

Reappointment/Promotion/Continuing Appointment FAQs

Note: Resources for Reappointment/Promotion/Continuing Appointment can be found on the Provost's webpage under Faculty Resources

<https://www.canton.edu/provost/resources.html>

Q: How is it communicated to me when it is time for me to put my portfolio through for review?
A: The Provost's Office notifies the Deans in early summer which faculty in their respective schools are up for review for the upcoming Fall and Spring semesters. The Deans then reach out to those faculty members and their Director/Department Chair to let them know that portfolios are due and when.

Q: How do I apply for reappointment/promotion/continuing appointment at SUNY Canton?
A: An evaluative file (portfolio) will be prepared by the faculty member along with the form "[Personnel Action Form: Academic Employee](#)" which is to be used as the cover and is presented for consideration.

Evaluation of Teaching Academics is covered by Article 30 of the United University Professions (UUP) contract and Article XII of the Policies of the Board of Trustees. The evaluation process has been approved by the local UUP chapter and the President.

Q: I am a new faculty member. When do I start submitting my portfolio for review? When is my portfolio due at each step of the review process?
A: Click on the academic appointment and promotion timeline below. New faculty will follow the second box titled, "Reappointment After One Year (first two-year contract): [Academic Appointment & Promotion Timeline](#)

Q: What do I do if I am a Senior Lecturer up for reappointment?
A: Information on how to seek promotion to Sr. Lecturer can be found [here](#).
A [Senior Lecturer Faculty Information Summary Form](#) must be completed.

Q: How do I get my portfolio information set up in Brightspace so that it can be reviewed?
A: Contact the Center for Learning Design, Innovation and Online Instruction at (315) 386-7118 or email cldioi@canton.edu. A shell will be created for you in which you may load all of your materials into and update each time you are up for renewal.

For instructions on how to enroll those who will be reviewing your materials (Peer Review Committee, Director/Department Chair, Provost, President), click on the link below:
[Portfolio procedure in Brightspace](#)

Q: How is my Peer Review Committee selected?
A: Click below for information on the Peer Review selection process:
[Peer Review Process](#)
[Tenured Faculty Listing](#)

Q: What will I be evaluated on?
A: Tenure-Track Faculty and Librarians:
1. Mastery of Subject Matter
2. Effectiveness of Teaching
3. Scholarly Activity [Scholarship Defined](#)

4. Effectiveness in University and Community Service
5. Continuing Professional Growth

Lecturers:

1. Mastery of Subject Matter
2. Effectiveness of Teaching
3. Effectiveness in University and Community Service
4. Continuing Professional Growth
5. Scholarly Activity (*optional*)

Q: What information needs to be included in my portfolio?

A: Click on the appropriate Tenure Matrices below for detailed information:

[Matrix - Tenure-Track](#)

[Matrix - Librarian](#)

[Matrix - Lecturer](#)

[Matrix - Senior Lecturer](#)

Q: Where can I find information on how best to present my portfolio when I am seeking promotion or continuing appointment?

A: [Characteristics of Good vs. Weak](#)

Q: Who can I reach out to with questions about the faculty review process?

A: Your Director/Department Chair

Your Dean's Office

- Canino School of Engineering Technology - csoet@canton.edu

- School of Science, Health, and Criminal Justice - shcj@canton.edu

- School of Business and Liberal Arts - sbla@canton.edu

Provost's Office - provostoffice@canton.edu