

# Binghamton University Procedures for Personnel Cases

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# Details for Personnel Cases

- Faculty By Laws - ARTICLE VII
  - <http://www2.binghamton.edu/faculty-senate/archives/BylawsOctober2009.htm#FacultyPersonnelPolicies>
- Provost guidelines – See *Procedures for personnel cases*
  - <http://www2.binghamton.edu/academics/provost/faculty/index.html>
- The Agreement *between the State of New York and United University Professions*
  - <http://uupinfo.org/negotiations/agreement.pdf>
- The Policies of the Board of Trustees
  - [http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)

# Reason for Personnel Action

## Mandated

- **Renewal of Contract** – during the third year of appointment
- **Tenure** (for faculty member initially hired without tenure in a tenure-track position above the rank of Assistant Professor) – during the second year of appointment
- **Promotion to Associate Professor with Tenure** – during the sixth year of appointment

## Non-Mandated

- **Early promotion and Tenure**
- **Promotion to Professor**

# Initiating Personnel Committee

IPC stands for "Initiating Personnel Committee". This means either

- Junior Personnel Committee (all tenured Associate and Full professors) when the candidate has the rank of Assistant Professor, or
- Senior Personnel Committee (all tenured Full Professors) when the candidate is of higher rank.
- The principle is that a faculty member should only be voting on renewal and/or promotion for candidates of lower rank. [Note: The *Procedures* allow exceptions to this principle when the IPC is too small.]

Membership of appropriate IPCs is optional for Bartle Professors and for faculty on sabbatical or other forms of leave. (<http://www2.binghamton.edu/faculty-senate/archives/BylawsOctober2009.htm#FacultyPersonnelPolicies>)

# Timetable for personnel cases

<http://www2.binghamton.edu/academics/provost/faculty/index.html>

|   | Non-Mandated Decisions                                       | Mandated Decisions  |  |
|---|--|---|--|
|   | All promotions to full professor or cases for early decision | Renewal and tenure decisions for faculty whose term expires in August | Renewal and tenure decisions for faculty whose term expires December 31 or earlier |
| IPC initiates action as outlined in Article VII. Title E, 2b of the Faculty Bylaws                                      | 2 <sup>nd</sup> Monday in September                          | 2 <sup>nd</sup> Monday in September                                   | 4 <sup>th</sup> Monday in April  |
| Report and recommendation of IPC must be submitted to Dean or Director by   | 2 <sup>nd</sup> Monday in December                           | 1 <sup>st</sup> Monday in February                                    | 4 <sup>th</sup> Monday in September  |
| Dean/Director, after review and consultation specified in Article VII, adds own report and forwards the case to the UPC | 2 <sup>nd</sup> Monday in January                            | 4 <sup>th</sup> Monday in February                                    | 2 <sup>nd</sup> Monday in October  |
| The UPC will consider the case and will send their recommendation to the Provost by                                     | 1 <sup>st</sup> Monday in April                              | 1 <sup>st</sup> Monday in April                                       | 1 <sup>st</sup> Monday in November   |
| The Provost will consider the case and send his/her recommendation to the President                                     |  |   |  |
| The UPC recommendation must be made to the President through the Provost by   | 3 <sup>rd</sup> Monday in April                              | 3 <sup>rd</sup> Monday in April                                       | 3 <sup>rd</sup> Monday in November   |
| Mandated date for President to notify faculty member  |  | August 31st   | December 15 <sup>th</sup>  |

# Timetable for personnel cases

- Faculty wishing to initiate non-mandated consideration for promotion must petition the IPC in writing no later than the 2<sup>nd</sup> Monday in September.
- IPCs may also initiate non-mandated considerations for promotion with the approval of the candidate.
- Non-mandated cases must reach the Dean/Director by the deadline, 2<sup>nd</sup> Monday in December. Otherwise they may be deferred until the next academic year.
- The Policies of the Board of Trustees and UUP Agreement bind the President to make a decision by August 31 or December 15 (depending on the date of expiration of contract).

# Composition of IPC

- The minimum size of an IPC shall be five voting members. The Department Chair may be elected to chair an IPC, but shall serve without a vote.
- A Special Personnel Committee can be formed in instances where there are less than five (5) eligible faculty in an academic unit. A recommended list of faculty to supplement an IPC is made by the IPC Chair to the Dean, the Dean then submits a recommendation to the Provost, and the Provost ultimately appoints the committee. (See *Method of Election* <http://www2.binghamton.edu/faculty-senate/archives/BylawsOctober2009.htm#FacultyPersonnelPolicies>)

# Procedures

## Initiating Personnel Committee (IPC)

- IPC contacts Faculty – Chairperson presents each faculty member with a list of all faculty members who are to be considered by the IPC for promotion, tenure, and renewal.
- IPC goes onto the Provost's webpage to download the appropriate forms. (<http://www2.binghamton.edu/academics/provost/faculty/index.html>)
  - All of these should be printed on blue paper.
- IPC contacts the candidate to obtain information:
  - 1) Up-to-date curriculum vitae
  - 2) A self-assessment of teaching
  - 3) Syllabi of courses taught
  - 4) Statement of research
  - 5) Copies of publications
  - 6) Statement of service

# Procedures

## **Initiating Personnel Committee (IPC)**

- IPC contacts the Student Advisory Committees – request a report on the teaching effectiveness and student-teacher relations of the individuals under consideration.
- IPC contacts external reviewers (not needed for renewal decisions) – at least four external letters of evaluation need to be obtained from experts within the candidate’s field. The IPC decides on external reviewers being sure to include at least one suggested by the candidate. Some departments have found it advisable to make their list before asking for the candidate’s suggestions.
- The IPC may split into sub-committees who report back on the candidate’s teaching performance, scholarly productivity, and service contribution.
- The Chairperson of the IPC shall be responsible for ensuring that each personnel case is handled correctly.

# Faculty personnel action summary

- SECTION ONE – Candidate’s curriculum vitae (from candidate)
- SECTION TWO – IPC
  - 1) Listing of all eligible IPC members [form #1]
    - \*Need at least five voting members. Department Chair cannot vote.
    - \*Signatures on form #1 show they consider the IPC report to be accurate, NOT that they necessarily agree with the IPC’s vote.
  - 2) IPC report – the evaluation and recommendation by the initiating personnel committee (IPC Secretary)
    - \*make sure this doesn’t have any identifying information
  - 3) Memo from the IPC chair to the candidate stating that he/she has five working days to review and respond in writing [form #6] to the IPC report and to the Student Advisory Committee report. Where possible this should be hand delivered to the candidate.
- SECTION THREE – Recommendations
  - 1) Evaluation and recommendation of the department chair (make sure letter is signed and doesn’t have any identifying information)
  - 2) Evaluation and recommendation of the dean
  - 3) Recommendation of the UPC (added later)
  - 4) Recommendation of the Provost (added later)
  - 5) Recommendation of the President (added later)

# Faculty personnel action summary

- **SECTION FOUR** – Information on teaching performance, including candidate’s self-assessment
- **SECTION FIVE** –
  - 1) Scholarly productivity, including candidate’s statement of research
  - 2) List of all individuals asked to provide an evaluation [form #4]
    - a) At least one letter is to be solicited from a person on candidate’s list (put an asterisk by this person)
    - b) All evaluations need to be signed.
    - c) Include reviewer’s credentials for outside evaluators.
    - d) Write “unsolicited” on the top of any evaluations that weren’t solicited by the IPC.
- **SECTION SIX** – Service contributions
  - 1) Candidate’s service contributions
- **SECTION SEVEN** - Publications
  - 1) Works-in-progress and publications should be included in renewal cases; and publications should be included in cases for tenure.

# Recommendations

- Once the file is put together the IPC meets to discuss the case and vote. The file, vote, and IPC report go to the Department Chair (straight to Dean if no department chair).
- The Department Chair gives the IPC's recommendation and the Department Chair's report to the Dean.

# Confidentiality

- All parties involved in personnel actions shall protect the confidentiality of all personnel proceedings and documents.
- Every member of the IPC is bound by strict professional ethics concerning confidentiality.

## In particular:

- It is unethical to tell the candidate (directly or by hints) the names of outside evaluators.
- It is unethical for a member to tell the candidate how he/she voted. Note that this would automatically give the candidate information about other members' votes.

# Questions

- Contact Brandy Emm in the Provost's Office with questions.
  - X7-2249
  - [bemm@binghamton.edu](mailto:bemm@binghamton.edu)