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# Procedural Requirements for Academic Personnel Decisions

The College at Brockport

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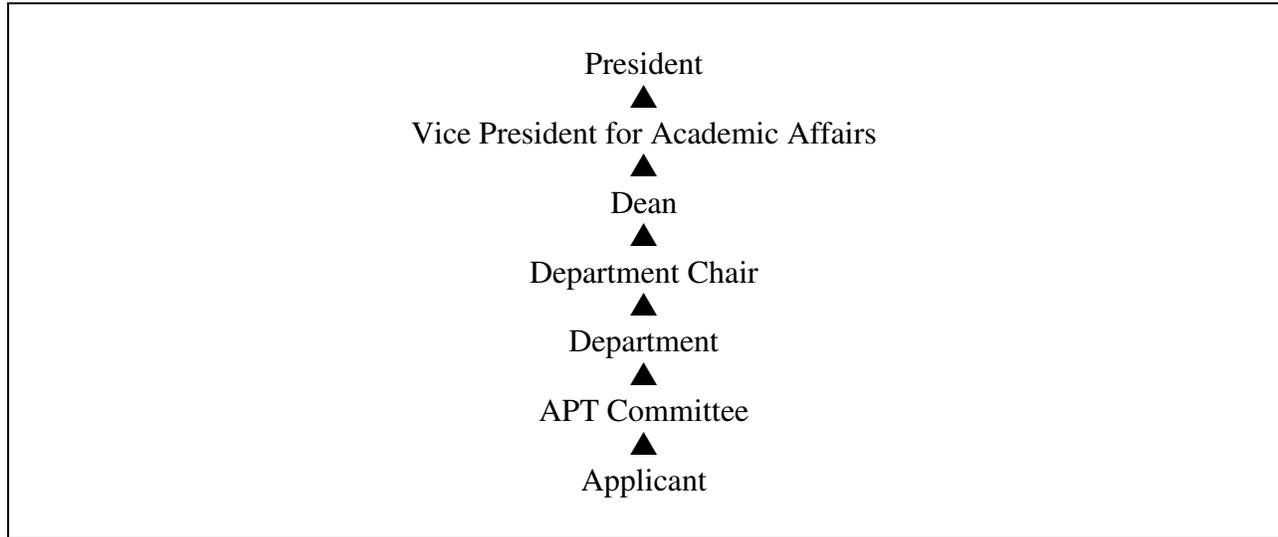
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# PROCEDURAL REQUIREMENTS FOR ACADEMIC PERSONNEL DECISIONS

(Approved by Faculty Senate, 4/2/01)

1. Academic personnel decisions will proceed in the following steps for reviews and recommendations to the college President:



## 2. Composition of departmental Appointments, Promotion and Tenure Committees

- a) Purpose: To facilitate personnel actions and to assure both academic rigor and equity in review.
- b) Application: This section applies to APT committees addressing actions on continuing appointment, reappointments, promotions, and sabbatical leaves. It does not apply to APT committees addressing DSI recommendations.
- c) Academic credentials and performance should be reviewed by those with similar knowledge and experience; therefore (with the exception of the Faculty Senate Observer/Consultant), only teaching faculty should be members of APT committees reviewing teaching faculty, and only librarians should be members of APT committees reviewing librarians.
- d) All members of departmental APT committees should have continuing appointment (or, in the case of professional staff, permanent appointment).
- e) APT committees consist of at least three (3) members. When circumstances necessitate that a department depart from these policies, the chair and members of the department shall consult with the dean to implement department-specific policies or membership.
- f) In the case of promotions, only those 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. If a full professor is not available among the members of the department, the dean, after

consulting the chair and members of the faculty in the department, will appoint an emeritus full professor from the department, or a full professor from another department, to the APT committee for the purpose of reviewing the promotion to professor.

- g) In the case that the department does not have the number of qualifying faculty to constitute an APT Committee, the dean, after consulting the chair and members of the faculty of the department, will appoint emeritus full and/or emeritus associate professors from the department, when appropriate, to the APT Committee for the purpose of reviewing continuing appointments and promotion.
  - h) If a department decides that professional staff members assigned to the department should also serve on the APT committee, the department chair will request approval of these members from the School dean, in accordance with subsection “e”, above.
  - i) APT committees should consider the opinion of students, as provided in the campus’ student reaction to instruction process, in making recommendations as to continuing appointments, reappointments, and promotions.
3. The responsibility of the Appointment, Promotion, and Tenure (APT) committee is to evaluate the applicant’s performance. This involves not only a judgement, but also the clear statement of a supporting rationale in the committee’s report.
4. Departmental procedures for academic personnel decisions
- a) Each department should develop a written policy that:
    - (1) establishes voting rights,
    - (2) specifies a quorum,
    - (3) permits or prohibits voting in absentia,
    - (4) defines a “positive” or “favorable” vote, and
    - (5) defines categories of department members who may participate and vote in departmental discussions of matters referred to the department by its APT committee according to the following guidelines:
      - all full-time tenured and tenure-track faculty will be included
      - full-time professional staff and full-time qualified academic rank faculty may be included
      - the candidate under consideration and adjunct and temporary faculty will not be included
  - b) Departments should establish sign-out procedures to ensure that department members have reviewed the appropriate documents in advance of consideration and voting.
  - c) The departmental vote registers the department’s agreement with recommendation of the APT committee, and does not involve the creation of a separate report.
5. The department chair, Dean and Vice President for Academic Affairs each make independent conclusions on the applicant’s performance. They may find the opinions of lower levels useful in arriving at their judgement, but they are not bound by the recommendation of any lower level.

6. In all academic personnel actions, the applicant shall be notified of the recommendation at each point in the process, and allowed the opportunity to stop the consideration process at any point prior to the President's decision.
7. Numerical tallies recording the vote should be communicated to the chair, Dean, Vice President for Academic Affairs, and the President. The applicant may request and receive the numerical tally.
8. The President's decision letter shall be transmitted to the applicant in accordance with notification dates determined by the Office of Human Resources.