

**STRUCTURES & PROCEDURES**  
**For Reappointment, Tenure, Promotion, and Salary Increase**  
**November 04, 2020**  
**Approved by the Faculty Senate, December 02, 2020**

The procedures described herein apply to the reappointment of Lecturers and to the reappointment, tenure, and promotion of academic faculty in/to the following ranks: Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Senior Assistant Librarian, Associate Librarian, and Librarian. Nominations for promotion to distinguished faculty rank, including Distinguished Professor, Distinguished Service Professor, Distinguished Teaching Professor, and Distinguished Librarian are reviewed by the SUNY New Paltz Distinguished Ranks Committee for possible advancement to SUNY System Administration.

Each candidate's dossier is reviewed sequentially by the departmental personnel committee (DPC), Department Chair (if any), Dean, Central Committee for Reappointment, Tenure and Promotion (RTP) or Central Committee for Salary Increase (SI), as appropriate, and the Provost/VPAA and President. Exceptions include dossiers for reappointment of Lecturers, which are not reviewed by the Central Committee for RTP, and dossiers for SI for part-time faculty. These stages of review represent two pathways: (1) the faculty governance pathway (DPC and Central Committee on RTP or SI), which is addressed, in part, in the Bylaws of the College Faculty, and (2) the administrative pathway (Department Chair, if any, Dean, the Provost/VPAA, and President), which reflects consultation between the College Faculty and the Administration.

*Structures & Procedures* is organized according to these stages of evaluation, beginning at the department level with the mechanisms for forming the Departmental Personnel Committee (DPC). The roles and responsibilities of all participating governance committees and administrative leaders are also described here.

Academic departments or equivalent academic units are responsible for preparing Departmental Guidelines. These guidelines are intended to (1) inform candidates for reappointment, tenure, and/or promotion of the procedures and general expectations that guide the department-level review of the candidate's professional accomplishments and (2) inform subsequent levels of review. Departments are expected to prepare these guidelines in a consultative manner, with the department Chair, program Director, and voting members of the unit all involved in the preparation of the guidelines, followed by secret ballot vote by all eligible members of the department/program.

Departmental guidelines must address all five categories of the Criteria of the Board of Trustees (BoT). In particular, the guidelines should provide context regarding the range of mastery of subject matter, scholarship/creative activity, teaching, professional service, and continuing growth that are typical in the department, program, or school. They should not include statements regarding baseline expectations for the number of publications, creative works, or

other quantitative markers of performance and output. Candidates are expected to include relevant departmental guidelines and/or memoranda of understanding (MOU), if applicable, in their reappointment, tenure, and promotion dossiers.

Chairs and Directors are responsible for submitting departmental guidelines to the SUNY New Paltz Faculty Senate. The Senate will review the guideline revisions to ensure coherence with Board of Trustees' Guidelines and College Faculty Criteria, if any. The Senate may return the guidelines to the department if they find lack of coherence with other guidelines. Subsequent revisions to the departmental guidelines must be submitted to the Senate for review and approval.

#### **A. DEPARTMENTAL PERSONNEL COMMITTEE (DPC)**

*(Library Faculty, please refer to "Structures & Procedures of the Library Subcommittee," posted in [SharePoint](#) and linked on Academic Affairs' [RTP](#) and [DSI](#) pages.)*

For the purposes of this document, the term *Department* refers, in general, to an academic department, program, or unit that reports to a department Chair, or a division with no department Chairs that reports to a Dean (i.e. the School of Business and the Library). Each department must choose one of the following committee compositions:

- Representative Committee of the Tenured Faculty (proportional to department size)
- Committee of the Whole Tenured Faculty
- Alternative committee (with the approval of the Chair (if any), Dean, and Provost)

The following full-time faculty are eligible to serve on the Representative Committee and the Committee of the Whole: Instructor with tenure, Assistant Professor with tenure, Associate Professor, Professor, Distinguished Professor, Distinguished Service Professor, Distinguished Teaching Professor, Assistant Librarian with tenure, Senior Assistant Librarian with tenure, Associate Librarian, Librarian, and Distinguished Librarian.

Untenured tenure-line faculty may participate as members of an alternative DPC. In other DPCs, untenured tenure-line faculty may participate in deliberations on the dossier, but shall neither be present for the vote nor participate in writing the letter of evaluation.

Term Lecturers' eligibility to serve on the representative DPC will be determined by the department as a whole. Term Lecturers shall not be required to serve. A DPC that includes term Lecturers is considered an Alternative committee (see A.1.c. below).

The determination of DPC type shall be made by eligible members of the department (i.e. all full-time academic faculty), who shall conduct a ranked-choice vote via secret ballot at the last department meeting of the academic year. The Chair (or Dean, if there is no Chair) shall be present for the discussion but shall not vote. The option receiving the best overall rating shall prevail.

In no case may candidates participate in their own reviews.

A department may vote to bypass the DPC for the review of requests for Discretionary Salary Increase. This vote must be taken annually via secret ballot. The results of this vote must be communicated each year to the Central Committee on Salary increase, with a copy to the Provost/VPAA. Requests for SI by faculty in these departments may be submitted to the Chair or directly to the Central Committee for SI. Regardless of the review pathway, a provision shall be made for the candidate for DSI to notify the Central Committee on SI of the submission of the DSI dossier.

## **1. Composition of the DPC**

### **a. Representative Committee of the Tenured Faculty**

For the purpose of determining the composition of a Representative DPC, a department's size and faculty rank distribution will be considered. All tenure-line faculty, including the department Chair (or Dean), tenure-line faculty on leave, tenure-line faculty with less than one year of service, and Term Lecturers shall be included in the count. The size of the Representative DPC shall be determined as follows:

- i. Departments of fewer than ten members shall have a committee of 3;
- ii. Departments of 10-15 members shall have a committee of 5;
- iii. Departments of 16 or more members shall have a committee of 7.
- iv. All full-time academic faculty in the department, with the exception of the department Chair (or Dean if there is no Chair), shall vote by secret ballot to elect the tenured members of the committee.

### **b. Committee of the Whole Tenured Faculty**

This DPC consists of all eligible tenured faculty members in the department minus the department Chair (or Dean, if there is no Chair) and the candidate. All tenured members shall participate in deliberations, voting, and drafting the letter of evaluation.

### **c. Alternative Committee**

An alternative committee may be formed with the agreement of the department faculty, department Chair, the Dean, and the Provost/VPAA. This committee may be formed when, for example, Term Lecturers, untenured tenure-line faculty, and/or external members will be included on the committee; when too few department members are eligible to serve; or when a memorandum of understanding (MOU) exists between departments or programs.

If the department does not have the minimum number of tenured faculty members required to constitute the chosen committee type, the DPC Chair, in consultation with the department faculty, the department Chair (if any), and the Dean, shall propose additional tenured DPC member(s). The full-time academic faculty in the department, with the exception of the Chair, shall vote by secret ballot to select the additional member(s).

## **2. Terms of office for the DPC**

The term of office on the DPC is one year. There are no term limits, but members must be voted in each year. Elections are to be held by secret ballot at the last department meeting of the spring semester. Terms of office commence at the beginning of the fall semester and end at the beginning of the next fall semester.

## **3. Duties of the DPC**

- a. Evaluate each candidate for reappointment, tenure, and promotion or for salary increase by conducting a thorough review of the candidate's dossier relative to the criteria outlined in the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; and the Departmental Guidelines (for RTP reviews) or the Baseline Expectations for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) and for [Library Faculty](#).
- b. Review the external evaluations, if any, of the candidate's research, scholarship and/or creative activity.
- c. Perform its evaluations independently.
- d. Conduct its deliberations in closed and confidential meetings.
- e. Adhere strictly to all procedures and maintain confidentiality.
- f. Vote by secret ballot on the candidate's reappointment, tenure, and promotion or on the candidate's salary increase.
- g. Participate in writing and editing the committee's letter of evaluation. The letter must be approved and signed or initialed by all members of the DPC who have voted on the candidate's review. A DPC member who abstains from voting on a candidate's review may abstain from signing the letter of evaluation. The letter of evaluation must include a record of the numerical vote.
- h. Submit the committee's letter of evaluation in writing to the department Chair (if any, or to the Dean) and to the Chair of the Central Committee for RTP or SI, with a copy to the candidate.

## **4. Chair of the DPC**

Eligibility and term of office are as follows:

- a. Only tenured faculty shall be eligible to chair the DPC.
- b. DPC members shall elect the Chair by secret ballot at the first meeting of the academic year.
- c. The Chair of the DPC shall serve for one year. There are no term limits.

## **5. Duties of the Chair of the DPC**

- a. Call meetings of the committee.
- b. Attend meetings held by Administration and/or Faculty Governance to review the Structures & Procedures for RTP and SI criteria as they relate to the work of the DPC.
- i. Prior to the first meeting of the DPC for RTP review, meet with candidate(s) to verify that the dossier is complete: see [RTP Guidelines and Templates](#) for relevant resources. For a tenure-track candidate, the dossier must conform to the current versions of *Tenure-Track Faculty Guidelines for the Preparation of Personal Narratives* and *Tenure-Track Faculty Guidelines for the Preparation of Dossiers*. For Lecturer candidates, the dossier must conform to the current versions of *Lecturers' Guidelines for the Preparation of Personal Narratives* and *Lecturers' Guidelines for the Preparation of Reappointment Dossiers*. For Salary Increase review, the dossier must conform to the criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) and for [Library Faculty](#).
- c. When necessary, and in consultation with the department Chair (if any) and Dean, propose additional tenured DPC member(s) from other departments or divisions.
- d. Supervise the writing of the letter of evaluation, which shall be addressed to the department Chair (or Dean) and the Chair of the Central Committee for RTP or SI, as appropriate.
- e. Ensure that the letter of evaluation (1) is aligned with the relevant guidelines, including the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; and Departmental Guidelines, or criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) and for [Library Faculty](#); and (2) addresses all five criteria of the Board of Trustees (Mastery of Subject Matter, Effectiveness in Teaching, Scholarly Ability, Effectiveness of University Service, and Continuing Growth).
- f. Document in the letter of evaluation the committee structure and voting model used and the results of voting by the DPC (i.e. tallies of votes and abstentions).
- g. Ensure that the letter of evaluation accurately summarizes the views of the voting DPC members, such that all members who voted on the candidate's review agree to sign it. A DPC member who abstains from voting on a candidate's review may abstain from signing the letter of evaluation.
- h. Add the committee's letter of evaluation to the candidate's dossier.
- i. Ensure that the dossier (if not in electronic form) and the signed letter of evaluation are submitted to the department Chair (or Dean) by the date specified and that a copy of the letter is sent to the candidate.
- j. Call the first meeting of the new DPC the following fall.

## **B. DUTIES OF THE DEPARTMENT CHAIR**

1. Stay informed about the procedures and the criteria for evaluation of candidates, including the most current version of Structures & Procedures; SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; Departmental

Guidelines; and criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) and for [Library Faculty](#).

2. Convene a department meeting towards the end of the academic year to discuss Structures & Procedures for RTP and SI evaluation criteria and to oversee the decision of what type of DPC to form for the following year.
3. Communicate the decision about the DPC structure to the Dean and the Chair of the Central Committee for RTP and/or SI.
4. For RTP review, consult with the candidate and the Dean with regard to the selection of the candidate's external evaluators, if any, in accordance with the current version of the *Guidelines for External Evaluations*, found in [RTP Guidelines and Templates](#).
5. When necessary, and in consultation with the DPC Chair and the Dean, propose additional tenured DPC member(s). Conduct a secret-ballot vote of all full-time academic faculty in the department to determine the new member(s). Notify the Dean of the composition of the alternative DPC.
6. Review the letter of evaluation from the DPC.
7. See [RTP Guidelines and Templates](#) to verify that the RTP dossier for a tenure-track candidate conforms to the current versions of *Tenure-Track Faculty Guidelines for the Preparation of Personal Narratives* and *Tenure-Track Faculty Guidelines for the Preparation of Dossiers*. For Lecturer candidates, verify that the dossier conforms to the current versions of *Lecturers' Guidelines for the Preparation of Personal Narratives* and *Lecturers' Guidelines for the Preparation of Reappointment Dossiers*. For SI review, verify that the dossier conforms to the Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) or for [Library Faculty](#).
8. Review the external evaluations, if any, of the candidate's research, scholarship and/or creative activity.
9. Perform a thorough and independent review of the candidate relative to the criteria outlined in the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure and Promotion; the Departmental Guidelines; and criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) or for [Library Faculty](#).
10. Add a written evaluation to the dossier and forward it to the Dean by the stated deadline.
11. Provide copies of the letter of evaluation to the candidate and to the Chair of the DPC.

### **C. DUTIES OF THE DEAN**

Deans of divisions with no department Chairs must also consult Section B., Duties of the Department Chair.

1. Stay informed about the procedures and the criteria for evaluation of candidates, including the most current version of Structures & Procedures; SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; the Departmental Guidelines; and criteria for Baseline Expectations Necessary for Consideration

for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) or for [Library Faculty](#).

2. Consult with the department Chair (if any) with regard to the selection of the candidate's external evaluators, in accordance with the current version of the *Guidelines for External Evaluations*, if applicable, found in [RTP Guidelines and Templates](#).
3. When necessary, and in consultation with the DPC Chair and the department Chair (if any,) propose additional tenured DPC member(s).
4. Communicate the structure and membership of any Alternative DPC to the Chair of the Central Committee for RTP and/or SI and the Provost/VPAA and request their approval.
5. Review the letters of evaluation of the candidate from the DPC, the Department Chair, if any, and external evaluators, if any.
6. Perform a thorough and independent review of each candidate relative to the criteria outlined in the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; the Departmental Guidelines, and criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) or for [Library Faculty](#)
7. Add a written evaluation to the dossier and forward it to the Office of the Provost/VPAA by the stated deadline.
8. Provide copies of the letter of evaluation to the candidate, the DPC Chair, and the department Chair, if any.

#### **D. CENTRAL COMMITTEE FOR REAPPOINTMENT, TENURE AND PROMOTION (RTP)**

##### **1. Composition**

The Central Committee for RTP shall be composed of divisionally proportionate tenured representatives elected from all academic divisions as per the current Bylaws of the College Faculty (Article VI., Section I.6).

##### **2. Purview**

The Central Committee for RTP makes recommendations regarding the review of tenure-line academic faculty for Reappointment, Tenure, and Promotion. The committee does not review Lecturers for reappointment. Their dossiers are routed directly from the Dean to the Provost/VPAA.

##### **3. Duties of the Central Committee for RTP**

The Central Committee for RTP shall (per the Bylaws of the College Faculty bylaws, Article VI., Section I.6):

- a. Stay informed about the procedures and the criteria for evaluation of candidates, including the most current version of Structures & Procedures; SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; and the Departmental Guidelines.
- b. Review the letters of evaluation of the candidate from the DPC, the department Chair, if any, and the Dean in terms of a balanced application of the BoT criteria as well as fair and impartial treatment of all candidates across campus.
- c. Review the external evaluations, if any, of the candidate's research, scholarship and/or creative activity.
- d. Evaluate the candidate for reappointment, tenure, and/or promotion by conducting a thorough review of the candidate's dossier relative to the criteria outlined in the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; and the Departmental Guidelines.
- e. Conduct its deliberations in closed and confidential meetings and perform its evaluation independently.
- f. Communicate the evaluation, including tallies of votes and abstentions, in writing to the Provost/VPAA and President with copies to the candidate, the DPC Chair, the department Chair (if any), and the Dean. If a committee member abstains from voting due to service on the candidate's DPC (per section I3), this shall be noted in the letter of evaluation.
- g. Provide the Faculty Senate with a numerical summary of recommendations and their congruence with administrative decisions from the previous academic year by the midpoint of the fall semester. The confidentiality of individual recommendations and decisions shall be protected in these summaries.
- h. Make recommendations on policies, procedures, and timelines to the Executive Committee of the College Faculty and the Provost/VPAA.

#### **4. Duties of the Chair of the Central Committee for RTP**

- a. Communicate with the Administration concerning the yearly calendar for all events related to the work of the Central Committee for RTP.
- b. Call meetings of the Central Committee for RTP.
- c. Supervise the writing of letters of evaluation that (1) align with the relevant guidelines, including the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; and the Departmental Guidelines, and (2) address all five criteria of the Board of Trustees (Mastery of Subject Matter, Effectiveness in Teaching, Scholarly Ability, Effectiveness of University Service, and Continuing Growth).
- d. Document the results of voting by the Central Committee for RTP (i.e. tallies of votes and abstentions) in the letter of evaluation.



- e. Ensure that the letter of evaluation accurately summarizes the views of the members of the Central Committee for RTP.
- f. Include in the letter of evaluation the rationale for any recommendations that are not in agreement with those of the DPC and/or department Chair and/or Dean.
- g. Indicate in the letter of evaluation if a committee member has abstained from voting because of service on the candidate's DPC.
- h. Sign the letter of evaluation. The signature of the RTP Chair attests that the final version of the letter has been approved by majority vote of the Central Committee for RTP.
- i. Add the Central Committee's letter of evaluation to the dossier and forward it to the Office of the Provost/VPAA.
- j. Provide copies of the letter of evaluation to the candidate, the DPC Chair, the department Chair (if any) and the Dean.
- k. Hold a meeting of the Central Committee for RTP with the incoming members at the end of the spring semester to elect a new Chair and Deputy Chair and orient the new members of the committee.

## **E. CENTRAL COMMITTEE FOR SALARY INCREASE (SI)**

### **1. Composition**

The Central Committee for SI shall be composed of divisionally proportionate tenured representatives elected from all academic divisions as per the current Bylaws of the College Faculty (Article VI, Section I.8).

### **2. Purview**

The Central Committee for SI makes recommendations regarding the review of full-time academic faculty for Discretionary Salary Increase. The committee does not review part-time academic faculty for salary increase. Their dossiers are routed directly from the Dean to the Provost/VPAA.

### **3. Duties of the Committee on Salary Increase**

The Committee on Salary Increase shall (per the Bylaws of the College Faculty, Article VI, section I.8):

- a. Review the DSI policy and procedures for full time (academic) faculty each fall and bring any recommendations for change to the Executive Committee of the College Faculty by the midpoint of the fall semester.
- b. Make recommendations regarding individual members of the Academic Faculty for salary increase.
- c. Base its recommendations on a review of the dossier submitted by the candidate. The dossier shall be accompanied by recommendations from the Dean, the department Chair (if any), and the DPC (if any).

- d. Arrive at its recommendations independently in closed meetings.
- e. Communicate its recommendations in writing to the President and the Provost/Vice President for Academic Affairs with copies to the candidate, the department Chair (if any), the DPC (if any), and the Dean.
- f. Document the results of voting by the Central Committee for SI (i.e. tallies of votes and abstentions) in the letter of evaluation.
- g. Provide the Senate with a summary of recommendations and report their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.

**F. DUTIES OF THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS, on behalf of the President**

1. Review the recommendations from the DPC, department Chair (if any), Dean, and Central Committee for RTP, if applicable.
2. Review the external evaluations, if any, of the candidate's research, scholarship/creative activity.
3. Evaluate each candidate for reappointment, tenure, and/or promotion by conducting a thorough review of the candidate's dossier relative to the criteria outlined in the SUNY Policies of the Board of Trustees, Article XII, Titles A. and B., *Evaluation and Promotion of Academic Employees*; the College Faculty Criteria for Reappointment, Tenure, and Promotion, if any; the Departmental Guidelines; and criteria for Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for [Tenured and Tenure-Track Faculty](#) or for [Library Faculty](#).
4. Communicate the rationale for any decisions that are not in agreement with those of the Central Committee for RTP or SI to the Chair of that committee.
5. Send decision letters to the candidate, DPC Chair, department Chair (if any), Dean, and Chair of the Central Committee for RTP and SI (if applicable).
6. Consult with the Executive Committee of the College Faculty and the Chair of the Central Committee for RTP regarding policies, procedures, and timelines for RTP.

**G. RECORDS**

1. The dossier and accompanying letters of evaluation may be submitted in a hard-copy printed format, a secure electronic format, or a combination thereof. A secure electronic format shall be used where possible and exceptions may be made for those documents that may not be provided electronically. Whichever format is used, it shall be the same across campus for all candidates.
2. When under review by the DPC, the candidate's dossier (including the [materials outlined in the latest versions of](#) *Tenure-Track Faculty Guidelines for the Preparation of Personal Narratives* and *Tenure-Track Faculty Guidelines for the Preparation of Dossiers* or *Lecturers' Guidelines for the Preparation of Personal Narratives* and *Lecturers' Guidelines for the Preparation of Reappointment Dossiers*) shall be held physically and/or electronically in a

secure location agreeable and accessible to DPC members. The dossier shall not be available to individuals who are not serving on the DPC nor to the candidate.

3. Once a level of review has been completed and the dossier has advanced to the next level, the dossier shall no longer be available to those who participated in the completed review.
4. No statement or charge of unethical or unprofessional conduct, or closely resembling such, shall appear in the dossier of a faculty member without that faculty member's knowledge that such a statement or charge has been made. The faculty member's supporting data in defense against such charges shall be retained in the dossier.
5. Once the dossier has been submitted to the department, the candidate may not add new materials, with the only exception of statements in response to any item contained therein, as stated in the UUP contract (Article 31.6 a).
6. Materials that are required but missing (e.g. SEIs, annual reports) should be requested by the committee Chair, the department Chair (if any), the Dean, or the central committee Chair. In such cases, candidates shall be contacted and must submit the missing documentation to the requesting office, where it will be added to the dossier. The request for missing materials shall be in writing. A copy of the request shall be inserted in the dossier alongside the recovered materials.
7. In the event that the reviewer(s) at any level determine(s) a need for clarification of materials in the dossier that is unrelated to missing or extraneous items, a request for a clarification meeting may be forwarded to the candidate in writing. A copy of the request shall be inserted in the dossier. The results of the clarification meeting shall be documented in the letter of evaluation at the level at which the meeting was conducted. No other forms of meeting with the candidate are permitted.

#### **H. RIGHT TO RESPOND**

1. The candidate has the right to respond to letters of evaluation by the DPC, department Chair, Dean, and/or Central Committee for RTP.
2. The candidate may request a meeting with anyone acting in a "supervisory capacity" in the RTP process including the department Chair, Dean, and Provost/VPAA to discuss that reviewer's evaluation or recommendation. Per the UUP Agreement, candidates with at least three years of service have the right to such meetings. It is strongly recommended that the candidate meet with the supervisor before writing a response.
3. The candidate may consult a UUP representative (e.g. the Grievance Officer) for information on contractual protections and obligations before deciding whether or not to respond. Additionally, consultations with the Department of Human Resources, Diversity, and Inclusion and the Faculty Governance Ombudsperson are recommended.
4. To exercise the right of response to the letter of evaluation by the DPC, department Chair, or Dean, the candidate must inform the next level of review promptly and in writing of this intention.
5. The candidate must submit a copy of the written response to all persons at prior levels of review who are in a supervisory capacity when the dossier moves on to the next level of review. Such responses shall be added to the dossier for review at next levels. Failure to provide these copies will prevent consideration of the candidate's response.

6. At the time that the candidate is notified in writing of the recommendation of the Central Committee for RTP, written notification shall be provided stating that, according to the provisions of the NYS/UUP Agreement, the dossier is available for the candidate to review. At this stage, the dossier will include all internal letters of evaluation as well as any letters that external evaluators have agreed to share. The candidate has at least five (5) working days to both examine the dossier and file a statement in response to any item contained therein, as stated in the UUP contract (Article 31.6 a). It is not mandatory that the candidate utilize this opportunity.
7. If the candidate deems that there has been a failure to follow the procedural steps of the SUNY Policies of the Board of Trustees relating to RTP, a grievance may be filed per the procedures outlined in the NYS/UUP agreement.
8. To appeal a decision of non-renewal, the candidate must submit a written request to the College President to be apprised of the reasons for non-renewal within 10 working days following receipt of written notice of non-renewal from the Provost/VPAA. This and subsequent steps of the procedure are outlined in the UUP Agreement.

## **I. INDIVIDUAL CONSIDERATIONS**

1. In consultation with the department Chair (or Dean), a candidate may opt not to be reviewed by the DPC. In this case, the review will begin with the department Chair (or Dean if there is no department Chair) and will be conducted according to these procedures starting from that stage of the review process.
2. A faculty reviewer at any level of review who has a personal or economic relationship with a candidate that may bias the evaluation, or suggest the possibility of bias, must recuse themselves from deliberations and voting on the candidate.
3. A member of the Central Committee for RTP who has previously voted on the candidate's file as a member of the DPC (or reviewed it as a department Chair) shall not vote on the RTP recommendations concerning that candidate.
4. Deliberations must be kept confidential at every stage of the review. Reviewers must not discuss the candidate, the dossier, their deliberations, or the letter of evaluation outside of official meetings. Deliberations conducted via electronic means, including email (e.g., for the purpose of drafting a letter of evaluation), constitute official meetings.
5. Faculty may, at any time, choose to apply for promotion in conjunction with the review for reappointment or tenure, or separately via submission of a promotion dossier, in accordance with the most recent *Guidelines for Promotion*. Consideration for promotion will be based on the five criteria of the Board of Trustees.
6. A candidate who experiences an extraordinary life event that may impede the completion of ongoing project(s) prior to scheduled tenure review may, in consultation with the department Chair, Dean, and, if applicable, the Offices of the Provost/VPAA and Human Resources, Diversity, and Inclusion, apply for a leave of absence and/or for Qualified Rank Status. Any change in obligation that results from these consultations and/or applications (e.g. altered teaching/research/service expectations; rank title; tenure-review date), along with relevant starting and ending dates, shall be provided in writing to the candidate. Similarly, upon completion of a leave or Qualified Rank Status, written notice of return to

academic rank (e.g. title; obligation; tenure-review date), along with the effective date of such return, shall be provided in writing to the candidate.