

Checklist* for Continuing Appointment and/or Promotion applications (Fall 2022 and beyond)

I. Background and Context

	One-page cover letter specifying the request for Continuing Appointment and/or Promotion
	Published departmental criteria relevant to Continuing Appointment and/or Promotion
	For Continuing Appointment: Previous DAC/LDAC renewal recommendation letters
	Current Departmental recommendation that contains details concerning the review process and the candidate's strengths and/or areas for improvement, based on departmental criteria
	Letter of recommendation from the Department Chair/Library Supervisor
	Up-to-date Curriculum Vitae
	At least two (2) teaching observation reports from different faculty members, at least one from the candidate's department/library when possible. Note: Letter writers should use the Guidelines for Peer Observations of Teaching in Appendix A of the Faculty Guidelines and Criteria for Renewal, Continuing Appointment, and Promotion .
	Faculty Activity Reports for the last three (3) years
	Letters of support from at least two (2) SUNY Oneonta colleagues above candidate's current academic rank <ul style="list-style-type: none"> — At least one (1) letter from a colleague who is not a member of candidate's department — At least one (1) letter from a departmental colleague other than the Chair or supervisor
	Letters of support from at least three (3) colleagues external to SUNY Oneonta above candidate's current rank. Note: Candidate provides a list of five (5) colleagues to Chair/Supervisor or Department/Library designee. Chair/Supervisor or Department/Library designee solicits letters and provides external references with a copy of the candidate's CV and the University-wide and department / library-specific criteria

II. Personal Statement and Self Assessment

	Narrative builds on section I, addresses three areas of professional obligations (teaching or librarianship, scholarship, and service)
	Narrative also includes demonstrated continuing growth and mastery of subject matter within three areas of obligation

III. Documentation of Effectiveness**

	Evidence of Effectiveness in Teaching or Librarianship. Required for teaching faculty: <ul style="list-style-type: none"> — Representative copies of course syllabi and other course materials — Statistical data for each section taught during the last two years, as follows: <ul style="list-style-type: none"> ○ Results from University-wide student evaluation of instruction instrument ○ Mean scores of the University -wide student evaluation of instruction instrument compared with the departmental average and school-wide average ○ The number of students registered for each section and the number of individuals completing evaluation forms ○ Grade distribution data, including numbers and percentages, compared with the departmental average and school-wide average ○ Candidates are welcome to provide context or commentary on unusual patterns in the statistical data
	Evidence of Effectiveness in Scholarship
	Evidence of Effectiveness in Service

* For more detailed information about the professional development portfolio, see the [Faculty Renewal, Continuing Appointment, and Promotion Policy](#) (pp. 4-6). Please use [Fall 2022 and Beyond Promotion and Tenure Template](#) to prepare your PDF for submission.

** For examples of supporting documents, see each of the sections on teaching/librarianship, scholarship, and service in the [Faculty Guidelines and Criteria for Renewal, Continuing Appointment, and Promotion](#).