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Earth Sciences: Appointment, Promotion, and Tenure Documentation

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State University of New York, College at Brockport

**Department of the Earth Sciences
Re-Appointment, Promotion, and Tenure Guidelines**

Adopted on 12-04-00

The primary mission of the Department of the Earth Sciences is to provide a high quality undergraduate education in geosciences to students, so that they have the opportunity to build life-long careers. Pursuant of this mission, faculty in the department are engaged in three broad activities: teaching, scholarship, and service. And, our common goal is to excel in each of these activities. Accordingly, each faculty member in the department is expected to develop into an excellent teacher. To attain excellence in teaching, it is imperative that each faculty member maintain an active scholarship program. Just as every engaging member of a community contributes to its vitality, each faculty member in the department is expected to contribute to the vigor of the communities with which he/she is affiliated.

The Department of the Earth Sciences recognizes that the swiftness with which a faculty member accomplishes the aforementioned goals is predicated on the opportunities for personal development and professional growth available to him or her. Several unique factors of our discipline, such as its multi-disciplinary nature, infusion of nascent technologies/methodologies like numerical modeling, and the inevitable requirement of long-term monitoring of certain processes help and hinder the progress of an individual faculty member. To reward those who achieve these professional goals and to steer others towards achieving them, the Department of the Earth Sciences is recommending the following guidelines for personnel decisions. These requirements are to be viewed as necessary conditions for receiving a favorable recommendation from the department. Any legislation that the Faculty Senate of SUNY Brockport may adopt in the future as a common procedure for academic personnel action across all departments of the College will supersede the following recommendations.

APPLICATION

A candidate seeking re-appointment, continuing appointment, or promotion is required to prepare a dossier and forward it to the departmental APT Committee in accordance with the administrative deadlines. It is to the benefit of the candidate to include a letter, no more than two pages long, that highlights his or her teaching, scholarship, and service activities described in detail in the dossier. Such a letter can be addressed either to the APT committee, or to the Department Chair, or to the College President. A typical dossier would include:

- Annual reports including chair's comments and signature pages;
- Teaching portfolio;
- Supporting documents related to scholarship;
- Supporting documents related to service; and

- Other documents at the discretion of the candidate.

CRITERIA FOR EVALUATION

In keeping with the mission of the Department of the Earth Sciences and that of the College, we consider excelling in teaching to be twice as important as excelling in scholarship, and excelling in scholarship to be twice as important as excelling in service. At the same time, it is also important to recognize and nurture talents of each faculty member. To accommodate these twin objectives, the department will use the following weighting scheme for personnel decisions.

Teaching	!	At least 50%
Scholarship	!	At least 25%
Service	!	At least 10%

The remaining **15%** is left to the discretion of the candidate seeking personnel action, and must be specified at the time of the application. This weighting scheme is based on a teaching load of **9** contact hours per semester. Any departure from this present norm will require an appropriate re-calibration of the weighting scheme.

Evaluation of Teaching

At the outset, besides teaching courses in support of departmental majors, each faculty member is expected to teach courses in support of the College=s General Education Program as well. The goal of achieving excellence in teaching may have a definite beginning, but it ends only at the end of one=s career. Therefore, we expect a candidate seeking a specific personnel action to demonstrate:

- competence as a teacher that is commensurate with rank;
- dedication to inculcate the thrill of doing science in students; and
- commitment to help students study nature and its processes through their own exploration.

To evaluate teaching, the APT committee will use the following weighting scheme.

Peer evaluations	!	65%
Student evaluations	!	25%
Candidate=s plans for continued improvement	!	10%

Furthermore, in each of these three categories, accomplishments of a candidate will be assessed using items listed below.

Items to be used in Peer Evaluation of Teaching	Weight
1. Teaching philosophy	20%
2. Effectiveness in the classroom	20%
3. Appropriateness of course objectives/learning outcomes outlined in syllabi	20%
4. Suitability of exams questions, homework assignments, & grading protocol	20%
5. Quality of selected independent study and collaborative research projects	20%

Items to be used as part of Student Evaluation	Weight
1. Testimonials (solicited & unsolicited) from students	50%
2. Student evaluation (IDEA) of individual courses	50%

Items to be used for Evaluating Plan for Continued Improvement	Weight
1. Quality of the reflective statement	50%
2. Responsiveness to comments from students	30%
3. Leadership role in providing contemporary course content and delivery	20%

Evaluation of Scholarship

Pursuing scholarship is also a career-long endeavor. Through scholarly activities, the department expects its faculty to: contribute to the current body of knowledge in his/her area, keep abreast with recent developments in his/her area, and educate students in relevant research methodologies. Accordingly, the APT committee will evaluate scholarship based on three criteria:

- quality and number of scholarly products;
- commitment to attend conferences/workshops; and
- involvement of students in scholarly activities.

Products originating from scholarly activities and external grants acquired by the candidate will be evaluated on a four-tier system.

Level 4	Level 3	Level 2	Level 1
Published research books; monographs; text books	Referred journal articles; chapters in books; approved patents	Conference proceedings papers; technical reports; open file publications; book reviews	Abstracts from professional meetings; presentations at workshops; quality of selected abstracts coauthored by students
Elite foundation grants (e.g., Kellogg & MacArthur Foundations)	Funded grants that underwent peer review.	Small foundation grants; corporate grants and donations	Internal SUNY grants; grant proposals submitted but not funded after peer review.

Evaluation of Service

The willingness to responding to the needs of the communities with which a Candidate has an affiliation is an important indicator of professionalism. Therefore, contributions to the service needs of the Department of the Earth Science, the College, professional organizations, and the community will be evaluated using the following three-tier system.

Level III	Level II	Level I
Serve as department Chair; serve as officer in a national professional society; serve as an editor of a professional journal; serve as a scientific advisor on regional, national, or international committees/panels	Serve as a faculty senator; serve on college-wide committees; serve as an editor of a conference proceeding; serve as an officer in a regional professional society; serve as a scientific advisor on local government/corporate boards/panels	Major advisement; advise at SOAR/SIS/Final registration; serve on departmental committees; local presentations in the candidates area of expertise; serve as a reviewer of a manuscript or grant.

EVALUATION PROCESS

It is the responsibility of the departmental APT committee to formally review all applications for re-appointment, continuing appointment, or promotion. The purpose of the review is to evaluate whether or not the candidate has attained criteria relevant to his or her candidacy. At the conclusion of the review, the APT committee will submit its recommendation in the form of a written report to the department chair. In turn, the chairperson will review the candidate=s dossier and the APT committee=s evaluation to prepare and forward his/her recommendation to the Dean of the School of Letters and Sciences. All materials deemed necessary by the dean also will be forwarded to his/her office; others will be retained in the departmental office. Materials forwarded to the dean will be returned to the candidate by the appropriate college official.

REAPPOINTMENT

During the first contractual period most candidates will have no choice but to devote most of his or her time to prepare for classes and establish a research laboratory or project. Hence incoming faculty are expected to demonstrate:

- competence in developing and delivering coherent lectures;
- ability in preparing examinations and evaluating student performance; and
- potential to develop into an excellent teacher.

In so far as the scholarship is concerned, it is not the expectation of the department that a candidate produce one or more Level III publications; rather, we look for a steady progress. A candidate may demonstrate his or her ability to progress towards the scholarship requirements for tenure and promotion to Associate Professor by completing Level I or Level II-type publications. Active participation in two or more Level I-type service activities is viewed by the department as an evidence of the candidate=s commitment to involve himself or herself in service-related activities.

During the second contractual period, the department expects the candidate to become quite competent in teaching courses in support of the departmental majors and the College=s General Education Program. Completion of at least one Level III publication is expected; evidence that suggests that future publications are on their way strengthens the candidate=s reappointment application. Completing one Level II-type service activity is desirable, but not mandatory. However, it is mandatory that the candidate establish a continuous record of departmental service.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

According to the current practice, the decision to award tenure (continuing appointment) to a candidate and promote him or her to the Associate Professor level are made at the same time; as such, same criteria apply to both. At this stage, the department expects the candidate to

demonstrate mastery as a teacher in delivering courses that support departmental majors and the College=s General Education Program. In order help the APT committee evaluate the accomplishments of a candidate, he or she must prepare and submit a teaching portfolio that begins with a statement of teaching philosophy. A typical portfolio may also include such items as the syllabi of courses, sample exams, course handouts, and student evaluations. Besides reviewing the documents provided by the candidate, the APT committee will use classroom visitations, testimonials from past and present students, and surveys of the opinions of colleagues to complete the review.

In evaluating a candidate for promotion and tenure, the department will recognize his or her entire body of scholarly work. We expect a typical candidate to have completed at least four Level III-type publications; no less than two of which must have been completed while in residence at SUNY Brockport. Furthermore, the candidate should be the sole or senior author on at least one of these two publications. Lastly, the department expects all its faculty to involve students in research, and when student=s are involved in a research project, their contributions must be acknowledged in a manner that is commensurate with the participation.

The department expects a candidate seeking promotion and tenure to have elevated his or her activities to the Level II-type of service.

PROMOTION TO THE RANK OF PROFESSOR

Unlike reappointment, tenure, and promotion to Associate Professor, the promotion to the position of a full-Professor has no time constraint; therefore, the formal review process is initiated by the departmental APT committee upon receiving an application from a candidate. Once again, the department will recognize the entire body of work of a candidate; however, his or her achievements in the areas of teaching, scholarship, and service should be significantly greater than those expected for promotion to Associate Professor. Nothing short of attaining excellence in teaching courses that support departmental majors and the College=s General Education Program, and demonstrating a commitment to maintain that excellence are acceptable. And, the departmental APT committee will evaluate a candidate=s teaching portfolioSwhich may contain such items as the syllabi of all courses, sample exams from general education and majors-only courses, course handouts, and student evaluationsS to ascertain this. Moreover, the APT committee will conduct classroom visitations, seek testimonials from students (past and present), and survey opinions of colleagues (past and present) to complete the review process.

To ensure that the scholarly activities of a person promoted to the full-Professorship have significantly exceeded requirements for promotion to Associate Professor, the department expects a typical candidate to complete at least four Level III publications beyond those considered for promotion to Associate Professor. Furthermore, the candidate should be the sole or senior author on at least two of these publications. The department expects all its faculty to involve students in research, and when students are involved in a research project, their contributions must be acknowledged in a manner that is commensurate with the participation. Lastly, we expect the candidate to have attempted at least one major external grant in which he or she is the principal investigator or co-principal investigator.

Commitment to excel in serving the College, professional society, and community is the hallmark of an individual attaining a Professorship. As such, the department expects a candidate seeking promotion to full-Professor to elevate his or her activities to the Level III-type of service and show a commitment to maintain IT.