September 6, 2012

To: Richard Back, Interim Dean, College of Liberal Arts and Sciences  
   Fritz Messere, Dean, School of Communication, Media & the Arts  
   Pamela Michel, Interim Dean, School of Education  
   Barbara Shaffer, Director, Library  
   Richard Skolnik, Dean, School of Business

From: Lorrie A. Clemo  
   Provost and Vice President for Academic Affairs

Re: Guidelines and Schedule for Promotions

As you and others make recommendations about promotions this year, please remember to address the "Evaluative Criteria for Faculty Personnel Decisions" in your recommendations (http://www.oswego.edu/administration/provost/personnel_criteria.html). I especially ask that you review the criteria and expectations for promotion in that document.

All materials can either be submitted in electronic format in Google docs or in hard copy compiled in a ½” -1” 3-ring notebook with the person’s name on the front cover. Support workshops will be offered for faculty to illustrate the ease of adopting the electronic document format in the upcoming months through CELT.

Information to be included in the personnel files transmitted from the Dean to me will include:

- A list of accomplishments in the five criteria
- A current Curriculum Vita
- Personal letter of justification for promotion
- A summary of the results of student or peer evaluations
- Recommendations from the personnel committee and department chair
- Any response of the faculty member to the recommendations

Departments and committees can determine any additional materials to be reviewed in making their recommendations, such as the actual student evaluations or copies of publications. However, materials beyond what are listed above do not need to come forward to the Provost. Please share this information with your personnel and subdivision committees.
Schedule

No later than:

• February 4, 2013  Departmental committee and chair recommendations to peer review committee

• February 25, 2013  Peer review committee recommendations to deans

• March 18, 2013  Deans' recommendations to Provost

• April 15, 2013  Provost's recommendations to President

• May 17, 2013  Announcement of decisions on promotions