each category or item within a category; only some things will apply to every candidate, and few candidates will have strengths in all categories.

Candidates should supply information about themselves in accordance with the guidelines. The Sub-Committee will then assess the candidate's effectiveness and make a recommendation. There are some items that may not be appropriate for the candidate to supply (e.g., letters from outside evaluators.). This type of information must be gathered and evaluated by the Sub-Committee itself as part of the dossier.

When transmitted to the Central Committee, the complete dossier for a candidate should include the following:

1. Departmental Sub-Committee's recommendation, addressed to the appropriate Central Committee;
2. Department Chair recommendation, addressed to the appropriate Central Committee;
3. Dean/Director recommendation, addressed to the appropriate Central Committee;
4. Curriculum Vita, prepared in accordance with the form issued by the office of the Provost;
5. Personal Narrative (see "Guidelines for Preparation");
6. Annual Reports. Candidates for tenure or reappointment should include all annual reports. Candidates for promotion should include reports for the previous four years or all those available if the period of service at New Paltz is less than four years.
7. Relevant and concise evidence organized in accordance with the Five Criteria of the Board of Trustees. (As indicated in the Specimen Copy.) Note that extensive documentation of evidence such as written comments on student questionnaire forms, full text of articles or books, compendia facsimiles of creative works, programs, etc. may be submitted along with the dossier at the option of the candidate;
8. Any additional material which may be required by Deans, Director, and/or Chairs. (The candidate is responsible for including this material in the dossier.)

The deliberation and recommendation of the Central Committee will be based upon the evidence supplied in the dossier. Material may be added to the dossier for consideration of the Central Committee only at the request of the Central Committee. Upon receipt of the file from the Central Committee, the Provost or President may request additional information. Candidates will be officially copied on any supplemental information that may be requested. After notification of the recommendation of the Central Committee, a candidate may choose to add a response to the dossier before it is considered by the Provost and President.

*The primary purpose of this document is to aid faculty in tenure-track positions in the preparation of a dossier for the purpose of tenure, reappointment or promotion.

SPECIMEN COPY

CRITERIA OF THE BOARD OF TRUSTEES

Note: Library faculty candidates for reappointment review should consult the interpretation of the Criteria of the Board of Trustees developed by the Sojourner Truth Library subcommittee on appointment, reappointment, promotion and tenure (8/21/01).

I. MASTERY OF SUBJECT MATTER:

As demonstrated by such things as advanced degrees, licenses, honors and awards, and reputation in the subject matter field.

Degrees

such as:

Bachelor's degree, Master's degree, Doctorate, Diploma or License, each with institution, year and subject field.

Degree in progress: Matriculated at (name of institution) and has completed (number) credit hours toward (kind of degree) since (date). If a degree is from a foreign institution, please name the exact degree held, the degree granting institution, and the year awarded.

Honors, Awards, and Grants

such as:

Honor societies, fellowships, and grants, with information such as dates, sponsoring foundations or agencies, Chancellor's Award for Excellence

Reputation in Subject Matter Field

such as:

Election or appointment to executive or special committees of national, regional, or state professional organizations (position or role).

Consultant to (name) Research Organization (year)

Citations by others in the discipline (published citation index or similar source)

II. EFFECTIVENESS IN TEACHING:

As demonstrated by such things as judgment of colleagues, development of teaching materials or new courses, and student reaction to and formal evaluation of teaching. It is strongly recommended that candidates not solicit general letters of support or commendation of their teaching from students and colleagues, internal or external.

A. Judgment of Colleagues: Judgment of colleagues should be represented by:

1. Teaching evaluations based upon direct observation of teaching by more than one colleague on more than one occasion and during more than one semester when possible. At least one such observer should be in the same field as the candidate. Candidates for reappointment are encouraged by the committee to utilize their departmental system of peer review of teaching where such systems exist.
2. Other documented evidence that demonstrates continued success in advancing student achievement.

B. Development of Teaching Materials or Courses

such as:

1. Development of teaching materials such as study guides, bibliographies, computer programs, etc.
2. Development of courses with supporting evidence of relative success (e.g., frequency of offering, enrollment, student reaction where available, and a copy of the course outline).
3. To demonstrate course improvement or modification and improvement, course outlines and/or syllabi for courses taught multiple times, arranged chronologically, may be submitted.

C. Student Reaction:

1. Student reaction to the candidate's teaching effectiveness shall be assessed systematically through the use of student questionnaires, administered regularly each semester by the SUNY New Paltz Office of Institutional Research.
2. It is imperative that student reaction be determined from all the available statistical summaries of student questionnaires and not just selected examples. Candidates for tenure or reappointment should submit results for each semester they have taught at New Paltz. Candidates for promotion should submit results for the previous four consecutive years or for the period of their service at New Paltz if it

is less than four years.

3. Candidates may choose to include written comments by students who fill out the student questionnaire instrument as supporting materials along with the dossier. It is not necessary or even expected that the written comments will be submitted. If comments are included, all signed comments and no unsigned comments are to be submitted.

III. SCHOLARLY ABILITY:

As demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, and publications.¹

A. Report on work completed by the candidate in his/her field of endeavor.

(Note: Work in progress should be reported under Section V.)

1. Full bibliographic citation of Professional publications based upon significant scholarly research (e.g., books or refereed journal articles). For multiauthored works, the role and/or contributions of the candidate should be briefly described (this may be best addressed within the Personal Narrative section).
2. Other publications (specify nature of publication and the refereeing process), including edited works.
3. Contribution to the arts, listing work completed and publicly exhibited or performed.
4. Concise description of adoption of professional practices or curricula or teaching materials developed by the candidate.
5. Listing of papers presented at professional conferences (indicate whether juries or non-juries).
6. Listing of work disseminated to professional audiences but not published (e.g. ERIC documents, etc.).
7. Concise description of software resulting from or resulting in significant scholarship.
8. Professional consultancies.
9. Substantiating evidence such as full texts of articles, books or presentations, compendia of slides, programs, videotapes, teaching materials and so forth may be submitted along with the

¹ Note that publications, grant awards or presentations based on research involving human subjects may be included only if appropriate IRB approval was obtained and animal research can only be included if performed in a manner consistent with institutional policy with regard to protection of animals.

dossier, preferably in a separate binder/container. It would be helpful to the committee for the materials to be referenced to the appropriate section of the dossier. If particular contributions resulted from work done while employed at another institution, the venue should be indicated.

B. Reputation among colleagues:

Supporting evidence regarding the success of the work, such as reviews or other supporting evidence from colleagues in the same field, or comments from members of the Sub-committee who have read the material or observed the creative work.

C. External Evaluations:

External evaluations of the professional work of faculty are required for reviews for reappointment taking place in the sixth year of the normal seven-year probationary period for Assistant Professors – or the equivalent year for Associate Professors without tenure and Assistant Professors awarded credit for prior academic service. External evaluation of professional works required for the reappointment review of Assistant Librarians, Senior Assistant Librarians, Associate Librarians and Librarians when a continuing appointment is under consideration. See External Evaluations Guidelines (Revised 4/5/02).

IV. EFFECTIVENESS OF UNIVERSITY SERVICE.

As demonstrated by such things as successful committee work, participation in campus and SUNY-wide governance or task forces, administrative leadership and work with students or community in addition to formal teacher-student relationships. Letters from committee chairs or other appropriate individuals describing the candidate's contributions may be included.

A. Successful Committee Work on Campus:

1. Departmental Committees:

Such as the departmental (sub) committees: curriculum committee, sub-committees on promotion and salary increase or tenure and reappointment, and search committees, with role and date(s),

2. School or College of Liberal Arts and Sciences Committees

3. Campus-wide committees/or other governance groups

B. Participation in SUNY-wide Activities:

For example:

University Faculty Senate, SUNY-wide committees or task forces

**C. Administrative work and work with students and community:
For example:**

1. Administrative work:
 - a) chair/acting chair of department
 - b) departmental director of graduate students
 - c) course coordinator for large number of sections
 - d) coordinator of program within department

2. Work with students or prospective students:
 - a) undergraduate or graduate departmental advising
 - b) availability to students
 - c) faculty advisor to academic student group
 - d) participation in recruitment or retention efforts.

3. Work with community:
 - a) contribution in one's professional capacity by voluntary participation in community development programs - e.g., urban renewal programs, drug rehabilitation programs, rehabilitation of prisoners, etc.
 - b) Service on Boards of not-for-profit agencies whose work is related to the candidate's academic discipline, such as arts organizations for faculty members of the School of Fine and Performing Arts, or health-related agencies for faculty in nursing and psychology.

V. CONTINUING GROWTH:

As demonstrated evidence of the candidate's efforts to keep abreast of current developments in her/his field and capacity to handle increased responsibility successfully.

A. Reading, research or related activities:

For example:

1. Current reading as evidenced from new works and sources cited in course materials.
2. Research -- new projects undertaken but still in their incipient stages as well as work in progress.
3. Active participation, (chairperson of seminar, discussion leader, etc.), in national, regional, or state-wide professional conferences, or attendance at such conferences, or enrollment in graduate or post-graduate seminars, etc.
4. Development of grant proposals.

B. Being able to handle increased responsibility successfully:

For example:

1. Teaching of more advanced courses in the department since the candidate's initial appointment at this College.
2. Evidence of continuing commitment to roles in service to the campus at the departmental, School or institutional level.
3. Effective contributions to the development of new programs or significant revision of existing programs since the candidate's initial appointment at this College.