|  |  |
| --- | --- |
| A close-up of a logo | **Letter of Expectations**  NAME  DATE |

The University conducts its personnel evaluations in accordance with the Policies of the Board of Trustees of the State University of New York (SUNY). Personnel actions require a statement from the candidate and evaluations by the department personnel committee, the department chair, the dean, and the provost with respect to three categories: teaching effectiveness, scholarship/creative activity, and service. Complete information on university, school and department renewal and promotion documents is available from a variety of sources including but not limited to the School and School of Arts and Sciences website, the Human Resources website, DOPS documents, and in the Handbook for Faculty and Librarians. DOPS VI:04:02 covers letters of expectations and the procedure for promotion to associate professor. DOPS VI:03:00 covers the procedure for renewal of term appointments and continuing appointment.

**Rationale:** The purpose of this memorandum is to summarize the expectations of the Department for FACULTY NAME in addition to the standard requirements listed in DOPS and the Handbook for Faculty and Librarians. It is the product of discussion among the faculty member, the current department chair, and the dean of the School of Arts and Sciences.

The department, school, and university will evaluate your progress toward the realization of all expectations during each contract renewal.

The department, school, and university expect you to conduct yourself in a professional and collegial manner in dealing with students, colleagues, staff, and administrators. You are expected to behave in a manner consistent with the mission, vision, and values of the university and school and contribute toward realization of items in the strategic plan.

Grades should be submitted in the Banner system at midterm and at the end of every term. Systems used for tracking student success, advising, etc. should be used appropriately. During the period of academic obligation, you should respond to all emails in a timely manner. Deadlines as published in the College Calendar should be met.

**Teaching:** Excellence in teaching is primary at Buffalo State University. You will be assigned courses for which you have the appropriate expertise taking into account curriculum requirements, normal teaching loads, student demand, and scheduling necessities. These could be courses for non-majors, undergraduate majors, graduate students, etc. You may be asked to teach existing courses in line with the officially approved course descriptions and Student Learning Outcomes (SLOs) or asked to develop new courses or modify existing courses through official mechanisms.

You will maintain a teaching portfolio, which includes course syllabi, representative student assignments, all student evaluations, peer evaluations, and a record of developing practices in courses. This teaching portfolio should provide evidence that courses are in a continual state of improvement. Teaching will be formally evaluated by a colleague using the established policies and procedures of the department, school, and university. You are encouraged to seek out additional formative evaluations from colleagues to demonstrate continual improvement in teaching. Good teaching can be demonstrated in a number of ways. Excellent resources and training are available from service units on campus and those should be utilized. DOPS VI:04:04 provides guidelines for documentation of teaching effectiveness.

In addition to meeting all scheduled classes, you are expected to maintain office hours and be available on-campus for student, university, school, or department activities. In order to teach courses in an online format training will be required along with review of course materials.

**Teaching (per academic year):**

* List specific expectations for teaching

**Scholarship, Research, and Creative Activity:** You have an obligation to be a teacher-scholar—using scholarship to inform your teaching, remain current in your discipline, and to create knowledge/products that are peer reviewed. Reappointment requires substantial research or creative activities disseminated through peer reviewed mechanisms. DOPS, as well as required department guidelines provide guidance. DOPS VI:04:05 provides supplemental policy on scholarship of applied research and scholarship of teaching, and community-engaged research and scholarship. The department’s required statement defining scholarship and creativity is incorporated here by reference (and attached).

**Scholarship, Research, and Creative Activity:**

* List specific expectations for Scholarship, Research, and Creative Activity

**Service:** Quality formal/informal advising/mentoring of students is a component of every faculty member's position. You are expected to attend trainings and learn university and school regulations. You may be asked to assist with orientation and registration periods, and to participate in departmental, school and university activities such as open houses, career panels, major/minor fairs, and Commencement, among others.

You are expected to contribute your professional skills through regular, sustained, quality service at the department, school, university, and senate levels with growing levels of leadership and responsibility. Contributing professional skills to the community or discipline in a manner consistent with the mission of Buffalo State University is also expected.

A reasonable number of service activities is required for reappointment and is considered a standard part of the annual obligation of a faculty member.

**Service:**

* List specific expectations for Service

To document service you should strive to receive written feedback of performance in service from the relevant committee chair or community organization.

**Professional Development:**

* Participate in at least one professional development workshop to improve teaching skills and course development per academic year.

**Schedule and Process of Personnel Actions:** The first reappointment review will occur DATE. The expected date for continuing appointment is DATE. It is standard for tenure-track personnel actions to have a three-year appointment followed by a two-year appointment followed by a two-year appointment followed by continuing appointment. Individual circumstances may alter this timeline. You are responsible for ensuring that your materials are prepared and submitted in a timely manner and in accordance with current department, school, UUP, and university requirements. Please see the College Calendar for due dates.

**Monitoring Progress:** The department chair or designee and you should meet regularly to review progress towards meeting the expectations outlined here. This letter of expectations is a "living document", designed to provide guidance but not to restrict growth and development. You may request changes from the chair and dean in the details of this document and official policies governing faculty reappointment may change. The department and you may choose this letter to last until continuing appointment or revise it at each renewal. Nothing in this document should be deemed a permanent commitment as it is intended only to specify expected performance expectations and criteria for your continuing appointment.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Member | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chair | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| \_\_\_\_\_\_ Initial Letter | \_\_\_\_\_\_ Revision superseding letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The Policies of the Board of Trustees; Buffalo State University Policies as listed in the Directory of Policy Statements and Handbook for Faculty and Librarians; and the Agreement between the State of New York and United University Professions as they currently exist or are modified in the future supersede anything in this letter. This memorandum cannot establish policies or enter into matters appropriate to the collective bargaining agreement, nor can it conflict with, or infringe upon the jurisdiction of the University Trustees, the College Council, the College Senate, or the university administration as outlined in the Policies of the Trustees.