

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:04:03

Date: March 2009

Subject: Procedure for Promotion to Full 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 document serves to clarify the process for promotion to full professor and assist candidates with the preparation of their documentation for promotion to full professor. It should be noted that faculty seeking promotion to associate or full professor must request to be considered for promotion. For guidelines clarifying when faculty can and should request promotion to full professor, faculty members should review the Directory of Policy Statements (DOPS) and the SUNY Trustees Guidelines.

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 web site.
- 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 promotions. 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 to full professor 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 the 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.
- 2) The candidate's personal statement. In his/her personal statement, the candidate should take a career perspective with a focus on the period since promotion to associate professor, concise nonetheless. All previous personal statements are to be provided in File B.

The personal statement should be cohesive, within one document, and should be in the range of 5 – 10 pages. It is to reflect on teaching effectiveness,

scholarship/creative activity, and service; summarize and interpret peer evaluations and student evaluations; comment on any additional qualifications, including commitment to the 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:04:04, Documentation of Teaching Effectiveness for Personnel Actions.
 - (2) Include additional measures as appropriate, but not limited to course and syllabus revision/updating; revision of assignments, hand-outs, supplementary 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 presentation; how feedback is provided outside class; availability to students 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 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 Number VI:04:01 and DOPS Policy Number VI:04:05.
 - (2) Refer to departmental and school definitions of scholarship.
 - (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 location, 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 of the time-line for submission and publication.
- d. Assessment of Service:
 - (1) Refer to the 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 the rank of full professor:
 - (1) Reference progress made on the expectations stated in DOPS.
 - (2) Include three to six solicited outside reviews of scholarship, 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 comment on any additional qualifications, including commitment to the BSC mission vision and core values. **All previous personnel committee statements are to be provided in File B.**
- 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 the BSC mission, vision, and core values. **All previous department chairperson's recommendations are to be provided in File B.**
- 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 the BSC mission, vision, and core values. **All previous school committee's recommendations are to be provided in File B.**
- 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 the BSC mission, vision, and core values. **All previous Dean's recommendations are to be provided in File B.**
- 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 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 of **all** student evaluations and **all** written student comments shall be included. Do not provide the raw data. Each summary sheet should be followed by 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 department chairperson. It is the responsibility of the personnel committee and the department chairperson to provide a summary and interpretation 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 web site.

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.