

PERSONNEL ACTION – ACADEMIC EMPLOYEE

PART A: To be completed by the academic employee

1. Name: _____ Date: _____
2. Title: _____ Highest Degree Earned: _____
3. Department: _____ Division: _____
4. Professional Obligation (check one)
 Calendar Year College Year Academic Year
5. Date of Initial Appointment to Campus: _____
6. Number of Years of Applicable Service:
a) At SUNY Canton: _____ b) Credited Prior Service: _____ c) Total Service _____
(Tenure-Track Only)
7. Action Requested: (check all that apply)
 Reappointment
 Continuing Appointment (Effective date)
 Promotion from (Present rank) _____

NOTES

For reappointment, continuing appointment, promotion, and salary increases, an ACADEMIC FACULTY INFORMATION FORM must be attached.

The attached evaluation file is for consideration of appointment, reappointment, continuing appointment, or promotion. The academic employee shall examine the file at each step and shall sign prior to the form being sent to the next level of consideration and may file a statement in response to any item.

Signature of Academic Employee: _____ Date: _____

PART B:

8. Action of a Peer Review Committee whose purpose or function is to perform peer review and make personnel recommendations of the Department (including evidence of teaching ability, scholarly competence, relations with students, service to colleagues, research activity, other University service, etc.) Attach additional pages is necessary.

Signature of Committee Chair: _____ Date: _____

Signature of Academic Employee: _____ Date: _____

9. Recommendation of Department Chair:

Signature of Department Chair: _____ Date: _____

Signature of Academic Employee: _____ Date: _____

10. Recommendation of Dean:

Signature of Academic Dean: _____ Date: _____

Signature of Academic Employee: _____ Date: _____

11. Recommendation of Vice President for Academic Affairs:

Signature of Vice President: _____ Date: _____

Signature of Academic Employee: _____ Date: _____

12. Decision of the President:

Signature of President: _____ Date: _____

File returned to academic employee Date: _____