

School of Natural and Social Sciences
Documentation for reappointment and promotion reviews
November 24, 2009

Please submit documentation organized in two files:

- File A containing the required personnel documents, and
- File B containing supporting documentation, organized in the same order as File A.

File A is to contain the following nine sections, in the order listed below. Please submit two copies. One copy is retained in the Provost's Office and the other in the Dean's Office. Only one copy of File B should be submitted, and this is returned to the candidate after completion of the process.

File A

- 1) The Request for Faculty Personnel Action form (gray form).
- 2) The candidate's personal statement. For reappointments without promotion, candidates should focus on the renewal review period (the most recent two-year term, for example). For promotions, the candidate should take a career perspective.

The personal statement should be cohesive, within one document, and is typically five to ten pages, although not limited to this. The statement should refer to the *SUNY Policies of the Board of Trustees* and the Buffalo State College Directory of Policy Statements (DOPS). It is to reflect on teaching effectiveness, scholarship/creative activity, and service. It may be appropriate to include some of the details listed below:

- a. Teaching:
 - (1) Refer to the multiple measures of teaching effectiveness detailed in the DOPS Policy Number: VI: 05:01, including the section: "Documentation of Teaching Effectiveness for Personnel Actions, Office of Academic Affairs.
 - (2) Additional measures, as appropriate, may be included, such as 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 presentations; 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 the resulting changes); peer conversations; participating in workshops and conferences; integration of research into teaching; plans for implementation of future innovations, other.
- b. Scholarship:
 - (1) Refer to the expectations detailed in the DOPS Policy Number: VI: 05:01
 - (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).

- c. Service:
 - (1) Refer to the expectations detailed in the DOPS Policy Number: VI: 05:0
 - (2) Refer to departmental and school definitions of service
 - d. Progress on the items listed in Letter of Expectations and DOPS as appropriate.
- 3) If letters from independent external reviewers are solicited, include them here. Also include a description of how the letters were solicited and brief biographical sketches of the reviewers.
 - 4) Up-to-date curriculum vita in the standardized format. Include supporting documents, such as copies of publications, grant applications, abstracts or other documents related to presentations, etc. in File B.
 - 5) The departmental personnel committee statement. All previous personnel committee statements should be included in File B. Candidates may write a response according to college guidelines to be included in File A.
 - 6) The department chairperson's recommendation. All previous department chairperson's recommendations should be included in File B. Candidates may write a response according to college guidelines to be included in File A.
 - 7) The SNSS personnel committee's recommendation. All previous school committee's recommendations should be included in File B. Candidates may write a response according to college guidelines to be included in File A.
 - 8) The dean's recommendation. All previous dean's recommendations should be included in File B. Candidates may write a response according to college guidelines to be included in File A.
 - 9) A copy of the candidate's Letter of Expectations (MOU). Any previous letters of expectations should be included in File B.