



Procedures for Reappointment, Tenure and Promotion in the Biological Sciences Department

All the procedures defined below are in accordance with procedures outlined in the Appointment, Reappointment, Promotion and Tenure (ARPT) manual and United University Professions (UUP) guidelines governing reappointment, tenure and promotion.

As per the ARPT Manual approved in 2019, *“The primary instrument for evaluation is the reappointment, promotion, or tenure file, which is prepared by the Candidate in consultation with a Department Evaluation Committee and contains the Evaluation Committee, and ultimately the Department, evaluation and recommendation.”*

These guidelines are subject to revision at any time following a meeting and majority vote by the tenured and tenure-track members of the Biological Sciences Department.

GUIDELINES TO BE FOLLOWED IN THE DEPARTMENT OF BIOLOGICAL SCIENCES

A three-person committee composed of faculty from the Department of Biological Sciences shall guide faculty members to prepare their file for reappointment, promotion, and tenure. Any full-time tenured or, in the case when there are insufficient tenured faculty members, advanced tenure track faculty of the department may be chosen to be members of this Evaluation Committee. Members outside of the department may also be chosen if there is a lack of tenured or advanced tenure-track Faculty from the Biological Sciences department.

“The evaluation Committee will be responsible for (a) overseeing the collection of the information listed in Section 2 (The Preparation of Files); (b) evaluating the materials collected; (c) discussing its findings with, and eliciting any additional relevant data from, the Candidate prior to submitting a written report to the Department, a copy of which will be given to the Candidate”. (ARPT Manual 2019)

EVALUATION TIMELINE

1. One week after notification that a Candidate is eligible for reappointment, promotion, or tenure, a three-person Committee will be selected by the Department chair in consultation with the Candidate (*Sec 1, p. 19 of ARPT manual*). The Committee selects its own chairperson. The Candidate or Department Chair is responsible for notifying the ARPT Chair of the Committee member's names so that they may be added to Interfolio.
2. The Committee (or Chair) will meet with the Candidate and discuss the college and department ARPT guidelines for preparation of the file (*Sec 2, p. 20 of ARPT manual*).
3. The Chair of the Evaluation Committee will request letters in support of the Candidate's reappointment, One Year to Tenure Review Review (OYTRR), or Tenure and Promotion Review from internal and external colleagues as requested by the Candidate. The letters should be requested to arrive at least four weeks before deposit of the file in the Department. (*See Sec 6B, p. 27 of ARPT manual for further guidelines.*) The Evaluation Committee Chair is responsible for uploading the letters to Interfolio during the Evaluation Committee Review and after the Candidate has submitted their file to the Evaluation Committee.
4. It is suggested that at least six weeks before the scheduled ARPT review date, the Candidate will share the first draft of their self-evaluation with the Committee. *See Sec 4, p. 25 and Sec 11, p. 29 of ARPT manual for further guidelines.* This is recommended to be done outside of Interfolio as only the Evaluation Committee Chair has the ability to lock or unlock the Candidate's file.
5. Evaluation Committee members will provide their feedback and discuss the supporting materials that are required within one week of receiving the first draft.
6. The Candidate will compile the electronic folder as per ARPT guidelines (*Part II, p. 18-30 of ARPT manual*) and update the self-evaluation as recommended by the Evaluation Committee.
7. The Evaluation Committee will prepare a draft of the Department evaluation (*Sec 3, p. 21-25 of ARPT manual*) based on the revised self-evaluation and the supporting materials in the ARPT File.
8. The Evaluation Committee will have a meeting with the Candidate and discuss the recommendations. The file (revised as needed) will be deposited on Interfolio at least one week before the scheduled Department vote meeting. The file will include a draft of the Committee's evaluation of the Candidate's file. The Evaluation Committee Chair is responsible for providing Interfolio access to the voting Department members during the Department review.
9. The Department vote meeting will take place at least one week before the ARPT deposit date. This meeting will begin with an open discussion of the file with the Candidate present in person.

or virtually. The Candidate will then be requested to leave and a second discussion about the file takes place. Following this, a vote by secret ballot is taken on the file. The ballot will include at least four choices: Yes (with options for 2 years, or 3 years reappointment), No, or Abstain. These votes will also be tallied on Interfolio after the final Departmental review.

10. The Evaluation Committee will finalize the Department evaluation based on departmental discussion. The final evaluation will include topics discussed in the Departmental meeting prior to the vote.
11. The Evaluation Committee will prepare the procedures statement and the Evaluation Committee Chair will upload it to Interfolio for the Department to review prior to deposit at ARPT. Each Department member will have to confirm file review, vote, submit any minority reports, and sign-off on the Department evaluation. The Evaluation Committee Chair will then forward the file to the ARPT Committee by the deposit date requested by ARPT, usually one week prior to ARPT review for initial reappointments; two weeks for additional reappointments, OYTTR and Final Tenure reappointment.
12. The Evaluation Committee Chair will meet with ARPT at the scheduled presentation date.
13. During the ARPT review period, the Candidate does not have access to the file. After ARPT review, the ARPT recommendation and file is forwarded to Human Resources, usually end of winter break for Fall reviews or early summer for Spring reviews for positive recommendations and earlier for negative recommendations. At this stage, the Candidate has access to the file.
14. The Candidate has ten working days to submit a response if they wish to do so. Once reviewed, the file advances to the Dean/Director and Provost for review, during which time the Candidate does not have access to the file. After review, the file is then returned to the Candidate, who may wish to respond or waive review. To respond or waive, the Candidate must email the Dean and the Provost, upon which the file will advance to the President's office for review.
15. The Candidate does not have access to the file during the President's office review and the following Human Resources review. When the review is complete, the Candidate has access to the file; this is by notification deadline for non-renewals and may be later for renewals.

EVALUATION CRITERIA

The following describes criteria on which evaluations and recommendations for reappointment, tenure, and promotion, at both the Department and ARPT levels, must be based. (*see Part I of the ARPT manual for further guidelines*)

I) Teaching

Faculty members are expected to demonstrate their teaching ability.

By the First Reappointment, the Candidate is expected to demonstrate excellence in teaching such as the following examples:

- Understand and begin to develop a teaching portfolio,
- Work actively with colleagues in syllabus preparation and review,
- Contribute to curriculum development in the Department,
- Work with their colleagues on classroom pedagogy,
- Show a record of teaching effectiveness through peer classroom observations and student evaluations (this is measured by both peer and student teaching evaluations with more weight being given to peer evaluations),
- Have changes in syllabi of existing courses that are evaluated by the Department (see *Sec 8 of ARPT manual for guidelines on syllabi and exams*).

By the Second Reappointment, the Candidate is expected to enhance teaching activities from the first reappointment, and to demonstrate excellence in teaching such as the following examples

- Demonstrate growth in teaching effectiveness,
- Show a record of contributions to curriculum development,
- Enhance modules within their courses,
- Develop Applied Learning activities in their course,
- Develop and use pedagogical tools,
- Show a growth in teaching effectiveness through peer classroom observations and student evaluations (this is measured by both peer and student teaching evaluations with more weight being given to peer evaluations),
- Develop assessment instruments for their courses,
- Make changes in their course material to stay up-to-date with current scientific/medical advances,
- Serve as mentors for independent study and Senior seminar I and Senior Seminar II,
- Adopt any feedback from students and peer evaluation in prior years.

By the One Year to Tenure Review, Review (OYTRR), the Candidate is expected to enhance teaching activities from the first and second reappointments, and to demonstrate excellence in teaching such as the following examples:

- Demonstrate strength and diversity in teaching effectiveness,
- Contribute to Departmental curriculum and program initiatives,
- Continue to use pedagogical tools,
- Continue to show teaching effectiveness through peer classroom observations and student evaluations (this is measured by both peer and student teaching evaluations with more weight being given to peer evaluations),
- Develop new course or course modules as needed,
- Adopt any feedback from students and peer evaluation in prior years.

By the Tenure Review, the Candidate is expected to enhance teaching activities from the previous reappointments, and to demonstrate excellence in teaching such as the following examples:

- Continue to enhance pedagogical approaches,
- Adopted any feedback from students and peer evaluation in prior years

Procedure for Peer Evaluation (*see Sec 6, 6A of ARPT manual*). Every academic year a peer will observe any new course taught by the Candidate. This observation must also include one laboratory section when applicable. The same faculty peer may not review the Candidate in two consecutive reappointment cycles.

- a) The peer evaluator must conduct on-site or Remote/Online classroom observations to evaluate the effectiveness of teaching techniques in labs, seminars, or lectures based on several criteria, including but not limited to organization, use of AV aides, whiteboards/chalkboards, and student engagement.
- b) The Candidate must submit to the peer evaluator a copy of the course syllabus and a description of the learning objectives.
- c) The peer evaluator must also meet at least once pre-observation with the Candidate to discuss, among other topics, course objectives and teaching strategies. There should be an additional meeting post-observation to discuss the findings of the classroom observation.

- d) A written summary of the evaluation will be provided for the Candidate to review and respond to the comments, and the summary must be signed by both the Candidate and the peer evaluator to acknowledge the receipt of the evaluation.
- e) The peer evaluator must place the signed evaluation in the Candidate's personnel folder.

II) Professional Activity

To note, any unforeseen circumstances that may impact professional activities, such as a pandemic, power failures caused by infrastructure, construction or renovation, or any other disruption to research activities, will be taken into consideration during evaluations of Professional Development.

By the First Reappointment, the Candidate is expected to:

- Set up an active research lab at the College,
- Engage students in research.

For the Second Reappointment period, the Candidate is expected to enhance scholarly activities from the first reappointment, and to demonstrate professional activity. The Candidate must show that a component of professional development activities was performed as an independent investigator at the SUNY Old Westbury campus, and in their established lab. The Candidate must show proof of inclusion of undergraduate students in the activities outlined below, such as authorships on publications, abstracts, or by sending undergraduate students to internal or external conferences. For the second reappointment, the Candidate should at minimum **achieve at least 3 of the following** examples of professional development activities:

- Apply to or secure external funding in any capacity for scientific research or teaching, with the role of a Principal Investigator, Co-Principal Investigator, Co-Investigator, Collaborator, Consultant, or other major role;
- Submit abstracts directly or by invitation to a scientific organization, meeting, or other similar event that is external to SUNY Old Westbury for either a poster or oral presentation (regional, national, or international) as the lead investigator;

- Have SUNY Old Westbury students that are engaging in independent research with the Candidate submit a research abstract directly or by invitation to an internal or external scientific organization, meeting, or other similar event for either a poster or oral presentation;
- Submit or have a manuscript under revision or acceptance for publication in a peer-reviewed journal as a senior author;
- Submit or have a manuscript under revision or acceptance for publication on teaching/learning pedagogy as a senior author;
- Submit or have a book chapter under revision or acceptance as a senior author;
- Submit or have a review article under revision or acceptance as a senior author;
- Submit or have a textbook under revision or acceptance as a senior author;
- Engage in other professional activities such as serving as an editor for a journal or book, serving as a reviewer for grant study sections, or serving as a panelist for external workshops or conferences,
- Creating patents;
- Participate in organizing a conference;

NOTE: Multiple activities in the same category can be counted towards the minimum 3 professional development activities, i.e. three publications as a senior author can be applied towards professional development activities.

- **For the period during the One Year to Tenure Review, Review (OYTRR),** the Candidate is expected to demonstrate an upwards trajectory of professional activity that includes undergraduate students in the activities outlined below, such as authorships on publications, abstracts, or by sending undergraduate students to internal or external conferences. The Candidate must show progression towards achieving at minimum five of the following examples of professional development activities cumulatively since their initial appointment as tenure track faculty and including the OYTT Review period
- Apply to or secure external funding in any capacity for scientific research or teaching, with the role of a Principal Investigator, Co-Principal Investigator, Co-Investigator, Collaborator, Consultant, or other major role;
- Submit abstracts directly or by invitation to a scientific organization, meeting, or other similar event that is external to SUNY Old Westbury for either a poster or oral presentation (regional, national, or international) as the lead investigator;

- Have SUNY Old Westbury students that are engaging in independent research with the Candidate submit a research abstract directly or by invitation to an internal or external scientific organization, meeting, or other similar event for either a poster or oral presentation;
- Submit or have a manuscript under revision or acceptance for publication in a peer-reviewed journal as a senior author;
- Submit or have a manuscript under revision or acceptance for publication on teaching/learning pedagogy as a senior author;
- Submit or have a book chapter under revision or acceptance as a senior author;
- Submit or have a review article under revision or acceptance as a senior author;
- Submit or have a textbook under revision or acceptance as a senior author;
- Engage in other professional activities such as serving as an editor for a journal or book, serving as a reviewer for grant study sections, or serving as a panelist for external workshops or conferences,
- Creating patents;
- Participate in organizing a conference;

NOTE: Multiple activities in the same category can be counted towards the minimum 3 professional development activities, i.e. three publications as a senior author can be applied towards professional development activities.

For the Tenure Review, in totality the Candidate is expected to achieve at least 5 of the following examples of professional development since their initial appointment as a tenure-track faculty member:

- Apply to or secure external funding in any capacity for scientific research or teaching, with the role of a Principal Investigator, Co-Principal Investigator, Co-Investigator, Collaborator, Consultant, or other major role;
- Submit abstracts directly or by invitation to a scientific organization, meeting, or other similar event that is external to SUNY Old Westbury for either a poster or oral presentation (regional, national, or international) as the lead investigator;
- Have SUNY Old Westbury students that are engaging in independent research with the Candidate submit a research abstract directly or by invitation to an internal or external scientific organization, meeting, or other similar event for either a poster or oral presentation;
- Submit or have a manuscript under revision or acceptance for publication in a peer-reviewed journal as a senior author;

- Submit or have a manuscript under revision or acceptance for publication on teaching/learning pedagogy as a senior author;
- Submit or have a book chapter under revision or acceptance as a senior author;
- Submit or have a review article under revision or acceptance as a senior author;
- Submit or have a textbook under revision or acceptance as a senior author;
- Engage in other professional activities such as serving as an editor for a journal or book, serving as a reviewer for grant study sections, or serving as a panelist for external workshops or conferences,
- Creating patents;
- Participate in organizing a conference;

NOTE: Multiple activities in the same category can be counted towards the minimum 5 professional development activities, i.e. three publications as a senior author can be applied towards professional development activities.

III) SERVICE

Candidates for reappointment are expected to engage in active service at the Department, School, College, and community levels. *(See Sec 9 (p. 29) of ARPT manual for guidelines on documenting Professional Activity).*

By the First Reappointment, the Candidate is expected to demonstrate service activities such as the following examples:

- Serve at the departmental level by:
 - Advising students,
 - Learning outcomes assessment,
 - Participating in Open Houses and other recruitment efforts.
- Serve at the College level by:
 - Attendance and participation at campus-wide recruitment events, Open Houses, faculty meetings, and Research Day;
 - Participate in the administration and governance of faculty.

- Serve at the community level by:
 - Judging at local or national conferences,
 - Membership in professional organizations.

By the Second Reappointment, the Candidate is expected to enhance service from the first reappointment, and to demonstrate service activity such as the following examples:

- Serve at the departmental level by:
 - Advising students,
 - Curriculum development,
 - Learning outcomes assessment,
 - Open Houses, and other recruitment efforts.
- Serve at the College level by:
 - Attendance and participation at campus-wide recruitment events, Open Houses, faculty meetings, and Research Day;
 - Organization of programs and activities,
 - Preparation of Middle States and other accreditation documents, Applied Learning, Open Education Resource documents;
 - Participate in the administration and governance of faculty,
 - Active and productive participation in Committees at various levels.
- Serve at the community level by:
 - Reviewing grants or articles for scientific journals,
 - Judging at local or national conferences,
 - Membership in professional organizations.

By the One Year to Tenure Review (OYTRR), the Candidate is expected to enhance service from the first and second reappointments, and to demonstrate service activity such as the following examples:

- Serve at the departmental level by:
 - Advising of students,
 - Curriculum development,
 - Course design,
 - Learning outcomes assessment,

- Open houses, and other recruitment efforts.
- Serve at the College level by:
 - Attendance and participation at campus-wide recruitment events, open houses, faculty meetings, and Research Day;
 - Organization of programs and activities,
 - Preparation of Middle States and other accreditation documents, Applied Learning, Open Education Resource documents;
 - Participate in Task forces and *Ad hoc* Committees as needed,
 - Participate in the administration and governance of faculty,
 - Active and productive participation in Committees at various levels.
- Serve at the community level by:
 - Reviewing grants or articles for scientific journals,
 - Judging at local or national conferences,
 - Membership in professional organizations.

By the Tenure Review, the Candidate is expected to enhance service from the previous reappointments, and to demonstrate service activity such as the following examples:

- Serve at the departmental level by:
 - Advising of students,
 - Curriculum development,
 - Learning outcomes assessment,
 - Open houses, and other recruitment efforts.
- Serve at the College level by:
 - Attendance and participation at campus-wide recruitment events, open houses, faculty meetings, and Research Day;
 - Presenting in student organizations and clubs on campus
 - Organization of programs, conferences and activities,
 - Preparation of Middle States and other accreditation documents, Applied Learning, Open Education Resource documents;
 - Participate in Task forces and *Ad hoc* Committees as needed,
 - Participate in the administration and governance of faculty,

- Active and productive participation in Committees at various levels.
- Serve at the community level by:
 - Reviewing grants or articles for scientific journals,
 - Judging at local or national conferences,
 - Membership in professional organizations.

PROMOTION TO ASSOCIATE PROFESSOR

Faculty are required to demonstrate substantial **development in all three fields** of review.

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

Promotion may occur either simultaneously with tenure or subsequently. It may not occur prior to tenure.

Evaluation Period

From appointment as, or from the semester of successful review for promotion to, Associate Professor rank to the most recent completed semester. **NOTE:** There is no minimum period between promotion to Associate Professor and review for promotion to Professor, but sufficient time should have passed to demonstrate growth since promotion to Associate Professor, as specified in the Criteria.

Criteria

The promotion of tenured faculty to Professor shall be based on continued achievements in the following areas, according to the Bylaws criteria (*Section C, #3, p15-16 in ARPT guidelines Promotion from Associate Professor to Professor*):

- o Teaching must be demonstrated to have been maintained at least at the standard of excellence achieved and required for tenure.
- o Service shall reflect continued involvement in Department and College activities, and in particular, the record should demonstrate active leadership responsibility within the College.
- o Professional activity is seen as a particularly important criterion for promotion to Full Professor. Such promotion shall be given where the faculty members can be demonstrated to have developed significantly beyond the level established at promotion (or appointment) to Associate Professor and should be documented as described in Section XXX, #XXX (Criteria for Reappointment and Tenure).

NOTE: Continued excellence in teaching is required for promotion. Growth in Service and Professional Activity are also required, but it is recognized that faculty may not devote themselves equally to activity in each category every year.