



Tenure and Promotion Forum: One Chair's Perspective

November 29, 2010

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Chair

Health Sciences Department

Conference with Chair

- This is a **GUIDE**
- Meet with your chair throughout the year
 - To ensure that goals are being met
 - To establish new realistic goals

Self reflection

- Keep accurate records of
 - Accomplishments / Activities
 - Paper trail / e-mail
 - Copies of articles / books / program announcements
 - Dates / locations
- Update your personnel file
- Allow 4 to 6 weeks to prepare the self assessment / personal statement
- Use this as an opportunity for self reflection
- Realize the importance of the process

Faculty Annual Evaluation

- Consists of three parts
 - Annual Performance Evaluation
 - Major College Contribution Form
 - Instructional Staff Information Sheet

Annual Performance Evaluation

- The evaluator must cover each of the following areas:
 - Classroom instruction
 - Administrative assignments
 - Research and Scholarly Writing
 - Departmental assignments
 - College and University assignments
 - Student guidance
 - Course and Curricula Development
 - Creative works in the individual's discipline
 - Public and professional activities in field of specialty
 - Collegiality

Goals

- Annual Performance Evaluation
 - Written in narrative format
 - Identify goal(s) under each category
 - Or “not expected at this time”
 - Speak to how goals were met
 - Identify goals in each area for the upcoming academic year

Classroom Instruction

- Courses taught
- Objective Data
 - Peer observations
 - SIRs
- Other Primary Function
 - i.e. Library, Coop, Counseling Departments
- Innovative assignments i.e.
 - Address core competencies

Classroom Instruction continued

- Blackboard i.e.
 - Post assignments / syllabus / announcements
 - Threaded discussion
 - Reflection assignment
- Learning communities
- ePortfolio
 - Integrative learning i.e.
 - Learning communities
 - Comprehensive curricular integration w/in programs

Administrative Assignments

- Programmatic responsibilities i.e.
 - Director
 - Course coordinator
 - Fieldwork / internship coordination

Research and Scholarly Work

- Conduct research in one's discipline
- Publications i.e.
 - In Transit
 - Article in peer reviewed journal
 - Chapter in a text
 - Book
- Reviewer i.e.
 - Article
 - Book
- Participate in the “PATH” Program
 - *Publish and Tenure Highway to Success* sponsored by the Human Resources Department

Departmental Assignments

- Departmental committees, i.e.
 - Programmatic
 - Course
 - Curriculum
 - Personnel and Budget
- Information sessions for students

College and University Assignments

- Committee memberships, i.e.
 - Curriculum
 - Developmental advisement
 - Professional Development
 - Academic Standing
- Presenter at opening sessions – faculty / students
- Faculty Senate – College / University
- Faculty Council
- CUNY Discipline Council
- College wide advisement
- Student Club Mentor
- Center for Teaching and Learning
 - Seminars / workshops
- Grants

Student Guidance

- Programmatic advisement
 - Prior to registration
 - Change of major
- College wide advisement day
- Student inquiries

Course and Curricula Development

- Develop / Revise
 - A course
 - A program
 - Study guide material
 - Workbook
 - Assignment(s) to address competencies

Creative works in the individual's discipline

- Creativity
 - Write a book / poem / short story
 - Draw / photograph a picture
 - Sculpt an object
 - Write a musical piece

Public and professional activities in field of specialty

- Professional organization
 - Member
 - Officer
 - Board member
- Present a workshop at a local /regional / national conference
- Work toward a degree, certification, license
- Professional meetings attended
- Activities outside of discipline
 - i.e. Volunteer in community group

Collegiality

- Ability to work / collaborate with others
 - Faculty in department
 - Faculty in other departments
 - Staff in other divisions, i.e.
 - ACE
 - Administration
 - Student Affairs

Major College Contribution Form

- **Written in the first person**
 - Participation in an activity
 - Product created / developed
- **Impact on the College**
 - How it advanced the mission / goals / strategic plan of the College

Instructional Staff Information Sheet

- **Activities**
 - W/in the College
 - Outside of the College
 - Professional
 - Volunteer
- **Written as bullet points**
- **Include dates, location, CEUs if applicable**

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