



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. Beginning in Fall 2026, the School of Arts and Sciences will use an electronic faculty personnel action submission process using SharePoint. For the Fall 2026 review cycle, faculty submitting materials for promotion or tenure are invited to participate in the new electronic submission process. Participation this fall is optional as we pilot the workflow and gather feedback. Beginning with the Spring 2027 review cycle, electronic submission will become the standard process for all faculty reappointment, tenure, and promotion reviews.

Candidates and individuals involved in the faculty personnel action review process will be given access to a secure SharePoint site. Each site has a standard folder structure for File A and File B that cannot be changed, although candidates can add subfolders (see more details below). Folder permissions will be adjusted throughout each stage of the review process so that only the appropriate individuals have access.

All dossier materials must be submitted electronically by the deadline published in the [university administrative calendar](#). In addition, one hard copy of File A must be submitted to the dean's office by the deadline published in the [university administrative calendar](#).

File A

- 1) The Request for Faculty Personnel Action form ([gray form](#)). List Appointment/Promotion Record in ascending order. Candidates must review the written evaluations of the Department Chair and Personnel Committee and complete the Employee/Applicant Acknowledgement section of the gray form.

Candidates may submit written comments in response to either or both evaluations for inclusion in their personnel action materials and should indicate on the form whether comments are included. Signing the acknowledgment confirms that the candidate has read the evaluations; it does not indicate agreement with their content.

Departments should provide candidates with at least five working days to review the evaluations and submit any written comments before forwarding the personnel action materials to the Dean's Office. Departments should plan accordingly to meet the deadlines in the university administrative calendar.

- 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



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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 documents 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 in File A. 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. See the “*Suggested method for obtaining external reviews of scholarship or creative activity*” section below for more guidance on this topic.
- 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 for easy cross-reference between File A and File B. In the electronic faculty personnel action submission process, candidates may use folders and/or a standard file naming convention to ensure documentation clarity. Including an index in each File B section is recommended to link File A personal statement references to File B documentation.
 - 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. Course evaluation summary sheets and all student evaluations and all written student comments shall be included. Do not provide 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 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.
 - a. These items will be grouped by each personnel action evaluation (i.e., renewal 1, renewal 2, promotion and tenure).

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.



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- 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

Electronic faculty personnel action submission process

Each candidate will be given access to a secure SharePoint site. The following screenshots illustrate the standard folder structure in each site. The standard folder structure cannot be changed, although candidates can add subfolders.

Screenshot 1—File A and File B

Name	Status	Date modified	Type	Size
File A		8/5/2026 11:56 AM	File folder	
File B		8/5/2026 2:12 PM	File folder	

Screenshot 2—Internal folder structure of File A

Name	Status	Date modified	Type	Size
1. Request for Faculty Personnel Action Form		8/5/2026 11:56 AM	File folder	
2. Personal Statement		8/5/2026 11:56 AM	File folder	
3. CV		8/5/2026 11:56 AM	File folder	
4. Department Personnel Committee Statement		8/5/2026 11:56 AM	File folder	
5. Department Chairperson's Recommendation		8/5/2026 11:56 AM	File folder	
6. School Personnel Committee's Recommendation		8/5/2026 11:56 AM	File folder	
7. Dean's Recommendation		8/5/2026 11:56 AM	File folder	
8. LOE		8/5/2026 11:56 AM	File folder	
Letters from independent external reviewers (if applicable)		8/5/2026 11:56 AM	File folder	



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Screenshot 3—Internal folder structure of File B

Name	Status	Date modified	Type	Size
1. Teaching Documentation	✓	8/5/2026 2:12 PM	File folder	
2. Scholarship Documentation	✓	8/5/2026 2:12 PM	File folder	
3. Service Documentation	✓	8/5/2026 2:13 PM	File folder	
4. Course Evaluation Summary Sheets	✓	8/5/2026 2:13 PM	File folder	
5. Previous Statements	✓	8/5/2026 2:13 PM	File folder	

Screenshot 3—Internal structure of File B, folder #5 Previous Statements folder

Name	Status	Date modified	Type	Size
1. Review 1	✓	8/5/2026 2:13 PM	File folder	
2. Review 2	✓	8/5/2026 2:13 PM	File folder	
3. Tenure and Promotion	✓	8/5/2026 2:13 PM	File folder	

The following files must be included in these folders for each review:

- ☐ Personal statement
- ☐ Department personnel committee statement
- ☐ Department chairperson's recommendation
- ☐ School committee's recommendation (if applicable)
- ☐ Dean's recommendation
- ☐ Letter(s) of Expectations