



SUNY  
**D**OWNSTATE  
Medical Center

College Of Health Related Professions

# TENURE AND PROMOTION GUIDELINES



**Prepared by the Committee on Academic and Professional Qualifications  
Approved by the College of Health Related Professions  
Faculty and Professional Staff Association  
2009**

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## INTRODUCTION

This document is intended to assist the faculty of the College of Health Related Professions, State University of New York, Downstate Medical Center as they prepare for promotion and tenure. The guidelines are designed for faculty on tenured lines applying for promotion and tenure, and clinical faculty on non-tenured lines applying for promotion. The document delineates timelines, defines the State University of New York Criteria utilized to evaluate the applicant, gives suggestions for meeting the criteria and clarifies the policies of the Committee on Academic and Professional Qualifications (CAPQ) of the College of Health Related Professions.

In the CAPQ review of each applicant, the stated criteria serve as a framework for assessing each applicant's application. Since no single policy is applicable to all professionals, applicants are reviewed relative to the status of their profession. Although applicants for tenure and promotion must meet all five criteria specified by the SUNY Board of Trustees, quality teaching must be every applicant's highest priority.

Faculty are encouraged to utilize the guidelines on an annual basis as they prepare their goals and objectives for the academic year. This will ensure that the faculty's goals and objectives meet the SUNY criteria for Promotion and Tenure.

## **TYPES OF FACULTY APPOINTMENTS IN THE COLLEGE OF HEALTH RELATED PROFESSIONS AT SUNY DOWNSTATE**

Faculty are hired on tenure lines and non-tenure lines. It is the responsibility of each faculty member to know his/her appointment status and time-line.

**Faculty on tenured lines** are hired with the intention that, after a specified period of time, they will be evaluated by the CAPQ for continuing appointment. If the faculty member chooses not to apply, the faculty member will only be reappointed for one year. If the CAPQ's evaluation results in a decision to deny tenure, the faculty member will be reappointed for (1) one year, after which the faculty member's position will be terminated.

Faculty on tenured lines are traditionally hired at the position of full-time Assistant Professor. An Assistant Professor on a tenured line who submits materials to the CAPQ may choose to apply for promotion to Associate Professor. A tenured Associate Professor may choose to apply to the CAPQ for promotion to Professor.

**Faculty on non-tenured lines** are those faculty who, for administrative reasons, are not eligible for tenure. This group includes, but is not limited to faculty who are paid through grant-funded lines and faculty who hold part-time positions. A Clinical Assistant Professor is eligible to apply to the CAPQ for promotion to Clinical Associate Professor. A Clinical Associate Professor is eligible to apply to the CAPQ for promotion to Clinical Professor.

**CRITERIA BY WHICH APPLICATIONS FOR TENURE  
AND/OR ACADEMIC PROMOTION ARE EVALUATED  
IN THE COLLEGE OF HEALTH RELATED PROFESSIONS  
SUNY DOWNSTATE MEDICAL CENTER**

Please note: The official definition as it appears in the Policies of the Board of Trustees (see Appendix A) is printed in boldface type. The specific definition used by the Committee on Academic and Professional Qualifications (CAPQ) of the College of Health Related Professions follows in standard type.

- **Mastery of subject matter - as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.** For applications to the CHRP CAPQ, this category includes evidence of expertise in clinical practice, presentations at professional meetings, and publications other than journal articles or major textbook chapters, which are considered under the criterion, Scholarly Ability.
- **Effectiveness in teaching - as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews, and classroom observation.** For applications to the CHRP CAPQ, this category includes documented evidence of teaching effectiveness, such as a letter from the Program Chair, peer evaluations, student evaluations, observation reports, and examples of innovative instructional materials.
- **Scholarly ability - as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.** For applications to the CHRP CAPQ, this category includes documented evidence of successful participation in academic research and grant proposals.
- **Effectiveness of University service - as demonstrated by such things as college and university public service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.** For applications to the CHRP CAPQ, this category includes documented evidence of contributions to program, CHRP, and centerwide committees or special projects.
- **Continuing growth - as demonstrated by such things as reading, research, or other activities to keep abreast of current developments in the academic employees' fields, and being able to handle successfully increased responsibility.** For applications to the CHRP CAPQ, this category includes documented evidence of continuing education, attendance at professional conferences, and service in professional organizations.

Definitions approved by the CHRP FPSA 2/02

## **FUNCTIONS OF THE CAPQ**

### **COMMITTEE STRUCTURE:**

The committee includes one member from the faculty of each academic program in the College of Health Related Professions. An additional member (Member at Large) is elected annually by the College of Health Related Professions Faculty Assembly. Membership includes two tenured faculty whenever possible. (The Committee recommends removing this. However, first, the CHRP FPSA must approve a corresponding change to the FPSA Bylaws.)

### **CAPQ RESPONSIBILITIES:**

- 1) Review applications for tenure, and prepare a written report to the Dean of the College of Health Related Professions, which includes the Committee's recommendations and rationale.
- 2) Review applications for promotion, and prepare a written report to the Dean of the College of Health Related Professions, which includes the Committee's recommendations and rationale.

The CAPQ reviews applications for tenure and/or promotion according to the guidelines specified in this document. These guidelines are based upon the 5 criteria for evaluation and promotion specified by the SUNY Board of Trustees (see page 4 and Appendix A in this document).

### **INITIATION OF CAPQ REVIEW PROCESS.**

#### **For Faculty on Tenure-Lines:**

##### **Application for Tenure**

CAPQ must receive an initiation letter with supporting documents eight months prior to the date for which appointment must be renewed. The letter or request from the initiating faculty member should clearly indicate if the review process is for continued appointment (tenure) promotion in rank or both. The applicant's qualifications for continued appointment (tenure) and promotion are considered separately.

##### **Application for Promotion**

Many faculty members submit a combined application for tenure and promotion to Associate Professor. However, the application for promotion is purely voluntary. Submission of an application for promotion from Associate Professor to Professor is also voluntary, with timing of the application at the faculty member's discretion.

### **For Faculty on Non-Tenure Lines:**

Submission of an application for promotion is purely voluntary, and faculty on non-tenure lines may submit this application at any time during the course of their employment when they feel they meet the qualifications for promotion to the next highest clinical line.

### **MATERIAL REQUIRED BY THE CAPQ FROM THE APPLICANT**

For review of all tenured positions and applications for promotion, the applicant must submit to the CAPQ:

- Names and contact information for three (3) potential references. Contact information must include credentials, current title/position, current e-mail address, current postal mailing address, current telephone number. The candidate should select potential references who can assess performance in one or more of the five tenure criteria.
- curriculum vitae
- materials specified in Tables 2, 3, 5, or 6.

### **SEQUENCE OF THE CAPQ REVIEW PROCESS:**

**This process must be completed within three months of the initiation letter. The CAPQ:**

1. Contacts the applicant's Program Chair for a letter of support and list of three colleagues (other than the three submitted by the applicant) who may be contacted for letters of recommendation. This provides the CAPQ with a list of six possible references.
2. Selects and contacts four (4) references from the lists submitted by the applicant and Program Chair.
3. Interviews additional professionals to clarify applicant's documentation and supporting materials at the discretion of the CAPQ.
4. Interviews the applicant and the Program Chair separately to clarify any issues before the CAPQ makes the final recommendation. If the applicant is a Program Chair, the senior faculty member will be interviewed.
5. Complete the review process and make a recommendation to the Dean.

In the case of an adverse recommendation, the Dean informs the applicant and advises the applicant about the appeals process.

## **APPEALS TO A CAPQ RECOMMENDATION**

The applicant may choose to appeal the CAPQ's recommendation by writing a letter to the Chair of the CAPQ. The applicant must make the appeal within two (2) weeks of notification by the Dean. The appeals process must start within two (2) weeks from the applicant's requests.

## **TENURE-LINE FACULTY PROCEDURES FOR PROMOTION**

A faculty member hired on a tenure track must achieve continuing (tenured) status within six years of the initial date of appointment. Criteria for continuing appointment are specified in the Policies of the Board of Trustees, Article XII (See Appendix A).

Shortly after the fifth anniversary of the initial date of appointment, the faculty member receives a letter from SUNY Downstate administration (see Appendix B). This letter explains that the faculty member must apply for tenure if he or she wishes to be reappointed. If the faculty member chooses not to apply, the faculty member will only be reappointed for one (1) year after the sixth anniversary of the initial date of appointment. In this case, it is the faculty member's responsibility to discuss administrative procedures with the Program Chair. Any faculty member who does not receive the 5 year letter at the appropriate time is advised to contact his or her Program Chair.

After receipt of this letter and at least eight (8) months prior to the date on which the appointment must be renewed, the faculty member must submit an initiation letter with supporting documents to the CAPQ. The CAPQ refers to these materials as the Tenure Package. If a faculty member is applying for both tenure and promotion, this must be clearly stated in the initiation letter.

Faculty members who wish to submit the Tenure (or Tenure and Promotion) Package prior to the deadline date may submit their materials to the CAPQ at any time.

The CAPQ review process is described in this document in the section, Functions of the CAPQ. (See page 5).

The CAPQ recommendation and rationale is forwarded to the Dean of the College of Health Related Professions. After review of the CAPQ recommendation and materials, the Dean makes a recommendation to the President of Downstate Medical Center. According to the Policies of the Board of Trustees, the President informs the faculty member of his recommendation.

## **TIMELINE**

(a faculty member hired 9/1/2010 is used as an example)

Years 1 - 5:

- Faculty member follows guidelines to steadily achieve the criteria specified in Criteria for Achievement of Tenure and Promotion
- Faculty member maintains copies of all materials to be included in the Tenure and Promotion package
- On an annual basis, faculty member formulates annual Goals and Objectives, and reviews these in a formal meeting with the Program Chair
- On an annual basis, faculty completes the Annual Review of the previous year's Goals and Objectives and reviews these in a formal meeting with the Program Chair.

Year 6:

- Faculty member receives letter from Downstate Medical Center administration at the beginning of the sixth year of hire (example: Letter is sent on the fifth anniversary of the initial date of hire (example: 9/1/2015). Any faculty member who does not receive the 5 year letter at the appropriate time is advised to contact his or her Program Chair.
- Faculty member prepares the Tenure Application Package.
- Faculty member submits Tenure Package to CAPQ at least 8 months prior to the 6<sup>th</sup> anniversary of the date of initial appointment (January 1, 2016).
- CAPQ reviews the Package.
- CAPQ submits recommendation and materials to the Dean of the College of Health Related Professions.
- Dean makes recommendation to the President of Downstate Medical Center.
- President of Downstate Medical Center makes recommendation to the Chancellor of SUNY.

6<sup>th</sup> Year Anniversary of Initial Date of Hire (September, 2016)

- If the faculty member has failed to submit the Tenure Package to the CAPQ eight months earlier, the faculty member will be reappointed for (1) one year, after which the faculty member's position will be terminated.
- If the faculty member's application for tenure is denied, the faculty member will be reappointed for (1) one year, after which the faculty member's position will be terminated.
- If the faculty member's application for tenure (or tenure and promotion) is approved, the faculty member is appointed on a continuing basis.

**TABLE 1**  
**Faculty on Tenure Lines**  
**CRITERIA FOR ACHIEVEMENT OF TENURE AND PROMOTION**

	<b>Achievement of Tenure and Promotion to Associate Professor</b>	<b>Promotion from Associate Professor to Professor</b>
<b>MASTERY OF SUBJECT MATTER</b>	Presentations at major professional conferences	Continued presentations at major professional conferences (some must be as an invited or keynote speaker)
	Publications (other than peer reviewed journal articles or major textbook chapters, which are considered as Scholarly Ability)	National or international recognition of mastery through formal awards. and/or Achievement of advanced clinical or academic credentials
	Achievement of a Doctoral Degree	
<b>SCHOLARLY ABILITY</b>	Publications in peer-reviewed journals and major textbooks	Publications related to a clearly identifiable research focus in peer reviewed journals and major textbooks
	Grant proposals	Documented external funding for research activities or education
	Documented research	Research publications related to the applicant's research focus
<b>EFFECTIVENESS IN TEACHING</b>	Documented evidence of teaching effectiveness (e.g. letter from Program Chair, peer evaluations, student evaluations, observation reports, examples of innovative instructional materials)	Documented evidence of innovations in teaching or curriculum development
<b>EFFECTIVENESS OF UNIVERSITY SERVICE</b>	Documented evidence of contributions to Program, CHRP, and Centerwide Committees or special projects	Documented evidence of leadership contributions to Program, CHRP, and Centerwide Committees or special projects
	Documented evidence of community service related to the applicant's profession	Documented evidence of leadership activities in community service related to the applicant's profession
<b>CONTINUING GROWTH</b>	Evidence of continuing education and/or attendance at professional conferences	Continued evidence of participation at professional conferences and advanced educational programs
	Evidence of service in professional organizations	Evidence of service in key leadership roles in professional organizations

**TABLE 2**  
**Faculty on Tenure Lines**  
**GUIDELINES FOR TENURE AND PROMOTION PACKAGE (TO ASSOCIATE PROFESSOR)**

CATEGORY	SUBMIT TO CAPQ	HAVE AVAILABLE, IN ANTICIPATION OF REQUEST FOR REVIEW BY CAPQ
<b>INTRODUCTION</b>	Curriculum Vitae (prepared according to CAPQ guidelines)	
	Summary Statement	
<b>MASTERY OF SUBJECT MATTER</b> (Clinical Practice, Presentations, Non-peer reviewed publications)	Summary Statement	1 page abstract for each major presentation or copies of conference proceedings; copies of published work (e.g., book reviews, newsletter articles)
	Copy of diploma for highest academic degree	Copies of award certificates (names of awards are listed in the CV)
		Copies of documentation of advanced certification
<b>SCHOLARLY ABILITY</b> (Publications, Grant Proposals, Research)	Summary Statement	Copies of published journal articles
	Abstracts from published journal articles	Copies of published book chapters
	Summary sheet and notification letter for grant proposals	
<b>EFFECTIVENESS IN TEACHING</b>	Summary Statement	Course Syllabi
	Written review of teaching performance by Program Chair	Creative course resources
		Peer evaluation forms
		Actual course evaluations for all courses taught within last 3 years
<b>UNIVERSITY SERVICE:</b> (Program, CHRP, and Centerwide Committees or Special projects; Community Service Related to the Applicant's Profession)	Summary Statement	Copies of Committee Reports indicating applicant's participation and/or contributions
		Thank-you letters

Table 2 continued on next page

Continuation of Table 2

<p><b>CONTINUING GROWTH</b> (Continuing Education, Conferences Attended, Service in Professional Organizations)</p>	<p>Summary Statement</p>	<p>List of Continuing Education Courses (date, title, location, sponsoring organization or major speaker) and conferences attended (date, title, location, sponsoring organization) courses and conferences can be on a single list</p>
		<p>Letters/Certificates from Professional Organizations</p>

**TABLE 3**  
**Faculty on Tenure Lines**  
**GUIDELINES FOR PROMOTION PACKAGE (ASSOCIATE PROFESSOR TO PROFESSOR)**

CATEGORY	SUBMIT TO CAPQ	HAVE AVAILABLE, IN ANTICIPATION OF REQUEST FOR REVIEW BY CAPQ
<b>INTRODUCTION</b>	Curriculum Vitae (prepared according to CAPQ guidelines)	
	Summary Statement	
<b>MASTERY OF SUBJECT MATTER</b> (Clinical Practice, Presentations, Book Reviews)	Summary Statement	1 page abstract for each major presentation or copies of conference proceedings; Clearly indicate if a presentation was a keynote speech or another presentation by invitation
	Copies of significant national or international award certificates	
	Where applicable, copies of documentation of advanced certification	
<b>SCHOLARLY ABILITY</b> (Publications, Grant Proposals, Research)	Summary Statement (must describe the applicant's identified research focus)	Copies of published journal articles
	Abstracts from published journal articles	Copies of published book chapters or complete textbooks
	Documentation of external funding for research or education	
<b>EFFECTIVENESS IN TEACHING</b>	Summary Statement (must describe innovations in teaching or curriculum development)	Course Syllabi
		Creative course resources
		Letters from colleagues or students documenting benefits from teaching or curricula innovations
<b>UNIVERSITY SERVICE:</b> (Program, CHRP, and Centerwide Committees or Special projects; Community Service Related to the Applicant's Profession)	Summary Statement (must describe leadership roles)	Copies of Committee Reports indicating applicant's participation and/or contributions
		Thank you letters

Table 3 continued on next page

Continuation of Table 3

<b>CONTINUING GROWTH</b> (Continuing Education, Conferences Attended, Service in Professional Organizations)	Summary Statement (must describe leadership roles)	List of Continuing Education Courses (date, title, location, sponsoring organization or major speaker) and conferences attended (date, title, location, sponsoring organization) courses and conferences can be on a single list
		Letters/Certificates from Professional Organizations

## **FACULTY ON NON-TENURE LINES**

There are no institutional requirements for administrative review of faculty on non-tenure lines. Some of these faculty, however, are eligible to apply to the CAPQ for consideration of promotion. The following tables are provided to guide this process.

**TABLE 4  
FACULTY ON NON-TENURE LINES  
CRITERIA FOR PROMOTION**

	<b>Promotion to Clinical Associate Professor</b>	<b>Promotion to Clinical Professor</b>
<b>MASTERY OF SUBJECT MATTER</b>	3 letters of recommendation about clinical expertise from supervisors or colleagues	Continued presentations at major professional conferences (some must be as an invited or keynote speaker).
	Presentations at professional meetings (invited and refereed; local and national)	National or international recognition of mastery through formal awards.
	Achievement of a Master's Degree	
	Demonstration of clinical contributions within the context of the faculty member's professional group (examples: direct patient care, clinical consultation, program development at a clinical site)	
<b>SCHOLARLY ABILITY</b>	Publications in professional forums	Publications related to a clearly identifiable clinical, educational, or research focus.
	Documented participation in group research or grant funded projects	Documented leadership roles in group research or grant funded projects
<b>EFFECTIVENESS IN TEACHING</b>	Documented evidence of teaching effectiveness (letter from Program Chair, peer evaluations, student evaluations, observation reports, examples of innovative instructional materials)	Documented evidence of innovations in teaching or curricula. External funding for educational programs
<b>EFFECTIVENESS OF UNIVERSITY SERVICE</b>	Documented evidence of contributions to Program, CHRP, and Centerwide Committees or special projects	Documented evidence of leadership contributions to Program, CHRP, and Centerwide Committees or special projects
	Documented evidence of community service related to the applicant's profession	Documented evidence of leadership activities in community service related to the applicant's profession
Table 4 continued on next page		

Continuation of Table 4

<b>CONTINUING GROWTH</b>	Evidence of continuing education and/or attendance at professional conferences	Continued evidence of participation at professional conferences and advanced educational programs
	Evidence of service in professional organizations	Evidence of service in key leadership roles in professional organizations

**TABLE 5**  
**Faculty on Non-Tenure Lines**  
**GUIDELINES FOR PROMOTION PACKAGE**  
**Faculty Seeking Promotion to Clinical Associate Professor**

CATEGORY	SUBMIT TO CAPQ	HAVE AVAILABLE, IN ANTICIPATION OF REQUEST FOR REVIEW BY CAPQ
<b>INTRODUCTION</b>	Curriculum Vitae (prepared according to CAPQ guidelines)	
	Summary Statement	
<b>MASTERY OF SUBJECT MATTER</b> (Clinical Practice, Presentations, Book Reviews)	Summary Statement	1 page abstract for each presentation at professional meetings or copies of conference proceedings; copies of published book reviews)
	Copy of diploma for highest academic degree	Copies of award certificates (names of awards are listed in the CV)
	3 letters of recommendation about clinical expertise from supervisors or colleagues	Copies of documentation of advanced certification
		Documentation of participation in clinical activity
<b>SCHOLARLY ABILITY</b> (Publications, Participation in Group Research or Grant Funded Projects)	Summary Statement	Copies of publications
	Documented evidence of participation in group research or grant funded projects	
<b>EFFECTIVENESS IN TEACHING</b>	Summary Statement	Course Syllabi
	Written review of teaching performance by Program Chair	Creative course resources
		Peer evaluation forms
		Actual course evaluations for all courses taught within last 3 years
<b>UNIVERSITY SERVICE:</b> (Program, CHRP, and Centerwide Committees or Special projects; Community Service Related to the Applicant's Profession)	Summary Statement	Copies of Committee Reports indicating applicant's participation and/or contributions
		Thank-you letters

Table 5 continued on next page

Continuation of Table 5

<b>CONTINUING GROWTH</b> (Continuing Education, Conferences Attended, Service in Professional Organizations)	Summary Statement	List of Continuing Education Courses (date, title, location, sponsoring organization or major speaker) and conferences attended (date, title, location, sponsoring organization) courses and conferences can be on a single list
		Letters/Certificates from Professional Organizations

**TABLE 6**  
**Faculty on Non-Tenure Lines**  
**GUIDELINES FOR PROMOTION PACKAGE**  
**(PROMOTION TO CLINICAL PROFESSOR)**

CATEGORY	SUBMIT TO CAPQ	HAVE AVAILABLE, IN ANTICIPATION OF REQUEST FOR REVIEW BY CAPQ
<b>INTRODUCTION</b>	Curriculum Vitae (prepared according to CAPQ guidelines)	
	Summary Statement	
<b>MASTERY OF SUBJECT MATTER</b> (Clinical Practice, Presentations, Book Reviews)	Summary Statement	1 page abstract for each major presentation or copies of conference proceedings;  Clearly indicate if a presentation was a keynote speech or another presentation by invitation
	Copies of significant national or international award certificates	Copies of documentation of advanced certification
		Documentation of clinical activity
<b>SCHOLARLY ABILITY</b> (Publications, Grant Proposals, Research)	Summary Statement (must describe the applicant's identified clinical, educational, or research focus)	Copies of published journal articles
	Abstracts from published journal articles	Copies of published book chapters or complete textbooks
	Documented evidence of participation in group research or grant funded projects	
<b>EFFECTIVENESS IN TEACHING</b>	Summary Statement (must describe innovations in teaching or curricula)	Course Syllabi
	Documentation of external funding for an educational program	Creative course resources
		Letters from colleagues or students documenting benefits from teaching or curricula innovations
<b>UNIVERSITY SERVICE:</b> (Program, CHRP, and Centerwide Committees or Special projects; Community Service Related to the Applicant's Profession)	Summary Statement (must describe leadership roles)	Copies of Committee Reports indicating applicant's participation and/or contributions

Table 6 continued on next page

Table 6 continued

		Thank-you letters
<b>CONTINUING GROWTH</b> (Continuing Education, Conferences Attended, Service in Professional Organizations)	Summary Statement (must describe leadership roles)	List of Continuing Education Courses (date, title, location, sponsoring organization or major speaker) and conferences attended (date, title, location, sponsoring organization) courses and conferences can be on a single list
		Letters/Certificates from Professional Organizations

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## APPENDIX A

STATE UNIVERSITY OF NEW YORK  
POLICIES OF THE BOARD OF TRUSTEES, 2006  
Available at [http://www.suny.edu/board\\_of\\_trustees/PDF/Policies.pdf](http://www.suny.edu/board_of_trustees/PDF/Policies.pdf)

### Article XII: Evaluation and Promotion of Academic Employees.

#### Title A. Evaluation of Academic Employees.

1. *Policy.* It is the policy of the university to evaluate academic employees.
2. *Purpose.* The purpose of evaluation pursuant to this Title shall be the appraisal of the extent to which each academic employee has met his or her professional obligation. Written communication of such appraisal shall be sent to the academic employee concerned. The evaluations conducted pursuant to this Title may be considered by the chief administrative officer of a college and the college administrative officers in making decisions or recommendations with respect to continuing appointment, renewal of term appointment, promotion, discretionary adjustments to basic annual salary, and for any other purpose where an academic employee's performance may be a relevant consideration. Nothing contained herein shall prevent the chief administrative officer from taking such action as the chief administrative officer may deem appropriate to the operating requirements of the college.
3. *Applicability.* Pursuant to this Title, academic employees may be evaluated; such evaluation, if any, is to be made by the chief administrative officer, or designee.
4. *Criteria.* In conducting evaluations pursuant to this Title, the chief administrative officer of the college concerned, or designee, may consider, but shall not be limited to consideration of, the following:
  - (a) Mastery of subject matter - as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
  - (b) Effectiveness in teaching - as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses, and student reaction, as determined from surveys, interviews, and classroom observation.
  - (c) Scholarly ability - as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.
  - (d) Effectiveness of university service - as demonstrated by such things as college and university public service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
  - (e) Continuing growth - as demonstrated by such things as reading, research, or other activities to keep abreast of current developments in the academic employees' fields, and being able to handle successfully increased responsibility.

## **Title B. Promotion of Academic Employees.**

1. *Procedure.* The chief administrative officer of a college, after giving consideration to recommendations of academic employees, including the committees, if any, of the appropriate department or professional area, and other appropriate sources in connection with promotion of a specific academic employee, may promote, or recommend to the chancellor for promotion, such persons as are, in the chief administrative officer's judgment, best qualified. Nothing contained herein shall prevent the chief administrative officer of a college from taking such promotion action as the chief administrative office may deem appropriate to the operating requirements of the college.

2. *Criteria.* Recommendations of academic employees, or their appropriate committees, or other appropriate sources may consider, but shall not be limited to consideration of, the following:

(a) Mastery of subject matter - as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.

(b) Effectiveness in teaching - as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews, and classroom observation.

(c) Scholarly ability - as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.

(d) Effectiveness of University service - as demonstrated by such things as college and university public service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.

(e) Continuing growth - as demonstrated by such things as reading, research, or other activities to keep abreast of current developments in the academic employees' fields, and being able to handle successfully increased responsibility.

3. *Length of service.* Completion of a minimum period of service with the university may be a consideration but shall not be a qualification for promotion.

**APPENDIX B**

5 year Letter from  
SUNY Downstate Administration to  
CHRP Faculty on Tenure Lines

Date:

Dear \_\_\_\_\_

This is to inform you, on behalf of the President, that as your appointment has been in a tenure track since September 1, 2010, it must be on a continuing (tenured) basis as of September 1, 2017. This is delineated in Article XI, Title B, sub-section 3(a) of the Policies of the Board of Trustees of the State University of New York. The Chairman of your department has also been notified.

A lead time of approximately 18 months to 2 years is needed to fully review your qualifications. I would suggest that you discuss this with your Chair as soon as possible.

You will be required to submit the following to your College's Committee on Academic and Professional Qualifications.

1. Your curriculum vitae in the proper format (described in your College's Tenure & Promotion Guidelines)
2. All documents required by your College's Committee on Academic Qualifications.

Please feel free to contact this office, extension 3042, should you have any questions.

Sincerely,

Assistant to the Vice President

## APPENDIX C

### SAMPLE CURRICULUM VITAE

#### CURRICULUM VITAE

Name and Credential(s)

e-mail address

office phone; office fax

#### EDUCATION

(Order: most recent first)

#### LICENSURE/CREDENTIALS

(Explain any credentials after your name above)

#### EMPLOYMENT

**Teaching responsibilities:**

**Fall Semester:**

**Spring Semester:**

**Summer Semester**

**Faculty Mentor for Student Research Projects**

(State years; # of projects per year, summary statement of project topics)

**List all other positions: most recent first**

(Title of position; Name and location of facility; brief summary of responsibilities)

#### ADVISORY/CONSULTATION

If applicable, list paid or voluntary advisory or consultation service provided to a professional organization or facility

#### PUBLICATIONS

**Thesis/Dissertation**

**Peer-Reviewed Journals**

(Order: most recent first; type your name in bold font)

**Book Author or Editor, Journal Editor** (whichever is applicable)

(For Journal Editor, state name of journal and issue; briefly describe topic of the issue)

**Book Chapters**

**Published Abstracts and Proceedings**

**CURRENT RESEARCH**

(“Name of study”; researchers - with your name in bold)

**FUNDED PROJECTS**

(Name of project; type of project -e.g., research, training grant; funding agency; amount of funding; dates of funding.)

**GRANT APPLICATIONS APPROVED BUT NOT FUNDED** (if applicable)

**PROFESSIONAL PRESENTATIONS**

(Order: most recent first; For each presentation, include title, names of other presenters, type/length of presentation; sponsoring agency; location; date(s). If not otherwise apparent, clarify the nature of the audience – to distinguish from classroom lectures.)

**UNIVERSITY SERVICE**

**Center-Wide University Service**

(Position, Committee Title; Dates)

**Service to the College of Health Related Professions**

**Service to the .....Program** (state title of the applicant’s program within CHRP)

**PROFESSIONAL ACTIVITIES**

**National Activities**

**Regional Activities**

**Community Service**

**Awards**

At bottom left or right hand corner of last page: date (month and year) of last update: e.g. - 12/10