

Guideline Revisions Recommended by the Reappointment, Tenure and Promotion Committee

May 22, 2012 revision of May 10, 2011 recommendations

I. Guidelines for the Preparation of Dossiers

Curriculum Vitae

We recommend that the guidelines for the CV be revised so that candidates be required to list peer reviewed and other scholarly publications separately from such items as interviews, newsletter items, or other kinds of work that is not scholarship.

Personal Narrative

We recommend that the guidelines for the narrative specify that the narrative be no longer than six double-spaced pages. A limit to the length of the narrative would encourage concision and help to ensure that RTP Committee members, given the time constraints of their reviews, will read each narrative thoroughly.

Teaching

We recommend that the wording of the guidelines change to require the inclusion of sample syllabi in the dossier for reappointment, tenure, and promotion dossiers.

We recommend that it be required that the SEI numerical summary forms be placed together in chronological order within the dossier. When candidates scatter these among syllabi, written comments, and other teaching materials, or organize them by course rather than by date, it is difficult to get a clear picture of the SEIs.

Scholarship

We recommend that the guidelines emphasize the importance of documenting fully the details of creative work such as performances and exhibitions: when and where did these occur and what is the significance of the venue? Completed creative work should be dated, just as completed scholarly work is required to be dated.

Service

Currently, documentation of service is not required; some candidates document their service extensively while others provide only a list of service activities. We recommend that documentation of service be

required. In any case, we believe the dossiers need to be more consistent in this area. In past years, School of Business candidates usually have included no evidence in the service section of the dossier, while candidates from other schools usually have included such evidence. This evidence might consist of items such as thank you letters, meeting minutes, programs and posters for relevant events, and other similar forms of evidence.

Continuing Growth

We recommend that candidates be instructed to include clear evidence of continuing growth in a section of the dossier called "Continuing Growth." Since this area represents the fifth criterion of the Board of Trustees, it should come in the fifth section of the dossier.

General

We recommend that it be made extra clear to candidates that the dossier consists of five sections that reflect the five criteria of the SUNY Board of Trustees, in the order outlined in the current dossier guidelines.

We recommend considering the creation of a checklist to assist candidates in constructing dossiers that are complete and properly organized.

We recommend that multi-page documents such as vitae, syllabi, and publications be inserted un-sleeved in the binder. The sleeves add bulk and slow down reading of the documents. The documents can be separated with a staple, paper clip, or colored paper.

II. Departmental Sub-Committee Letters

We recommend that a consistent practice in recording the vote be instituted by departmental sub-committees and committees of the whole. We believe the vote of these committees should be clearly recorded.

Constructive criticisms that can assist the candidate in areas in need improvement should also be included when warranted.

III. Dean Letters

We recommend that the dean include in her or his letter the following facts concerning each candidate: which appointment review this is (first, second, etc.); the number of years for which the reappointment may be (one or two years, or one year, continuing appointment); years of service credit received; any unusual circumstances (such as qualified rank). The RTP Committee found it to be most helpful when a dean's letter contained this information.