

These guidelines are offered to lecturers being considered for reappointment and to the departmental subcommittees, department chairs, and deans who review lecturers' reappointment dossiers. Strict adherence to the format presented here, insofar as practicable, facilitates the review process and helps to assure candidates a fair and effective evaluation.

Lecturers should be guided by their contracts in preparing their dossiers. It is expected that the primary documentation in most lecturers' dossiers will pertain to teaching effectiveness (e.g., course syllabi, peer evaluations, student evaluations of instruction). Candidates have the option of submitting along with their dossiers supplemental evidence that may assist reviewers in evaluating ongoing professionalism.

Dossiers should be organized in the following manner:

- A. **Copy of the most recent reappointment letter** (or, for a first review, the original appointment letter)
- B. **LETTERS OF RECOMMENDATION** (to be added at each level of review)
 1. **Recommendation of the departmental subcommittee or committee of the whole**, addressed to the department chair. This letter should clearly record the vote of the subcommittee.
 2. **Recommendation of the department chair**, addressed to the dean.
 3. **Recommendation of the dean**, addressed to the provost.
- C. **PERSONAL NARRATIVE¹**, prepared in accordance with "Lecturers' Guidelines for the Preparation of Personal Narratives" (www.newpaltz.edu/acadaff/guidelines.html). The recommended maximum length is **six double-spaced pages**.
- D. **CURRICULUM VITAE**, prepared in accordance with the "Curriculum Vitae Guidelines," found at www.newpaltz.edu/acadaff/guidelines.html.
- E. **ANNUAL FACULTY REPORTS² AND RELATED EVALUATIONS**
 1. **Candidates with seven or more consecutive years** of appointment as full-time lecturers (counted from the date of initial appointment to the expiration date of the current term) should include copies of all **annual reports prepared since the last reappointment**.
 2. **Candidates with fewer than seven consecutive years** of appointment as full-time lecturers (counted from the date of initial appointment to the expiration date of the current term) should include copies of **all annual reports prepared to date**.
 3. **PEER EVALUATIONS associated with the included annual reports**
 4. **STUDENT EVALUATIONS OF INSTRUCTION (SEIs) associated with the included annual reports, grouped together and arranged chronologically.** For SEI reports generated prior to Fall 2011, candidates must include Form B statistics; they may choose to also include only signed and all signed comments from students. With the institution of online SEIs in Fall 2011, three types of SEI reports became available and are accessible via *my.newpaltz.edu*. Of the three, candidates must include the summary report (frequencies, percentages and statistics in table format); they may choose to also include the open-ended report (written comments only).
- F. **COURSE SYLLABI associated with the included annual reports**
- G. **ADDITIONAL MATERIALS required to meet school-specific and/or accrediting organization requirements³.**

¹ Multi-page documents (e.g., personal narrative, curriculum vitae, course syllabi, etc.) should be inserted in the dossier *un-sleeved* and separated with a staple, paperclip, colored paper, or tabbed divider.

² The Annual Faculty Report is organized according to the five criteria established by the SUNY Board of Trustees for evaluation of academic employees. **It is expected that some of the Board of Trustees' criteria will be relevant to all lecturers while other criteria will be relevant only to some.**

³ Lecturers in the School of Business, for example, are expected to perform service and to provide evidence of scholarly ability or intellectual contribution. Please consult the Office of the Dean, School of Business, for detailed guidelines on required documentation.