Criteria for Personnel Decisions Guidelines: A Department Checklist
An advisory document prepared by the Personnel Policies Council
Reported out to Faculty Assembly on 2/26/2018

- Provide guidance for the content and format for retention and promotion folders
- Allow for five criteria that are not mutually exclusive.
- Express expectations for the range of acceptable to excellent in the categories, and expectations as a whole among all categories.
- Detail expectations for continuing appointment and associate promotion, and the additional expectations for promotion to full professor

Mastery of Subject Matter

- Degree expectations
- Professional development resulting in certifications
- External recognition of expertise through consultancies, media, invited speeches, etc.
- Awards

Effectiveness of Teaching

As teaching is the primary responsibility for faculty at SUNY Oswego, documentation in the area needs to be sufficiently rich. In this respect, provost guidelines are clear:

“In personnel decisions, summaries of the results of student evaluations from throughout the review period will be one type of evidence considered in determining teaching effectiveness. In no case will student evaluations be the only basis for determining a faculty member’s teaching effectiveness.”

Teaching effectiveness is best documented in a teaching portfolio which might include

- Student evaluations of teaching (SET)¹
- Classroom observation
- Narratives about teaching philosophies and changes during the evaluation period
- An inventory of teaching practices based on evidence-based methods²

Scholarly Ability

Of all criteria, scholarly ability is most subject to external peer review within disciplines, thus streamlining the process of documentation at the department level. Departments need to clarify:

- Expectations for external funding
- Type, quantity and quality for scholarly and creative activity expectations
- Tradeoffs among quantity and quality of scholarly and creative work

Effectiveness in University Service

- Make clear the candidate’s responsibility to document the breadth and depth of service activities and to construct a narrative about service contribution beyond membership and participation.
- Emphasis on overall department and campus citizenship and engagement.
- In certain disciplines and area studies, community outreach plays an essential role that is complementary to scholarship and teaching, and advances the institution’s mission and priorities. Clarity in how these activities are weighted in personnel decisions will be important in these cases.

Continuing Growth

- Express how continuing growth is a necessary condition for satisfactory progression as well as excellence in teaching, research and service
- Expectations for a brief narrative about growth in the three traditional categories of teaching, research and service that cites prior evidence without repeating.