SOCIOLOGY DEPARTMENT
PERSONNEL GUIDELINES RELATING TO
CONTINUING APPOINTMENT AND PROMOTION

GENERAL CONSIDERATIONS

1. Under the Policies of the SUNY Trustees (1994: 10-11; 21-22) candidates for promotion and continuing appointment must demonstrate strong documented performance in the areas of (a) mastery of subject matter, (b) teaching, (c) scholarship, (d) service, and (e) continuing professional growth. Our guidelines focus on teaching, scholarship, and service; mastery of subject matter and continued growth are included within those three categories.

2. For specific administrative guidelines, see:

   a. Policies of the SUNY Trustees as of 1994 guide our personnel decisions, including Article XI Appointment of Employees (pp. 10-11) and Article XII Evaluation and Promotion of Academic and Professional Employees (pp. 21-22).

   b. Revisions/Clarifications to Academic Policy/Practice on Department APT Committees, approved by Academic Council October 20, 1998, referred to Faculty Senate (October 26, 1998).

   c. Faculty Roles and Rewards, final report including amendments as approved by the Faculty Senate, (December 7, 1998.)

5. **Guidelines for Faculty Appointment, Renewal, Tenure (Continuing Appointment), Promotion, and Performance at Rank**, Office of the Vice President for Academic Affairs (May, 1999).


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 with continuing appointment (tenure) or, alternately, the terminal year in case of tenure denial.

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

**Departmental Personnel Process**

1. These personnel guidelines apply to faculty hired subsequent to administrative approval and adoption of this document.

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

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

4. It is the responsibility of the faculty member to keep track of the application due dates for renewal, continuing appointment, and promotion.
5. The applicant should supply supporting materials at least 20 business days before a personnel decision must be submitted by the department to the Dean.

6. In the application process, the burden of proof in documentation lies with the applicant.

7. The department APT Committee will ordinarily comprise tenured faculty members of at least the rank being sought.

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. 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

In the exceptional 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. The candidate is expected to prepare a dossier of annual reports for the period of employment at Brockport supplemented by (1) a teaching portfolio with administratively mandated elements (see below), (2) a scholarship portfolio documenting scholarly publications, activities and potential, and (3) 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 the three areas.

Renewal

At each review for renewal, candidates are evaluated on their performance in teaching, scholarship and service during the period since initial appointment or last review. 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**

In the rare case of initial appointment at senior rank, review for continuing appointment occurs after three consecutive years of service. 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. 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 significance of and need for the candidate’s specific contribution to the programs of the department and the college.
Promotion to Associate Professor

The candidate seeking promotion to associate professor must have documented evidence of a conferred Ph.D. in sociology. The candidate is expected to prepare a dossier consisting of relevant annual reports for the period of employment at Brockport, supplemented by (1) a summary review of major achievements in the three areas, (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. A positive recommendation involves a professional judgment by the department as to the candidate’s potential for continual academic excellence in the three areas.

Teaching

The vision that guides our professional judgment is that Assistant Professors should be competent teachers; Associate Professors should display mastery; 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. In accordance with administrative guidelines, 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.

9. Interpretation of student evaluations.

10. Instructor-developed feedback.

11. Department-solicited letters regarding the candidate’s teaching.

12. Student performance on standardized tests.

13. Students admitted to graduate schools.


15. Student accomplishments.
16. Efforts to stay professionally current in relevant subject areas.
17. New applications of technology to teaching.
18. Documented quality of advising.
19. Independent study or thesis supervision.
20. Student mentoring.
21. Collaborative work with students.
22. Involvement with student organizations.
23. Observation or videotape of classroom instruction.
24. Evidence of integrating instructional technology in teaching.
25. Development or revision of sociology courses or curriculum.
26. Interviews with current or past students.
27. 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 major sociology textbook, or c) four scholarly, refereed publications (whether in journals or 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.
Where questions arise as to the quality or scholarly significance of any of these publications, other scholarly contributions may be taken into consideration in bolstering a candidate’s case. These alternative contributions might include, for example, official reports, minor or non-refereed publications, substantial book revisions, book reviews, short notes, etc. Edited books are to be considered alternative contributions except that substantial sole-authored chapters in peer-reviewed, edited volumes published by major presses shall themselves be deemed scholarly refereed publications. Unpublished scholarly activity may further bolster a candidate’s case. Such activity might include, for example, papers delivered at professional meetings or universities, manuscripts not yet accepted for publication, research grant proposals and awards, professional computer software development, etc.

**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, management of tasks, and effective outcomes are considerations in the assessment of service. This goes well beyond such
everyday matters as our usual active advisement, active participation on behalf of the department in student registration sessions, active 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 (including substantial sole-authored chapters in volumes published by major presses), 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 of publication outlets.

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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 candidates service record should display:

1. Evidence of active 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.