

## Rank Matrix: CSOET Certificates

| Rank                   | Mastery of Subject Matter <sup>1, 2, 3</sup> |   | Effectiveness in Teaching   | Scholarly Ability  | Effectiveness of University Service  | Continuing Growth   |
|------------------------|--|---|---|--|--|---|
|                        | Preferred                                    | Acceptable  |   |  |  |   |
| Instructor             | Bachelor's Degree in field                   | Associate's Degree in relevant field and at least 30 credits towards a Bachelor's Degree in the field | Satisfactory performance in teaching  | Potential  | Potential  | Potential   |
| Assistant Professor    | Bachelor's Degree in the field.              |   | Performance should be more than merely satisfactory with clear demonstration of the potential to be outstanding. Evidence of curriculum development (e.g. review and revisions of existing courses or programs, creation of new courses or programs). | Participation in professional meetings and organizations. Serves on panels at professional meetings.                       | Positive and proactive involvement in department activities including but not limited to committees, projects, academic advising, assessment, student retention, and recruitment. Beginning to contribute at the college-wide level. | Remaining current in field through coursework, attendance at appropriate meetings, and seminars.                            |
| Continuing Appointment | Master's Degree in the field                 |   | Should exhibit a mastery of more diverse methodologies, an ability to teach a broader range of courses, and a greater   | Participation in professional meetings and organizations. Serves on panels at professional meetings. Some contributions to | Strong presence at departmental level as well as solid service at the college level. Showing solid signs of leadership on and in service areas. Becoming well-known to faculty   | Remaining current in field through coursework, attendance at appropriate meetings, and seminars. Membership in professional |

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|  | Preferred                                    | Acceptable |  |   |  |   |
|  |  |            | adaptability to meeting diverse student needs. Excellent classroom performance.  | appropriate publications would serve as additional evidence.  | and administrators outside the department through meetings, committees and projects.   | organizations.  |
| Associate Professor<br>(continuing appointment required) | Master's Degree in the field                 |            | Should exhibit a mastery of more diverse methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. Excellent classroom performance. Capable of peer mentoring new faculty. | Contributes to field by participating in professional speaking opportunities, serves on panels and makes some contributions to appropriate publications. Being awarded grants would serve as additional evidence. | Record of solid service and effective leadership at the departmental and college level. Well-known to faculty and administrators outside the department through meetings, committees and projects. | Remaining current in field through coursework, attendance at appropriate meetings and seminars. Membership and activity in professional organizations. Increase in responsibility in administrative duties, such as department chair. |
| Professor  | Master's Degree in the field                 |            | Demonstrate significant mastery of   | Solid record of contributions to field by articles in   | Clear evidence of sustained and outstanding leadership   | Leadership roles in professional organizations.   |

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|  | Preferred                                    | Acceptable |  |   |  |  |
|  |  |            | teaching. Capable of utilizing full range of instructional methodologies, be able to teach the broadest possible range of courses and be capable of responding with skill and self-assurance to the full spectrum of students' educational needs. Classroom performance excellent in all categories. Capable of mentoring new faculty. | professional journals and presentations at professional meetings. Active participation in Professional Society governance and committees. | at departmental and college levels in areas of service. Evidence of service to SUNY at a university-wide level would serve as additional evidence. | Leadership roles that extend campus or university wide.        |
| The Lecturer position is renewable for up to three years. It is not a rank that is considered on a track for continuing appointment. |  |            |  |   |  |  |
| Lecturer   | Associate's degree in field of specialty     |            | Satisfactory performance in teaching   | Lecturers are welcome to participate, but are not required to.  | Lecturers are welcome to participate, but are not required to.   | Lecturers are welcome to participate, but are not required to. |

## **Rank Matrix: CSOET Certificates**

- 1. All earned degrees must be from a regionally accredited institution. International degrees will be evaluated on a case by case basis.**
- 2. To the extent that the minimum qualifications listed in this tenure and promotion matrix differ from those listed in the Personnel Handbook regarding promotion, reappointment, or tenure, whichever source establishes the more rigorous criteria shall apply.**
- 3. To the extent that an individual letter of initial appointment establishes a more rigorous set of criteria regarding promotion, reappointment, or tenure than those listed in the Personnel Handbook or this tenure and promotion matrix, the initial letter of appointment shall apply.**