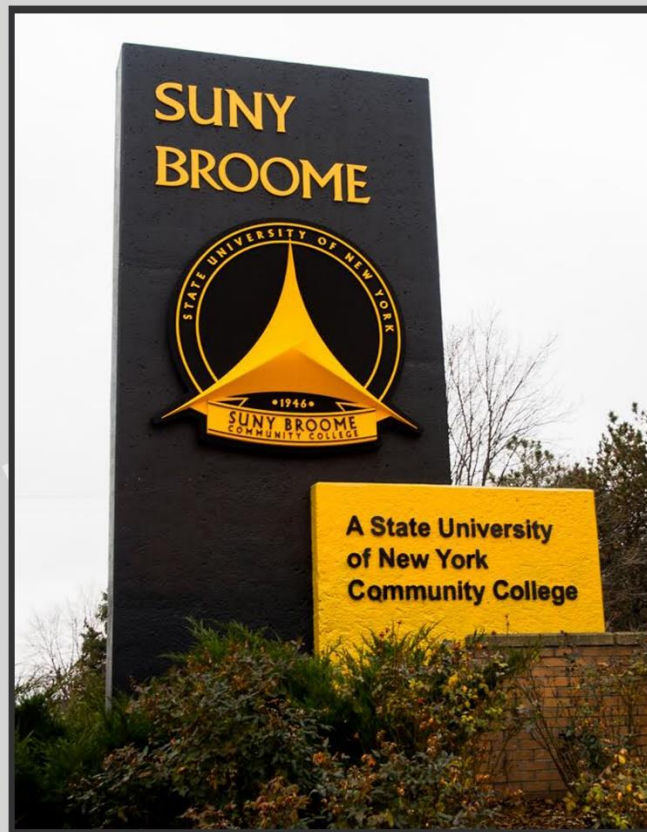


Faculty Guide Promotion & Appointment



Questions about the Procedure

Creating a Packet

Evaluations

Documentation

FAQ

SUNYBroome

November 2015

Welcome to the Faculty Association Promotion Handbook!

Dear Faculty Member,

Welcome to the Faculty Association Promotion Handbook!

Because the process can be somewhat complicated, we have provided this booklet to guide you through the steps, providing a few “tips” along the way.

The most important thing to remember is that **the Faculty Association Contract trumps all other documents**. So this pamphlet, like the Promotion and Appointment Website, should always be used in conjunction with the current FA Contract and any additional Memoranda of Understanding. Specifically, see Article 36 of the Faculty Association Contract.

In addition, always consult with your Department Chair and your Professional Development Mentoring Committee, as they are your seasoned guides to the culture of your department and division as well as the promotion process itself.

Congratulations, and good luck!

The Faculty Association Promotion and Appointment Subcommittee:

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Cover Photo by William Hollister

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QUESTIONS ABOUT THE PROMOTION PROCEDURE

1. WHO STARTS THE PROMOTION PROCESS?

You do. Contact your Chair for advice.

2. HOW DO I START THE PROCESS?

See the Faculty Association Contract **Article 36**. Fill out the Application for Promotion Form (available in full size on the Website) and submit to your Department Chair

To access the Website, go to My College, select Faculty, click on the “P & A” icon, and then click on Promotion.

3. WHAT ARE THE RULES GOVERNING THE PROMOTION PROCESS?

The rules governing the promotion process can be found in Article 36 of the Faculty Association Process.

4. WHAT ABOUT TIME IN RANK?

There is no “waiting period” between promotions. The promotion process is a three-year process, so there is an automatic minimum of three years between promotions.

5. WHO READS THE PROMOTION PACKET?

- Your plan for promotion will be drawn up and reviewed by your Professional Development Mentoring Committee (PDMC).
- It will be read and approved by your Dean/Vice President
- Eventually it will be read and approved by your Promotion and Appointment (P & A) Committee: all members of your Department with rank and tenure plus a member outside your Division.
- Then it will be read and approved by the Committee on Professional Evaluation (CPE): an elected board consisting of one representative from each of the five areas.
- Finally, it will be read and approved by the President and the Board of Trustees.

The makeup of all committees is defined in Article 4 of the Faculty Association Contract.

- PDMC
- P & A
- CPE

NOTE: Be aware of the different audiences that will read your packet; they may be unfamiliar with what you have done so you need to be clear about your activities and accomplishments.

BROOME COMMUNITY COLLEGE
APPLICATION FOR PROMOTION

To: Dean/Director
Subject: Application for Promotion
From: _____
Date of Declaration of Intention for Promotion: _____

I wish to be considered a candidate for promotion from _____ to _____

(present title)
_____ in the _____ department
(proposed title) (department)

to be effective in the fall semester, _____. _____
Year Faculty Signature

My employment history at the college is as follows:

Date of Initial Appointment: _____ Title _____

Date/Expected Date of Continuing Appointment: _____

Last Promotion - Date: _____ Title _____

EDUCATION RECORD

Degrees and Dates:

MA, MAT, or MS _____ Other _____

Course Credits completed beyond Master's degree to date: _____

☐ I plan to request approval of equivalencies to be used toward this promotion as part of my Professional Development Plan.

Chair/Supervisor Date

Dean/Director Date

Copy to: Faculty Member, Chair, Dean, EVP/CAO

6/26/13 FA

6. HOW WILL THE CPE EVALUATE MY PACKET?

The CPE will evaluate your packet using the following checklist, also available on the Website (the items are listed primarily in order of importance):

CPE Worksheet

NAME: _____ DEPARTMENT: _____

SEEKING PROMOTION TO: _____ TIME IN RANK: _____

1. PROFESSIONAL DEVELOPMENT MENTORING
COMMITTEE RECOMMENDATION _____

2. P & A (STANDING) COMMITTEE RECOMMENDATION _____

3. CHAIR RECOMMENDATION _____

4. DEAN/DIRECTOR/SUPERVISOR RECOMMENDATION _____

a) PROFESSIONAL DEVELOPMENT PLAN

Applicable years: _____
(3 Year Minimum)

5. TEACHING EFFECTIVENESS/OVERALL _____

a) PEER EVALUATIONS _____

b) STUDENT EVALUATIONS _____

c) SELF EVALUATIONS _____

d) CHAIR EVALUATION/OBSERVATION _____

6. PROFESSIONAL DEVELOPMENT _____

7. ACADEMIC/CAMPUS ACTIVITIES _____

8. PROFESSIONAL/COMMUNITY ACTIVITIES _____

9. COURSEWORK TOWARD PROMOTION _____

a) TRANSCRIPTS: YES NO

NUMBER OF CREDIT HOURS _____

b) CREDIT EQUIVALENTS (IF APPLICABLE) _____

OVERALL RECOMMENDATION: YES NO

7. WHAT IF I AM NOT RECOMMENDED?

There is a procedure: see **Article 36.b.2** of the Faculty Association Contract.

8. WHAT ARE THE CRITERIA FOR PROMOTION?

The Criteria for promotion can be found in Article 36.d of the Faculty Association Contract.

9. WHO HAS THE FINAL SAY ON MY PROMOTION?

The Board of Trustees has final say.

10. HOW DO I KNOW WHEN MY MATERIALS ARE DUE?

Follow the Promotion Calendar found on the Promotion and Appointment Website. Go to My College, select Faculty, click on the “P & A” icon, and then click on Promotion.

**FAQ: Here are some Frequently Asked Questions,
taken from the P & A Website**

Some Frequently Asked Questions related to the Promotion and Appointment process are listed below:

1. Who is responsible for my success in the promotion and appointment process?

You are! You have mentors and supervisors who will help you with the process, but ultimately you must make sure all the work is done and that all deadlines are met. Keep track of the calendar and if you have questions, contact your supervisor. If you have questions, please also feel free to contact the FA president. Contact information for the current Faculty Association officers can be obtained from the FA Secretary at faculty_assn@sunybroome.edu.

2. How is the process timing different if I am not hired at the beginning of the fall semester?

Full-time regular faculty members who are hired after September 1 do not begin the formal scheduled appointment process until the beginning of the following academic year. They may, however, begin informally to draft a professional development plan and to seek mentoring and feedback before the formal process begins.

3. Can credits I earned before coming to SUNY Broome be used towards my promotion?

Yes, previously earned credit may be considered as stipulated in the contract.

4. Can I seek appointment and promotion at the same time?

Appointment is a 4-year process; promotion is a 3-year process. Faculty members must have continuing appointment to be eligible for promotion. Therefore, candidates in their first or second year of the appointment process may declare their intention to seek promotion at the same time as appointment. Candidates declaring in the first year, however, will not be eligible for promotion until they earn continuing appointment in the fourth year.

5. Can I pick the members of my Professional Development Mentoring Committee or Promotion and Appointment Committee?

The Faculty Association Contract specifies the general makeup of PDMC and P&A Committees.

The members of the PDMC are appointed by the Chair/Director/Supervisor after consultation with the candidate.

Larger departments may have a standing Promotion and Appointment committee

composed of eligible faculty members. In smaller departments, the non-departmental members of the P&A Committee are appointed by the Dean/VP after consultation with the Chair/Director/Supervisor. Candidates do not have a formal role in the selection of the P&A Committee, but may provide input.

6. How many student evaluations, peer evaluations, chair observations, or reports do I need?

Faculty already having received continuing appointment at the assistant or associate level will need a total of 5 peer evaluations: 2 in Year 1 (1 per semester); 2 in Year 2 (1 per semester); and 1 in Year 3. They will need 1 chair observation each year over the three-year process. Download the Documentation Table to see how many you need.

7. Can I use the same PDP for appointment and promotion as I do for applying for Professional Development Assistance Program (PDAP)?

The Professional Development Assistance Program (PDAP) is a separate funding application process that is not administered by the Faculty Association. Application for PDAP funding also requires a Professional Development Plan. Check with the PDAP coordinator for required forms or formats for that plan. You must use the Faculty Association-approved forms or formats for the appointment and promotion process.

8. In my final year, can the chair evaluation and recommendation be one document?

Yes. In the third and final year of promotion the chair's evaluation/report and the chair's recommendation (listed as separate entities on the grid) can be in the same document, as long as they are made after the P & A has made its recommendation.

If you have additional questions or suggestions for additional FAQ's, please contact the Faculty Association at faculty_assn@sunybroome.edu.

DOCUMENTATION FOR AREAS OF PROFESSIONAL DEVELOPMENT, ACADEMIC ACTIVITIES, AND PROFESSIONAL ACTIVITIES

WHAT KIND OF MATERIALS DO I NEED TO SUPPLY IN THESE AREAS?

This is an important aspect of your promotion packet. Your self-evaluations have, semester by semester or year by year, listed your activities in these areas. However, a listing is not enough. Documentation to support your stated activities related to your promotion is necessary.

PROFESSIONAL DEVELOPMENT

Include copies of transcripts of any formal course work you have completed and are applying toward this promotion. Save the pamphlets from any conferences or workshops or seminars you have attended and include these. Indicate to the reader the relevance of your activity to your academic life. What seems clear to you may not be to a reader from another academic area. If you have engaged in organized self-study or projects, explain the relevance of these.

ACADEMIC ACTIVITIES

- Letters acknowledging your participation on campus committees or in student activities
- Documents indicating concrete accomplishments of these committees
- Evidence of advising a student organization and accomplishments of these student organizations
- Evidence of new course development, with explication of course content
- NOTE: provide photocopies of documents that are irreplaceable!

PROFESSIONAL ACTIVITIES

- Let your readers know to what extent you are involved in these activities; a mere listing is not sufficient
- Pamphlets of organizations of which you were a part, with an explanation of your role, required training, etc.
- Documentation of a position in a community group, with an explanation of the work involved.
- Evidence of membership in a professional organization that is essential to currency in your academic field.

Essentially, these areas of your packet allow you to fill out the bare bones listing of your self-evaluations

EVALUATIONS

Evaluations constitute a significant part of your promotional packet. Faculty already having received continuing appointment at the assistant or associate level will need a total of 5 peer evaluations; 2 in year one (1 per semester); 2 in year two (1 per semester); and 1 in the final year. For faculty seeking continuing appointment and promotion at the same time, evaluations follow the same procedure. See Article 40C of the Faculty Association Contract. For instance, initial or term appointment require evaluation at least once each semester. A description of the types you will need is listed below (see FA Contract).

1. **Self-evaluation**—The self-evaluation is an evaluation of your efforts over the past academic year as determined by your rank and appointment status. The areas included are:
 - A. Professional Development: Evidence of continued growth such as formal courses, conferences, seminars, travel, self-study, etc.
 - B. Academic Activities: Development of courses, committee assignments, advising student organizations, publications, additional teaching, etc.
 - C. Professional Activities: Professional associations, additional professional commitments, professional consulting, professional community activities, etc.
2. **Peer Evaluation**—The peer evaluation is a written observation by a faculty member of your teaching ability using the approved evaluation forms. There are TWO, full-sized copies of which can be found in the Website.

**PEER EVALUATION
PART I CLASSROOM EVALUATION FORM**

Please rate the instructor's classroom presentation using the criteria below.
Do this in conjunction with Part II that reviews instructional materials.

INSTRUCTOR'S NAME _____ SECTION # _____ DATE _____

Use the ratings below as a reference.

Satisfactory=S

Needs Improvement=NI

Not Applicable=NA

Please circle the appropriate rating for each item.

I. MANNER OF PRESENTATION

- | | | | |
|---|---|----|----|
| 1. Communicated Effectively | S | NI | NA |
| 2. Was self-confident and poised in the classroom | S | NI | NA |
| 3. Was prepared for class | S | NI | NA |
| 4. Presented material in an understandable way | S | NI | NA |

II. CLASSROOM MANAGEMENT

- | | | | |
|-----------------------------------|---|----|----|
| 5. Began class on time | S | NI | NA |
| 6. Handled unexpected situations | S | NI | NA |
| 7. Used class time appropriately | S | NI | NA |
| 8. Articulated objectives clearly | S | NI | NA |

III. CLASSROOM CLIMATE

- | | | | |
|---|---|----|----|
| 9. Engaged students' interest in the lesson | S | NI | NA |
| 10. Encouraged active student participation | S | NI | NA |
| 11. Created a comfortable atmosphere for learning | S | NI | NA |
| 12. Enforced safety regulations (where appropriate) | S | NI | NA |

IV. KNOWLEDGE OF SUBJECT MATTER AND PROFESSIONAL SKILLS

- | | | | |
|--|---|----|----|
| 13. Mastery of subject matter | S | NI | NA |
| 14. Related material to other topics of interest | S | NI | NA |
| 15. Contrasted various viewpoints (when appropriate) | S | NI | NA |
| 16. Correlated lab and lecture (when appropriate) | S | NI | NA |

New Form: 4/12/02

Peer evaluators must hold continuing appointment. At least two separate peer evaluations should be completed. Both evaluations may be from your department or division if you desire, but at least one must be. Once again, frequency is determined by your rank and appointment status.

3. **Chair Evaluation**—Your chairperson will evaluate you on the following items:

- A. Teaching effectiveness based on:
 - 1. Peer and chairperson evaluations
 - 2. Student evaluations
 - 3. Self-evaluations
- B. Professional Development
- C. Academic Activities
- D. Professional Activities

4. Student Evaluations—A student evaluation consists of evaluations of you by your students in at least two classes from each subject taught, using the form found on the website.

Here is an additional important point you should know: “Any classroom evaluation done shall be done with prior knowledge of the person being evaluated. Within one week following a classroom evaluation, there shall be a conference between the evaluator and the person being evaluated. A copy of the complete evaluation form shall be given to the person evaluated” (Contract Article 40C). You should retain this copy for your Promotional packet. (You are advised to make copies of all of your documents.)

CREATING A PACKET

This section addresses the physical aspects of putting together a packet.

1. You will probably have enough material, once it is all together, to warrant purchasing a three-ring binder. Remember that this packet will go through many hands.

NOTE: Binder should NOT be larger than 3 inches. You will be providing a representative sample of your work; if readers want more they can ask for it. The packet should be a manageable size for readers.

2. Secure the pages so that they cannot be pulled out easily. Hole reinforcements work well; many people insert documents into plastic sleeves.
3. Follow the order of presentation suggested in the Checklist (see above).
4. Copies of irreplaceable documents should be used, not the original, except for recommendations.
5. Label the Binder with:

NAME
DEPARTMENT
ACADEMIC YEAR
"APPLICATION FOR PROMOTION"
6. Neatness is encouraged.

If you have any questions, refer to the Faculty Association Contract.

Good luck!