

## Personnel Portal Checklist

### Chapter I: Beginning a Case

The Provost's Office (Laura Kipfer, [lkipfer1@binghamton.edu](mailto:lkipfer1@binghamton.edu), 7-2154) will create the online portal case and give college representatives at your Dean's office access; they will provide additional access at the department level as needed.

You will need to do up to four things over the course of the case: add the votes for the IPC meeting (usually department level); add the personnel actions for the IPC and Chair (usually department level) and add personnel actions for the Dean (usually Dean's office level); change the state of the case; upload documents.

As someone with administrative privileges on the case, please consider that confidentiality is **crucial** and needs to be protected. Please be sure that there is only one person in your unit with Admin privileges (usually the person uploading and interacting with the portal) and please ensure that only necessary people are added to the portal as readers (IPC, Chair, etc).

### Chapter II: Uploading Files

UPLOADED FILES			DOWNLOAD ALL DOCUMENTS
<a href="#">+ Add New File</a>			
PRESIDENT'S MEMO	DOWNLOAD SECTION 8 DOCUMENTS	ORDER DOCUMENTS	SECTION 8 HELP
SECTION 1 (CURRICULUM VITAE)	DOWNLOAD SECTION 1 DOCUMENTS	ORDER DOCUMENTS	SECTION 1 HELP
SECTION 2 (IPC INFO +)	DOWNLOAD SECTION 2 DOCUMENTS	ORDER DOCUMENTS	SECTION 2 HELP
SECTION 3 (EVALUATION & RECOMMENDATIONS)	DOWNLOAD SECTION 3 DOCUMENTS	ORDER DOCUMENTS	SECTION 3 HELP
SECTION 4 (TEACHING PERFORMANCE)	DOWNLOAD SECTION 4 DOCUMENTS	ORDER DOCUMENTS	SECTION 4 HELP
SECTION 5 (SCHOLARLY PRODUCTIVITY)	DOWNLOAD SECTION 5 DOCUMENTS	ORDER DOCUMENTS	SECTION 5 HELP
SECTION 6 (SERVICE CONTRIBUTIONS)	DOWNLOAD SECTION 6 DOCUMENTS	ORDER DOCUMENTS	SECTION 6 HELP
SECTION 7 (PUBLICATIONS)	DOWNLOAD SECTION 7 DOCUMENTS	ORDER DOCUMENTS	SECTION 7 HELP
DEPARTMENT GUIDELINES	DOWNLOAD SECTION 9 DOCUMENTS	ORDER DOCUMENTS	SECTION 9 HELP

Please note that the documents should be placed in this specific order in these specific sections within the portal. If you have any questions about where a document should be uploaded, please reach out to Laura Kipfer at [lkipfer1@binghamton.edu](mailto:lkipfer1@binghamton.edu)

Please also name the documents as clearly as possible. For example, the Chair's letter should be named something like "Chair's Letter for John Doe", the teaching statement the candidate submits should be named something like "John Doe Teaching Statement" – what the file is should be easily identifiable by the name of the file. For SOOTs in particular, please rename the files so they are clear – something like: "Econ 101 Fall 2025 SOOT".

## President's Memo

- No documents – do not add anything to this section

## Section 1 (Curriculum Vitae)

- Candidate's C.V.

## Section 2 (IPC Info+)

- Petition to IPC or Approval of candidate (Non-Mandated cases only)
- Form 1
  - Listing of all eligible IPC members and their signatures
  - 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 is five voting members.
    - Note: Although the chair of a departmentalized academic unit is a full participant in discussions, the chair can not vote.
- IPC Report - the evaluation and recommendation by the initiating personnel committee should include
  - Evaluation of teaching performance
    - 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.
  - Evaluation of scholarly productivity
    - Note: The IPC report must not include either the names or any other identifying information of the outside evaluators.
  - 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.
- Form 7
- Student Advisory Report
- Form 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
- Candidate Response to Student Advisory Committee Report (if applicable)
- Candidate Response to IPC report (if applicable)
- For Promotion and Tenure cases, the candidate's third year review letter

### Section 3 (Evaluations & Recommendations)

- Chair's Letter (if applicable) - 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.
- Candidate Response to the Chair's letter (if applicable)
- Dean's Letter - 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.
- Candidate Response to the Dean's letter (if applicable)

**Note: Please do not upload anything else than these items to section three.**

### Section 4 (Teaching Performance)

#### Required Documentation (in this order):

- 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
- Peer evaluation 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 (in this order, following the required documentation):

- Form 2 - Tabular summary of raw data such as that collected in the SOOTS
- Supervision of undergraduate and graduate projects and theses and work as an advisor and mentor
- Surveys of graduating students and/or alumni
- Information on student performance (honors work, continuation in graduate programs, post-graduate achievements)
- Contributions to the preparation and supervision of graduate teaching assistants and undergraduate peer assistants
- 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
- 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
- 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.)
- Record of obtaining grant support for the advancement of the University's educational mission including grants, fellowships, and scholarships
- Form 4: 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; list of individuals asked to provide an evaluation of the candidate's teaching who participated in the review.
  - 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
- Any other documents relating to the candidate's teaching

## Section 5 (Scholarly Productivity)

### Required Documentation for all cases (in this order)

- 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 – clearly labelled

### 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;
    - 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
    - Note: Please remember there is a four letter minimum requirement
    - 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
- Sample copy of the letter of solicitation sent to the reviewers [only one sample necessary]
- Reviewer's signed release form [if the form is not returned, the evaluation is not released]
- Description of reviewer's credentials
- Reviewer's signed evaluation of the candidate's research

- Unsolicited materials relevant to the candidate's research
  - Note: Author's signature is required
  - Note: Unidentified items will not be included in the dossier
- Any other documents relating to candidate's scholarly productivity

## **Section 6 (Service Contribution)**

### Required Documentation (in this order)

- 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
    - 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
- 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]
- Any other documents relating to candidate's service contributions

## **Section 7 (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.

## **Department Guidelines**

- For mandated renewal and tenure and promotion cases, please upload the department renewal / promotion and tenure guidelines that were in place *at the time of the candidate's hire*.
- For non-mandated cases, including promotion to full professor, please upload the current department guidelines for renewal / promotion and tenure / promotion to full professor.

### Chapter III: How to Add Votes

(note: be sure to **SAVE** before closing the screen when editing this section)

To begin, click on the “edit this info” box in the upper left hand corner.

The screenshot shows the 'Faculty Promotion and Tenure Documents Management' interface. At the top, there is a navigation bar with 'Personnel Cases' and 'View Personnel Case 664'. Below this, a green header bar contains 'TRAINING / PRACTICE CASE, NOT A REAL ONE PERSONNEL CASE INFO' and '664 / FACULTY / IPC'. The main content area is titled 'Binghamton University Faculty Personnel Action Summary'. A red arrow points to the 'Edit This Info' button in the top right corner of this section. Below the title, there are two columns of information: 'Basic Info' (Name: Training / Practice Case, not a real one; Present Title: Instructor; Department: History; Personnel Action: Renewal) and 'Date Present Appointment Expires Is Mandated?' (No). Below this, there is a 'Voting' section with a table of fields: Personnel Action Voted, Voting Body, Tally of All Eligible Members, Votes For, Votes Against, Votes Abstain, Non-voting, and Recusal.

You will see a place to enter votes:

The 'Record Votes' section is shown with a checked checkbox. It contains a 'Votes' section with a '+' icon. Below this is a 'Personnel Action Voted' dropdown menu with 'Renewal of Term' selected. Below the dropdown are several input fields: 'Voting Body' (dropdown with 'IPC' selected), 'Tally of All Eligible Members' (input field with '10'), 'Votes For' (input field with '8'), 'Votes Against' (input field with '1'), 'Votes Abstain' (input field with '0'), and 'Non Voting' (input field with '1'). Below these is a 'Recusal' input field with '0'.

This is just like it sounds – please record the votes from the IPC meeting. Select the appropriate personnel action voted on (renewal, promotion and tenure, promotion to full) from the drop-down, and select ‘IPC’ as the voting body from the drop-down.

For renewals and promotions to full professor, only one line is needed as seen above. For tenure and promotion cases, both votes must be recorded individually.

Record Votes

Votes

- +

Personnel Action Voted

Promotion to Associate Professor

Voting Body

IPC

Tally of All Eligible Members

10

Votes For

8

Votes Against

1

Votes Abstain

0

Non Voting

1

Recusal

0

Votes

- +

Personnel Action Voted

Tenure

Voting Body

IPC

Tally of All Eligible Members

10

Votes For

1

Votes Against

8

Votes Abstain

0

Non Voting

1

Recusal

0

Please note:

- When you are putting in tenure/promotion votes, please enter Promotion to Associate Professor first, and tenure second as shown above.
- All boxes for votes must have a number entered; if no one abstains, for example, please enter 0 in that box.
- Please note, the sum of the votes for/against/abstain/non-voting/recusal must match the tally of all eligible members.

Definitions:

- Tally of all eligible members: The number of people who *signed* Form 1, even if they are non-voting (the only exclusion is the chair of the department, who does not count toward the tally nor in the non-voting section).
- Votes for: votes in favor
- Votes against: votes not in favor
- Votes abstain: member(s) of the committee who are eligible to vote but choose not to vote on a specific case
- Non-voting: member(s) of the committee who would otherwise be eligible to vote but cannot, for example, due to being on sabbatical and not participating in the committee.
- Recusal: member(s) of the committee who are not eligible to vote due to a conflict of interest

## **Chapter IV : Add Personnel Actions**

(note: be sure to SAVE before closing the screen)

In total there will need to be three personnel actions added either by you or by the Dean's office – for the IPC, the Department Chair, and the Dean. This section is directly underneath where you enter the votes.

Record Personnel Action Responses

Personnel Action

- +

Personnel Action Voted  
Renewal of Term

Responding Body      Response      Date  
IPC      Yes      10/30/2023

Personnel Action

- +

Personnel Action Voted  
Renewal of Term

Responding Body      Response      Date  
Department Chair      No      02/01/2024

Personnel Action

- +

Personnel Action Voted  
Renewal of Term

Responding Body      Response      Date  
Dean / Director      Yes      12/12/2023

You will need to select the correct type of action being voted on (renewal, promotion/tenure/promotion to full).

You will enter the IPC's response again here as a yes/no, and the date that the IPC vote happened.

You will also need to enter the Department Chair's response, and the date this was received (usually the same date as the chair's letter).

You will also need to enter the Dean / Director's response, and the date this was received (usually the same date as the Dean's letter).



Please remember for promotion and tenure cases, they should be responded to separately. When you are putting in tenure/promotion actions, please enter Promotion to Associate Professor first, and tenure second as shown here:

Record Personnel Action Responses

Personnel Action

- +

Personnel Action Voted

Promotion to Associate Professor

Responding Body

IPC

Response

Yes

Date

10/30/2023

Personnel Action

- +

Personnel Action Voted

Tenure

Responding Body

IPC

Response

Yes

Date

10/30/2023

### **Chapter V: Changing the State**

At the very bottom of the editing screen, above the save button, you will see the state:

State\*

IPC

Save

Select the drop-drop to choose which state the case is at:

IPC – This means the IPC has not yet voted and the IPC information is not yet uploaded.

Department Chair – This means the IPC has voted, the IPC votes, personnel actions, and that the section 1 and section 2 uploads are complete. The case is now with the chair to write their letter.

Dean/Director – This means that the Chair’s letter has been submitted, their personnel action has been entered, and the Chair’s letter is uploaded. The case is now with the Dean to write their letter.

UPC – This means that the Dean’s letter has been submitted, their personnel action has been entered, and the Dean’s letter is uploaded.

Revised as of Fall 2024

Please note: At UPC level, that means that the case is now fully ready for the AUPC to review and everything is complete and uploaded. Please do not mark a case 'UPC' until it is fully completed, as your permissions will be removed at that level.