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These Procedures are intended to guide Departments in cases of:

1. Promotion (from within) OR Appointment (from without) to the rank of
Associate Professor or Full Professor

2. Continuing Appointment (Tenure whether internally or for new appointments) \\

I POLICIES ON PROMOTION AND CONTINUING APPOINTMENT

I.I Criteria

The Policies of the Board of Trustees, State University of New York, Art. XII, Title A, paragraph 4 and Title B, paragraph 2, indicate the elements which should be weighed in evaluating candidates for promotion and/or continuing appointment (tenure):

"recommendations of academic employees, or their appropriate committees, or other appropriate sources may consider, but shall not be limited to consideration of, the following:

"(a) Mastery of subject matter -- as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.

"(b) Effectiveness in teaching -- as demonstrated by such things as judgment of colleagues, development of teaching materials on new courses and student reaction, as determined from surveys, interviews and classroom observation.

"(c) Scholarly ability -- as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.

"(d) Effectiveness of University service -- as demonstrated by such things as College and University public service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.

"(e) Continuing growth -- as demonstrated by such things as reading, research or other activities to keep abreast of current developments in his/her fields and being able to handle successfully increased responsibility."

To further the commitment to affirmative action at SUNY Stony Brook, the following additional criterion will be applied when evaluating candidates for promotion and/or continuing appointment (tenure):

"(f) Contributions to enriching the life of the University by correcting discrimination and encouraging diversity -- as demonstrated by teaching, University service, or scholarship concerning women and minorities. Besides reports from professionals within a field, colleagues, and students, a candidate's effectiveness may be assessed by accepting a diverse range of publications and modes of service that address the contributions, interests and special needs of minorities or women and promote efforts to achieve
equal opportunity.

1.2 Mandatory Review for Continuing Appointment

1.2.1 The Trustees' Policies (Article XI) also define the regulations on continuing appointment: Professors and associate professors on a three-year term appointment must be granted continuing appointment if reappointed at the end of that term. Assistant professors and instructors reappointed in academic rank positions (professor, associate, assistant and instructor) in the State University must be reappointed with continuing appointment if they have completed seven years of service in a position or positions of academic rank in the University. Satisfactory full-time service in academic rank in any other accredited institution of higher education shall be credited as service up to a maximum of three years, but waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of the initial appointment. Such requests should be submitted to the department head for forwarding to the administration.

1.2.2 Continuing appointment cases must be considered at least one year prior to the time when continuing appointment would become mandatory or when the final term appointment would expire (Policies, Art. XI, Title D, section 5).

1.2.3 Associate or full professors holding a term appointment must be reviewed for continuing appointment not later than the second year of service in that rank.

1.2.4 Assistant professors or instructors who have neither previously been reviewed for tenure at the State University of New York at Stony Brook nor submitted a letter of resignation, must be reviewed for continuing appointment not later than the sixth year of service in academic rank.

1.2.5 In computing consecutive years of service for the purposes of appointment or reappointment, periods of leave of absence at full salary shall be included; periods of leave of absence at partial salary or period beyond continuing appointment without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

1.3 New Appointments

1.3.1 New appointments at the senior level (Associate or Full Professor) and new part-time continuing appointments at the senior level are also to be reviewed by the Committee. Files for these appointments should adhere to the specifications given in section 3. Appointments for adjunct or visiting faculty are not reviewed by the Committee.

1.3.2 Files for new appointments should show evidence that affirmative action guidelines have been observed and that the best qualified candidate
has been proposed. EEOC approval or disapproval must be obtained before the file is sent to the Committee.

2 DEPARTMENT OR PROGRAM EVALUATION AND RECOMMENDATION

..... followed by lengthy description of detailed procedures .....
Successful candidates for tenure and promotion in the School of Journalism will be evaluated according to the Guidelines set below. Successful candidates will be expected to demonstrate that they are capable teachers, based on the standards and criteria adopted by the faculty, and that they will have satisfactorily performed their normal faculty obligations.

Candidates will be judged according to their performance in six areas:

a) Mastery of subject matter  
b) Scholarly and/or creative activity  
c) Teaching quality  
d) Service to school, university, profession and community  
e) Continuing growth and development  
f) Enriching diversity in university life
A) Mastery of Subject Matter:

Mastery of subject matter can be variously demonstrated by such things as advanced degrees, professional accomplishments, publications, honors, awards, and reputation in the journalism field.

B) Scholarly and/or Creative Activity:

As fulfilling the requirement of continuing productivity, the school may accept any combination of: (1) traditional academic research and (2) professional journalistic work.

The scholarly and/or creative work submitted by candidates may vary according to subject matter or public communications medium. This may include, but is not limited to: (1) articles or essays published in refereed academic journals, (2) papers or speeches delivered at conferences, conventions and similar gatherings, and (3) professional work published in books, magazines, newspapers, on-line, or through television and radio broadcasting.

The weight accorded these materials will be measured by their contribution to the intellectual community, their adherence to professional standards, the quality of execution and the distinction they may bring to the school and university.

Significant works-in-progress may also be submitted for consideration, but these materials will be given less weight than work that has already been published, presented, or broadcast.

C) Teaching Quality:
As demonstrated and evaluated variously by: (1) development of new courses or improving approaches to existing courses, innovative teaching techniques and practices, (2) judgment by colleagues, classroom observations, student evaluations, surveys and interviews, and (3) teaching awards and commendations.

D) **Service to School, University, Profession and Community:**

As demonstrated variously by: (a) serving on School committees, Arts and Sciences and University Senates, Faculty Governance (senate) committees, and Administrative committees; (b) taking a leadership role in School program development; (c) organizing career programs and communications workshops for students and professionals; (d) assisting in the recruitment of students and faculty; (e) participating in, planning, and running conferences and symposia; (f) raising external support for School and University activities and projects; (g) advising student groups and organizations; (h) acting in a liaison or advisory role to the communications professions, (i) playing a leadership role in academic and professional societies; and (j) representing the School and University in appearances before and meetings with community organizations.

E) **Continuing Growth and Development:**

As reflected variously by (a) adapting to new research fields and opportunities; (b) attendance at professional or academic conventions, conferences, symposiums, workshops, and other activities intended to keep candidates current in their field; (c) enhancing teaching effectiveness; and (d) taking increased responsibilities within the School and the University.
E) **Enriching Diversity in University Life:**

As demonstrated by (a) making notable contributions to the development of practices that will correct discrimination and encourage diversity in the School and University; (b) introducing appropriate material on diversity into the journalism curriculum; (c) helping to promote and/or advise journalism organizations for minority students; (d) actively helping to recruit women and minority faculty; (e) participating in University and professional conferences and workshops devoted to questions of enhancing diversity on campus; (f) supporting any academic and professional work that will encourage diversity at Stony Brook.
Promotion and Tenure Criteria
Stony Brook University Libraries

The Stony Brook University Libraries will adhere to the Arts and Sciences Senate Promotion and Tenure Committee Guidelines and Procedures, as revised by the Arts and Sciences Senate, February 1999, and in accordance with any subsequent revisions approved by the Arts and Sciences Senate.

Successful candidates for tenure and promotion in the Stony Brook University Libraries will be evaluated according to the Guidelines set below. Successful candidates will be expected to demonstrate that they are capable professional librarians, based on the standards and criteria adopted by the University Libraries faculty, and that they will have satisfactorily performed their obligations as professional librarians.

Candidates will be judged according to their demonstrated performance in six areas:

A) Mastery of Subject Matter
B) Effectiveness as a Librarian
C) Scholarly Ability
D) University and Community Service
E) Continuing Growth and Development
F) Enriching Diversity in University Life
A) Mastery of Subject Matter:

The basic credential is a Master's Degree in Library or Information Science from an American Library Association-accredited program. Appropriate supplementary evidence might include additional earned degrees, certificates of advanced and/or specialized training, and language or subject expertise commensurate with a particular position description. For example, reference and instructional librarians would typically require subject expertise in a particular area (e.g., biology, music) whereas metadata librarians working with foreign area studies materials should have the appropriate language proficiency.

B) Effectiveness as a Librarian:

Library Faculty as a whole must successfully develop, organize, manage, interpret, and promote access to a full range of library services and resources. Expectations of individual effectiveness may vary depending upon functional specialization within the Libraries: for example, instructional librarians vs. metadata librarians. Criteria for evaluation may include development of new courses or improving approaches to existing courses, innovative teaching techniques and practices, teaching awards and commendations, establishment of new collections in support of university missions and programs, leveraging new computing technologies to increase information discover-ability and access, the presentation of papers at professional conferences, appointment to consultanthips, offices held in scholarly or professional organizations, and membership on national association committees.

C) Scholarly Ability:

The scholarly and/or creative work submitted by candidates may vary according to subject matter or public communications medium. This may include a wide variety of scholarly publications, including, but not limited to, books (authored and edited), book chapters, peer-reviewed (or other) articles, bibliographies, finding aids, indexes, technical reports, thesauri, book reviews, catalogs, etc. Electronic and web publications, as well as websites and webliographies, are also acceptable in this category. The weight accorded to these materials will be measured by their contribution to the intellectual community, their adherence to professional standards, the quality of execution and the distinction they may bring to the school and university. Significant works-in-progress may also be submitted for consideration, but these materials will be given less weight than work that has already been presented, published, or contracted for publication.
D) Effectiveness of University and Community Service

Effectiveness of university and community service may be demonstrated by activities such as successful campus or community committee work; participation in Library and University Governance; special university administrative assignments and tasks; involvement with campus groups; work with students or community beyond the formal librarian-patron relationships; refereeing proposals; local community services; participating in, planning, and running conferences and symposia; raising external support for Libraries and University activities and projects; etc. Appropriate evaluations of these demonstrated contributions should include letters from relevant chairpersons of committees and/or leaders of community organizations.

E) Continuing Growth

Continuing growth may be demonstrated by such activities as attendance at continuing education courses, professional or scholarly meetings, workshops, institutes, training programs and other activities intended to keep candidates current in their field; in-depth analyses of other libraries; internships; development of professionally related skills; formal or informal course work; advanced degrees; adaptation to new research fields and opportunities; and/or increased responsibilities within the Libraries and the University.

F) Enriching Diversity in University Life

Contributions to enriching the life of the University by correcting discrimination and encouraging diversity can be demonstrated by teaching, University service, or scholarship concerning women and minorities. Besides reports from professionals within a field, colleagues, and students, a candidate’s effectiveness may be assessed by accepting a diverse range of publications and modes of service that address the contributions, interests and special needs of minorities or women and promote efforts to achieve equal opportunity. For librarians the establishment or identification of appropriate materials or collections helpful in attaining diversity would also be relevant.