

PERSONNEL ACTION FORM

Name: _____

Title: _____

Department: _____

Date: _____

Action(s) under review (check each that apply)

- Reappointment
- Continuing appointment
- Promotion in academic rank (i.e. Inst to asst, asst to assoc., assoc. to professor)
- Full-time Lecturer (FTL) advancement (i.e. FTL I to II, II-III, or III to IV)

Date of initial appointment to SUNY Cortland: _____

Date of present rank: _____

PLEASE NOTE: FTL's have specific criteria to be considered in review for re-appointment and advancement. This criteria is identified in the [FTL MOU](#). Sections below not identified as required criteria for FTL's are noted as such. Candidates may, at their discretion, provide evidence to support that section, but failure to do so shall not be a deficiency.

I. **Mastery of subject matter** (*Not required for FTL's*):

A. **Formal Preparation:**

Highest Degree: _____

Year: _____

Institution: _____

Major Area: _____

B. **Status of Degree:** Candidates currently completing a doctorate or other terminal degree should provide a description of progress to date and expected date of completion.

C. **Licenses, honors, awards, certifications and other examples of recognition related to subject area:**

II. **Effectiveness in teaching:**

A. **List courses regularly taught at Cortland since initial appointment (pre-tenure) or last promotion.**

B. **Describe new teaching materials developed and/or any different methods employed since initial appointment (pre-tenure) or last promotion.**

C. **Provide evidence of accomplishments of teaching in your portfolio. Examples of the types of evidence ordinarily considered appropriate are provided in Chapter 220.07.E of the SUNY Cortland Handbook.**

- D. Describe role as an academic advisor and include any information deemed important in measuring the quality of advisement. *(Not required for FTL's)*
- III. Scholarly ability: *(Not required for FTL's)*:
- A. Bibliography of manuscripts either published or accepted for publication since initial appointment (pre-tenure) or last promotion: Indicate the name of the publication and the date published (or anticipated publication date) under each of the following headings.
- a. books or monographs
 - b. articles in refereed journals
 - c. articles in non-refereed journals
 - d. manuscripts submitted but not accepted for publication
 - e. book reviews
 - f. op-ed pieces
 - g. creative writing, including poems, short stories, etc.
 - h. other
- B. Bibliography of manuscripts published before initial appointment (pre-tenure) or last promotion: List in the order given in A.
- C. List of conference presentations made since initial appointment (pre-tenure) or last promotion. Indicate the name of the conference and the date of the presentation under each of the following headings:
- a. invited presentations or keynote addresses
 - b. contributed talks at refereed conferences
 - c. poster presentations at refereed conferences
 - d. contributed talks at non-refereed conferences
 - e. poster presentations at non-refereed conferences
 - f. other
- D. List of conference presentations made before initial appointment (pre-tenure) or last promotion. List in the order given in C.
- E. Research in Progress:
- F. External Grants
- a. awarded
 - b. pending
 - c. not funded

- G. Artistic and creative work since initial appointment (pre-tenure) or last promotion. This section may include musical or theatrical performances, exhibitions of artwork, audio or video production activities. For each item, include performance or exhibition date(s), venue, and if applicable, evidence of peer-review (e.g. juried exhibition, official selection at film festival)
 - H. Artistic and creative work before initial appointment (pre-tenure) or last promotion. Use the same guidelines provided in F.
 - I. Other scholarly or creative activity:
- IV. *Service (Service required for FTL's is limited to within the department consistent with the departmental personnel policies):*

List below your service activities since initial appointment (pre-tenure) or last promotion. Provide evidence of accomplishments of service in your portfolio. Examples of appropriate evidence include artifacts such as a letter from a committee chair detailing your contribution to the committee.

- A. Committees chaired (department, school, college, SUNY)
 - a. Committee name
 - b. Dates of service
 - c. Frequency of meeting
 - d. Committee output/impact
 - e. Evidence
- B. Committees served on (department, school, college, SUNY):
 - a. Committee name
 - b. Dates of service
 - c. Frequency of meetings
 - d. Faculty member's role
 - e. Committee output/impact
 - f. Evidence
- C. List offices held in faculty governance or in the bargaining units:
 - a. Office held in Faculty Senate other than standing committee chair or in UUP
 - b. Dates of service
 - c. Significant accomplishment
 - d. Evidence
- D. Describe any administrative responsibilities (including departmental administrative responsibility):

- a. Title or role
 - b. Dates of service
 - c. Significant accomplishment
 - d. Evidence
- E. Describe work with students undertaken in addition to the formal teacher-student relationship:
- a. Title or role
 - b. Dates of service
 - c. Significant accomplishment
 - d. Evidence
- F. Professional Service:
- a. Professional organization
 - b. Title or role
 - c. Dates of service
 - d. Significant accomplishment
 - e. Evidence of contribution
- G. Community Service
- a. Community organization
 - b. Title or role
 - c. Dates of service
 - d. Significant accomplishment
 - e. Evidence of contribution
- V. Continuing growth (*Not required for FTL's*):
- A. List membership in professional organizations:
 - B. List professional meetings attended in the last three years:
 - C. Describe other professional activities which contribute to growth: