

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:04:02

Date: Update March 2016

Subject: Procedure for Promotion to Rank of Associate Professor

Procedure for Promotion to Rank of Associate Professor

Division of Academic Affairs and its academic departments are fully committed to helping faculty achieve ongoing success in teaching, scholarship (research/creative endeavor) and service. This procedure serves to clarify the promotion and tenure process and assist candidates with the preparation of their documentation for renewal and promotion to Associate Professor.

It should be noted that decisions on continuing appointment (tenures) and promotion are separate actions at Buffalo State College. Faculty seeking promotion to associate or full professor must request to be considered for promotion, and personnel committees must make a separate recommendation regarding promotion to associate professor when considering tenure decisions.

The procedures outlined below apply to the processes of obtaining continuing appointment (tenure) and promotion to associate professor.

Letters of Expectations

- A draft letter of expectations is provided to each new faculty member during the first semester of employment. The letter should be completed by the conclusion of the eighth week of the contract. The letter specifies the performance expectations to be met by the time the faculty member reaches the next review, and to provide the criteria that must be met for continuing appointment (tenure) and promotion.
- The letter of expectations is collaboratively designed to bring agreement and clarification among the candidate, department chairperson, department personnel committee chairperson (where applicable), and the dean. The letter is created in consultation with the faculty member.
- The letter of expectations may evolve over time according to departmental process to modify the direction of teaching, research/creative activity and/or service. Any changes must be approved in writing by the candidate, department chairperson, department personnel committee chairperson (where applicable), and the dean.
- Letters vary by department and by individual faculty member.

Departmental Documents

- Every department has developed a statement defining scholarship and creativity to be provided to their candidates and be accessible on the department's website.
- Candidates are responsible for becoming familiar with departmental by-laws and how they affect personnel actions.

- Departments and candidates are responsible for adhering to the academic calendar for deadlines for renewals, promotions, etc. Address any questions about the calendar directly to the dean.

Dean's Role

The dean's role is to ensure adherence to the process and to raise questions when recommendations do not seem to be congruent with documentation. Address any questions about process or calendar directly to the dean.

Documentation

Documentation for each evaluation leading to promotion and continuing appointment is to consist of two files:

- File A containing the required personnel documents, and
- File B containing the supporting documentation.

File A

File A is to contain only eight items, paginated for easy cross-reference, with one copy organized in a three-ring binder with dividers separating the eight sections and one additional copy with eight sections stapled separately, in order, and attached by a clip.

- 1) The Request for Faculty Personnel Action form (gray form). Note that consideration for promotion must be specifically requested by the candidate, and a separate recommendation for promotion is required of the personnel committee.
- 2) The candidate's personal statement. In her/her personal statement, the candidate should focus on the renewal review period (the most recent two-year term, for example). For promotions, the candidate should take a career perspective, concise nonetheless. All previous personal statements are to be provided in File B. The personal statement should be cohesive, within one document, and should rarely be longer than five pages. The statement may be slightly longer in cases for promotion and tenure. It is to reflect on teaching and effectiveness, scholarship/creative activity and service; summarize and interpret peer evaluations and student evaluations; comment on any additional qualifications, including commitment to BSC mission vision and core values; and provide documentation through reference to specific page numbers in File B.

The candidate's self-assessment narrative should address:

- a. Reference to the SUNY *Policies of the Board of Trustees* and the *Buffalo State College Directory of Policy Statements* (DOPS).
- b. Assessment of teaching:
 - (1) Refer to the multiple measures of teaching effectiveness detailed in the DOPS Policy Number: VI:04:01, including the section: Documentation of Teaching Effectiveness for Personnel Actions, Office of Academic Affairs.
 - (2) You may include additional measures as appropriate, but not limited to, course and syllabus revision/updating; revision of assignments, hand-

outs, supplemental readings, editions and translations; teaching style; new uses of technology, if any; how research influences the teaching, (include sample materials in File B); mentoring students; advising students; participation with the department's student groups, events and through office hours and out-of-class activities; other.

- (3) Response to peer observations of teaching.
- (4) Analysis and discussion of student evaluations beyond the scores.
- (5) How teaching is being strengthened: attention to concerns expressed in student and peer evaluations (and the resulting changes); peer conversations; participating in workshops and conferences; integration of research into teaching; plans for implementation of future innovations, other.

c. Assessment of Scholarship:

- (1) Refer to the expectations detailed in the DOPS Policy Numbers: VI:04:01 and VI:04:02.
- (2) Refer to departmental and school definitions of scholarship and creativity.
- (3) Clarify in the narrative which publications and presentations are included in this review period (omit those outside the review period) and relate them to application to classes, if this is done.
- (4) In both the narrative and in the resume, cite the locations, city, state and date of each conference presentation within the time span of the review period in order to clarify the regional/national/international scope. Also cite the sessions chaired and poster presentations. For papers in progress, give some estimate for the time-line for submission and publication.

d. Assessment of Service

- (1) Refer to expectations detailed in DOPS Policy Number VI:04:01
- (2) Refer to departmental and school definitions of service.

e. Progress on the items listed in Letter of Expectations.

f. Promotion to rank of associate professor and continuing appointment:

- (1) Reference progress made on the expectations stated in DOPS.
- (2) Outside reviews of scholarship MAY be submitted but are not required. If the candidate chooses to submit outside reviews of scholarship, they should be supplemented by an explanation of how the reviewers were selected; their credentials; the relationship, if any, of the reviewer to the candidate; how the reviews were solicited and by whom; how many reviews were requested, received, and submitted; the

conditions of the review; what access you had to the reviews; and how decisions were made about which reviews to include in the dossier. Letters from independent external reviewers have the greatest credibility. External review letters collected within the two-year period prior to submission of your dossier may be included. The evaluators' names, ranks, and institutions and the letter of solicitation are included.

- (3) Current (updated) curriculum vita in the standardized format.
- (4) The departmental personnel committee statement. This is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity and service, as well as summarize and interpret peer evaluations and student evaluations and BSC mission vision and core values. **All previous personnel committee statements are to be provided in File B.** If promotion to associate professor is requested, write a separate statement recommending promotion.
- (5) The department chairperson's recommendation. This is to be autonomous and separate from the Personnel Committee's recommendation. The chairperson's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer evaluations and student evaluations, and comment on any additional qualifications, including commitment to BSC mission vision and core values. **All previous department chairperson's recommendations are to be provided in File B.** If promotion to associate professor is requested, write a separate statement recommending promotion.
- (6) The school promotion and tenure committee's recommendation, when applicable. This is to be autonomous and separate from the other recommendations. The school committee's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer evaluations and student evaluations, and comment on any additional qualifications, including commitment to BSC mission vision and core values. **All previous school committee's recommendations are to be provided in File B.** If promotion to associate professor is requested, write a separate statement recommending promotion.
- (7) The dean's recommendation. This is to be autonomous and separate from the other recommendations. The dean's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer evaluations and student evaluations, and comment on any additional qualifications, including commitment to BSC mission vision and core values. **All previous dean's recommendations are to be provided in File B.** If promotion to associate professor is requested, write a separate statement recommending promotion.

- (8) A copy of the candidate's Letter of Expectations. **Any previous letters of expectations are to be provided in File B.**

The candidate is to provide two complete copies of File A, as one copy is retained in the Provost's Office and the other in the Dean's Office. File B is returned to the candidate after completion of the process.

File B

File B provides supporting evidence documenting statements in File A. The first five sections of File B are to parallel the order of File A (omit the section for the curriculum vita).

Include only items referenced in File A. The file should be organized in sections, paginated for easy cross-reference, and be no more than 6 in. thick (two three-inch, three-ring binders). Multiple page documents may be placed in a single plastic sleeve in File B only.

- The documentation in File B should be cumulative, but concise, as the faculty member progresses through the tenure and promotion process.
- Accomplishments cited in File A must be documented in File B.
- Documentation or examples of books, articles, CDs and other scholarship and/or creative work should be included. **Selectively include other items.**
- **Less significant material from previous evaluations should be removed.**
- OPSCAN summary sheets and **all** student evaluations and **all** written student comments shall be included. Do not provide the raw data. Each summary sheet should be followed by the respective student comments page, organized in chronological order with the most current first. Place this material in a separate notebook section labeled "Student Evaluations" in File B.

Other Guidelines

- Use statistics carefully. For example, averaging the ratings for all of the questions on the form does not provide valuable information. Averaging the answers for each individual question, however, could provide valuable input to the personnel committee and a department chairperson. It is the responsibility of the personnel committee and the department chairperson to provide a summary and interpretations of peer and student evaluations.
- Candidates and departments should be familiar with all relevant policies specified in the SUNY Policies of the Board of Trustees, and the Buffalo State College Directory of Policy Statements (DOPS), and school and departmental documents, which are to be displayed on the departmental website.

Scholarship and Creative Activity

It is expected that faculty will have a vigorous scholarly and creative life throughout their teaching career. Decisions regarding what constitutes reasonable expectations are to be made by departments. Scholarship varies greatly by department and is defined by the department and included in the letter of expectations.

Also, faculty are directed to Section VI:04:05 of the Directory of Policy Statements (DOPS), **Supplemental Policy on Scholarship Encompassing Applied Research and Scholarship of Teaching.**

