

Faculty Senate Minutes #6

April, 19th 2016

Members and Senators Present: P. Gipson, W. Miller, R. Spitzer, D. West, A. Fitz-Gibbon, D. VanLangen, J. Kobritz, S. Shi-Strause, R. Borden, A. Dearie, T. Hanford, K. Pristash, R. Powell, N. Kane, P. Schroeder, M. Prus, K. Lawrence, S. Anderson

Members and Senators Absent: M. McGuire, J. Hartsock, D. Kilpatrick, N. Karkov, L. Brady, A. Blavos, O. White, M. Seyfried, G. Rinefield, Z. Newswanger, N. Chaddock, T. Phillips, E. Bitterbaum, G. Sharer, D. Duryea

I. Approval of Minutes: The Minutes from April 5th were approved with amended changes.

II. Senate Actions: There were no Senate actions.

III. Chair's Report: K. Lawrence opened the meeting by congratulating M. Braun for being elected as the president of SGA. She also acknowledged those members who attended Honors Convocation and encouraged participation in such events, especially the upcoming four Commencement Ceremonies. The Chair announced that A. DeChellis has agreed to stay on as the corresponding secretary for the Faculty Senate for the Fall 2016 semester. K. Lawrence reminded members if they hold a voting seat on the Senate, it is imperative that he or she attend the biweekly Faculty Senate meetings, as it affects whether or not we have enough senators to have a quorum; if a member of Senate with a voting seat is unable to attend biweekly meetings due to scheduling conflicts for a semester, then they need to step down. All resignations in that case should be sent to Gary Evans as early as possible so the seat might be filled.

IV. Vice Chair's Report: Vacant

V. Treasurer's Report: On behalf of M. McGuire, K. Lawrence announced that there is \$910.00 currently in the Faculty Senate Treasury.

VI. Secretary's Report: Vacant

VII. President's Report: President Bitterbaum was absent from today's meeting due to his presence at the SUNY Day of Lobbying.

VIII. Standing Committee Reports:

Student Affairs Committee: T. Phillips, Chair – No report.

Academic Faculty Affairs Committee: A. Fitz-Gibbon, Chair – No report.

Planning Committee: M. DiVita, Chair – No report.

Educational Policy Committee: C. Widdall, Chair – No report.

Professional Affairs Committee: K. Pristash, Chair – No report.

Area Senator: R. Spitzer – Reminded members that today is election day.

SUNY Senator: No report.

Student Senator: M. Braun – Reported that SGA elections were held last week, and that the new officers are working on the new budget for the next academic year.

X. Other Committee Reports:

Committee on Teaching Awards: No report.

Committee on Teaching Effectiveness: No report.

College Research Committee – See *Appendix I* (*This report updating committee activity was accepted by the Faculty Senate chair from the College Research Committee, as submitted by Bonni Hodges, chair CRC). Lawrence thanked the committee for their efforts and their report.

General Education Committee – No reports.

Graduate Faculty Executive Committee – T. Hanford presented the GFEC's report on behalf of the chair of GFEC, Jena Curtis. He explained that the GFEC has proposed a continuous enrollment policy for graduate students. This policy would require graduate students who wish to take a semester off to enroll in a tuition-free zero credit course for that particular semester; the purpose of this policy would be to let the student's academic department know that he or she are still actively enrolled at the university (See *Appendix II*).

Committee on Committees – The slate of nominations was presented by K. Lawrence, who also took nominations from the floor. Lawrence acknowledged Senator Borden's concern about

"campaigning" process for Faculty Senate and she suggested, if others are interested, that the election procedures be a topic that the senate looks at in the Fall semester. The Fall 2016 slate of nominations* was then voted on and approved by Faculty Senate (See *Appendix III*).

*Please note contested seats were not voted on at today's meeting. Contested seats will be decided by electronic voting conducted by the Committee on Committees. Gary Evans as chair will be holding those elections to be completed by May 2, 2016. The results of the contested seats will be announced at the final senate meeting on Tuesday, May 3rd, 2016.

XI. Unfinished Business:

Academic Calendar – The Academic Calendars for 2017-2018, 2018-2019, and 2019-2020 were voted on and approved by Faculty Senate; please find approved calendars attached.

* Please note: *Official calendars will be released by the President's Office upon final approval by the President's Cabinet.*

Academic Faculty Affairs Committee – A. Fitz-Gibbon presented his committee's proposal regarding the changes made to Chapter 220.06 of the College Handbook. The proposal on Chapter 220.06 was voted on and approved, with amendments, by the Faculty Senate (See *Appendix IV*). Lawrence thanked Andy Fitzgibbon and the AFAC for their work on College Handbook revisions.

XII. New Business: Lawrence, noting the time, moved the review and discussion of the AFAC proposal for 230.00 to the last meeting of the semester on May 3, 2016. Lawrence thanked the entire senate for their diligence and efforts to work through the busy schedule. Lawrence also thanked and acknowledged Kevin Pristash for his assistance with technology at the meeting today.

XIII. Announcements: There weren't any announcements.

Meeting was adjourned at 2:28pm on 4/19/16

Minutes submitted by: Amy M. DeChellis

Appendix I

Report to the Faculty Senate College Research Committee (CRC) Spring 2016

The CRC reviewed the materials submitted by the two nominees for the 2016 DiNardo-Waring Outstanding Achievement in Research Award (OARA). Both nominees have done excellent scholarly work. The committee forwarded its recommendation for the award to the Provost.

The CRC reviewed nine Faculty Research Program grant proposals. It funded eight of the nine.

The CRC was expecting a high number of FRP proposals this year but received nine. In the fall, the committee will explore and discuss barriers to applying to the FRP program.

Appendix II

Graduate Catalog: Academic Policies

Continuing Enrollment Policies

This proposal replaces the 'Continuous Enrollment Policy for Culminating Activity' section, with 'Continuing Enrollment Policies'

Continuing enrollment requires, at minimum, the enrollment in one graduate-level course per semester of the program. Students in summer-only programs are required to enroll continuously during consecutive summers until the coursework and requirements are met. Graduate students who are not engaged in a culminating activity and who plan to suspend their studies for one or more semesters, may enroll in a zero-credit continuing enrollment course to maintain status or take an official leave of absence from the College.

Continuing enrollment registration does not qualify for full time enrollment certification and may not be used for loan deferment purposes. Students who suspend their studies for any reason are encouraged to consult with a financial aid counselor to determine the impact on financial aid, loan deferment and financial liability.

Students who enroll in a culminating activity such as a thesis, project or comprehensive examination and do not complete by the end of the initial semester of registration for the experience, but who are making satisfactory progress on the culminating activity will receive an incomplete and must register for XXX 697: Extension of Graduate Culminating Activity (prefix according to program) each subsequent semester until completion of the culminating activity. The extension of Graduate Culminating Activity will be a one-credit-hour course with an S, U grading mode. Repeatability of Extension of Graduate Culminating Activity and extensions of incompletes are governed by existing College policies regarding degree completion at the graduate level.

Any matriculated graduate student who discontinues enrollment, unless granted a leave of absence, must petition for reactivation to the graduate program.

All degree requirements must be completed within five years of first enrollment in courses required for a degree program, even if such enrollment is on a non- matriculated basis. If a student has exceeded the five-year time limit after an absence from the College and reactivation is approved, the applicant will be required to meet any new requirements for admission, as well as any new requirements for the degree at the time of reactivation.

(Underlining is existing catalog text and policy in 'Continuous Enrollment Policy for Culminating Activity' 'Requirements for the Award of Master's Degrees or Certificates of Advanced Study')

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Appendix III

There are 10 Senator vacancies as detailed below:

Seat (outgoing member)	Nomination	Position	Notes
Senator (Hartsock)		Fine Arts Humanities	
Senator (Spitzer, West)	Haines West	Arts & Sciences	2 seats available
Senator (Vacant)		Education	
Senator (Hanford, Pristash)	Comins	Professional Staff	2 seats available
Senator (Powell)	Powell	Library	
Senator (Newswanger)		M/C	
Senator (Kane)	Owens Firari	Part-time	CONTESTED

1. At Large (any member of voting academic faculty or professional staff unless otherwise noted):

Seat (outgoing member)	Nominations	Term	Elected/Appointed	Notes
Chair (Lawrence)	Lawrence	2016-17	Elected	
Vice Chair (vacant)		2016-17	Elected	
Secretary (vacant)		2016-17	Elected	No more than 2
Treasurer (McGuire)	McGuire	2016-17	Elected	No more than 2
SUNY Senator (Chaddock)	Fitz-gibbons	2014-17	Elected	Complete unexpired
(2) Auxiliary Services Corporation (vacant)	Ruoff Yacavone	2016-19	Elected	**See below

Committee on Teaching Effectiveness (Vacant)		2015-18	Appointed	Complete unexpired term. No consecutive terms
Committee on Teaching Effectiveness (Walkuski)		2016-19	Appointed	No consecutive terms
Educational Policy Committee (Timberlake)	Burns-Thomas	2016-18	Appointed	
Facilities Master Plan Oversight Committee (Phillips)		2016-19	Appointed	
Faculty Representative to the Student Senate (Tobin)		2016-18	Elected	No more than two successive terms
General Education Committee (Stone)	Stone	2016-18	Appointed	
General Education Committee (vacant)		2015-17	Appointed	Complete unexpired term

** ASC holds a NYS Liquor License. If elected to the Board of Directors, the State Liquor Authority requires the completion of a Personal Questionnaire and fingerprinting. For more details, click on the following link:
<http://www.sla.ny.gov/system/files/Personal-Questionnaire-080315.pdf>

2. School of Arts & Sciences (seats are appointed unless otherwise noted):

Seat (outgoing member)	Nominations	Representing	Term	Notes
Academic Faculty Affairs	Emam	Math/Science	2016-	
College Curriculum Review		Math/Science	2016-	
College Curriculum Review	Lawrence	Fine	2016-	No more than 2 successive
College Research Committee (Kraebel)	Hunter	Soc./Beh Sci.	2016-19	Qualifications: should have received grant from external funding
Committee on Committees		Math/Science	2016-	Elected
Educational Policy Committee (DeLaune)	DeLaune	Arts & Sciences	2016-18	

General Education Committee	McNamara	Fine	2016-	
General Education Committee	Sheets	Soc/Beh Sci.	2016-	
General Education Committee	Rossi	Math/Science	2016-	
Planning Committee (Werner)		Arts &	2016-	
Student Affairs Committee (vacant)	Phillips	Fine Arts/Hum.	2016- 18	
Student Affairs Committee (Armstead)		Math/Sci.	2016- 18	

3. School of Education – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Nominations	Term	Notes
Academic Faculty Affairs Committee (vacant)	Rayl	2016-18	
College Curriculum Review	Kim	2016-18	No more than 2 successive terms
College Research Committee (Shi)	Shi	2016-19	Qualifications: should have received grant from external funding or reviewed grants from outside agency
Committee on Committees		2016-18	Elected
General Education	Stratton	2016-18	
Planning Committee (Shi)	Shi	2016-19	

4. School of Professional Studies – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Nominations	Term	Notes
College Curriculum Review Committee (Wilson)	Wilson	2016-18	No more than 2 successive terms
Committee on Committees (Coffey)		2016-18	Elected

Committee on Teaching Effectiveness		2016-19	No consecutive terms
Educational Policy Committee (Grantham)	Grantham	2016-18	
Student Affairs Committee (Birren)		2016-18	

5. Library – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Nominations	Term	Notes
Educational Policy Committee (Oldemans)	Oldemans	2016-18	
Student Affairs Committee (Connell)	Connell	2016-18	

6. Professional Staff – (seats are appointed unless otherwise noted):

Seat (outgoing member)	Nominations	Representing	Term	Notes
College Curriculum Review Committee (Costell-Corbin)	Costell-Corbin	Academic Affairs	2016-18	No more than 2 consecutive terms
College Research Committee (Speziale)		At Large	2016-19	Qualifications: should have received grant from external funding or reviewed grants from outside agency
Committee on Committees (Ruoff)	Ruoff	At-Large	2016-18	Elected
Education Policy Committee (Thomas, A.)	Thomas	At Large	2016-18	

Professional Affairs Committee (Pristash)		Student Affairs	2016-19	
Professional Affairs Committee (Schlicht)	Schlicht	Academic Affairs	2016-19	
Professional Affairs Committee (Chaffee)	Chaffee	Finance & Mgmt	2016-19	
Student Affairs Committee (Zhe-Heimerman)	Zhe-Heimerman Sgro	At Large	2016-18	CONTESTED

7. Management/Confidential – (seats are appointed unless otherwise noted): None

Appendix IV

220.06 COLLEGE POLICIES AND PROCEDURES OF THE ACADEMIC FACULTY FOR RENEWAL OF TERM APPOINTMENT, GRANTING OF CONTINUING APPOINTMENT AND PROMOTION

A. Preface

The policies and procedures established herein seek to provide maximum departmental autonomy in the development of policies and criteria on personnel matters, while guaranteeing both that the standards established by the board of trustees are upheld and that candidates are treated fairly.

These policies and procedures are in accordance with the current Policies of the Board of Trustees, the current Agreement between the State of New York and UUP, and the current Compilation of Codes, Rules and Regulations, State of New York.

In accordance with the tradition of fair dealing and fair play, these policies and procedures guarantee the essential right of due process. The term, "right of due process," is used here to mean a system of clear, orderly, procedures in which the full disclosure of basic decisions and the specific reasons for those decisions are made at every stage of the process.

Decisions made by the Human Resources Office under the policies and procedures detailed herein are intended to serve the best interest of the University by providing the president with the maximum amount of information with which to make his/her decisions while at the same time protecting the basic rights of the individual faculty member by assuring her/him a fair hearing on those matters relating to her/his professional life.

It is essential that the faculty provide specific reasons why a colleague should be reappointed, given continuing appointment, or promoted rather than merely ask if reasons exist why s/he should not be reappointed, given continuing appointment, or promoted.

The success of any system of evaluation depends upon the willingness of both faculty and administrators to be candid, objective, and fair in the performance of their responsibilities. Only if this occurs can the best interest of the University be served.

Within the framework of the Trustees Policies and Agreement, the policies and procedures detailed herein shall supersede all other faculty policies and procedures dealing with renewal of term appointment, granting of continuing appointment, and promotion, and where conflicts in the above mentioned documents occur, the Trustees Policies and Agreement take precedence.

B. General Guidelines for Academic Due Process

1. Definitions

- a) In this document the term "official file" shall refer to each faculty member's file maintained in the Office of the Provost. (The official file shall be maintained in accordance with Art. 31 of the Agreement between UUP and the State of New York.) Copies of this file (except counseling memos, extra service forms etc.) are maintained in the Office of the Dean and the faculty member's department. It is the faculty member's responsibility to ensure that the Dean's and Department's files are kept up to date.
- b) In this document "portfolio" shall refer to the portfolio of work compiled by the faculty member and used in the personnel process.

- c) In this document “policies” shall mean the rules governing the principles and structures of the decision-making process; procedures shall mean the process by which action is taken; and criteria shall mean the standards established for evaluating cases of renewal of term appointment, continuing appointment, or promotion.
- d) In this document “recommendation” shall refer to a written statement conveying (a) the recommender's decision or recommended decision concerning a personnel matter; (b) the evidence and other pertinent data supporting the decision or recommended decision. Recommendations shall provide specific reasons and supporting evidence justifying why a colleague should be reappointed, given continuing appointment, or promoted. For purposes of this section, "recommender" shall be defined as that person or committee obliged by these procedures to provide a personnel recommendation.

2. General Principles

a. Recommendations on personnel matters, including continuing appointment, renewal of term appointment, and promotion shall be based on:

- i. the overall record of the candidate's training, teaching, and other relevant experiences and achievement in his or her academic field and related areas (Note: Activities that are consistent with the College's mission and strategic plan are legitimate activities within the scope of professional obligations. They should be evaluated and entered under whichever categories on the personnel action form are appropriate for the specific activities)
- ii. service to the College, the community and to the profession while at Cortland.
- iii. and in the case of promotion, on criteria for rank-to-rank promotion approved by the Faculty Senate. The existing criteria for promotion shall be in effect until the Senate approves new criteria.
- iv. Evidence of the candidate's record will be submitted as part of a portfolio and will be used at all levels of review. This portfolio is distinct from the official personnel file maintained in the Provost's Office, as well as the copies of the personnel file maintained in the dean's and departmental offices. The contents of the official files may include confidential materials (such as recommendations from previous reviews) not necessarily contained in the portfolio, and they will be used for review only at the levels of the dean, provost and president.

b. A personnel committee operates under a rule of secrecy and committee members, except for the chair, shall not discuss outside of a committee meeting, a candidate or his/her case with anyone not serving on the committee, until the committee has voted on the candidate. During committee deliberations the committee chair may discuss outside of a committee meeting a candidate's case with persons not on the committee, but, when the chair does so, s/he does so at the specific direction of the committee and in accordance with these policies and procedures.

c. Once a committee has voted on a candidate, committee members may testify about a candidate and his/her case before the Academic Faculty Affairs Committee, and they may discuss a candidate or his/her case with a department chair, an administrator, or a grievance official. However, they shall not discuss a candidate or his/her case with anyone not involved in the personnel process.

d. Department chairs and members of all personnel committees shall function as independent evaluators. They shall make their decisions in accordance with the highest professional and academic principles, free from departmental, personal, or administrative pressures.

e. A candidate for reappointment, continuing appointment, or promotion shall have free access to departmental and school files at all times. Copies of materials placed in his/her official file shall also be included in his/her department (to be maintained by the department) and school files (to be maintained by the dean's office). Each academic faculty member shall be responsible for seeing to it that materials placed in his/her official file are also included in his/her department file and in his/her school file.

f. Department chairs and members of personnel committees shall make no use of private, secret files in the personnel process.

g. A recommendation against continuing appointment, renewal of term appointment, or promotion shall be based mainly on grounds that bear on the candidate's service to the College during his or her time at Cortland.

3. Candidates for Continuing Appointment, Renewal of Term Appointment, and Promotion

- a. The candidate shall be responsible for adding to her/his portfolio any material s/he wishes to have considered in the decision-making process. In listing activities and scholarly accomplishments in his/her portfolio, the candidate shall adhere to the Code of Ethics ([Section 220.10](#)) and give credit where it is due.
- b. The candidate shall be notified in writing, at least five working days before his/her qualifications are to be reviewed by any faculty committee and given an opportunity to appear before the committee or send a campus colleague to speak for him/her.
- c. The candidate shall be provided with a copy of all recommendations and decisions at each formal stage of the decision-making process.
- d. Candidates shall refrain from exerting pressure on department chairs and personnel committee members. Similarly, faculty members shall not exert pressure on department chairs and personnel committee members on behalf of colleagues.
- e. Any faculty member having questions regarding the review process or problems deriving from it shall take them to the appropriate department chair and or personnel committee chair for resolution. Should those questions or problems remain unresolved, the faculty member may request assistance from the Academic Faculty Affairs Committee. The Committee shall in accordance with the UUP Agreement and after consultation with the UUP Grievance Chair either attempt to resolve the faculty member's perceived problem under the faculty bylaws or refer him/her to some administrative or faculty agency which can resolve it.

(Approved by the Senate, Feb. 21, 1984, and by President Clark, April 11, 1984)

C. Departmental Policies, Procedures and Criteria on Renewal of Term Appointment, Continuing Appointment, and Promotion

1. Formulation of Policy

- a. Each department shall develop personnel policies, procedures and criteria on personnel matters consistent with the policies of the Board of Trustees, with the Agreement, and with the policies, procedures and criteria adopted by the faculty. It shall be the responsibility of the department chair to submit such policies, procedures and criteria and any revisions thereof to the Academic Faculty Affairs Committee for that committee's determination that said policies, procedures and criteria are in conformity with Board of Trustees and College Handbook procedures and criteria. This determination shall be by majority vote of the Academic Faculty Affairs Committee. The chair of the Academic Faculty Affairs Committee shall inform the department chair of the committee's decision and shall keep on file all records pertaining to the matter.
- b. If the Academic Faculty Affairs Committee finds a department's personnel policies, procedures and criteria to be in violation of the College Handbook, the Policies of the Board of Trustees, or the Agreement between the State and the bargaining agent, the Academic Faculty Affairs Committee shall indicate the specific points of violation after which the department shall revise its personnel policies, procedures and criteria and resubmit them to the Academic Faculty Affairs Committee for approval.
- c. Department policies, procedures, and criteria should be on file in the office of the appropriate dean and of the provost.

2. Alternate Departmental Promotion Criteria

- a. If in the judgment of the department the criteria adopted by the Faculty Senate for rank-to-rank promotion (see [Section 230.04](#)) do not meet the unique needs of the department, the department may follow this procedure:
 1. Submit its own set of criteria to the Academic Faculty Affairs Committee as an exception to the faculty criteria, taking care to provide documentation and justification warranting the granting of an exception.
 2. The Academic Faculty Affairs Committee shall consider the criteria as an exception to the faculty criteria ([Section 230.04](#)) and shall submit the alternate criteria to the Senate for consideration.

3. By majority vote the Senate may recommend that the president consider accepting the department's criteria as a necessary and comparable substitute for the faculty criteria for rank-to-rank promotion.
4. The president will meet with representatives of the department in question (as well as with as s/he deems necessary) and discuss the reasons for the alternate criteria. If the president should decide to accept the department's alternate criteria for promotion, s/he should so inform the Senate and these would become the basis for all recommendations on rank-to-rank promotions for that department, by the department committee, department chair, school or committee, school dean and provost.

3. Departmental Policies and Procedures

- a. Departmental policies and procedures shall be clear as to the basic procedures the department plans to observe in making personnel decisions, and shall observe all the procedures for due process established in the College Handbook to protect the rights of individual faculty members.
- b. The specific criteria developed by the department shall include some definition of those matters which the department principally considers in making its recommendations.
- c. The policies, procedures and criteria shall reflect due regard for the character and needs of the College and department and shall be offered as indicative and descriptive rather than narrowly binding.
- d. These policies, procedures and criteria shall be approved by the respective department through secret ballot and majority vote of the voting members of the department as defined by the Board of Trustees Policies and College Handbook.
- e. These policies, procedures, and criteria shall be reaffirmed or revised at least once every three years by the department through approved voting procedures. After revision of the policies, procedures, and criteria, the department chair shall submit such revisions to the Academic Faculty Affairs Committee for its approval.
- f. All departments shall include, within their personnel policies, provisions concerning eligibility to vote, in all departmental actions provided for in their department personnel policies and procedures, by members of the department who are on leave of absence, sabbatical leave, or other recognized forms of leave. Each department shall forward to the Academic Faculty Affairs Committee said provisions.
(Approved by the Faculty Senate, Nov. 28, 1995 and by President Taylor, Dec. 4, 1995)
- g. Copies of these policies, procedures, and criteria when reaffirmed or revised, shall be issued to all members of the department, the school personnel committee, the dean, the provost and the president.

D. Departmental Recommendations

1. Personnel Committee

- a. By Sept. 15 each department shall establish a standing personnel committee on renewal of term appointment, continuing appointment, and promotion. By vote of the department, a department with seven or fewer full-time members has the option of operating as a personnel committee consisting of all the members of the department, with or without the department chair. When a department chooses to act in this manner, those departmental members may serve on divisional personnel committees. By unanimous vote of the full-time members of the department with unqualified academic rank, a larger department has the option of operating as a personnel committee consisting of all the full-time faculty members with unqualified academic rank. This vote shall be taken annually September for departments with more than seven full-time members. In this case, neither the department chair nor the departmental representative to the school personnel committee shall have a vote on the committee of the whole. In departments with eight or more faculty members, the chair will not serve on the departmental personnel committee.
- b. Membership on departmental personnel committees shall be limited to full-time academic faculty members with unqualified academic rank.
- c. Eligibility for membership and term of membership on the personnel committee shall be determined every three years by a majority of the voting members of the department as expressed by secret ballot. Each department shall establish in its policies the procedures for selecting a chair of its personnel committee.

2. General Procedures

- a. The chair of the departmental committee and the chair of the department, or in the library, the director of libraries, shall apprise the candidate for continuing appointment, renewal of term contract or promotion of the impending deliberations and need for decisions at least two weeks before the deliberations, in writing, to assure that the candidate has an opportunity to update his/her files and/or otherwise further his/her own interests appropriately.
- b. Members of the departmental personnel committee and the department chair will limit their evaluation to the materials included in the portfolio submitted by the candidate and will use no other materials in their evaluation of the candidate. Hence, each academic department is encouraged to include a list of recommended materials to be included in a candidate's portfolio, enabling the candidate the opportunity to submit materials that would be expected by the departmental committee.
- c. Committee decisions on recommendations shall be made by secret ballot and majority vote with a reasonable interval of at least one day but not to exceed one week allowed between the close of committee discussion and the deadline for balloting to permit each committee member judicious consideration of all factors pertinent to her/his decision.
- d. In the event that the candidate is a member of the committee, s/he shall abstain from deliberation and voting in his/her own case.
- e. Following committee action, the chair of the committee shall prepare a written statement that states the recommendation, the specific reasons for it, the voting procedures and the record of the vote. Copies of this statement shall be submitted to the candidate and to the department chair, or in the library, to the director of libraries.
- f. If a candidate adds to her/his portfolio at any time once the portfolio has been submitted, the addition must be documented in a dated memo with reasons given for the addition. Once submitted, no documents can be taken from the portfolio.

3. Procedures for Continuing Appointment and Renewal of Term Appointment

- a. In matters of continuing appointment and renewal of term appointment the recommendation of the department committee shall be submitted in writing to the candidate and to the chair of the department. In the library, the recommendation of the Library Personnel Committee shall be submitted in writing to the candidate and to the director of libraries.
- b. The chair of the department shall submit the recommendation of the department personnel committee and his/her recommendation on continuing appointment or renewal of term appointment and the specific reasons for it in writing to the chair of the school personnel committee. At the same time he/she shall submit copies of his/her recommendation and the specific reasons for it to the candidate and the chair of the department personnel committee. In the library, the director of libraries shall affix his/her recommendation and his/her specific reasons for it to the recommendation of the Library Personnel Committee and submit these to the associate provost for information resources who shall affix his/her recommendation and submit these to the provost. At the same time s/he shall submit copies of his/her recommendation and the specific reasons for it to the candidate and the chair of the Library Personnel Committee.

4. Procedures for Promotion

- a. Faculty members who wish to be considered for promotion compile and submit a portfolio of work, and submit the same to the Department Personnel Committee by the appropriate deadline.
- b. Once the department personnel committee has reviewed the portfolio, it shall forward its recommendations and specific reasons for them to the chair of the department. A copy of the committee's recommendation, along with the specific reasons for the recommendation, shall be sent to the candidate for promotion. In the library, once the Library Personnel Committee has completed its deliberations on promotion, it shall forward its recommendations and specific reasons for the recommendation, accompanied by supporting documents and evidence, to the director of libraries.
- c. The chair of the department shall submit the recommendation of the department personnel committee and her/his recommendation on promotion and the specific reasons for it in writing to the chair of the school personnel committee. At the same time s/he shall submit copies of her/his recommendation and the specific reasons for it to the candidate and the chair of the department personnel committee. In the library, the director of libraries shall affix her/his recommendation and her/his specific reasons for it to the recommendation of the Library Personnel Committee and submit these to the associate provost for

information resources who shall affix his/her recommendation and submit these to the provost. At the same time s/he shall submit copies of her/his recommendation and the specific reasons for it to the candidate and the chair of the Library Personnel Committee.

E. School Review

1. Membership of the School Personnel Committee

- a. Members of the school personnel committees shall serve as representatives of the interest of their departments, schools, and the College as a whole.
- b. The professional studies School Personnel Committee shall consist of one representative from each department within the school.
- c. The education school personnel committee shall consist of one representative from each department within the school.
- d. The subschool personnel committees of the arts and sciences (grouped according to department alignment in [150.03](#), Article VI, Section A, No. 2, a., b., and c. and No. 3, a. and b.) shall consist of one member from each department. For each vacancy for a department representative the respective department shall nominate at least two candidates and shall elect one by secret ballot. Election for all vacancies shall be by majority vote by secret ballot of the members of the department voting. The departments shall elect alternates in the same manner. However, should only one candidate be available for departmental representative and should two-thirds of the voting members of the department indicate by secret ballot that the candidate is acceptable to them, s/he shall be the departmental representative.
- e. Membership on school personnel committees shall be limited to full-time, tenured, academic faculty members with unqualified academic rank.
- f. School and subschool committee members shall take office by Oct. 15.
- g. Members of the school and subschool personnel committees shall serve staggered two-year terms and may not serve two consecutive terms.
- h. Department chairs, acting department chairs, deans, assistant deans, and associate deans shall not be eligible for election or appointment to the school or subschool personnel committees. In departments of eight or more members, department personnel committee members shall not be eligible for election or appointment to the school or subschool personnel committees.

2. School Review

- a. In the matter of promotion, the school committee shall weigh the evidence in the candidate's portfolio and make its own independent recommendation accordingly.
- b. In the matter of continuing appointment and reappointment, the school committee shall review the evidence contained in the candidate's recommendation and portfolio, along with any supplemental materials that the candidate may submit to it and make its recommendation accordingly. However, should the school committee question the professional qualifications of the candidate or the procedures used by the department in evaluation of him/her, it shall consult, at least, with the candidate's departmental personnel committee before making an independent recommendation on the candidate.
- c. The school personnel committee will use the letters of recommendation from the departmental personnel committee and chair, and material contained in the portfolio only, along with any supplemental materials that the candidate may submit to it, for the purposes of evaluation. This committee will make use of no other materials during its evaluation.
- d. Decisions on recommendations shall be made finally by secret ballot and majority vote with a reasonable interval of at least one day but not to exceed one week allowed between the close of committee discussion and the deadline for balloting to permit each committee member judicious consideration of all factors pertinent to his/her own decision.
- e. In the event that the candidate is a member of the committee, s/he shall be replaced by his/her alternate.
- f. The chair of the school committee shall affix to the candidate's portfolio the committee's recommendation, the specific reasons for the recommendation, the voting procedures, and the record of the vote and forward the material to the dean. At the same time, the chair of the committee shall send copies of the

recommendation, the specific reasons for it, the voting procedures, and the record of the vote to the candidate, the department chair, and the chair of the departmental personnel committee.

- g. On personnel matters referred to the dean from the school committee, the dean shall make a recommendation and provide reasons for the recommendation. In matters of promotion s/he will transmit the candidate's materials, her/his recommendation and reasons for it to the provost. In matters of renewal of term appointment and continuing appointment, s/he will transmit the candidate's materials, his/her recommendation and reasons for it to the provost. In all cases the dean shall send copies of his/her recommendation and the reasons for it to the candidate, the department chair, the chair of the department personnel committee, and the chair of the school personnel committee.
- h. Should the school dean, or director of libraries, make use of a solicited document, not used at a previous level of evaluation, in evaluating a candidate s/he shall, when feasible, inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it, before making a recommendation on her/him. The school dean, or director of libraries, shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
- i. Should the school dean, or director of libraries, make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall fully disclose the information contained in that document to the candidate and allow the candidate a reasonable time to respond to it, before making a recommendation on her/him. The dean, or director of libraries, shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.

F. Policies and Procedures of Managerial Faculty

Policies and Procedures

- a. The deans, the director of libraries, the associate provost for information resources, the provost and the president shall make all personnel decisions in accordance with the principles of "due process."
- b. Should the associate provost for information resources make use of a solicited document, not used at a previous level of evaluation, in evaluating a new candidate, s/he shall inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)), before making a recommendation on him/her. The associate provost for information resources shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
 - i. Should the associate provost for information resources make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall fully disclose the information contained in that document to the candidate and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)) before making a recommendation on her/him. The associate provost for information resources shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.
 - ii. Except in recommendations for or against a renewal of term appointment the associate provost for information resources shall provide reasons for his/her recommendation on the candidate. S/he shall send copies of his/her recommendation to the candidate, the director of libraries and the chair of the department committee.
- c. Should the provost make use of a solicited document, not used at a previous level of evaluation, in evaluating a new candidate, s/he shall inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)) before making a recommendation on her/him. The provost shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
 - i. Should the provost make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, he/she shall fully disclose the information contained in that document to the candidate and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)) before making a decision on her/him. The provost shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.
 - ii. Except in recommendations for or against a renewal of term appointment, the provost shall provide

reasons for his/her recommendation on the candidate. He/she shall send copies of his/her recommendation to the candidate, department chair, the chair of the department committee, chair of the school personnel committee and the appropriate dean. In the Library, copies shall be sent to the candidate, the chair of the department committee, the director of libraries and the associate provost for information resources.

- d. Should the president make use of a solicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)) before making a decision on her/him. The president shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
 - i. Should the president make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, he/she shall fully disclose the information contained in that document to the candidate and allow the candidate reasonable time to reply to it (within the time constraints of [Section 210.05](#)) before making a decision on her/him. The president shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.
 - ii. Except in decisions for or against a renewal of term appointment the president shall provide reasons for his/her decision on the candidate. He/she shall send copies of his/her decision to the candidate, department chair or director of libraries, the chair of the department personnel committee, the chair of the school personnel committee, and the appropriate dean. In the Library, copies shall be sent to the candidate, the chair of the department committee, the director of libraries and the associate provost for information resources.

G. Enabling Provision

The original document was ratified by a referendum of the academic faculty in December 1976 (Senate Minutes of Jan. 25, 1977). The amendments to the document were approved by the Faculty Senate on April 8, 1980 and on Sept. 22, 1981; and approved by President Clark on May 6, 1980 and on Oct. 8, 1981.