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# Environmental Science and Biology: Appointment, Promotion, and Tenure Documentation

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## **Standards for Renewal, Continuing Appointment (Tenure), and Promotion**

### **Department of Environmental Science and Biology**

Approved Unanimously on March 30, 2005, by  
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#### **Introduction**

SUNY Brockport's "Guidelines for Faculty Appointment, Renewal, Tenure, Promotion, and Performance at Rank, 2004-2005" (Appendix A) indicate a wide range of professional activities that provide evidence of quality professional performance by SUNY Brockport faculty in the three areas mandated by the SUNY Board of Trustees: Teaching, Scholarship, and Service. Additional provisions related to expectations for performance are found in the Faculty Roles and Rewards Final report, approved by the Faculty Senate on December 7, 1998 (Appendix B). What follows provides guidance to faculty members of the Department of Environmental Science and Biology concerning departmental expectations for achievement in Teaching, Scholarship and Service. These expectations are summarized in Table 1, a matrix of minimum accomplishments to be considered for reappointment, continuing appointment (tenure), and promotion in the Department of Environmental Science and Biology at SUNY Brockport.

#### **Guiding Principles**

##### Teaching

A faculty member in the Department of Environmental Science and Biology is expected to develop into an excellent teacher. Excellence in teaching is demonstrated by exposing students to intellectually stimulating and demanding material in the classroom, laboratory and field, and by regularly evaluating pedagogical methods and updating course materials. Achievement of excellence in teaching will be evident in student and peer evaluations of formal teaching, by involvement of undergraduate and graduate students in research and other scholarship, by student achievements at and after graduating from SUNY Brockport, and in the materials and activities developed for teaching. According to the Faculty Roles and Rewards Final Report (Appendix B), "The normal expectation is a 3/3 course load or its equivalent for faculty demonstrating an active program of scholarship." For the Department of Environmental Science and Biology, the "equivalent" to a 3/3 course load is nine contact hours in formal lecture, laboratory or field courses per semester.

##### Research

A faculty member in the Department of Environmental Science and Biology is expected to develop an active program of scholarship that demonstrates peer-reviewed accomplishment in his or her field. Essential to demonstrating such accomplishment is publication in peer-reviewed journals and securing sufficient external funding to support one's research activities, including support of graduate and undergraduate student scholarship. Over time a faculty member will develop financial and logistical support sufficient to maintain viable, productive research programs that result in peer-reviewed publications and contribute to the discipline. Faculty members not demonstrating an active program of scholarship (see guidelines below) will not be recommended for renewal, tenure or promotion by the Department. Faculty members failing to continue an active program of scholarship after tenure will be expected to contribute more than the normal teaching load (i.e., up to 12 contact hours per semester).

## Service

A faculty member in the Department of Environmental Science and Biology is expected to contribute his or her fair share of time to required academic and administrative business of the Department, but the extent of this obligation will change over time. Untenured faculty members busy establishing high-quality teaching and research programs are not expected to spend as much time on Department business as tenured faculty. Another important aspect of service is using the technical knowledge and skills developed in one's teaching and research activities to benefit a larger community; for example, professional societies, regional or state agencies, service organizations, businesses, K-12 schools, etc.

## Collegiality

While high quality performance in the areas of teaching, research and service is a prerequisite for reappointment, tenure and promotion, it is not sufficient. Applicants for reappointment, tenure and promotion must also demonstrate the ability and willingness to work cooperatively and collegially with faculty, staff and students in the Department.

## Summary

Success as a faculty member in the Department of Environmental Science and Biology is measured in many ways. Over time the Department expects that each faculty member will become an excellent teacher, develop an active and productive research program, and provide reasonable service to the Department, College, and outside communities. Each person will develop in these areas according to his or her talents and interests. The Department is committed to mentoring new faculty and assisting them in their professional development (Appendix C). Other than maintaining high quality teaching and scholarship, the Department makes few specific demands on a faculty member. However, it is expected that individuals will remain productive in teaching, scholarship and service throughout their careers at SUNY Brockport, that the overall quality of an individual's performance will increase over time, and that the individual will work well with others in the Department. It is also expected that the Department will provide regular feedback on the individual faculty member's performance, primarily through the annual review process. Evaluation of faculty in the Department of Environmental Science and Biology will conform to the formula described in the Faculty Roles and Rewards Final Report (Appendix B), where allocation of work effort is Teaching > Scholarship > Service, and Teaching is  $\geq 50\%$  of the work effort. The Department defines "Teaching" as the sum of formally scheduled lecture, laboratory and field courses plus mentoring of MS and BS research students.

## **APT Process**

### Composition of the APT Committee

The APT Committee of the Department of Environmental Science and Biology will consist of three members with continuing appointment, excluding the Department chairperson. In the case of promotions, only those faculty members who have attained the rank of Associate Professor or higher may serve on the APT Committee; in the case of promotion to full Professor, the APT Committee must include at least one full Professor from the Department of Environmental Science and Biology. Because the department is small, occasions may arise in which the Dean of Letters and Sciences will need to appoint an outside committee member, following guidelines in the College Senate document, "Procedural Requirements for Academic Personnel Decisions," which was approved in April 2001.

## Personnel Decisions

Favorable decisions on personnel matters, such as DSI, contract renewal, tenure and promotion, require a simple majority vote by members of the APT committee. When making tenure and promotion decisions, the APT Committee must consider the opinions of students in the form of IAS results and solicited and unsolicited letters.

When decisions on personnel or other matters recommended to the Department by its committees cannot be reached by consensus, a simple majority of department members with voting rights is decisive. Only tenured and tenure-track members of the department have voting rights. A quorum for department meetings is half plus one of the members with voting rights. On contract renewal, tenure and promotion decisions recommended by the APT Committee, the candidate may not vote. Voting *in absentia* is permitted only when departmental meetings are scheduled when a voting member is ill, traveling out of town on College or Research Foundation business, or on leave approved by the College. As a general principle, departmental meetings should be scheduled only when all voting members of the department are available to meet.

Candidates must provide copies of annual reports (including the chair's signed evaluations), a curriculum vita, and a letter of application summarizing highlights of his or her performance during the review period, along with full documentation for the entire period under review. Examples of "full documentation" are provided in this APT document and in "Guidelines for Faculty Appointment Renewal, Tenure, Promotion, and Performance at Rank" (Appendix A). To be considered for reappointment, tenure and promotion, a candidate must meet the minimum departmental criteria listed in Table 1.

### **Department of Environmental Science and Biology Guidelines for Reappointment, Tenure and Promotion**

#### **Reappointment**

The candidate will be recommended for renewal of contract if there is strong evidence of continuous progress in the quality and quantity of teaching, scholarship, and service appropriate to the candidate's years of credited service and rank.

#### For First Renewal (after 1 year of service to the College) of an Assistant Professor with No Prior Service Credit:

1. The candidate must demonstrate, through a teaching portfolio (as described in Appendix A), "competency in teaching and a commitment to ongoing improvement." The candidate must include IAS or equivalent scores from each class taught during the period of review and evaluations of teaching by at least two tenured members of the Department. The candidate must provide to the APT Committee the names and contact information for at least four students qualified to judge his or her teaching.
2. The candidate must demonstrate sufficient progress in the area of scholarship. "Sufficient progress" will be demonstrated by the submission of one manuscript to a peer-reviewed journal or by one application for external funding sufficient to initiate a research program at SUNY Brockport, and by participation in the Department's graduate program and in undergraduate research.
3. Although the Department expects less service from new faculty than from faculty members who have been granted at least one renewal, the candidate must participate in Departmental governance and be fully active in student advisement.

For Second Renewal of an Assistant Professor (after 4 years of service to the College):

1. See the requirements for tenure at this rank, except that the minimum requirement for consideration in scholarship is modified to  $\geq 2$  peer-reviewed publications (in print or accepted;  $\geq 1$  as primary author); external funding  $\geq$  \$25,000 to support the faculty member's research program, including support of SUNY Brockport students; and serving as major advisor for  $\geq 3$  MS students, assuming a sufficient applicant pool in the faculty member's area of expertise. In addition, no external peer review of scholarship is required.

Renewals for Candidates at Other Ranks or with Prior Service Credit:

See the minimum requirements for consideration for tenure at the appropriate ranks.

**Tenure and Promotion to the Rank of Associate Professor**

The Department of Environmental Science and Biology believes that tenure and promotion to the rank of Associate Professor should be simultaneous; thus, candidates meeting criteria for tenure should do so at a level that also would qualify them for promotion to Associate Professor. The minimum requirements for consideration for tenure or promotion to Associate Professor (based on 5 years of service to the College or its equivalent) are as follows:

**Teaching**—demonstrated mastery of teaching, as evidenced in a comprehensive teaching portfolio that includes statement of teaching philosophy and focus, student outcomes and accomplishments from all major classes; efforts made to improve teaching, teaching-related activities beyond the classroom; and peer evaluation. Two sets of IAS scores from each class with  $\geq 10$  students must be provided. The candidate must provide to the APT Committee the names and contact information for current or past students who might be willing to provide written input on the candidate's teaching performance. Peer evaluation must be conducted by two tenured members of the department, mutually agreed upon by the candidate and the APT Committee, who will:

1. Observe on several occasions, in the year preceding the candidate's application, lecture and laboratory/field sessions, in each course taught by the candidate;
2. Examine course-related materials;
3. Examine new or revised courses taught and new courses proposed;
4. Evaluate the effectiveness and quality of both teaching (lecture, laboratory, field, undergraduate and graduate research) and advising/mentoring; and
5. Write a summary report.

**Scholarship**—a record of continued scholarship since appointment at the College that extends beyond the level of scholarly activity resulting in the doctoral dissertation and indicates a high probability of continued scholarly activity for the remainder of the applicant's career at SUNY Brockport. The candidate must provide to the APT Committee the names and contact information for  $\geq 4$  outside peers who are willing to provide a written commentary on the candidate's scholarly contributions to his or her field. The APT Committee will solicit letters from at least two of these peers plus at least two other professionals qualified to comment on the candidate's qualifications for tenure and promotion to the rank of Associate Professor.

The minimum requirement for consideration for tenure and promotion to Associate Professor is a record of continued scholarship indicating high quality past performance and a high probability of continued scholarly productivity in the future. To be considered, a file would consist of:

1. Five or more peer-reviewed publications (in print or accepted for publication), with  $\geq 2$  as primary author. Of these publications,  $\geq 3$  must demonstrate scholarship areas of investigation conceived and conducted since appointment at SUNY Brockport (these 3 publications may be new work or obvious extensions beyond previous research).
2. Successful, external funding to SUNY Brockport  $\geq$  \$40,000, and at least one other application for funding pending. Conduct of research projects developed since the initial appointment at SUNY Brockport, and involvement of undergraduate and graduate students in faculty research, must be evident.
3. Since appointment at SUNY Brockport, served as the major advisor for  $\geq 4$  MS candidates or graduates, assuming a sufficient applicant pool in the faculty member's area of expertise.
4. Evidence of recognition by scholarly peers, such as awards, fellowships, conference presentations, invited lectures, workshop participation, etc.

**Service**—a record of activities that display productivity, initiative, and leadership. This record can be demonstrated by the following:

1. Leadership in departmental governance (e.g., committees, special assignments, administrative tasks, etc.);
2. Representation of the Department in activities at the College level and service on College-wide committees;
3. Sustained activity in regional or national professional organizations (e.g., committees, elected positions, task forces, etc.); and
4. Donating professional skills through community outreach to further the public good (e.g., service on local, regional, state or national committees, boards, etc.).

### **Promotion to the Rank of Professor**

The Department of Environmental Science and Biology believes that promotion to the rank of full Professor represents recognition of outstanding achievement at and beyond the College. The minimum requirements for consideration for promotion to full Professor are as follows:

**Teaching**—demonstrated leadership and continued development in teaching; excellence in teaching effectiveness, as evidenced in a comprehensive teaching portfolio which includes statement of teaching philosophy and focus and student outcomes and accomplishments from all major courses; efforts made to improve teaching; teaching-related activities beyond the classroom; and peer evaluation. Three sets of IAS scores, since promotion to Associate Professor, from each class with  $\geq 10$  students must be provided. The candidate must provide to the APT Committee the names and contact information for current or past students who might be willing to provide written input on the candidate's teaching performance. Peer evaluation must be conducted by two tenured full professors of the Department (or from the College if not available in the Department), mutually agreed upon by the candidate and the APT Committee, who will:

1. Observe on several occasions, in the year preceding the candidate's application, lecture and laboratory/field sessions in each course taught by the candidate;
2. Examine course-related materials;

3. Examine new or revised courses taught and new courses proposed;
4. Evaluate the effectiveness and quality of both teaching (lecture, laboratory, field, undergraduate and graduate research) and advisement/mentoring; and
5. Write a summary report.

**Scholarship**—a record of continued scholarship since appointment at the College that extends beyond the level of scholarly activity required for promotion to the rank of Associate Professor. The candidate must provide the APT Committee with the names and contact information for  $\geq 4$  outside peers who are willing to provide a written commentary on the candidate's scholarly contributions to his or her field. The APT Committee will solicit letters from  $\geq 2$  of these peers plus  $\geq 2$  other professionals qualified to comment on the candidate's qualifications for promotion to full professor.

The minimum requirement for consideration for promotion to full Professor is evidence of continued scholarship since appointment at the College, which extends well beyond the level of scholarly activity required for promotion to the rank of Associate Professor. To be considered, a file would consist of:

1. Six peer-reviewed publications (in print or accepted for publication), since appointment at the rank of Associate Professor, with primary authorship on  $\geq 4$  papers and  $\geq 1$  other paper submitted. These publications should contain results that demonstrate extensive scholarship and development of a strong, independent research program at SUNY Brockport that involves graduate and undergraduate students.
2. Successful, external funding to Brockport  $\geq$  \$100,000, and at least one other application for funding pending, both since appointment to the rank Associate Professor at SUNY Brockport. Funding received must have provided for the involvement of undergraduate and graduate students in research.
3. Continued participation in the Department's graduate program through an active research program. Assuming a sufficient applicant pool in the faculty member's area of expertise, at least seven MS candidates have completed degrees since appointment, and the applicant has served or is serving as the major advisor for  $\geq 5$  other MS candidates, both since promotion to Associate Professor.
4. Evidence of recognition by scholarly peers, such as awards, fellowships, conference presentations, invited lectures, workshop participation, etc.

**Service**—an extensive record of activities that display productivity, initiative, and leadership. This record can be demonstrated by the following:

1. Leadership in departmental governance (e.g., chairing committees, task forces, administrative responsibilities, etc);
2. Continued College-wide service, perhaps in leading roles, on committees or for other activities;
3. Major contributions to regional or national professional organizations (e.g., elected leadership positions, chairing committees or task forces, etc.); and
4. Donating professional skills through community outreach to further the public good (e.g., leadership on local, regional, state or national committees, boards, etc.).

Table 1. Matrix of minimum accomplishments to be considered for reappointment, tenure and promotion in the Department of Environmental Science and Biology at SUNY Brockport.

Criterion	First Renewal (1 year)	Second Renewal (4 years)	Tenure & Pro- motion to Assoc. Prof. (5 years)	Promotion to Full Professor
<b>Teaching</b>				
Portfolio Demonstrates	Competence Commitment to improve	Near mastery Commitment to improve	Mastery Commitment to improve	Excellence Commitment to improve
IAS Scores	All courses taught in year 1	2 sets, each class ≥ 10 students	2 sets, each class ≥ 10 students	3 sets, each class ≥ 10 students
Peer Review	By 2 tenured faculty in Dept.	By 2 tenured faculty in Dept.	By 2 tenured faculty in Dept.	By ≥ 1 full prof. in Dept.
Student Review	By 4+ solicited	Solicited/ Unsolicited	Solicited/ Unsolicited	Solicited/ Unsolicited
<b>Scholarship</b>				
Publications	1 submitted  <i>(or)</i>	≥ 2 in print or accepted ≥ 1 as primary author	≥ 5 in print or accepted ≥ 2 as primary author ≥ 3 conceived/ conducted at Brockport	≥ 6 in print or accepted since last promotion ≥ 4 as primary author ≥ 1 submitted
External Funds at Brockport (cumulative)	1 submitted	≥ \$25,000	≥ \$40,000 ≥ 1 submitted	≥ \$140,000 ≥ 1 submitted
MS students	Serve on ≥ 1 committees	Major advisor to ≥ 3	Major advisor to ≥ 4	≥ 7 have gradu- ated since ap- pointment at Brockport ≥ 5 others have been/are being supervised
BS research Students	≥ 1 project(s)	Many	Many	Many
Peer Review	None	None	≥ 2 outside	≥ 4 outside
<b>Service</b>				
Dept.Com- mittees, etc.	Serve on ≥ 1	Serve as needed	Serve and lead as needed	Lead and serve as needed
Advisement	Full participa- tion	Full participation	Full participation	Full participation
College	None	Optional	Some	Some
Professional	None	Optional	Some	Some
Community	None	Optional	Some	Some