TO:  PRESIDENT ALBERT W. BROWN
FROM:  THE FACULTY SENATE

RESOLUTION
#29 1969-1970
Meeting on December 16, 1969
(Read)

WE:
I. Formal resolution (Act of Determination)
X  II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: A Report to the Faculty Concerning Policies for Promotions

Approved 4 - Yes
1 - No

Signed C. [Signature] Date Sent: 1/2/70
(For the Senate)

TO:  THE FACULTY SENATE
FROM:  PRESIDENT ALBERT W. BROWN

RE:  I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

a. Accepted. Effective Date 1/15/70

b. Deferred for discussion with the Faculty Senate on

c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment:

**Accepted only as a report.

Allen, Cameron

DISTRIBUTION: Vice-Presidents:
Burke, Hakov, Virgillo, I. Henderson, Siebbs, Kiefer, Hewitt, Crandall,
Gennaro, Kleiman

Distribution Date: ______________________

Signed: President of the College

Date Received by the Senate: _______________
A REPORT TO THE FACULTY CONCERNING
POLICIES FOR PROMOTIONS
AT STATE UNIVERSITY COLLEGE AT BROCKPORT, NEW YORK

October 1969
Faculty Committee on Appointments and Promotions

1969-1970
Claude Cornish
Jeanette D'Agostino
Doris Powell
Robert Skelton, Chairman
Jack Wolisky

1969-1976
Grace Alvarez
Anne O'Toole
Robert Skelton
Sharon Swartz, Chairman
Jack Wolisky

Approved by the Faculty-at-Large
December 15, 1969
PHILOSOPHY

We believe that faculty members should be appointed and promoted to academic rank commensurate with their abilities and the quality and effectiveness of their service. Therefore, policies concerning advancement in rank and in salary are needed to encourage superior service to the profession, the university, the community, and the state and nation.

We believe the fundamental purpose of promotion in rank should be to recognize meritorious service.

Criteria for evaluating the qualifications of prospective faculty for appointment or for advancement in rank for those promoted, are:

1. Mastery of subject matter as demonstrated by: advanced degrees and licenses; honors and awards; grants; on-campus distinction in the creative arts, including publications; and fellowships and visiting professorships.

2. Effectiveness in teaching as indicated by: Judgement of colleagues and student reaction; development of new teaching materials, new courses, and imaginative, scholarly techniques of teaching.

3. Scholarly ability as demonstrated by: success in developing and carrying out significant research work and projects in professional fields; contributions to the arts; publications; and professional reputation evidenced by election to, and assignment of, responsibilities in state, regional, national and international organizations.

4. Effectiveness of University service as demonstrated by: success in fulfilling committee and administrative responsibilities; contributions to student activities and to the community; evidence of active commitment to strengthening faculty-student and college-community relationships; and service in an advisory and guidance capacity to students.

5. Continuing growth as demonstrated by: evidence of reading, research, and other activities which keep one abreast of current developments in professional fields, and evidence of ability to handle increased responsibility successfully.

No priority order; as listed in the Policies of the Board of Trustees, 1963, Article XII, Title 6, 2.
INSTRUCTOR

Definition:

An instructorship is granted to one entering college teaching at the beginning level; to one who shows potential for growth in his field.

Basis of Appointment:

An instructor will be expected to have earned the Master's degree or to have achieved a recognized equivalent standard of attainment in the appropriate discipline or field of study prior to appointment. He may have been involved as a teaching assistant in a college instructional program; typically, he is engaged in a doctoral program or the equivalent in his field.

Continuing Appointment:

Continuing appointment as instructor.

Effective September 1, 1963, reappointment as instructor at the end of three consecutive years of service in a position or positions of academic rank within the University shall be continuing appointment, provided that the appointee has completed seven years of service in a position or positions of academic rank. An exception to this provision is contained in Subsection (d) of this Section.

See Policies of the Board of Trustees, 1963, Article XI, Title A, 3.

ASSISTANT PROFESSOR

Definition:

The assistant professorship is granted to one who has demonstrated successful teaching ability, given indication of creative scholarship, and shown a willingness to assume responsibility in departmental, college, and University affairs.

Basis of Appointment and Promotion:

Normally, possession of an earned doctorate or achievement of a recognized equivalent standard of attainment in the appropriate discipline or field of study is required for appointment to this rank.

Promotion or appointment to the assistant professorship will be made for noteworthy performance in terms of criteria developed by each department, or division if no department criteria exists.

Continuing Appointment:

Continuing appointment as Assistant Professor.

Effective September 1, 1963, reappointment as Assistant Professor at the end of three consecutive years of service in a position or positions of academic rank
within the University shall be a continuing appointment, provided that the appointee has completed seven years of service in a position or positions of academic rank. An exception to this provision is contained in Subsection (d) of this Section.

*See Policies of the Board of Trustees, 1960, Article XI, Title A., 3.*

**ASSOCIATE PROFESSOR**

**Definition:**
The associate professorship is granted to one who has demonstrated highly successful teaching ability, has achieved and maintained a scholarly reputation, and has effectively fulfilled responsibilities in departmental, college, and University affairs.

**Basis of Appointment and Promotion:**
Typically, possession of an earned doctorate or a recognized equivalent standard of attainment in the appropriate discipline or field of study is required for appointment to this rank. Promotion or appointment to the associate professorship will be made for significant performance in terms of criteria developed by each department, division, or college, if no department criteria exists.

*Continuing Appointment:*
Continuing appointment as Associate Professor may be given on initial appointment or thereafter. Except as provided in Subsection (c) of this Section, reappointment as Associate Professor at the end of three consecutive years of service within the University as Associate Professor shall be a continuing appointment.

*See Policies of the Board of Trustees, 1960, Article XI, Title A., 3.*

**PROFESSOR**

**Definition:**
A professorship is the highest designated academic rank. A professor is one who is acknowledged as a person of distinguished ability, he is outstanding in his field and consistently contributes service of high quality.

**Basis of Appointment and Promotion:**
Possession of an earned doctorate or a recognized equivalent standard of attainment in his discipline or field of study is required for appointment to this rank.

*Continuing Appointment:*
Continuing appointment as Professor may be given on initial appointment or therea-
after. Except as provided in Subsection (c) of this Section, reappointment as Professor at the end of three consecutive years of service within the University as Professor shall be a continuing appointment.

*See Policies of the Board of Trustees, 1960, Article XI, Title A., 3.

Note: For regulations concerning Continuing Appointment for Librarian, Associate Librarian or Assistant Librarian, see Policies of the Board of Trustees, 1960, Article XI, Title A., 3.

LECTURER AND/OR VISITING PROFESSOR

Definition:

A lecturer or visiting professor is one who is a recognized authority in his field. He is a person with professional preparation, who is appointed for specific purposes. He is appointed for a specified length of service, usually a semester or an academic year.

Basis of Appointment:

Proven competence in his field shall be the basis of appointment. This would normally, but not necessarily, presuppose an academic degree in the field of specialization for which the person is appointed.

Continuing Appointment:

No lecturer or visiting professor may hold continuing appointment within this college.

Appointment as a lecturer or visiting professor may be renewed, but only as a temporary appointment for a specified period of time.

A lecturer or visiting professor may be appointed to one of the other academic ranks whereupon he may receive continuing appointment.
PROCEDURES FOR IMPLEMENTING PROMOTIONS:

1. Each professional staff member will complete the "Status, Promotion and Recommendation" form.

2. Recommendations for reappointments and promotions begin with the Department Chairman and the department appointing and promotions committee according to specific criteria and procedures developed by individual departments.

3. The department appointing and promotion committee will review each completed form, submit its recommendations to the Department Chairman for his review and any additional recommendations.

4. The department chairman, in conference with each member of his staff who requests such a meeting, will review the data sheet and recommendations. A copy of the recommendation form will be given to the staff member at the time of the conference.

   The department appointing and promotions committee will review the promotion form if a staff member requests such action. Should the committee deem necessary, a conference of the concerned staff member, Department Chairman, and the committee will be arranged.

5. Recommendations on reappointments and promotions are forwarded to the President of the college before December 15, for his consideration.

6. Data on all professional staff members who have been recommended for promotions will be forwarded to the Chairman of the Faculty Committee on Appointments and Promotions by the President.

7. All reappointments and promotions will be made by the President of the College who will send a "Letter of Intent" by January 15, to each individual he recommends.

   If the President denies reappointment or promotion, he will, by January 15, so inform each individual whose promotion was not approved stating reasons.

8. The time schedule for the procedures should be included in the "Status, Promotion and Recommendations" form which each faculty member completes, in order that the January 15 deadline can be met.