

**Binghamton University
FACULTY PERSONNEL ACTION SUMMARY**

Name: _____

Present Title: _____

Department: _____

Date Present Appointment Expires: _____

Mandated Tenure Date: _____

Personnel Action

_____ Renewal of Term for ____ years

_____ Promotion to Associate Professor

_____ Tenure

_____ Promotion to Full Professor

	Tally of All Eligible Members	Number of Votes			Non-voting (Do not include Dept. chair)
		For	Against	Abstain	
IPC - Renewal					
IPC - Promotion					
IPC - Tenure					
UPC - Renewal					
UPC - Promotion					
UPC - Tenure					

Note: Although the chair of a departmentalized academic unit is a full participant in discussions, that individual shall not vote, and shall not be included in the tally of eligible members above.

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.

Note: As specified in the Faculty By-Laws, a majority of all committee members eligible to vote, rather than a majority of the members present at the UPC meeting, shall be required for the establishment of the recommendation.

	Personnel Action *			Date
	Renewal	Promotion	Tenure	
IPC				
Department Chair				
Dean/Director				
UPC				
Provost				
President				

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

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

1. **Candidate's curriculum vitae**

FACULTY PERSONNEL CASE CHECKLIST – SECTION TWO

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.

Note: Although the chair of a departmentalized academic unit is a full participant in discussions, that individual shall not vote.

2. IPC report (with student advisory report attached) – the evaluation and recommendation by the initiating personnel committee should include

- Evaluation of teaching performance
- Evaluation of scholarly productivity
- Evaluation of service contributions
- 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
- The faculty candidate whose case is under consideration must be copied on the initiating personnel committee's evaluation and recommendation.

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.

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

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

4. The IPC should include the candidate's third year review letter for promotion to Associate Professor with tenure cases.

5. Petition to IPC or Approval of candidate (Non-Mandated cases only)

- 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.

6. 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
- Not applicable

7. Statement of personal service [form #6]

**FACULTY PERSONNEL CASE CHECKLIST – SECTION THREE
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Evaluation and recommendation by the department chair - the evaluation should include

- Evaluation of teaching performance
- 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 evaluation should include

- Evaluation of teaching performance
- 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 dean.
- The department chair 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 UPC

4. Recommendation of the Provost

5. Recommendation of the President

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

1. Teaching performance – please check the applicable sources used to appraise teaching performance and include the documentation in the personnel file

Required documentation

- Candidate's self assessment of teaching in relation to his or her teaching philosophy and goals, including how feedback from students (performance on tests, student evaluations of the course, and so forth) has been used to improve the candidate's teaching and/or student learning
- Peer evaluation
 - of the syllabi of courses taught over the years
 - of the faculty member's teaching over time
 - A summary assessment of the faculty member's contributions to the instructional mission of the academic unit
- Representative student evaluations of the faculty member's teaching over time

Optional documentation

- Tabular summary of raw data such as that collected in the SOOTS **[form #2]**
- If applicable, evidence of contributions to the educational mission of the University beyond the faculty member's own academic unit(s), for example, assessment, experiential or service learning, general education, internationalization
- Solicited written evaluations of candidate's teaching
- List of all individuals asked to provide an evaluation of the candidate's teaching who declined to participate in the review **[form #4]**
- List of individuals asked to provide an evaluation of the candidate's teaching 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 teaching
 - Reviewer's signed release form [if the form is not returned, the evaluation is not released]
- Unsolicited materials relevant to the candidate's teaching
 - Note: Author's signature is required
 - Note: Unidentified materials will not be included in the dossier
- The record of new courses or course materials developed, including use of materials from multiple cultures and in multiple languages
- Library reserve lists and development of special library collections for courses or programs
- Documentation of pedagogical innovations
- Information on student performance (honors work, continuation in graduate programs, post-graduate achievements)
- Supervision of undergraduate and graduate projects and theses and work as an advisor and mentor
- Organization and supervision of internships, international exchanges, study abroad, experiential learning sites and experiences, and undergraduate research opportunities
- Involvement in collegiate or other extracurricular student activities
- Organization of workshops to help students develop ancillary skills (critical thinking, library skills, use of computer programs, quantitative reasoning, team work, oral communication, writing skills, artistic performances, literary/technical publications, etc.)
- Surveys of graduating students and/or alumni
- Contributions to the preparation and supervision of graduate teaching assistants and undergraduate peer assistants
- Record of obtaining grant support for the advancement of the University's educational mission including grants, fellowships, and scholarships

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

- 1. Scholarly productivity – please check the applicable sources used to appraise scholarly productivity and include the documentation in the personnel file**
- Candidate’s statement of research interests, accomplishments, and future directions
 - Record of obtaining grant support for the advancement of the University’s mission including grants, fellowships, and scholarships
 - Materials, other than outside letters of evaluation, used by the IPC in evaluating research

Optional documentation for renewal cases (required for all others)

- Form #4
 - List of all individuals asked to provide an evaluation of the candidate’s research who declined to participate in the review **[form #4]**
 - Note: The list should include the name, the institution, and the reason for declining
 - List of individuals asked to provide an evaluation of the candidate’s research 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 research
 - Reviewer’s signed release form [if the form is not returned, the evaluation is not released]
 - Description of reviewer’s credentials
 - Note: At least one of the letters is to be solicited from a person on a list submitted by the candidate
 - Note: At least two-thirds of the referees are to be designated by the IPC
 - Note: Evaluator(s) designated by the candidate are indicated with an asterisk
- Unsolicited materials relevant to the candidate’s research
 - Note: Author’s signature is **required**
 - Note: Unidentified items will not be included in the dossier

**FACULTY PERSONNEL CASE CHECKLIST – SECTION SIX
ITEMS TO FOLLOW THIS PAGE INCLUDE**

1. Service contributions – please check the sources used to appraise service contributions and include the documentation in the personnel file

- Candidate's statement of service interests and accomplishments
- List of materials used by the IPC in evaluating service

Optional documentation

- Form #4
 - List of all individuals asked to provide an evaluation of the candidate's service who declined to participate in the review **[form #4]**
Note: The list should include the name, the institution, and the reason for declining
 - List of individuals asked to provide an evaluation of the candidate's service 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 service
 - Reviewer's signed release form [if the form is not returned, the evaluation is not released]

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

1. Publications

- For **renewal of term** case, please provide, at a minimum, the candidate's published work and work in progress.
- For **tenure** case, please provide, at a minimum, the candidate's published work.
- For **promotion to associate professor** case, please provide, at a minimum, the candidate's published work.
- For **promotion to full Professor** case, please provide, at a minimum, the candidate's CV with the listing of their publications.