SOCIOLOGY DEPARTMENT
PERSONNEL GUIDELINES
RELATING TO CONTINUING APPOINTMENT AND PROMOTION

GENERAL CONSIDERATIONS

1. Under the Policies of the SUNY Trustees (2001: 22-24) candidates for promotion and continuing appointment must demonstrate strong documented performance in the areas of (a) mastery of subject matter, (b) effectiveness in teaching, (c) scholarly ability, (d) effectiveness of University service, and (e) continuing growth. Our guidelines focus on effectiveness of teaching, scholarly ability, and effectiveness of University service as mastery of subject matter and continuing growth are included within those three categories.

2. For specific administrative guidelines, see:
   a. Policies of the SUNY Trustees as of 2001 guide our personnel decisions, including Article XI Appointment of Employees (pp. 10-22) and Article XII Evaluation and Promotion of Academic and Professional Employees (pp. 22-25).
   b. Faculty Roles and Rewards, final report including amendments as approved by the Faculty Senate, (December 7, 1998).

3. While we reasonably expect that administrative decisions will concur with department personnel recommendations, a positive departmental recommendation in a personnel matter does not guarantee a favorable administrative decision.

4. Continuing appointment (tenure) will be granted only if a candidate can be recommended for promotion to (or has already attained) the rank of Associate Professor at the time that continuing appointment is granted.

5. The administratively intended year-based timetable for new appointees is 3-3-1:
   Year 1: Begin three year initial appointment.
Year 2: Review for next three year appointment (years 4,5,6) after one full year at Brockport.

Year 3: Terminal year in case of non-renewal.

Year 4: Begin second three-year appointment.

Year 5: Review for next one year (year 7) appointment.

Year 6: Tenure review. Notification, by the end of year 6, allows the one-year mandatory notification period.

Year 7: Promotion to Associate Professor or, alternately, the terminal year in case of tenure denial.

Year 8: Tenure begins.

6. Recommendation for promotion to Associate Professor and continuing appointment requires that a candidate demonstrate very good performance in teaching and at least good performance in both scholarship and service.

7. The normal expectation is a 3/3 course load or its equivalent and an active program of scholarship. In practice, only unusually demanding “service responsibilities” will meet this expectation in the absence of an active program of scholarship. (From 2b above, Faculty Roles and Rewards) An active program of scholarship is defined in 10 below. “Faculty who do not demonstrate an active program of scholarship [should] contribute more in the areas of teaching and/or service.” In practice, this alternative contribution will generally be in the area of teaching with only an unusually demanding service load counting toward a course reduction. (From 2b above, Faculty Roles and Rewards)

8. “All systems [for the evaluation of faculty] must conform to the following formula:

Teaching >Scholarship>Service where teaching is greater than or equal to 50%.” (From 2b above, Faculty Roles and Rewards)

9. Expectations for “continued successful teaching… continued successful scholarship…. [and] continued successful service” apply throughout a faculty member’s career at Brockport, not just for reappointment, tenure, and promotions. The department uses the guidelines for tenure and promotion as the basis for measuring expectations for continuing performance, including guidelines for promotion to Full Professor as the basis for measuring continuing performance at that rank. (From 2b above, Faculty Roles and Rewards)

10. In the area of service, all faculty are expected to share departmental service and should document such service. (From 2b above, Faculty Roles and Rewards)
**Departmental Personnel Process**

1. The request for a personnel decision should be submitted to the department in writing by the faculty member.

2. It is the responsibility of the faculty member to know and understand the current terms of appointment.

3. It is the responsibility of the faculty member to keep track of the application due dates for renewal, continuing appointment, and promotion.

4. The applicant should supply supporting materials at least 30 business days before a personnel decision must be submitted by the department to the Dean.

5. In the application process, the applicant is expected to collect and assemble required documentation.

6. The department APT Committee will comprise tenured faculty members of at least the rank being sought. If there are not enough tenured faculty members in the department of at least the rank being sought, then qualified faculty from a similar discipline and/or emeriti faculty will be asked to serve on the committee per the approval of the Dean of the School of Letters and Sciences.

7. The department as a whole (at least all tenured faculty) votes on the APT Committee recommendation, with this vote sent to the Dean of Letters and Sciences along with the Candidate’s package.

8. Where exceptional circumstances require modification of departmental procedures, such modification is to be arranged in consultation with the Dean.

9. Following APT Committee and departmental deliberations, personnel recommendations shall be communicated to the applicant and to the Dean by the administratively specified due date.

10. The department may withhold a positive recommendation for continuing appointment or promotion when a candidate meets normal expectations in specific areas, but has acted in a manner that seriously impedes student learning or the normal functioning of the department.

11. While the personnel guidelines specify departmental expectations, the department may waive normal expectations to provide a positive recommendation in the exceptional case when a candidate for promotion or continuing appointment has demonstrated truly extraordinary contributions to students, the college, or the discipline.
Promotion to Assistant Professor

Faculty are normally hired at the Assistant Professor level. In the case of initial appointment as Instructor in Sociology, the candidate seeking promotion to Assistant Professor must have documented evidence of a conferred Ph.D. in sociology.

Renewal

At each review for renewal, candidates are evaluated on their performance in teaching, scholarship and service especially during the period since initial appointment or last review. At the time of review for first appointment renewal (second year), the candidate must show at least progress toward satisfactory performance in the three areas of review. At the second appointment renewal (normally during the fifth year), the candidate’s performance and progress in all three areas must be sufficient to suggest confidence that the criteria for continuing appointment review will be achieved the following year. The candidate is expected to prepare a dossier comprising relevant annual reports for the period of employment at Brockport supplemented by (1) a one-to-two page letter addressed to the APT Committee summarizing major achievements in teaching, scholarship and service, (2) a teaching portfolio addressing administratively mandated elements, (3) a scholarship portfolio documenting scholarly publications, activities and potential, and (4) a service portfolio documenting service to the department, college, community and the discipline of Sociology. A positive recommendation involves a professional judgment by the department as to the candidate’s potential for academic excellence in all three areas.

Continuing Appointment/Promotion to Associate Professor

A recommendation for continuing appointment is concomitant with promotion to Associate Professor where such rank has not already been achieved. For this reason, the guidelines for continuing appointment are the same as those for promotion to Associate Professor. A positive recommendation for continuing appointment by the department and by administration is based upon (1) a demonstrated potential for high-level academic performance and (2) the effectiveness of and need for the candidate’s specific contribution to the programs of the department and the college. A faculty member initially appointed as Assistant Professor or Instructor is eligible for consideration for continuing appointment when (s)he has completed seven years of service in an academic
rank, at least three of which must have been at Brockport. In cases of initial appointment at senior rank or with prior service credit, review for continuing appointment will occur earlier.

The candidate seeking promotion to associate professor must have documented evidence of a conferred Ph.D. in sociology. A positive recommendation involves a professional judgment by the department as to the candidate’s potential for continual academic excellence in the three areas.

The following guidelines for submission of materials in teaching, research, and service are based upon those documents listed on Page 1 of this document under item 2.

Teaching

The vision that guides our professional judgment is that Assistant Professors should display competent teaching; Associate Professors should display mastery of teaching; and Full Professors should display both mastery and leadership in the department’s teaching mission. The departmental assessment is to be based on review of a teaching portfolio. The portfolio is to contain the following documentation:

1. A beginning statement of teaching philosophy and focus.
2. A list of courses taught, including contact hours and number of students for each course.
3. A summary table of student evaluation ratings for all courses taught during the review period.
   (For departmental review only pursuant to Faculty Senate resolution voted 11/13/00.)
4. A table of grade distributions, including interpretation.
5. Documented participation in professional teaching development activities.
6. Number of advisees.
7. Peer evaluation of a representative sample of course syllabi, assignments, and examinations.

Administrative guidelines also suggest inclusion of the following, if available:

8. Other information directly related to teaching and advisement, including instructor developed student feedback.
9. Interpretation of student evaluations.
10. Evidence of quality of advising (surveys, letters, etc.)
11. Department-solicited letters regarding the candidate’s teaching.
12. Evidence of student outcomes and accomplishments, including: student performance on
standardized tests, students admitted to graduate schools, students success in the workplace, and other accomplishments resulting from faculty-student collaboration such as conference presentations, published papers, awards, and student-faculty research projects.

13. Evidence of efforts to stay professionally current in relevant subject areas.

14. Development of new applications of technology to teaching.

15. Documented quality of advising.

16. Descriptions of independent study or thesis supervision, student mentoring and collaborative work with students.

17. Involvement with student organizations, including advisory committees.

18. Observation or videotape of classroom instruction.

19. Evidence of integrating instructional technology in teaching.

20. Development or revision of sociology courses or curriculum, including revision of instructional approach.

21. Interviews with current or past students.

22. Teaching awards or recognition.

**Scholarship**

For a positive recommendation for promotion, the department requires at least one of the following: a) one research monograph, b) one textbook that provides a major synthesis and/or original contribution to the field or a subfield of sociology (a textbook that provides a summary and/or compilation of existing works will be considered as a lesser contribution depending on its breadth and depth and be equivalent to one to three scholarly publications based upon the assessment of the APT Committee), or c) four scholarly, refereed publications in journals or substantial chapters in peer-reviewed, edited books, all of which must be judged by the department to comprise significant scholarly contributions, and at least two of which must have been substantially written during the period since appointment to the rank of Assistant Professor at Brockport. Unpublished books must be in press at the time of application for tenure. Textbooks or readers that are considered under contributions to teaching cannot also be considered under scholarship.

In addition, other scholarly contributions may be taken into consideration in bolstering a candidate’s case.
These contributions can include official reports, minor or non-refereed publications, substantial book revisions, book reviews, short notes, chapters in non-peer-reviewed books, etc. Unpublished scholarly activity may further bolster a candidate’s case. Such activity might include, for example, papers delivered at professional meetings or universities, completed manuscripts not yet accepted for publication, research grant proposals and awards, professional computer software development, or other contributions to the discipline.

Service

The department relies upon proactive service from every faculty member within the department. The primary consideration for the department is the acceptance and successful completion of primary responsibility (leadership) for one or more of the major tasks of the department, as well as active participation in the everyday service obligations of the department. Volunteering, effective management of college or departmental tasks, and effective outcomes are considerations in the assessment of service. This goes well beyond such everyday matters as regular advisement loads, participation on behalf of the department in student registration sessions, meaningful participation in departmental committees, etc. Professional service outside the department, to the community, and to the discipline of sociology, will also be considered. The documentation of service contributions may be provided by letters from the department chairperson, other departmental colleagues, committee chairpersons, or representatives of community organizations.

Promotion to Full Professor

A candidate for the rank of Full Professor must demonstrate a career of continuing cumulative contributions in teaching, scholarship and service. These contributions should be of high quality and sustained over a reasonable period of time as Associate Professor. A positive recommendation involves a professional judgment by the department of excellent performance in all three areas during the candidate’s professional career.

The candidate for Full Professor is expected to prepare a dossier of relevant annual reports supplemented by (1) a summary letter highlighting major achievements in teaching, scholarship, and service, (2) a teaching portfolio with administratively-mandated elements, (3) a scholarship portfolio documenting scholarly publications, activities and potential, and (4) a service portfolio documenting service to the department, college, community and the discipline of Sociology.
Teaching

The teaching portfolio must contain the same administratively-mandated elements as those required for promotion to Associate Professor. Teaching should be evaluated as very good or excellent by peers in our discipline to justify a strong departmental recommendation for promotion.

The teaching portfolio of the candidate for full professor should include:

1. Evidence that the candidate has developed courses that reflect current theoretical, empirical, or methodological developments in the field.

2. Evidence of positive whole-class student evaluations in a variety of courses since attaining the rank of Associate Professor.

3. Evidence of teaching quality, which may be assessed by department colleagues familiar with the candidate’s work.

4. Evidence of a major contribution to the department or college-wide instructional program.

Scholarship

The scholarship portfolio should include (1) an overview of the candidate’s scholarly career over recent years, (2) a listing of scholarly works and (3) a brief description of the peer review process associated with each listed publication.

The candidate must show significant continuing scholarly development since appointment to the rank of Associate Professor. This would ordinarily include at least one of the following: a) an additional research monograph, b) a major textbook, or c) at least four additional, scholarly, refereed publications in journals or sole-authored chapters in edited, refereed books, all judged to be substantial scholarly contributions. Publications must already have appeared in print at the time of the promotional review.

As in the case of continuing appointment and promotion to the rank of Associate Professor, other scholarly published and unpublished contributions (see above) may be taken into consideration in bolstering a candidate’s case where questions are raised regarding the quality of publications or appropriateness of publication outlets.

Service

The department relies upon proactive service from every faculty member within the department. The primary consideration for the department is the active acceptance and successful completion of primary
responsibility (leadership) for one or more of the major tasks of the department, as well as active participation in
the everyday service obligations of the department. Active volunteering, substantial management of tasks, and
effective outcomes are considerations in the assessment of service. Professional service outside the department, to
the community and the discipline of sociology, will also be considered. The documentation of service
contributions may be provided by substantive letters from the department chairperson, other departmental
colleagues, committee chairpersons, representatives of community organizations, or other appropriate persons or
groups.

For promotion to full professor, the candidate’s service record should display:

1. Evidence of active and effective leadership in the department, the college and the discipline of
   Sociology.

2. Evidence of significant service contributions with identifiable outcomes.

3. Indication of ways in which these service contributions are exemplary and significant to the
department and the college.