

STATE UNIVERSITY OF NEW YORK
New Paltz, New York

STRUCTURES AND PROCEDURES OF FACULTY REAPPOINTMENT, TENURE PROMOTION AND SALARY INCREASE as passed by the Faculty on May 22, 1970, and as amended by the Faculty November 17, 1970; December 8, 1970; January 11, 1972; March 9, 1972; November 21, 1974; September 29, 1978; April 3, 1987, September 1, 1998, March 8, 2002, and December 10, 2004; December 10, 2007; October 23, 2009.

I. Instead of a Central Committee on Tenure and Reappointment and Central Committee on Promotion and Salary Increase, there shall be the following two committees:

- A. Central Committee on Reappointment, Tenure and Promotion
- B. Central Committee on Salary Increase

II. Composition of the two Central Committees:

- A. The Central Committee on Reappointment, Tenure and Promotion shall be composed of ten members elected as follows:

<i>College of Liberal Arts and Sciences</i>	<i>3</i>
<i>School of Business</i>	<i>1</i>
<i>School of Education</i>	<i>2</i>
<i>School of Science & Engineering</i>	<i>1</i>
<i>School of Fine and Performing Arts</i>	<i>2</i>
<i>Faculty of Library</i>	<i>1</i>

- B. The Central Committee on Salary Increase shall be composed of ten members elected as follows:

<i>College of Liberal Arts and Sciences</i>	<i>3</i>
<i>School of Business</i>	<i>1</i>
<i>School of Education</i>	<i>2</i>
<i>School of Science & Engineering</i>	<i>1</i>
<i>School of Fine and Performing Arts</i>	<i>2</i>
<i>Faculty of the Library</i>	<i>1</i>

- C. All faculty members having academic rank who have continuing appointment are eligible to serve on the above-described committees.
- D. Every committee member shall have an alternate who shall be the runner-up in the election. If no alternate is available, the constituency shall hold a by-election.
- E. The term of office of these two Central Committees shall be two years. No member shall serve for more than two consecutive terms.

- F. Department and Division Chairs are not eligible to be nominated for election to, or serve on, these committees.
- G. The election of the members of these committees shall take place in the Spring semester. The committees shall elect their own chairs and secretaries.

III. Duties of the two Central Committees. See also III F and G in the Faculty Bylaws.

- A. To evaluate the Departmental Sub-Committee recommendations in terms of all-College balance and equity.
- B. To receive and review recommendations from the Departmental Sub-Committees and Department Chairs and Deans.
- C. To forward these and the Central Committees' recommendations to the Administration.
- D. To consult with the Administration concerning the establishment of a yearly calendar for all events related to the work of the Committees and the Sub-Committees in such a way that faculty members can be notified in due time.
- E. To hold hearings when required.
- F. The members of the Central Committees shall be evaluated by the Administration through consultation with the appropriate Department Chair, Sub-Committees, and Deans.
- G. A member of one of the Central Committees who is also a member of a Departmental Sub-Committee shall not vote on the Central Committee on recommendations concerning a member of a Department.

IV. Departmental Sub-Committees

A. Composition

1. The size of each Departmental Sub-Committee shall be determined as follows:

Departments of less than ten shall have a Committee of 3;
Departments of 10-15 shall have a Committee of 5;
Departments of 16 or more shall have a Committee of 7.

Each department shall have a sub-committee. If for any reason a department is unable to form a sub-committee in accordance with the provisions of composition contained herein, a sub-committee which does not comply with these provisions

may be formed with the agreement of the department faculty, its Chair, the two chairs of the Central Committees and the Administration.

2. The Departmental Sub-Committees shall be composed of tenured and non-tenured faculty having served two academic years at this College, approximately in proportion to their distribution in the Department. A Department having less than 5 members may elect a faculty member who has served one year.
3. Election shall be by secret ballot, and tenured and non-tenured faculty shall elect their representatives separately.
4. In the case of an even split between tenured and non-tenured members, the entire membership shall cast another ballot to elect the odd member. Should this fail to break the deadlock, the entire membership shall elect the odd member from among the tenured faculty.
5. The Sub-Committee may invite Department Chairs and/or Deans to participate during its deliberative stage, but they shall not participate in voting. During the deliberations, the Sub-Committee may also invite such individuals as it deems desirable including the person concerned.

B. Term of Office

1. Members shall serve for one academic year. They are not eligible to serve for more than two consecutive years.
2. Elections are to be held at the last Departmental meeting of the spring semester, and no later than June 1.
3. Term of office begins at the beginning of the fall semester and ends at the beginning of the next fall semester.

C. Duties of the Departmental Sub-Committee

1. To make recommendations to the appropriate Central Committees and Chairs of the Department.
2. When considering Sub-Committee members, the Sub-Committee meets minus one.
3. To receive requests from Department members and hold hearings upon agreement of the Sub-Committee.
4. In conducting the evaluation of the Department Chairs and non-teaching faculty with academic rank, the Sub-Committee Chairs shall call a meeting of all faculty of the Department, excluding the Department Chairs and non-teaching faculty

concerned. In the light of the criteria of the Trustees, where applicable, special attention should be given to the following in the evaluation of Department Chairs:

- (1) Effectiveness in faculty personnel work, as in recruiting, reappointment, and promotion;
- (2) Effectiveness and initiative in the development of curriculum, instruction, and research;
- (3) Effectiveness and equity in the use of available resources; effectiveness in representing departmental needs to the administration and administrative concerns to the department;
- (4) Leadership as an educator.

D. Departmental Sub-Committee Chairs

1. Election:

He/she shall be elected by the Sub-Committee members by secret ballot.

2. Term of Office:

One academic year

3. Duties

- a. To call meetings
- b. To keep files
- c. Supervise the writing of recommendations and summaries for the approval of Sub-Committee members
- d. To submit approved recommendations and summaries to the appropriate Central Committee and to the Department Chairs
- e. To conduct elections for the next years' Committee before the end of the spring semester
- f. To call the first meeting of the new Sub-Committee the following fall.

E. A Department which chooses not to elect a Department Sub-Committee but to conduct reappointment, tenure, promotion and salary increase matters as a group, making its evaluations, decisions, and recommendations through participation of all members of the Department other than the Chairs and those on temporary or part-time or visiting appointment, may do so under the following conditions:

1. The decision to function as a "committee of the whole minus one" (namely, the person being considered) shall be made by a majority vote of all members of the Department (as defined in E above), voting by secret ballot each year at the beginning of the fall semester. The vote, and the intention to function in the way herein described during the forthcoming academic year, shall be communicated in writing to the Chairs of both of the Central Committees.

2. All members of the Department (as defined in E above) with more than 6 months of service in the Department shall participate in deliberations and voting on questions of tenure and promotion, salary increases, and reappointment.
3. All members of the Department (as defined in E above) shall be elected by secret ballot, at the beginning of the fall semester to serve as Chair for matters covered under these Procedures and By-Laws, and shall be responsible for conducting the meetings, preparing the recommendations and such other functions as are specified by the Procedures and By-Laws. The Chair shall serve until the beginning of the following fall semester.
4. Phraseology and details otherwise specified in these Procedures shall be considered to be modified only to the extent necessary to accommodate the alternate structure and method set forth in this Section E.

an F. A Department, which chooses not to review requests for Discretionary Salary Increases as a Sub-Committee or a Committee of the Whole, may do so only by annual vote of the department. The results of this vote must be communicated each year to the Central Committee, with a copy to the Provost. Requests for SI by faculty in these departments may be submitted to the Chair or directly to the Central Committee.

V. Department Chairs

A. Duties

1. To make his/her recommendations known to the Sub-Committee
2. To receive and consider recommendations from the Sub-Committee
3. To forward copies of Sub-Committee recommendations together with his/her own recommendations to the appropriate Dean
4. To forward a copy of his/her recommendations to the appropriate Central Committee

VI. Evaluation Procedures

A. Criteria

1. All evaluations shall be based on the Trustees' Criteria.
2. All recommendations shall be made by secret ballot, the result of which must accompany written recommendations.

B. Individual Summaries

1. Each Sub-Committee shall supply the appropriate Central Committee a summary of the reasons for its recommendations. These summaries shall indicate specifically and clearly the justification for the recommendation.

C. Individual Considerations

1. A faculty member may provide to the Sub-Committee any information which s/he wishes.
2. Any faculty member may elect to by-pass the Sub-Committee and ask the appropriate Central Committee to consider the case.
3. When a faculty member feels that s/he has made an outstanding contribution as a teacher or scholar since the last promotion, s/he may request the Departmental Sub-Committee to consider him for promotion.

D. Hearings

1. Requests for securing individual summaries shall be directed to the Chair of the Departmental Sub-Committee.
2. Hearings shall be initiated and held at the Committee or Sub-Committee where the decision in question was originated.

- E. All documents submitted as part of the files must be signed by the individual who submits them.

VII. Response of the Central Committee for Reappointment, Tenure and Promotion

- A. A copy of the recommendations made by the Central Committee with regard to each faculty member shall be sent to the Departmental Sub-Committee concerned, to the Department Chair, and the appropriate Dean.
- B. When the Central Committee makes decisions that are not in agreement with those of the Sub-Committee and/or the Department Chair or the Dean, they shall communicate to the Sub-Committee and/or the Department Chair the rationale for such decisions. A copy of such statements shall be immediately transmitted to the Chair of the Departmental Sub-Committee who will make them available to the faculty member concerned when so requested.

VIII. Response from the Administration

- A. When the Administration makes a decision that is not in agreement with that of the Central Committee or Committees, it shall communicate to the Committee concerned the rationale for such a decision. A copy of this statement shall be immediately transmitted to the Chair of the Departmental Sub-Committee who will make it available to the faculty member concerned when so requested.

IX. Records

- A. All records, files, student evaluations and summaries are to be filed by the Sub-Committee Chairs in a location agreeable to the Sub-Committee and Department Chair.
- B. All records are to be available to the faculty member concerned, to the members of the Sub-Committee, the appropriate Central Committees, the Department Chairs and the Administration.
- C. No statement or charge which can be described as one of unethical or unprofessional conduct or closely resembling these shall appear in the file of a faculty member without faculty member's knowledge that such a statement or charge has been made, and that the faculty member may submit any supporting data in defense against such charges.

X. Interrelationships

To maximize information flow and exchange of judgments, mutual consultation among the members of the Departmental Sub-Committee, the Central Committees, Department Chairs and the Administration is strongly recommended.

XI. Student Participation in Faculty Evaluation

- A. The Administration is encouraged to make every effort to facilitate student participation in objectively administered faculty evaluations. Student participation should be primarily at the departmental level and student evaluations and recommendations part of the record held in the files.
- B. Summaries of these evaluations shall be made available to the Sub-Committees, the Central Committees, Departmental Chair, the Dean, and the faculty member concerned.
- C. The evaluations shall be placed in the faculty member's file.