PROCESSES AND PROCEDURES FOR RENEWAL OF TERM APPOINTMENTS, CONTINUING APPOINTMENT, AND PROMOTION

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Part 1

Geneseo Process and Guidelines

- Notice for Term Renewal
- Notice for Continuing Appointment
- Process of Review and Recommendation
- College Guidelines

Sample Letter
Notice of Consideration for
Renewal of Term Appointment - **ACADEMIC**

Name
Address
Date

Dear _____

During the Fall/Spring semester of the 200x-20xx academic year, you will be considered for a renewal of your term appointment in the Department/School of _____. It is important that you submit to your department all the relevant professional information you believe should be considered. This should include a self-reflective statement about your accomplishments to date in teaching, your contributions to your discipline, and your service to the College, community and profession; a current vita, and any other material that support and/or document your accomplishments. The booklet, Personnel Processes and Procedures for Faculty, should be helpful in preparing the materials you wish to submit. There are excerpts in the booklet from three official documents that are relevant for the evaluation process. They are:

1) The Policies of the Board of Trustees,
   Article XI, Title A & B; Article XII, Title A

2) The NYS/UUP Agreement 2007-2011, Articles 30, 31, 32 and 33

3) Academic Affairs Policies and Procedures
   http://www.geneseo.edu/webfm_send/7316

Should you wish to consult these documents, they are easily available to you in your department office, my office, or the College's Human Resource Office.

Following is the timeline for the Fall/Spring term renewal process for faculty in their second year of appointment:

FALL	SPRING	
September 15th	February 1st	Candidate materials due in Department office
October 15th	March 15th	Department & Department Chair recommendation due in Provost's Office
November 15th	May 1st	Provost's recommendation due in President's office
January 17th	September 1st	Notice to candidates of President's decision

SAMPLE

This process of review and recommendation is designed to give you feedback on your performance, and to protect your interests and the interests of the institution. If you have any questions about this process, please feel free to call me if your department chair is unable to answer your questions.

I hope this finds you having a productive year.

Sincerely,

Carol Long
Provost and Vice President for Academic Affairs

c: Department Chair/Dean/Director

Sample Letter
Notice of Consideration for
Renewal of Term Appointment **- LIBRARIAN**

Name
Address
Date

Dear _____

During the Fall/Spring semester of the 200x-20xx academic year, you will be considered for a renewal of your term appointment in the College Libraries. It is important that you submit to your department all the relevant professional information you believe should be considered. This should include a self-reflective statement about your accomplishments to date in professional performance, your contributions to the profession, and your effectiveness in University and community service; a current vita, and any other material that support and/or document your accomplishments. The booklet containing the Personnel Processes and Procedures for Faculty, should be helpful in preparing the materials you wish to submit. There are excerpts in the booklet from three official documents that are relevant for the evaluation process. They are:

4) The Policies of the Board of Trustees,
Article XI, Title A & B; Article XII, Title A

5) The NYS/UUP Agreement 2007-2011, Articles 30, 31, 32 and 33

6) The Academic Affairs Policies and Procedures
http://www.geneseo.edu/webfm_send/7316

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Following is the timeline for the Fall/Spring term renewal process for faculty in their second year of appointment:

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October 15th	March 15th	Department & Department Chair recommendation due in Provost's Office
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January 17th	September 1st	Notice to candidates of President's decision

SAMPLE

This process of review and recommendation is designed to give you feedback on your performance during your first year, and to protect your interests and the interests of the institution. If you have any questions about this process, please feel free to call me if your department chair is unable to answer your questions.

I hope this finds you having a productive year.

Sincerely,

Carol Long
Provost and Vice President for Academic Affairs

c: Director

Sample Letter

Notice of Candidacy for Continuing Appointment - **ACADEMIC**

Name
Address
Date

Dear _____

During the Fall/Spring semester of 200*x-xx* academic year, you will be considered for a continuing appointment in the Department/School of _____. It is essential that you submit to your department all the relevant professional information that you believe should be considered. This should include a self-reflective statement about your accomplishments to date in teaching, your contributions to your discipline, and your service to the college, community and profession; a current vita, and any other materials that support and/or document your accomplishments. The booklet containing the Personnel Processes and Procedures for Faculty, should be helpful to you in preparing the materials you wish to submit. There are excerpts in the booklet from three official documents that are relevant for the evaluation process. They are:

1) The Policies of the Board of Trustees,
   Article XI, Title A & B; Article XII, Title A

2) Academic Affairs Policies and Procedures
   http://provost.geneseo.edu

3) The NYS/UUP Agreement 2007-2011, Articles 30, 31, 32 and 33

Should you wish to consult these documents, they are easily available to you in your department office, my office, or the College's Human Resource Office.

Following is the timeline for the fall/spring decisions on continuing appointment.

FALL	SPRING	
September 15th	February 1st	Candidate materials due in Department office
October 15th	March 1st	Department & Department Chair recommendation due in Provost's Office
November 15th	May 20th	Provost's recommendation due in President's office
January 17th	August 31st	Notice to candidates of President's decision

SAMPLE

You should be advised that situational criteria such as enrollment changes, programmatic changes or financial exigency must be considered by department committees, department chairs, and the Provost in making their recommendations, and by the President in making his decision. This careful process of review and recommendation is designed to protect your interests and the interests of the institution. If you have any questions about this process, please feel free to call me if your department chair is unable to answer your questions.

I hope this finds you having a productive year.

Sincerely,

Carol Long
Provost and Vice President for Academic Affairs

c: Department Chair/Dean/Director

Sample Letter

Notice of Candidacy for Continuing Appointment - **LIBRARIAN**

Name
Address
Date

Dear _____

During the Fall/Spring semester of 200x-xx academic year, you will be considered for a continuing appointment in the College Libraries. It is essential that you submit to your department all the relevant professional information that you believe should be considered. This should include a self-reflective statement about your accomplishments to date in professional performance, your contributions to the profession, and your effectiveness in University and community service; a current vita, and any other materials that support and/or document your accomplishments. The booklet, Personnel Processes and Procedures for Faculty, should be helpful to you in preparing the materials you wish to submit. There are excerpts in the booklet from three official documents that are relevant for the evaluation process. They are:

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I hope this find you have a productive year.

Sincerely,

Carol Long
Provost and Vice President for Academic Affairs

c: Director

Classroom Observation Procedures and Criteria

Pursuant to the recommendation of the Task Force Report on Peer Evaluation, the Faculty Affairs Committee moves adoption of the following college-wide Procedures and Criteria for Classroom Observations for use in evaluating faculty for renewal, continuing appointment, and promotion.

Procedures for Classroom Observations:

1. Classroom observations of teaching shall be conducted during each review cycle by a minimum of two members of the department or school, at least one of whom is a member of the Personnel Committee of the Department or School of the observed faculty member, and by the Chair of the Department or the Dean of the School.
2. A second classroom observation by the same observer shall take place if requested by either the observer or the observed faculty member.
3. Faculty members who are being observed have the option of requesting an additional classroom observation from a department member or another faculty member of their own choosing.
4. Each observation shall be preceded by examination of syllabi and pertinent instructional materials provided by the faculty member to be observed and/or a pre-observation conference with the faculty member.
5. Each observer shall provide written feedback on each classroom observation to the faculty member observed and the departmental or school Personnel Committee. A post-observation conference may take place in addition to the written feedback given to the faculty member.
6. Written feedback from classroom observations provides evidence to be considered in the preparation of official evaluation documents such as Form H narratives.

Suggested Criteria for Classroom Observations

1. Context of the class
   - Class prefix and title
   - Number of students enrolled
   - Number of students present
   - Day and hour of class meeting
   - Type of class (e.g. satisfying core requirement, required in the major, requirement related to the major, elective, studio, laboratory, etc.)
2. Intellectual rigor
   - Appropriateness of course content, readings, and instructional materials
   - Clear presentation of materials to stimulate understanding
3. Mastery of subject
   - Appropriate choice of research, topics, and/or findings in the field
   - Currency in the field
   - Incorporating the faculty member's own research into teaching (as appropriate)
4. Careful preparation and clear organization of classroom activities
   - Effective use of class time
   - Encouragement of critical thinking
   - Appropriate response to students' questions and comments
5. Clear and effective communication with students
   - Ability to arouse student interest and curiosity
   - Clear explanation of important ideas
   - Willingness to seek and respond to feedback from students

Term Renewal and Continuing Appointment Procedures

1. The Provost sends a notice to the candidate to the candidate that he/she will be considered for term renewal or continuing appointment (copy to Department Chair/Dean).
2. The candidate submits materials in support of his/her application to the Department Chair/Dean.
3. The Department/School Personnel Committee and the Chair/Dean consider the candidate's materials and make separate recommendations. *It should be clearly understood by the candidate that no one can orally promise renewal of term or continuing appointment.*
4. The Chair/Dean forwards both sets of recommendations and the candidate's portfolio (all materials considered by the Department/School Committee and the Chair/Dean) to the Provost. The candidate's file is considered complete once it has been received by the Provost. Additional material may be added after this point only with the Provost's approval.
5. **For Continuing Appointment.** (This step is used in term renewal only if specifically requested by the candidate.) The College Faculty Personnel Committee reviews all materials sent to the Provost and makes an independent recommendation to the Provost and to the President.
6. The Provost reviews the materials and considers each candidate on the basis of the criteria contained in the Policies of the Board of Trustees, Article XII, Title A, may discuss candidates with the Chair/Dean before making a recommendation to the President.
7. The Provost notifies the candidate of his/her intended recommendation (copy to Chair/Dean) and that all recommendations may be reviewed by the candidate in the Provost's Office within five working days.
8. The candidate may file a statement in response to the recommendations contained in the documents to be forwarded to the President.
9. The Provost forwards all recommendations, including his/her own, and the candidate's portfolio to the President.
10. The President reviews all recommendations and documents. During this review the President may ask for additional information and may discuss the candidate with the Provost and/or the Chair/Dean before making a final decision. The President notifies the candidate of the decision (copy to department chair).

Promotion Procedures

Consideration for promotion may be initiated by the individual faculty member, the School/Department Chair/Dean, or the School/Department committee. Any faculty member who wishes to be considered for promotion shall prepare material for review by the Chair/Dean and the department committee.

1. The candidate submits materials in support of his/her application to the Department Chair/Dean.
2. The Department Personnel Committee and the Chair/Dean consider the candidate's materials and make separate recommendations. *It should be clearly understood by the candidate that no one can orally promise promotion.*
3. The Chair/Dean forwards both sets of recommendations and the candidate's portfolio (all materials considered by the Department/School committee and the Chair/Dean) to the Provost. The candidate's portfolio is considered complete once it has been received by the Provost. Additional material may be added after this point only with the Provost's approval.
4. The College Faculty Personnel Committee reviews all materials sent to the Provost and makes an independent recommendation to the Provost and to the President.
5. The Provost reviews the materials and considers each candidate on the basis of the criteria contained in the *Policies of the Board of Trustees*, Article XII, Title A, Section 4. During this review the Provost may ask for additional information and may discuss candidates with the Chair/Dean before making a recommendation to the President.
6. The Provost notifies the candidate of his/her intended recommendation (copy to Chair/Dean) and all recommendations may be reviewed by the candidate in the Provost's Office within five working days.
7. The candidate may file a statement in response to the recommendations contained in the documents to be forwarded to the President.
8. The Provost forwards all recommendations, including his/her own, and the candidate's portfolio to the President.
9. The President reviews all recommendations and documents. During this review the President may ask for additional information and may discuss the candidate with the Provost and/or the Chair/Dean before making a final decision. The President or Provost notifies the candidate of the decision (copy to Department Chair/Dean).

External Review of Candidates

When a faculty member is being considered for a term renewal, continuing appointment, or promotion, external evaluation of the professional work (publications, written research in progress, art works, musical compositions, etc.) of the candidate may be sought by any of the parties to the process (the candidate, a Department/School committee, a Department Chair/Dean, the Faculty Personnel Committee, the Provost, or the President).

If a candidate wishes to initiate an external review, he/she will make this request in writing to the Provost no later than when the Provost receives the recommendations from the Department/School.

If a party to the process other than the candidate wishes to initiate an external review, that party will make this request in writing to the Provost. ***Before*** any of the parties to the review process take action to seek a written external review, the Provost will inform the candidate in writing that this action is to be taken.

The candidate will be asked to sign the following brief statement and return it to the Office of the Provost:

_____(one of the parties to this process) has requested an external review of your scholarly work. Information supplied by the external reviewers will be restricted to the Department/School committee, the Department Chair/Dean, the Faculty Personnel Committee, the Provost, and the President. Please sign below indicating your acknowledgement of this review. The Associate Provost will contact you in the next few days concerning this process.

_____ _____

Signature acknowledging this notification Date

External evaluations that identify the evaluator are confidential documents that may be read ***only*** by the Faculty Personnel Committee, the Department Chair/Dean, the Provost and the President. A list of potential reviewers will be developed by seeking nominations from the candidates applying for promotion/continuing appointment, the Chair/Dean and the Provost.

At the conclusion of this process these external evaluations will be released to the candidate only if the external reviewer has authorized release of the evaluation to the faculty member. This information can be useful to the candidate in assessing the value of his/her academic research or creative endeavors.

College Guidelines for Appointment, Term Renewal, Continuing Appointment and Promotion

LECTURER:

Requirements include an advanced degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers. Teaching experience at the college level and some evidence or research, writing, publication, or creative activity in the arts are desirable. Continuing appointment shall not be granted to holders of this rank.

INSTRUCTOR:

Requirements include pursuit of a terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers. Teaching experience at the college level and some evidence of research, writing, publication, or creative activity in the arts are desirable.

ASSISTANT PROFESSOR:

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers, and wherever possible some successful teaching experience, evidence of depth and breadth in mastery of subject matter, and clear evidence of on-going research.

TERM RENEWALS:

Requirements in the case of term renewals include increasing teaching effectiveness based upon evaluation by superiors, colleagues and students; evidence of on-going research presented in paper or article form, or in the case of the fine arts, performances, exhibitions, and the like; participation in professional organizations; and significant service to the department and college.

CONTINUING APPOINTMENT:

Requirements include the doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated teaching effectiveness based upon evaluation by superiors, colleagues and students, including classroom visitation; evidence or growing expertise in subject matter; contributions to course design and curriculum development; evidence of recognized accomplishment in one's field that included research and publications, or in the fine arts, performance activity or exhibitions; and significant departmental and college-wide service. Normally, at least three years of term appointment status shall be required before continuing appointment is granted.

ASSOCIATE PROFESSOR:

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated teaching effectiveness based upon evaluation by superiors, colleagues and students, continuing expertise in subject matter; contributions to curriculum and course design; evidence of significant research and publication (e.g. conference papers, refereed articles in important journals in the field, books or books-in-progress, textbooks, funded research activities) or creative activities in the arts (e.g. exhibitions, performances); participation in professional organizations; and significant service to the department and college. Usually, those who hold this rank will hold continuing appointment.

PROFESSOR:

Requirements include the earned doctorate or other terminal degree as defined by the discipline or in some cases extensive practical experience in a professional field as with performing artists or writers; demonstrated evidence of consistent and superior teaching for a number of years based upon the evaluation of superiors, colleagues and students; continuing expertise in subject matter; significant contribution to course design and curricular development; a track record, recognized by authorities in the field, of important research and publication or creative activity in such forms as books, articles, musical compositions, performances, or works of art; a demonstrated leadership role in service at the departmental, college community or national level. Usually, those who hold this rank will hold continuing appointment.

Passed by Faculty Affairs Committee, March 12, 1991
Published on page 247 of College Senate Bulletin, March 18, 1991
Passed with minor change in wording by College Senate, April 30, 1991

For the Form H, please click http://www.geneseo.edu/webfm_send/7531

For the Form H-L, please click http://www.geneseo.edu/webfm_send/7613

Part 2

Preparation of Materials

- Suggested Vita Format
- Reflective Self-Evaluation
- Materials for Evaluation of Teaching
- Organization and Presentation
- Checklist of Material to Submit
- Deadlines for Personnel Recommendations

Suggested Form of Vita
Continuing Appointment, Term Renewal, Promotion

I. EDUCATION

II. ACADEMIC EMPLOYMENT/EXPERIENCE HISTORY

III. COURSES TAUGHT

- List all courses taught at Geneseo with indication of new courses or curricula developed
- Awards related to teaching

IV. SCHOLARLY AND CREATIVE ACTIVITY

- Publications (in proper bibliographic form with acceptance/rejection rate of journal if known)
- Exhibitions/Performances (juried or invited)

- Works Submitted
- Works in Progress

- Conference Presentations (indicate if juried or invited)
- Discussant/Panelist at Professional Meetings

- External Grants Funded
- External Grants Submitted

- Adjudications/Workshops
- Other Invited Work

- Honors and Awards Related to Scholarly and Creative Activity

V. SERVICE

- Department & College Service
- Community Service **RELATED** to Profession
- Service to the Discipline/Profession

VI. PROFESSIONAL GROWTH

VII. OTHER RELEVANT PROFESSIONAL ACCOMPLISHMENTS OR WORK

All entries should be listed in chronological order with the **most recent dates first.** Be as clear and specific as possible about dates, titles, organizations, etc. Documentation supporting the entries in your vita should be included in the supporting materials submitted.

Suggestions for Preparing a Reflective Self-Evaluation Statement

Purpose

The reflective self-evaluation statement is an opportunity for the candidate to provide an interpretation of the materials submitted in support of term renewal, continuing appointment or promotion. This statement should not merely restate accomplishments or information that is already in the vita, but rather should reflect on the significance of the evidence presented in the areas of teaching effectiveness, contributions to the discipline, and service. Reflections on teaching should include brief teaching philosophy, how that philosophy is used in practice, adjustments and changes to teaching methodology over time, use of SOFI scores and comments and peer reviews to make improvements and/or adjustments to teaching. Reflections on the contributions to the discipline should include a brief discussion of progress in research/creative agenda, and how the contributions relate to and advance debates and knowledge in the discipline, or contribute artistically to the field. Reflections on the significance of service contributions should include how they contribute to the goals of the department/college and/or how professional service has been used for the public good.

Outline

The reflective self-evaluation statement should be organized according to sections that are based on the SUNY Board of Trustees guidelines and that are consistent with Form H:

- Introduction
- Teaching Effectiveness
- Contributions to the Discipline
- Service
- Growth

Materials Pertinent to the Evaluation of Teaching
to be included in all submissions for
Term Renewal, Continuing Appointment and Promotion

I. Evidence of Teaching Effectiveness Supplied by Candidate & Department:

As part of the process of forwarding a candidate for consideration in a term renewal, continuing appointment, or promotion decision, the following information should be forwarded as evidence of the candidate's teaching effectiveness.

A. Representative samples of syllabi and other instructional materials from courses taught by the candidate.

B. Peer Evaluation

1. Classroom visits by the chair and at least one other faculty member.
2. Written comments on the visits in some common format that is specific to the department.
3. An evaluation record from several years, including the present, reflecting the full tenure of the candidate's appointment.
4. Evaluations of more than one course (but not necessarily all courses taught by the candidate) reflecting the candidate's varied teaching assignment.

C. Systematic prose comments reflecting the candidate's varied teaching assignment.

II. SOFI & Grade Distribution

Grade distribution data and Student Opinion of Faculty Instruction statistical information exist in the public domain, and as such are used in the decision process for reappointment, continuing appointment, and promotion.

A. Graphs of all classes where SOFI's were given

B. SOFI written comments – Submission of SOFI written comments in these processes is voluntary on the part of the candidate. Should a candidate choose to submit SOFI written comments for review, it is strongly recommended that all SOFI forms from any given course be forwarded.

Organization and Presentation
of materials for
Contract Renewal, Continuing Appointment and Promotion

Materials for contract renewal, continuing appointment, and promotion are most helpful when they are presented in a manner that enables readers 1)to get an overview of the candidate's career and contributions at Geneseo, and 2) to consult documentation that supports the points made in the overview. Therefore, it is helpful for the materials to be divided into two sections. The **overview** materials would contain:

- The reflective self-evaluation
- The vita

The supporting materials would contain items such as the following (also be sure to check departmental regulations for supporting materials):

- Selected publications
- Course materials such as syllabi, exams, and handouts
- Quantitative summaries of SOFI forms
- Written comments from SOFI forms, if these are submitted
- Grade distribution information
- Letters from publishers, grant reviewers, etc. when relevant

The overview materials should be submitted separately from the supporting documents. These documents are best submitted in a 3-ring binder or a plastic case, with clearly labeled manila folders.

CHECKLIST
MATERIALS TO SUBMIT

Candidates to Department Chair:

_____ Overview Materials

- Reflective Self-Evaluation
- Candidate Vita

_____ Supporting Documents

Chairs, Directors, Deans to Provost:

_____ Administrative Folder

- Candidate Reflective Self-Evaluation
- Candidate Vita
- Form H from Chair
- Form H from Department Personnel Committee
- GER

_____ Supporting Documents

DEADLINES FOR PERSONNEL RECOMMENDATIONS

	Candidate's Materials due in Dept/School Office	**Department Recommendation due in Provost's Office**	**FPC Recommendations given to Provost & President**	**Provost's recommendation due in President's Office**	**Contractual Notification Date**
Term Renewal: Spring Fall Faculty in the 2nd year of initial appt.	February 1 September 15 September 15	March 15 October 15 October 15	N/A unless specifically requested	May 1 November 15 November 15	September 1 Official start of 2nd semester December 15
Continuing Appointment: Spring Fall	February 1 September 15	March 1 October 15	April 25 November 15	May 20 December 15	September 1 Official start of 2nd semester
***Promotion**	**March 1**	**April 15**	**June 1**	**June 15**	**N/A**

NOTE: When department constitutions contain a review process that takes more than one month, the department chair may require candidates for continuing appointment to submit their materials earlier than the established deadlines.

When any of the above deadlines fall on a weekend, or an official holiday: in the case of a weekend, materials will be due on Monday; in the case of a holiday, materials will be due day immediately following the holiday.
***Promotions are considered only in the Spring semester.**

Part 3

Official SUNY & UUP Policies (*excerpts)*

- Board of Trustees Policies; *excerpts*
- NYS/UUP 2007-2011 Agreement; *excerpts*

excerpted from
Policies of the Board of Trustees

Article XI
APPOINTMENT OF EMPLOYEES

Title A. Procedure

1. *Procedure.* The chief administrative officer of a college, after seeking consultation, may appoint, reappoint, or recommend to the Chancellor for appointment or reappointment, as may be appropriate to the nature of appointment provided for herein, such persons as are, in the chief administrative officer's judgment, best qualified. Such appointments shall be consistent with the operating requirements of the college. For purpose of this Article, the term "consultation" shall mean consideration by the chief administrative officer of a college of recommendations of academic or professional employees, including the committees, if any, of the appropriate department or professional area, and other appropriate sources in connection with appointment or reappointment of a specified employee; provided, however, that nothing contained herein shall prevent the chief administrative officer of a college from taking such actions as he or she may deem necessary to meet notice requirements in the event of non-renewal of term appointments.

Title B. Continuing Appointment

3. *Eligibility*

(a) Continuing appointment as Professor, Associate Professor, Librarian or Associate Librarian. Continuing appointment as Professor, Associate Professor, Librarian or Associate Librarian may be given by the Chancellor on initial appointment or thereafter. Except as provided in subdivision (c) of this section, further employment as Professor, Associate Professor, Librarian or Associate Librarian after the third consecutive year of service in any one or any several of these ranks at any one college must be on the basis of continuing appointment, provided, however, such appointment shall not be effective until made so by the Chancellor, and provided further that promotion to any of these ranks shall not operate to extend the service requirements for continuing appointment described in subdivision (b) of this section.

(b) Continuing appointment as Assistant Professor, Instructor, Senior Assistant Librarian or Associate Librarian. Except as provided in subdivision (c) of this section, further employment at any college of an appointee who has completed a total of seven years of service in a position or positions of academic rank of which the last three consecutive years have been in a position of academic rank at that college as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian, must be on the basis

of a continuing appointment; provided, however, such appointment shall not be effective until made so by the Chancellor. An Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian shall not be eligible for continuing appointment at any of these ranks prior to the completion of a total of seven years in a position or positions of academic rank.

(d) Service Credit.

(1) In determining eligibility for continuing appointment under subdivision (b) of this section, satisfactory full-time prior service in academic rank at any other accredited academic institution of higher education may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at a college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment.

(2) In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Title D. Term Appointment

1. *Definition.* Except as provided in Section 6 of this Title, a term appointment shall be appointment for a specified period of not more than three years which shall automatically expire at the end of that period unless terminated earlier because of resignation, retirement or termination.

4. *Renewal of Term.* Except as provided in this Article, term appointments may be renewed by the chief administrative officer of the college for successive periods of not more than three years each; such renewals shall be reported to the Chancellor. No term appointment, of itself, shall be deemed to create any manner of legal right, interest or expectancy in any other appointment or renewal.

ARTICLE XII
EVALUATION AND PROMOTION OF ACADEMIC AND PROFESSIONAL EMPLOYEES

Title A. Evaluation of Academic Employees

1. *Policy.* It is the policy of the University to evaluate academic employees.

2. *Purpose*. The purpose of evaluation pursuant to this Title shall be the appraisal of the extent to which each academic employee has met his or her professional obligation. Written communication of such appraisal shall be sent to the academic employee concerned. The evaluations conducted pursuant to this Title may be considered by the chief administrative officer of a college and the college administrative officers in making decisions or recommendations with respect to continuing appointments, renewal of term appointments, promotions, discretionary adjustments to basic annual salary and for any other purpose where an academic employee's performance may be relevant consideration. Nothing contained herein shall prevent the chief administrative officer from taking such action as the chief administrative officer may deem appropriate to the operating requirements of the college.

3. *Applicability.* Pursuant to this Title academic employees may be evaluated; such evaluation, if any, is to be made by the chief administrative officer, or designee.

4. *Criteria*. In conducting evaluations pursuant to this Title, the chief administrative officer of the college concerned, or designee, may consider, but shall not be limited to consideration of, the following:

(a) Mastery of subject matter – as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.

(b) Effectiveness in teaching – as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.

(c) 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 and reputation among colleagues.

(d) 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.

(e) 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.

Title B. Promotion and Academic Employees

1. *Procedure.* The chief administrative officer of a college, after giving consideration to recommendations of academic employees, including the committees, if any, of the appropriate department or professional area and other appropriate sources in connection with promotion of a specific academic employee, may promote, or recommend to the Chancellor for promotion, such persons as are, in the chief administrative officer's judgment, best qualified. Nothing contained herein shall prevent the chief administrative officer of a college from taking such promotion actions as the chief administrative officer may deem appropriate to the operating requirements of the college.

2. *Criteria.* Recommendations of academic employees, or their appropriate committees, or other appropriate sources may consider, but shall not be limited to consideration, of the following:

(a) Mastery of subject matter – as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.

(b) Effectiveness in teaching – as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.

(c) 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 and reputation among colleagues.

(d) 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.

(e) 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.

3. *Length of Service.* Completion of a minimum period of service with the University may be a consideration but shall not be a qualification for promotion.

Note: *The above items are selected excerpts only and are presented to assist you in the personnel process. Candidates are strongly advised to consult the 2006 Policies of the Board of Trustees of the State University of New York, Articles XI and XII in their entirety.*

extracted from

United University Professions 2007-2011 Agreement

Article 30

Appointment, Evaluation and Promotion

30.2 Evaluation and Promotion

a. Evaluation and promotion of employees shall be made in accordance with Article XII of the Policies.

Article 31

Personnel Files

31.1

a. Each College shall maintain, for official University purposes, an official personnel file for each employee who is subject to this Agreement. Such file shall contain copies of personnel transactions, official correspondence with the employee and formal, written evaluation reports prepared in accordance with provisions of Article XII, Title A, Section 3 and Article XII, Title C, Section 4 of the Policies and such other written evaluations and/or recommendations as may be prepared by an immediate supervisor, Department Chairperson, Dean, Vice President, or other persons serving in a supervisory capacity in a direct line, as appropriate, in connection with matters of appointment, evaluation, reappointment or promotion. With respect to the latter written evaluations and/or recommendations, those which pertain to reappointment shall be sent to the employee at the time they are prepared. All materials referred to in this Section shall be available to an employee for review and response. In no event shall statements which are both unsolicited and unsigned be placed in the official personnel file.

b. Upon receipt of the "other written evaluation and/or recommendations" referred to in subdivision (a) which pertain to reappointment, an employee who has completed three or more consecutive years of service in a position of academic or qualified academic rank or in a professional title, shall upon written request, be entitled to a meeting with the person who prepared a written evaluation and/or recommendation described in this subdivision to discuss the basis for such written evaluation and/or recommendation. The employee shall not be entitled to representation during such meeting. No part of the discussion held pursuant to provisions of this subdivision shall be subject to review in the grievance procedure. However, an employee may respond to information obtained during such discussion and may place in the employee's official personnel file or evaluative file any such response which is in writing.

31.6 a. Where, in connection with consideration of an academic employee for appointment, reappointment, or promotion, a file of evaluative material is developed by a committee or committees of academic employees which may exist to evaluate and make recommendations with respect to appointment, reappointment, or promotion of an academic employee, and where such file is submitted to the College President or the last management administrative officer of the College for consideration, the academic employee to whom the file pertains shall have the right to examine such file and file a statement in response to any item contained therein; provided, however, statements solicited in connection with the employee's appointment, reappointment, or promotion and any documents which would identify the source of the statements, shall not be available to the employee.

c. Examination of the file and response to material contained therein to which the employee has access pursuant to this Section shall take place after the file has been submitted to the College President or the last management administrative officer of the College but prior to this officers' consideration of its content. The College President or this management administrative officer of the College, or designee, shall notify the employee when the file is available for examination. The employee may then arrange with the College President or this management administrative officer of the College, or designee, to examine the file.

Note: *The above selected excerpts are those which relate closely to the processes described in the Geneseo Policies and Procedures Manual. Candidates are strongly advised to consult the 2007-2011 NYS/UUP Agreement, Articles 30, 31, 32, & 33 in their entirety*