

Rank Matrix: Funeral Services Administration

Rank	Mastery of Subject Matter 1, 2, 3		Effectiveness in Teaching	Scholarly Ability	Effectiveness of University Service	Continuing Growth
	Preferred	Acceptable				
Instructor	ABD in the Field.	Masters in the field and ABD in other terminal degree.	Satisfactory performance in teaching	Published article(s) in trade journal	Potential	Must have a valid NYS Funeral Director's license or ability to achieve one within 120 days from employment. Verification of CEU credits for past 2 years.
Assistant Professor	PhD in the field.	Masters in the field and other acceptable terminal degree (example, Ed.D)	Satisfactory performance in teaching. Evidence of curriculum development (e.g. review and revisions of existing courses or programs, creation of new courses or programs).	Demonstration of scholarly writing in current issues relating to funeral directing or relevant subject matter in trade journals or in peer reviewed publications. Become credentialed as a Certified Funeral Service Practitioner. (CFSP)	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, association conferences, and seminars. Maintaining and demonstrating proof of valid NYS funeral director's license on a bi-annual basis.
Continuing Appointment	PhD in the field.	Masters in the field and other acceptable	Should exhibit a mastery of more diverse	Participation in professional meetings and	Strong presence at departmental level as well as solid service at	Remaining current in field through coursework,

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		terminal degree (example, Ed.D)	methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. Peer review and accreditor's of classroom performance.	organizations. Serves on panels at professional meetings. Some contributions to appropriate publications would serve as additional evidence. Presentation at professional organization conference. Maintain credentialed as a Certified Funeral Service Practitioner. (CFSP)	the college level. Showing solid signs of leadership on and in service areas. Becoming well-known to faculty and administrators outside the department through meetings, committees, and projects.	attendance at appropriate meetings, association conferences, and seminars. Maintaining and demonstrating proof of valid NYS funeral director's license on a bi-annual basis. Membership in professional organizations. Begin the educational process of earning a terminal degree from an accredited institution of higher learning.
Associate Professor (Continuing Appointment Required)	PhD in the field.	Masters in the field and other acceptable terminal degree (example, Ed.D)	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. Peer review of	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,

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			classroom performance. Capable of peer mentoring new faculty.	Maintain credentialed as a Certified Funeral Service Practitioner. (CFSP)		such as department chair.
Professor	PhD in the field.	Masters in the field and other acceptable terminal degree (example, Ed.D)	Demonstrate significant mastery of 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 based on peer review.	Solid record of contributions to field by articles in professional trade journals and presentations at national association meetings. Successful completion of sponsored research in field would serve as additional evidence. Maintain credentialed as a Certified Funeral Service Practitioner. (CFSP)	Clear evidence of sustained and outstanding leadership 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 in professional organizations. Leadership roles that extend campus or university wide.

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			Capable of mentoring new faculty.			
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	Masters in the field.	Masters in relevant field with at least 18 graduate credits in the field.	Satisfactory performance in teaching	Lecturers are welcome to participate, but are not required to publish in professional trade journals.	Lecturers are welcome to participate, but are not required to effectiveness of University Service.	Must have a valid NYS Funeral Director's license or ability to achieve one within 120 days from employment. Maintain currency in issues relating to the professional profession of funeral directing.

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.