MEMORANDUM

TO:	Deans, Department Chairs, and Members of the Academic Faculty
FROM:	William T. McClure, Provost and Vice President for Academic Affairs Catherine Herne, Chair, Central Committee on Reappointment, Tenure & Promotion
DATE:	September 25, 2023
SUBJECT:	**Application for Promotion, 2023-2024**

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The following policies and procedures have been established for the 2023-2024 academic year. These policies and procedures apply to promotion to the ranks of associate professor, professor, senior assistant librarian, associate librarian and librarian. Promotions resulting from this round of applications will take effect September 1, 2024, for teaching faculty and July 1, 2024, for librarians.

I. **Routing and Deadlines**

Spring semester 2024 applications for promotion to all ranks will be considered simultaneously by the RTP Central Committee. Each candidate's promotion dossier, along with the evaluation, recommendation and recorded vote of the departmental personnel committee or committee of the whole and the evaluation and recommendation of the department chair, should reach the appropriate dean by **February 15, 2024**. Your department chair and dean are expected to provide you with a copy of their evaluation and recommendation at the same time their letter is forwarded to the next level. You have five business days after receipt of each letter to provide a written response clarifying information in your dossier. This response letter, if you desire to provide one, should be submitted to the next level of review, where it will be added to the dossier for consideration by that reviewer and reviewers at subsequent levels in the evaluation process. The dean will transmit the files, including his or her evaluation and recommendation, to the Office of the Provost no later than **March 15, 2024**, at which time the files will be made available to the Central Committee. We will be providing a PeopleAdmin platform for submission of your dossier. Information and training regarding this is located on _mynewpaltz.edu_.

II. **Documentation**

The promotion file should be prepared in accordance with the _Guidelines for the Preparation of Dossiers_ and should document and evaluate the candidate's professional growth and accomplishments since his or her appointment or most recent promotion, whichever is applicable. **Conciseness is strongly recommended.** A brief outline of dossier contents follows Departmental personnel committee, chair and dean evaluations of the candidate relative to the SUNY Board of Trustees' _Criteria for the Promotion of Academic Employees_ and recommendations based on those evaluations.

A. A personal narrative that provides context for the candidate's accomplishments and contributions in teaching and advising, scholarship, and service. The narrative should be clear and concise; therefore, the recommended maximum length is six double-spaced pages.

B. A copy of the candidate's current *curriculum vitae* prepared according to [Academic Affairs' guidelines](#). **PLEASE ADHERE TO THESE CAMPUS GUIDELINES**.

C. Annual Faculty Reports for the previous four years or all those available if the period of service at New Paltz is less than four years.

   Note: Faculty whose dossiers are being reviewed for both continuing appointment (tenure) and promotion must include all annual reports, as per the *Guidelines for the Preparation of Dossiers*.

D. Evidence of scholarship and creative activity **must** include copies of materials providing evidence of accomplishments related to the Board of Trustees' *Criteria* and other materials that candidates may consider relevant. Supporting documents **in the area of scholarship/creative activity** must include:

   1. A copy of the journal article listing publication title and date of publication. If this information is not published on the article, include a copy of the journal table of contents listing publication title and date of publication.

   2. A copy of the published book giving the date of publication or a link to a freely accessible electronic version of the text.

   3. A copy of the *relevant portion* of a program giving the date and title of the presentation, paper, workshop, concert, exhibition, etc. For creative work, include the venue and a statement of its significance.

   4. Other appropriate documentation to verify publications or other activities.

E. Evidence of teaching **must** include current Student Evaluations of Instruction (SEI) covering all courses taught by the candidate during the previous four consecutive years or for the entire period of service at New Paltz if less than four years. **Note:** Faculty whose dossiers are being reviewed for both continuing appointment (tenure) and promotion must include all evaluations of instruction for each semester they have taught at New Paltz, as per the *Guidelines for the Preparation of Dossiers*.

   1. Candidates should present a variety of evaluative instruments of their teaching: peer evaluations, SEIs, departmental evaluations, etc.; however, the approach to the evaluation of teaching must be both objective and systematic. Candidates may submit other forms of teaching evaluations not necessarily limited to the previous four years.

   2. As per the [SUNY-UUP MOU, dated April 30, 2020](#) and [modified March 16, 2021](#), academic-rank faculty hired since May 6, 2020 with initial appointments through June 30, 2021 who are "up for reappointment, promotion, or tenure review in the future will have the option of not including student evaluations of teaching, peer teaching observations, and/or curricular materials from the spring 2020 semester in their reappointment, promotion, or continuing appointment/permanent appointment review materials." The MOU further states, *"exclusion of any of these materials shall not reflect negatively on the individual's review."* [Interim Provost Lyman's communication of April 14, 2021](#) provides additional information.

F. SEI reports should be grouped together and arranged chronologically, using reverse chronological order from most recent semester through the first semester. With the institution of online SEIs, three types of reports became available and are accessible via *my.newpaltz.edu*. Of the three types, candidates must include the summary report (frequencies, percentages and statistics in table format). They may choose to also include the open-ended report; and if this report is included, the comments from all students for each course **must** be included.

   If departmental forms for assessing teaching performance are used, they must be analyzed to establish their relationship to a departmental norm.

G. Sample course syllabi and other evidence of effective teaching, which may include assignment guidelines, sample student work and/or graded assignments, and participation in workshops on teaching.

H. Evidence of significant and effective institutional service through participation in the College's governance system and/or other contributions to the life of the institution. Evidence of significant and effective professional service may also be included.

I. External evaluations are required for all reviews involving promotion to the ranks of associate professor, professor, associate librarian and librarian. Guidelines for External Evaluations are available on Academic Affairs' website.

   Because individual departments or units may amplify the guidelines, the candidate should consult with the department chair and dean of the appropriate unit to determine its specific procedures for soliciting external evaluations and additional documentation.

III. **Salary Adjustments**

Salary adjustments for promotions in 2022-23 were $4,000 for promotion to professor and librarian and $2,500 for promotion to associate professor and associate librarian. Effective September 1, 2024, or July 1, 2024, as appropriate, salaries will be increased for the promotional amount. Once done, the employee's salary will be reviewed and adjusted (if appropriate) to the contractual minimum as defined in the UUP Agreement for the new title.

IV. **Summary of Deadlines**

February 1, 2024   Suggested deadline for departmental personnel committees or committees of the whole to submit evaluations/recommendations to department chairs

February 15, 2024   Deadline for department chairs to submit evaluations/recommendations to the dean

March 15, 2024   Deadline for deans to submit dossiers with all evaluations/recommendations (departmental personnel committee, chair, dean) to the Office of the Provost for Central Committee review

May 1, 2024   Central Committee recommendations due to the Provost/Vice President for Academic Affairs

May 5-15, 2024   Opportunity for faculty to review dossiers

June 15, 2024   Decisions sent to faculty

V. **Reference Documents**

All documents referenced in this memo are available on Academic Affairs' website.