These guidelines are primarily intended to aid tenure-track faculty in preparing dossiers for reappointment, continuing appointment (tenure), or promotion. Strict adherence to the format presented here, insofar as practicable, facilitates the review process and helps to assure candidates a fair and effective evaluation.

The materials listed below constitute the proper evidence of a candidate's performance. **Effectiveness will be assessed relative to the five criteria established by the SUNY Board of Trustees for the evaluation and promotion of academic employees.** (See pages 2-4 of these guidelines.) 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.

A complete dossier, when transmitted to the Central Committee, will include the following documents, organized as presented here:

A. **Copy of the most recent reappointment letter** (or, for a first review, of the original appointment letter)

B. **Copies of previous reappointment recommendations from the dean and provost**

C. **LETTERS OF RECOMMENDATION, ADDRESSED TO THE <u>CENTRAL COMMITTEE, PROVOST AND PRESIDENT</u>, along with any associated candidate responses (if applicable)** – All letters of recommendation should assess the candidate's effectiveness in each of the Board of Trustees' five criteria.
   1. **Recommendation of the departmental subcommittee or committee of the whole.** This letter should clearly record the vote and membership of the subcommittee. *For continuing appointment and promotion reviews,* the departmental subcommittee will also add the required letters from external evaluators.
   2. **Recommendation of the department chair.**
   3. **Recommendation of the dean.**

D. **PERSONAL NARRATIVE*,** prepared in accordance with "Guidelines for the Preparation of Personal Narratives" (www.newpaltz.edu/acadaff/guidelines.html). The recommended maximum length is **six double-spaced pages**.

E. **CURRICULUM VITAE**, prepared in accordance with the "Curriculum Vitae Guidelines," found at www.newpaltz.edu/acadaff/guidelines.html.

F. **ANNUAL FACULTY REPORTS**
   1. **Candidates for reappointment or continuing appointment/promotion:** Include all annual reports.
   2. **Candidates for promotion only:** Include reports for the previous four years or all those available if the period of service at New Paltz is less than four years.

G. **RELEVANT and CONCISE EVIDENCE OF EFFECTIVENESS IN EACH OF THE FIVE CRITERIA IDENTIFIED BY THE SUNY BOARD OF TRUSTEES,** organized in five separate, sequential sections:
   I. **Mastery of Subject Matter;**
   II. **Effectiveness in Teaching;**
   III. **Scholarly Ability;**
   IV. **Effectiveness of University Service; and**
   V. **Continuing Growth.**
   The candidate has the option of submitting with the dossier full text of articles or books, compendia facsimiles of creative works, programs, etc.

H. **ANY ADDITIONAL MATERIALS REQUIRED BY THE DEAN OR CHAIR**

   The evidence supplied in the dossier will be the basis for the Central Committee's deliberation and recommendation. Once the dossier has been submitted to the Office of the Provost for Central Committee review, material may be added to the dossier 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 copied on any supplemental information requested. After receiving the Central Committee's recommendation, the candidate may add a response to the dossier before it is considered by the provost and president.

*Multi-page documents (e.g., personal narrative, curriculum vitae, syllabi, etc.) are to be inserted in the dossier un-sleeved and separated with a staple, paperclip, colored paper, or tabbed divider.

BOARD OF TRUSTEES CRITERIA FOR THE EVALUATION & PROMOTION OF ACADEMIC EMPLOYEES

(State University of New York Policies of the Board of Trustees, Article XII, Titles A and B:
http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-June2014.pdf)

Please note: Library faculty candidates for reappointment should consult the interpretation of the Board of Trustees' Criteria 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, awards and reputation in the subject matter field.*

- **Advanced degrees (bachelor's, master's, or doctoral degrees), diplomas, licenses** – Identify the following:
  - ✓ Specific degree conferred
  - ✓ Granting institution
  - ✓ Year of award
  - ✓ Subject field for each degree or award received

  For degrees in progress, indicate "matriculated at [name of institution]; completed [number] credit hours toward [kind of degree] since [date]."

- **Honors, awards, grants, honor societies, fellowships, etc.** – Identify the specific honor, the date received, and the sponsoring foundation or agency for each.

- **Reputation in subject matter field** – Evidence of this may include:
  - ✓ Election or appointment to executive or special committees of national, regional, or state professional organizations (indicate specific position or role, name of organization, term of appointment).
  - ✓ Service as a professional consultant (indicate name of research organization and year of consultancy).
  - ✓ Citations by others in the discipline (provide 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 reactions as determined from surveys, interviews, and classroom observations.*

- **Judgment of colleagues,** represented by:
  - ✓ Teaching evaluations based upon <u>direct observation</u> 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 strongly encouraged to utilize their departmental or school-wide system of peer review of teaching, as appropriate.
  - ✓ Other documentation of continued success in advancing student achievement.

- **Development and assessment of courses and teaching materials,** evidenced by:
  - ✓ Sample course syllabi that include student learning outcomes. For courses taught repeatedly, arrange syllabi chronologically to demonstrate assessment-based course modification over time.
  - ✓ Study guides, bibliographies, computer programs, etc.
  - ✓ Other materials that demonstrate success in advancing student achievement.

- **Evidence of out-of-classroom teaching effectiveness, if relevant,** including:
  - ✓ Reports, presentations, publications, or other products associated with student research projects or independent study projects.
  - ✓ Invited performances or presentations representing group projects.

- **Student reaction, as assessed systematically through surveys, interviews, and classroom observations**
  - ✓ <u>Candidates for reappointment or tenure</u> must include **all** SEI reports for each semester he or she has taught at New Paltz.
  - ✓ <u>Candidates for promotion only</u> must include **all** SEI reports for the previous four consecutive years or for the period of service at New Paltz if it is less than four years.
  - ✓ SEI reports prior to Fall 2011: Form B statistics must be included; candidates may choose to also include student comments, in which case they must include <u>only signed</u> and <u>all signed</u> comments.

- ✓ SEI reports Fall 2011 and after, accessible via *my.newpaltz.edu*: The summary report (frequencies, percentages and statistics in table format) must be included; candidates may choose to also include the open-ended report (written comments only).
- ✓ **SEI reports should be organized chronologically, by semester, from least recent to most recent, to facilitate review of data over time.** (This organizational method is preferable to combining SEI reports with course syllabi or other teaching materials.)
- ✓ It is strongly recommended that candidates not solicit general letters of support or commendation of their teaching from students and colleagues, internal or external; such letters will not be read.

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, publications[1] and reputation among colleagues.*

- **Report on work completed[2] by the candidate in his or her field of endeavor.** (Note: Work is considered to have been published in the year of publication indicated by the publisher or host of the work.)

  - ✓ **Publications –** Include full bibliographic citation of professional publications based upon significant scholarly research (e.g., books or refereed journal articles). The candidate has the option of also submitting full texts of articles, books or presentations. For other publications, including edited works, specify the nature of the publication and the refereeing process. For multi-authored works, candidates should briefly describe their role and/or extent of their contributions. (This may be best addressed in the personal narrative.)
  - ✓ **Contribution to the arts** – List creative work completed and publicly exhibited or performed, with full documentation of details (date and location of exhibition or performance, significance of the venue or occasion).
  - ✓ **Successful grant applications –** Include a brief description of project and funding agency.
  - ✓ **Adoption of professional practices or curricula or teaching materials developed by the candidate –** Include a concise description.
  - ✓ **Conference presentations** – List papers presented at professional conferences and indicate whether juried or non-juried.
  - ✓ **Other works for professional audiences –** List other work disseminated to professional audiences but not published (e.g., ERIC documents, etc.)
  - ✓ **Software resulting *from* significant scholarship, or software resulting *in* significant scholarship** – Provide a concise description of the software developed.
  - ✓ **Professional consultancies.**

- **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 subcommittee who have read the material or observed the creative work.

- **External evaluations of the candidate's professional work** (required for tenure and promotion reviews) – See *External Evaluations: Guidelines* (http://www.newpaltz.edu/acadaff/guidelines.html).

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

[2] Work in progress should be reported under V. CONTINUING GROWTH.

IV. EFFECTIVENESS OF UNIVERSITY SERVICE – *as demonstrated by such things as college and University public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.*

- **Successful campus committee work, with specific role(s) and date(s) indicated:**

  - ✓ Departmental committees or subcommittees (e.g., curriculum, personnel, search)
  - ✓ School/College-level committees
  - ✓ Campus-wide committees or other governance groups

- **Participation in SUNY-wide activities** (e.g., University Faculty Senate, SUNY-wide committees or task forces)

- **Administrative work,** including:

  - ✓ Chair/acting chair of department

- ✓ Departmental director of graduate students
- ✓ Course coordinator for large number of sections
- ✓ Coordinator of program within department

- **Work with students beyond the requirements of the formal teacher-student relationship,** such as:

- ✓ Undergraduate or graduate departmental advising
- ✓ Faculty adviser to academic student group
- ✓ Participation in recruitment or retention efforts

- **Community work related to candidate's discipline or professional capacity** (e.g., voluntary participation in community development programs, service on boards of not-for-profit agencies).

Relevant forms of evidence may include:

- ✓ Letters from committee chairs or other appropriate individuals describing the candidate's contributions
- ✓ Meeting minutes
- ✓ Thank-you letters
- ✓ Event programs, posters, etc.

V. CONTINUING GROWTH – *as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.*

- **Current reading, research or related activities** – Evidence may include:

- ✓ Course materials that cite new works or sources.
- ✓ Research work in progress and new projects undertaken but still in their incipient stages.
- ✓ Active participation (seminar chairperson, discussion leader, etc.) in national, regional, or state-wide professional conferences.
- ✓ Attendance at professional conferences.
- ✓ Enrollment in graduate or post-graduate seminars.
- ✓ Development of grant proposals.

- **Ability to successfully handle increased responsibility** – Evidence may include:

- ✓ Teaching increasingly more advanced courses since his or her initial appointment.
- ✓ Continuing commitment to campus service at the departmental, school or institutional level.
- ✓ Effective contributions to the development of new programs or significant revision of existing programs since the candidate's initial appointment.