



**NOTE:** see DOPS [VI:04:02](#) and [VI:04:03](#) for full procedure requirements. Also, Candidates and departments should be familiar with all relevant policies specified in the SUNY Policies of the Board of Trustees, and the Buffalo State Directory of Policy Statements (DOPS), and school and departmental documents (e.g., bylaws).

Please submit documentation organized in two files:

- File A containing the required personnel documents, and
- File B containing supporting documentation, organized in the same order as File A.

File A is to contain the following eight items, in the order listed below. Please submit two copies. One copy is retained in the Provost's Office and the other in the Dean's Office. Only one copy of File B should be submitted, and this is returned to the candidate after completion of the process.

#### **File A**

- 1) The Request for Faculty Personnel Action form (gray form). List Appointment/Promotion Record in ascending order.
- 2) The candidate's personal statement. For reappointments without promotion, candidates should focus on the renewal review period (e.g., the most recent three-year term). For promotions, the candidate should take a career perspective (note: for promotion to full, take a career perspective with a focus on the period since promotion to associate professor). The personal statement should be cohesive, within one document, and should be in the range of five to ten pages. The statement should refer to the *SUNY Policies of the Board of Trustees* and the Buffalo State Directory of Policy Statements (DOPS). It is to reflect on teaching effectiveness; scholarship/creative activity; and service; summarize and interpret peer evaluations and student teaching evaluations; comment on any additional qualifications, including commitment to BSU mission vision and core values; and provide documentation through reference to specific page numbers in File B. **All previous personal statements must be included in File B.**
  - a. Teaching:
    - (1) Refer to the multiple measures of teaching effectiveness detailed in the DOPS [VI: 04:01](#) and [VI: 04:04](#).
    - (2) Additional measures, as appropriate, may be included, such as course and syllabus revision/updating; revision of assignments, handouts, supplementary readings, editions and translations; teaching style; new uses of technology, if any; how research influences the teaching; mentoring students; advising students; participation with the

department's student groups, events and presentations; how feedback is provided outside class; availability to students through office hours and out- of-class activities; other.

- (3) Response to peer observations of teaching.
- (4) Analysis and discussion of student evaluations beyond the scores.
- (5) How teaching is being strengthened: attention to concerns expressed in student and peer evaluations (and the resulting changes); peer conversations; participating in workshops and conferences; integration of research into teaching; plans for implementation of future innovations; other.

b. Scholarship:

- (1) Refer to the expectations detailed in the [DOPS VI: 04:01](#) and [VI: 04:05](#).
- (2) Refer to departmental and school definitions of scholarship and creativity.
- (3) Clarify in the narrative which publications and presentations are included in this review period (omit those outside the review period) and relate them to application in classes, if this is done.
- (4) In both the narrative and in the resume, cite the locations, city, state, and date of each conference presentation within the time span of the review period in order to clarify the regional/national/international scope. Also cite the sessions chaired and poster presentations. For papers in progress, give some estimate for the timeline for submission and publication.
- (5) NOTE: It is expected that faculty will have a vigorous scholarly and creative life throughout their teaching career. Decisions regarding what constitutes reasonable expectations are to be made by departments. Scholarship varies greatly by department and is defined by the department and included in the Letter of Expectations.

c. Service:

- (1) Refer to the expectations detailed in the DOPS [VI: 04:01](#).
- (2) Refer to departmental and school definitions of service.
- (3) NOTE: Academic advising is considered part of the service obligation; see Appendix I Academic Advising at Buffalo State College in DOPS [VI: 04:01](#).

d. Progress on the items listed in Letter of Expectations and DOPS as appropriate.

e. If letters from independent external reviewers are solicited, include them here.

Also include a description of how the letters were solicited and brief biographical sketches of the reviewers. External reviews are optional for promotion to associate professor (unless required by department bylaws) and three to six solicited external reviews of scholarship are required for promotion to full professor.

- 3) Up-to-date curriculum vita in the standardized format. See the [SAS Faculty Review](#) webpage for the standard CV format.
- 4) The departmental personnel committee statement. This is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer

and student evaluations, and comment on any additional qualifications, including commitment to BSU mission, vision, and core values. **All previous department personnel committee statements must be included in File B.** Candidates may write a response according to university guidelines to be included in File A.

- 5) The department chairperson's recommendation. This is to be autonomous and separate from the Personnel Committee's recommendation. The chairperson's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer and student evaluations, and comment on any additional qualifications, including commitment to BSU mission vision and core values. **All previous department chairperson's recommendations must be included in File B.** Candidates may write a response according to university guidelines to be included in File A.
- 6) The school personnel committee's recommendation, when applicable. This is to be autonomous and separate from the other recommendations. The school committee's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer and student evaluations, and comment on any additional qualifications, including commitment to BSU mission vision and core values. **All previous school committee's recommendations must be included in File B.** Candidates may write a response according to university guidelines to be included in File A.
- 7) The dean's recommendation. This is to be autonomous and separate from the other recommendations. The dean's recommendation is to be evaluative and must adhere to the same three areas of teaching effectiveness, scholarship/creative activity, and service, as well as summarize and interpret peer and student evaluations, and comment on any additional qualifications, including commitment to BSU mission vision and core values. **All previous dean's recommendations must be included in File B.** Candidates may write a response according to university guidelines to be included in File A.
- 8) A copy of the candidate's Letter of Expectations (LOE). **Any previous Letters of Expectations must be included in File B.**

#### **File B**

- 1) File B provides supporting evidence documenting statements in File A. The first five sections of File B are to parallel the order of File A (omit the section for the curriculum vita).
  - a. Typically, File B broad section delineations are as follows: Teaching, Scholarship/Creative Activity, and Service, with subsections as needed.
- 2) Include only items referenced in File A. The file should be organized in sections, paginated for easy cross-reference, and be no more than 6 in. thick (two three-inch, three-ring binders). Multiple page documents may be placed in a single plastic sleeve in File B only.
  - a. The documentation in File B should be cumulative, but concise, as the

- faculty member progresses through the tenure and promotion process.
- b. Accomplishments cited in File A must be documented in File B.
  - c. Documentation or examples of books, articles, CDs and other scholarship and/or creative work should be included. Selectively include other items.
  - d. Less significant material from previous evaluations should be removed.
  - e. OPSCAN summary sheets and all student evaluations and all written student comments shall be included. Do not provided the raw data. Each summary sheet should be followed by the respective student comments page, organized in chronological order with the most current first. Place this material in a separate section labeled “Student Evaluations” in File B.
- 3) All previous personal statements, department personnel committee statements, department chairperson’s recommendations, school committee’s recommendations, dean’s recommendations, and Letters of Expectations. Please group these items by each personnel action evaluation (i.e., renewal, promotion).

**Suggested method for obtaining external reviews of scholarship or creative activity (see DOPS VI:04:02 and VI:04:03)**

- Solicited external reviews are optional for promotion to the rank of associate professor and continuing appointment (unless required by department bylaws).
- Three to six solicited external reviews are required for promotion to full professor.
- Letters from independent external reviewers are often considered to have significant credibility in providing an objective view of the candidate’s scholarship.
- The following is a *suggested* process for solicitation of external reviews of faculty scholarship.
  - The candidate and personnel committee chair collaboratively identify appropriate prospective external reviewers who have a limited relationship to the candidate.
  - The personnel committee chair contacts the prospective external reviewers for agreement to review the candidate’s scholarship, with the understanding that the review will be shared with the candidate and campus review committees and that the review is professional service without remuneration.
  - The personnel committee chair sends to each reviewer the DOPS, school, and department criteria and the candidates CV, LOE, and scholarship section of the personal statement from File A, along with any supplementary materials requested by the candidate, and indicates the expected date for receipt of the review.
  - The personnel committee chair receives the review and the reviewer’s CV and provides them to the candidate for inclusion in File A. All received reviews must be included in File A.
  - The candidate must (as per DOPS VI:04:02 and VI:04:03) include the following information in File A (typically after the personal statement):
    - A list of the external reviewers with name, rank, institution, relationship to candidate (if any), brief biographical sketch, an indication of whether the review was received, and a copy of the letter of solicitation
    - Also provide a brief explanation of why and how the reviewers were selected and by whom
    - The reviews—external reviews collected within a two-year period prior to submission of the request for promotion may be included