

**Binghamton University
CLINICAL FACULTY PERSONNEL ACTION SUMMARY**

Name: _____

Present Title: _____

Date Present Appointment Expires: _____

Personnel Action

_____ Renewal of Term for _____ years**
 _____ Promotion to Clinical Associate Professor
 _____ Promotion to Clinical Assistant Professor
 _____ Promotion to Clinical Professor

	Tally of All Eligible Members	Number of Votes			Non-voting
		For	Against	Abstain	
IPC					

Note: IPC tally of eligible members equals the total number of committee members in residence plus those that are not in residence but participating.

Note: The record of the final vote taken shall include the number of Committee members in residence plus those that are not in residence but participating.

	Personnel Action *		
	Renewal	Promotion	Date
IPC			
Dean			
Provost**			

*Indicate Y (yes) or N (no) in the appropriate column.

**Clinical renewals do not require approval at the Provost level, and can be sent directly to HR

CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION ONE
ITEMS TO FOLLOW THIS PAGE INCLUDE

- 1. An up-to-date and complete curriculum vitae**

CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION TWO, IPC INFO + ITEMS TO FOLLOW THIS PAGE INCLUDE

1. Listing of all eligible IPC members and their signatures [form #1]

- The list should clearly indicate who served as the chair of the IPC.
- The list should clearly indicate who served as secretary of the IPC.
- If an eligible IPC member did not participate, the list should state the reason.

Note: The minimum size of an IPC shall be five **voting** members.

2. IPC report – IPC’s written evaluation of performance in the candidate’s Review Criteria should include

- Evaluation of teaching performance
- Evaluation of clinical practice (if applicable)
- Evaluation of scholarship accomplishments
- Evaluation of service accomplishments
- A summary of the discussion
- The recommendation of the committee and the rationale for the decision
- The final vote of the committee (including yes votes, no votes and abstentions)
- A statement that indicates that a majority of the committee has accepted the report
- Include minority report, if submitted
- Summary of materials used by IPC in evaluating job performance
- The faculty candidate whose case is under consideration must be copied on the initiating personnel committee’s evaluation and recommendation.

Note: The IPC report must not include either the names or any other identifying information of the outside evaluators.

Note: The report should clearly indicate the sources of evidence on which the appraisal of teaching competence has been based.

Note: If a report from a student advisory committee is not included in the report of an IPC, the reasons shall be stated in the IPC report.

3. Listing of all student advisory committee members and their signatures [form #7]

4. Student Advisory Committee Report – SAC’s written evaluation of should include

- Opinions from verifiably identified students in the academic unit, with a single report summarizing the range of viewpoints

Note: The SAC must ensure that no names of individual students appear

5. The IPC should include the candidate’s third year review letter for promotion to Clinical Associate Professor.

6. Petition to IPC or Approval of candidate

- Faculty wishing to initiate consideration for promotion must petition the IPC in writing. IPCs may also initiate such considerations with the approval of the candidate.

7. Memo from the IPC chair to the candidate stating that he/she has five working days to review and respond in writing to the IPC report and to the Student Advisory Committee report

Did the candidate respond to the IPC report?

- Yes (a copy of the response must be included in the personnel case)

- No

Did the candidate respond to the Student Advisory Committee report?

- Yes (a copy of the response must be included in the personnel case)
- No

8. Student Advisory Committee Report – SAC’s written evaluation of should include

- Opinions from verifiably identified students in the academic unit, with a single report summarizing the range of viewpoints

Note: The SAC must ensure that no names of individual students appear

9. Statement of personal service [form #6]

CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION THREE, EVALUATIONS AND RECOMMENDATIONS
ITEMS TO FOLLOW THIS PAGE INCLUDE

1. Evaluation and recommendation by the Chair of the department (if applicable) - the evaluation should include

- Evaluation of teaching performance
- Evaluation of clinical practice (if applicable)
- Evaluation of scholarly productivity
- Evaluation of service contributions
- The recommendation
- The faculty candidate whose case is under consideration must be copied on the evaluation and recommendation of the department chair.
- The IPC chair must be copied on the evaluation and recommendation of the department chair.

Note: The chair's report must not include either the names or any other identifying information of the outside evaluators.

2. Evaluation and recommendation by the Dean - the Dean's evaluation should include

- Evaluation of teaching performance
- Evaluation of clinical practice (if applicable)
- Evaluation of scholarship accomplishments
- Evaluation of service accomplishments
- The recommendation
- The faculty candidate whose case is under consideration must be copied on the evaluation and recommendation of the dean.
- The IPC chair must be copied on the evaluation and recommendation of the dean.

Note: The dean's report must not include either the names or any other identifying information of the outside evaluators.

3. Recommendation of the Provost

**CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION FOUR, TEACHING PERFORMANCE
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Letters of peer-assessed teaching evaluation

2. Self-Assessment of Teaching

3. Syllabi from classes taught

*For an integrated curriculum, where courses are co-taught by multiple faculty, please include syllabi from courses coordinated or with a substantial portion of the teaching load.

4. Self-Assessment of Clinical Practice (if applicable)

5. Any unsolicited letters relevant to the candidate's teaching performance considered by the IPC.

- Author's signature is **required**.
- The option of release without author identification is not available for unsolicited materials.

**CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION FIVE, SCHOLARLY PRODUCTIVITY
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Self-Assessment of Research

For Promotion Cases when applicable:

2. List of those providing research evaluations and a brief description of the reviewers' credentials.

- List of individuals asked to provide an evaluation of the candidate's research performance, who participated in the review **[form #4]**, followed by:
 - Sample copy of the letter of solicitation sent to the reviewers [only one sample necessary]
 - Reviewer's signed evaluation of the candidate's job performance
 - Reviewer's signed release form [if the form is not returned, the evaluation is not released]
 - Description of reviewer's credentials

3. External Letters

**CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION SIX, SERVICE CONTRIBUTIONS
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Self Assessment of Service Contributions

**CLINICAL FACULTY PERSONNEL CASE CHECKLIST – SECTION SEVEN, PUBLICATIONS
ITEMS TO FOLLOW THIS PAGE INCLUDE**

- 1. All publications to be considered as part of the personnel dossier.**