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A. IMMIGRATION REFORM AND CONTROL ACT OF 1986

1. POLICY

It is the policy of SUNY Potsdam to employ only United States citizens or aliens lawfully admitted to the United States and permitted by the United States Department of Labor to seek and accept employment. Effective November 6, 1986, and continuing thereafter, no person offered employment by SUNY Potsdam shall be permitted to commence his/her duties or obligations without first having satisfactorily completed the required Employment Eligibility Certification (I-9) procedure.

This policy applies to all persons (including undergraduate and graduate students) who are offered employment with or who are to receive assistantships from SUNY Potsdam or the Research Foundation. All offers of employment are contingent upon completion of the I-9 certification.

2. PROCEDURES

- a. A copy of the policy and an I-9 certification form will be included with the offer of employment.
- b. Part I of the I-9 form (Employee Information and Verification) is to be completed, signed and presented with one or more of the required document(s) to the appropriate office as follows:
 - I. The Office of Human Resources will examine and certify identification and employment eligibility for all students, including work-study, classified, unclassified, and Research Foundation employees appointed to the payroll.

- II. The Office of Extended Education will examine and certify identification and employment eligibility for off-campus, extended education, and summer session faculty, students and staff appointed to the payroll.

A list of the legal documents that may be submitted to establish identity and/or employment eligibility is available from the Office of Human Resources.

B. ACADEMIC FREEDOM

1. IN THE CLASSROOM AND AS A CITIZEN

In accordance with the Policies of the Board of Trustees, Article X and the Agreement, Article IX, it is the policy to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. In the exercise of this freedom, the faculty member may, without limitation, discuss his/her subject matter in the classroom; he/she may not claim as his/her right the privilege of discussing in the classroom controversial matters which have no relationship to the subject. The principle of academic freedom is to be accompanied by a corresponding principle of responsibility. In his/her role as a citizen, the faculty member has the same freedom as any other citizen. However, in his/her extramural utterances, the faculty member has the obligation to indicate that he/she is not an institutional spokesperson.

2. IN MULTI-SECTION COURSES

In determining the rights and obligations of individual instructors in multi-section courses it is necessary to recognize that a delicate balance exists between the instructor's departmental obligations and his/her freedom to teach what and how he/she chooses. As a member of a department he/she often enters a situation in which curricular structure, prerequisites, course goals and procedures, honor programs, and/or requirements for majors are already set; he/she has joined an on-going academic process.

At the same time, the fact that a particular instructor has been hired to teach in a department indicates that he/she has been judged competent to do so. Judgment implies the freedom to make individual pedagogical decisions, particularly in relation to how to teach, somewhat less so in regard to what to teach.

Therefore, individual departmental policy with regard to the teaching of multi-section courses should be consistent with the following:

- a. Since the teaching of multi-section courses most often involves more than one instructor, it is necessary that the procedure in course design and development follow these principles:

- I. Decisions as to course content, procedures, texts, and related items, should be collective involving all of the course instructors.
 - II. Such decisions should be periodically (at least annually) reviewed by those teaching the course.
- b. The individual instructor should be free within the general structure of the multi-section course to introduce pedagogic methods and materials that assist him/her in making effective use of his/her experience and interests to implement the basic direction and content of the course.

Before he/she make the decision to join the department, prospective members should be informed of the specific departmental procedures with respect to multi-section courses and told whether or not he/she will be expected to teach in such courses. If he/she will teach in such courses, he/she should be informed of the nature and extent of any limitation on their academic freedom by virtue of decisions which require common procedures, practices, goals and examinations.

C. FACULTY APPOINTMENT

SUNY Potsdam fully complies with employment provisions as outlined in the Immigration Reform and Control Act of 1986. Only those persons who are professionally qualified for employment and who are American Citizens, Permanent Residents or aliens authorized to work in the United States will be offered the opportunity to accept employment at the College when vacancies are authorized to be filled.

1. OATH OF OFFICE

Each member of the faculty at the time of his/her initial appointment to the College is asked to sign an oath of office. By law, the Secretary of State is required to obtain and file such an oath for each employee of the State of New York. The oath of office will be the faculty member's pledge to support the U.S. and State Constitutions and to faithfully perform the duties of his/her public office.

2. STANDARDS AND CODE OF ETHICS

Each faculty member at the time of his/her initial appointment to the College will also be asked to sign a statement that he/she has received, read, and will conform to the provisions of Sections 73-78 of the Public Officers Law. The faculty member is promising to maintain the highest principles of ethical conduct in performing his/her duties as an employee of the State. He/she will also be acknowledging his/her obligation to conduct his/herself in a manner that will inspire public confidence in him/her, in his/her agency,

and in the State of New York. See Appendix IV - Code of Ethics (paragraph 74 of the Public Officers Law). The pamphlet describing the provisions of Sections 73- 78 of the Public Officers Law is given to each employee at the time of his/her initial appointment. Copies are available from the Office of Human Resources or [online](#).

3. APPOINTMENT TITLES

Teaching and Librarian Titles (Faculty having teaching or librarian titles are members of the academic staff)

Academic Staff is comprised of those persons having academic or qualified academic rank. All appointments to positions on the academic staff are made in accordance with Article XI of the Policies of the Board of Trustees. The academic staff are covered by the terms and conditions specified in the Agreement.

Academic Rank is rank held by those members of the academic staff having the titles of Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Senior Assistant Librarian, and Assistant Librarian.

There is no prescribed staffing ratio or distribution among positions of academic rank. The campus President has authority to create the distribution of titles as he/she judges appropriate within the total authorized instructional lines. The number of authorized instructional lines is a product of the annual budget process.

All academic ranks accrue time toward consideration for continuing appointment when service in such ranks is on a full-time basis, provided, however, that individuals in part-time service at the ranks of Associate Professor, Associate Librarian, Professor, and Librarian may, by mutual agreement between the College and the faculty member and upon recommendation of the appropriate department of the College, have such service accrue time toward consideration for continuing appointment.

a. Instructor/Assistant Librarian

The rank of Instructor or Assistant Librarian should be used when a candidate lacks the credentials for appointment as Assistant Professor or Senior Assistant Librarian-- i.e., absent a finished terminal degree, or absent minimal experience in fields traditionally requiring a terminal master's degree plus experience. The initial appointment normally should be for one year and reappointments normally for not more than one year each. Appointments for those who need additional time to complete the terminal degree should be in qualified rank. Qualified rank would enable faculty members sufficient time after the terminal degree but prior to the decision on continuing appointment in which to build scholarly credentials.

b. Assistant Professor/Senior Assistant Librarian

Assistant Professor or Senior Assistant Librarian is the appropriate rank for a faculty member appointed with the terminal degree or its equivalent and fewer than five years' experience. The "terminal degree" is a doctorate in most fields, but may be the master's in certain applied and studio fields. The initial appointment is normally for two years with exceptions considered on an individual basis. Reappointments may be for a period of one, two, or three years; normally, the maximum number of years granted for a reappointment at SUNY Potsdam is two. This policy of one and two-year reappointments is to encourage the individual and the department to review the individual's progress toward continuing appointment on a regular basis.

c. Associate Professor/Associate Librarian

I. Appointed From the Outside Without Continuing Appointment.

Appointment as Associate Professor or Associate Librarian without continuing appointment may be appropriate for the experienced scholar, teacher or librarian with the terminal degree or equivalent and usually with at least five years of full-time teaching or library service at the rank of Assistant Professor/Senior Assistant Librarian or equivalent elsewhere, or at least ten years of appropriate professional service (e.g., consulting engineer, business executive, certified public accountant) elsewhere. Cumulative appointments as Associate Professor/Associate Librarian without continuing appointment are limited to a maximum of three years.

II. Appointed From the Outside With Continuing Appointment.

Appointment as Associate Professor or Associate Librarian with continuing appointment is appropriate for the experienced scholar, teacher or librarian who has held tenure elsewhere, generally for several years. Continuing appointment is recommended by the campus President and granted by the Chancellor.

d. Professor or Librarian

I. Appointed From the Outside Without Continuing Appointment.

Appointment as a Professor or Librarian without continuing appointment is appropriate for the long experienced scholar, teacher or librarian with

the terminal degree or its equivalent and usually at least five years of full-time teaching or library service at the rank of Associate Professor/Librarian or their equivalents or higher rank elsewhere. Cumulative appointments as a Professor/Librarian without continuing appointment are limited to a maximum of three years.

II. Appointed From the Outside With Continuing Appointment.

Appointment as a Professor or Librarian with continuing appointment is appropriate for the long experienced scholar, teacher or librarian who has held the rank of Professor or Librarian at a comparable institution. Continuing appointment is recommended by the campus President and granted by the Chancellor.

Qualified Academic Rank is rank held by those members of the academic staff having titles of Lecturer or titles of academic rank preceded by the designations "clinical", "visiting", "adjunct", or other similar designations. A person who is appointed to a position on the academic staff at the college without salary shall be appointed on the basis of qualified academic rank with the designation of ADJUNCT. Such appointment (reappointment) shall be on a temporary, part time or full time basis, as appropriate for a period not to exceed three years. Appointment in a qualified rank does not accrue credit (time) toward continuing appointment.

e. Lecturer

The Lecturer rank is an appropriate qualified academic rank for faculty not otherwise qualified for appointment to the rank of Assistant Professor/Assistant Librarian or above. The rank of Lecturer should be used for:

1. A member of the faculty, generally part-time, who plays an important role in the academic program and whose appointment might thus be continued on a regular basis, but whose qualifications are not appropriate for appointment as a Senior Assistant Librarian or an Assistant Professor in the particular department. Such appointments are not common, but might be found, for example, in the modern language department, where a native-born speaker of a language might provide particularly valuable instruction in conversation courses, or in an applied department, for which the services of a particular trade or profession are essential and which are not easily provided by a regular member of that department. On-going, part-time appointments for which qualified rank is appropriate, but to which a member brings full qualifications for regular academic appointment, may be handled more appropriately with adjunct appointments, described below.

2. A full-time member of the faculty who is appointed with the expectation of eventual appointment to a regular academic rank, but who is two or more years

away from the appropriate terminal degree. Normally, no more than two one-year reappointments may be granted in such cases, after which time the faculty member, if reappointed, should be appointed to academic rank, which accrues time toward consideration for continuing appointment.

3. A full-time member of the faculty appointed to a coaching/teaching position in the Department of Athletics and Physical Education.

4. A full-time member of the faculty appointed to a teaching position, which is expected to be short-term, in the Crane School of Music.

f. Visiting (Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Senior Assistant Librarian, Associate Librarian, or Librarian)

A visiting appointment is appropriate for a full-time member of the faculty whose appointment at SUNY Potsdam is for no more than two years. The visiting faculty member normally holds whatever academic rank was held in the primary college or university; a visiting faculty member coming from a non-academic post will be given an appointment commensurate with status and experience. This rank will be used for a full-time or part-time academic employee on a short-term appointment employed to perform all or part of a professional obligation of a regular academic employee. A common use of the visiting title is for replacement of an academic employee on leave.

g. Adjunct (Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Senior Assistant Librarian, Associate Librarian, Librarian)

An adjunct appointment is appropriate for a member of the faculty whose credentials are similar to those of regular academic ranks, but whose primary employment is usually elsewhere, and whose part-time status at the College is potentially ongoing as opposed to the short-term, part-time appointment more appropriately made at the Lecturer rank. Adjunct appointments may or may not be compensated. Adjunct faculty are often professionals (journalists, lawyers, architects, engineers) whose contribution to the College is enhanced by the primary external affiliation, and who may thus be regularly re-appointed. Adjunct faculty may also be professional employees or management/confidential employees at the College who do not hold academic rank, but who may participate with some regularity in the teaching program. The academic rank of an adjunct appointment should be commensurate with terminal degree, experience, and status.

4. CASUAL TITLES

Appointments of persons as casual employees are of a limited nature and are not covered by contractual provisions. Such employees are given "CSL" titles, and are not in the Professional Services Negotiating Unit, not subject to agency shop fee deduction, and not entitled to

negotiated salary increases or minimums. Casual employees are compensated on a biweekly, hourly, fee for service, or per diem basis, with full payment generally made during the course of the appointment. Appointment of the casual faculty to "CSL" titles (e.g., Lecturer (CSL), Instructor (CSL)) must be consistent with the College guidelines.

At the completion of two semesters, a faculty member who is to be reemployed will be hired on the basis of an adjunct or visiting appointment (see A.2 and A.3 above).

5. NON-INSTRUCTIONAL TITLES

There are two categories of faculty having non-instructional titles, managerial/confidential employees and those represented by the Agreement called professional employees.

Such professional positions are classified by the University:

- Managerial/Confidential Positions are established pursuant to Article 14 of the Civil Service law and are excluded from participating in collective bargaining agreements. Each campus has a list of managerial positions which generally consists of President, Vice Presidents, Deans, Human Resources and Finance Staff and other selected titles. Appointments at the level of Vice President or below are made by the Campus President, subject to the availability of a position and the requirements of the salary schedule, with notification to the Chancellor.
- Managerial/Confidential Employees occupy positions designated as managerial or confidential, and serve at the pleasure of the appointing officer.
- Professional Positions are non-instructional positions which have not formally been designated Managerial/Confidential by the State and such positions are automatically included with the Professional Services Negotiating Unit and covered under the Agreement. Appointments to positions in this class are made in accordance with Article XI of the Policies of the Board of Trustees. Appointment authority rests with the Campus President for all decisions except permanent appointment which can be granted only by the Chancellor on the recommendation of the President.
- Professional Title is the title of a position in the Professional Services Negotiating Unit, other than a position of academic or qualified academic rank.
- Professional Employee is an employee in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank.
- Professional Staff is all persons occupying positions designated by the Chancellor as being in the unclassified service.

D. FACULTY APPOINTMENT PROCEDURES

1. APPOINTMENT PROCEDURE

The President of the College, after seeking consultation, may appoint, reappoint, or recommend to the Chancellor for appointment or reappointment such persons as are, in his/her judgment, best qualified. Such appointments shall be consistent with the operating requirements of the College. The term "consultation" means consideration of recommendations of academic or professional employees, including the committees, if any, of the appropriate department or professional area, and other appropriate sources in connection with appointment or reappointment of a specified employee. Normally, such consultation consists of consideration of the recommendation of the employee's (as appropriate) department chair or immediate supervisor, Dean, and Vice President.

All persons (full or part-time) teaching a credit-bearing course must be affiliated with the College. Affiliation may be affected through a recommendation by the appropriate department and/or Dean, the Provost, and approved by the President for a regular, secondary, adjunct, courtesy or casual appointment on the academic staff. This policy applies to any credit-bearing course offered during the regular session, summer session and extension programs.

It is the policy of SUNY Potsdam that offers of employment are made by the President's Designee. This is normally the Vice President or Dean of an appropriate area. While members of the college staff may discuss salary and other terms of employment, the only binding offer from the college is extended by the President's Designee.

2. APPOINTMENT TYPE

a. Term Appointment

- i. **DEFINITION:** Pursuant to Article XI, Title D, Section 1 of the Policies of the Board of Trustees a term appointment is an appointment for a specified period of not more than three years, which automatically expires at the end of that period unless terminated earlier because of resignation, retirement, or termination. Exceptions to the above are appointments which are granted to persons serving in specified titles covered by the Agreement which by contract require five-year term appointments. Those titles are listed in Appendix A, B or C Article XI of the Policies of the Board of Trustees.
- ii. **ELIGIBILITY:** A term appointment is made by the President and may be given to any person appointed to or serving in a position designated as being in the Professional Services Negotiating Unit. For part-time service further employment of an individual who has been employed at the College on a part-time basis for six consecutive semesters, in a position

designated as being in the Professional Services Negotiating Unit shall be on the basis of a term appointment. In computing consecutive semesters of part-time service for the purposes of appointment or reappointment, periods of leave of absence at partial salary or without salary shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

- iii. CRITERIA: The five Board of Trustees' criteria for academic or professional employee evaluations (Article XII, Title A, Section 4 and Title C, Section 5) collectively shall be the basis for term appointment decisions. Appropriate documentation should accompany the faculty member's application.
- iv. METHOD OF REAPPOINTMENT: Pursuant to Article XI, Title D, Section 3 of the Policies of the Board of Trustees all term appointments shall be made by the President of the College. The President's decision will be based on documentation and recommendation from the applicant's department (or school-wide personnel committee), the department chair or supervisor (as applicable), appropriate dean (or management confidential supervisor), and the appropriate vice president. Justification in writing at each level for the recommended length of the term appointment shall accompany the application and shall be made available to the faculty member upon request.
- v. LENGTH OF TERM APPOINTMENT: Term appointments shall normally be for two or three years, except when special circumstances, explained in writing by the President, warrant some other length of appointment.
- vi. RENEWAL OF TERM: Term appointments may be renewed by the President based on the criteria and following the method outlined in points ii), iii), iv) and v) above for successive periods of not more than three years except each as noted in i). The schedule of submission dates pertaining to contract renewal are given in Appendix XIII.

b. Temporary Appointment

A temporary appointment is an appointment which may be terminated at any time. A temporary appointment may be given to any person appointed to or serving in a position designated as being in the Professional Services Negotiating Unit and ordinarily is given only when service is anticipated to be part-time, consistent with a) ii) above, for a period of less than one year or when an employee's initial appointment in the University is made to a position vacated by a professional employee who is serving a probationary appointment pursuant to Title C, section 5 or Title D, section 6 of the

Policies. A temporary appointment is also appropriate whenever a position has been vacated by an employee on approved leave.

However, after three consecutive years of full-time service on the basis of a temporary appointment, a full-time employee whose employment is continued on the basis of a temporary appointment shall be given the reasons for such appointment.

c. Probationary Appointment

A probationary appointment is an appointment for a period of one year which must be granted to a professional employee holding a professional title in which permanent appointment may be granted when he/she is appointed to a different professional title in which permanent appointment may be granted or to a professional title requiring a five-year term appointment.

d. Continuing Appointment

A continuing appointment is an appointment made to a position of academic rank which is not affected by changes in such rank and continues until resignation, retirement, or termination. Continuing appointments are made by the Chancellor on recommendation of the President.

Continuing appointment as Professor, Associate Professor, Librarian, or Associate Librarian may be given on initial appointment or thereafter. Further employment in such ranks after the third consecutive year of service in any one of these ranks at the College must be on the basis of continuing appointment, however, such appointment is not effective until made so by the Chancellor. Promotion to any of the above listed ranks does not extend the service requirements for continuing appointment in all other ranks in which such appointment may be granted.

Further employment of an employee who has completed a total of seven years of service in a position or positions of academic rank of which the last three consecutive years have been in a position of academic rank at the College as Assistant Professor, Instructor, Senior Assistant Librarian, or Assistant Librarian must be on the basis of continuing appointment, however, such appointment is not effective until made so by the Chancellor. An employee in such position is not eligible for continuing appointment at any of these ranks prior to the completion of a total of seven years in a position or positions of academic rank.

In computing consecutive years of service for the purposes of continuing appointment to the academic staff, periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Satisfactory full-time prior service in academic rank at any other accredited academic institution of higher education may, at the request of the employee and in the discretion of the President (or designee), be credited as service, up to a maximum of three years, toward continuing appointment as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian.

e. Permanent Appointment

A permanent appointment is an appointment of a faculty member to a professional title, except those professional titles requiring five-year term appointment, which continues until a change in such title, resignation, retirement, or termination. Permanent appointments are made by the Chancellor on recommendation of the President. Further employment, in a professional title in which permanent appointment may be granted, of a professional employee who has completed seven consecutive years of full-time service as a professional employee at the College, the last two of which have been in that professional title must be on the basis of permanent appointment, however, such appointment is not effective until made so by the Chancellor.

Upon completion of three consecutive years of full-time service as a professional employee at the College, the last year of which has been in that professional title, a professional employee in the first four salary ranks may request early consideration for permanent appointment. Such request must be in writing and submitted to the President of the College no later than nine months prior to the date upon which such employee would otherwise receive written notice that a term appointment is not to be renewed upon expiration. In the event the President of the College grants the employee's request for such early consideration, any further employment of that employee after completion of five consecutive years of full-time services as a professional employee at that College, the last two years of which have been in that professional title, must be on the basis of permanent appointment; provided, however that such appointment shall not be effective until made so by the Chancellor.

In computing consecutive years of service for the purpose of permanent appointment of professional employees, periods of leave of absence at full salary and periods of full-time service in probationary and temporary appointments shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included but shall not be deemed an interruption of consecutive service. Satisfactory full-time prior service in a professional title covered by the Agreement at any college of the University may, at the request of the professional employee and in the discretion of the President (or designee) be credited as service, up to a maximum of three years, toward permanent appointment.

f. Non-Renewal of Term Appointment

The Policies of the Board of Trustees and the Agreement spell out the timetable for reviewing faculty for reappointment and awarding continuing or permanent appointment. In the event a term appointment is not to be renewed upon expiration, the President will notify the appointee in writing not less than:

1. PART-TIME SERVICE: 45 calendar days prior to the end of a part-time service appointment.

2. FULL-TIME SERVICE: Three months prior to the end of a term expiring at the end of an appointee's first year of uninterrupted service within the University, but not later than March 31 for terms ending in June, July or August;

Six months prior to the end of a term expiring after the completion of one, but not more than two years of an appointee's uninterrupted service within the University, but not later than December 15 for terms ending June, July or August; and

Twelve months prior to the expiration of a term after two or more years of uninterrupted service within the University.

Where a non-renewal constitutes a denial of continuing or permanent appointment, Article 33 of the Agreement provides timetables and procedures for appealing that decision to the Chancellor.

g. Casual (CSL) Appointment

Temporary appointments of a limited nature, as defined by the University, are not covered by contractual provisions. Such employees are given "CSL" titles, and are not subject to agency shop fee deduction, or entitled to negotiated salary increases or minimums. Casual employees are compensated in some manner other than basic annual salary (i.e., biweekly, hourly, fee for service, or per diem), with full payment generally made during the course of the contractual period.

- I. University guidelines for casual faculty appointments in the titles of Lecturer (CSL), Instructor (CSL), Assistant Professor (CSL), Associate Professor (CSL), and Professor (CSL) are:
 - teach no more than one course totaling three contact hours, or its equivalent. These individuals would not perform the full range of professional obligation, or a pro-rata portion thereof (e.g., teaching, research, community service, etc.) in exchange

for a basic annual salary as would a regular part-time employee; but rather are retained on other than a basic annual salary basis to provide a specific and limited service; or

- provide service for a period of less than six weeks per year; or
- are appointed on a non-recurring semester basis, (e.g., to complete a particular finite task with no present intention that they will be provide additional service). As a group, individuals within these titles should demonstrate a rate of return from semester to semester of less than sixty percent.

II. University guidelines for casual faculty appointments in the titles of Technical Assistant (CSL) or Technical Specialist (CSL) are:

- provide less than 20 hours of service per week. These individuals would not perform the full range of professional obligation, or a pro-rata portion thereof, in exchange for a basic annual salary as would a regular part-time employee; but rather are retained on other than basic annual salary to provide a specific and limited service.
- provide service for a period of less than six weeks per year, customarily on a task or project related basis; or
- are appointed on a non-recurring basis. (e.g., to complete a particular finite task with no present intention that they will provide additional service.) As a group, individuals within these titles should demonstrate a rate of return from year to year of less than 60 percent.

III. Casual faculty returning for more than two out of any eight semesters may no longer be considered casual.

h. At the Pleasure of Appointment

Appointment of professional staff not in a negotiating unit established pursuant to Article 14 of the Civil Service Law are made in accordance with Article IX Title B of the Policies of the Board of Trustees and such persons appointed serve at the pleasure of the Campus President.

Secondary Appointment

In order to encourage cross-fertilization among disciplines, and particularly across department lines, SUNY Potsdam has established a system of secondary appointments, whereby members of other departments are invited to participate in the work of a second department for a limited period without voting powers. Secondary appointments of this kind are established under the following guidelines:

- at the request of a faculty member seeking a joint appointment, such appointment shall be initiated by the Dean of the School in which the faculty member has his/her primary appointment. That Dean shall consult with the Dean of the School in which the secondary appointment is proposed.
- the Dean of the second School shall consult with the department in which the appointment is sought and shall report that recommendation and his/her own recommendation to the Provost.
- the Provost shall consult with the Deans and with the President.
- the President shall approve or disapprove the joint appointment and shall notify the applicant in writing of his/her decision.
- a secondary appointment in a department other than the faculty member's home department does not create continuing appointment rights in the secondary department.
- secondary appointments will be for a fixed term, normally of three years, and will be renewable.
- a secondary appointment entitles the individual in question to attend meetings of his/her secondary department. Department By-laws should indicate whether faculty members with secondary appointments have voting privileges in the department. The appointee has no teaching obligations, and such appointments are without salary.
- individuals with secondary appointments may cross list their courses with their secondary departments and, upon approval from their primary department, teach courses for the secondary departments. In such instances, special arrangements must be made among the department chairs and the dean.
- secondary appointments will have no effect on decisions regarding retrenchment. An individual with a secondary appointment in another department will be regarded as a fully contributing member of his or her primary department and will retain full seniority in that department. A decision to retrench all or part of the department in which the individual holds a secondary appointment will have no effect on this individual.
- secondary appointments will normally be at the same rank as primary appointments.
- secondary appointments may cross school lines, i.e. an individual in one school may be given a secondary appointment in a department in another school. In these cases, the individual may attend meetings of the faculty of their second school and serve on its committees. School By-laws should indicate whether faculty members with secondary appointments have voting privileges in the school.

3. APPOINTMENT YEAR

a. Term of Obligation

The term of professional obligation, except in the case of part-time or temporary employment where the obligation may be less, shall be one of the following as determined by the President:

- I. Calendar Year Obligation - an annual obligation of service for the calendar year, i.e., 12 months; or
- II. Academic Year Obligation - annual obligation of service for the academic year, not to exceed 10 months; or
- III. College Year Obligation - an annual obligation of service for any period less than the calendar year.

b. Professional Obligation

The professional obligation of an employee consistent with his/her academic rank or professional title, shall include teaching, research, University service and other duties and responsibilities required during the term of his/her obligation.

c. Appointment Year

Unless the terms of appointment otherwise provide, the normal appointment year shall be from September 1 to August 31, regardless of payroll mode; provided, however, that an academic year employee may be required to commence his/her professional obligation at a date prior to September 1 as may be necessitated by the college's academic calendar.

E. SUMMER SESSION APPOINTMENT

1. APPOINTMENT

Appointment of summer session faculty follows the same procedure as that used for the regular academic year.

2. ELIGIBILITY

Eligibility for appointment is determined and governed by other employment status as follows:

- a. Full-Time, Academic Year Obligation: Full-time employees with an academic year obligation are eligible for summer session service only during periods which do not overlap with the academic year obligation. The campus chief administrative officer,

- in approving the academic calendar, establishes the date at the start of the academic year upon which faculty will be expected to assume the duties of their positions and also the date at the end of the academic year after which the staff are free to undertake other commitments.
- b. Full-Time, Calendar Year Obligation: Full-time employees with a calendar year obligation are eligible only for summer session teaching appointments under the rules for extra service, i.e., total extra service compensation for a calendar year, including summer session, may not exceed 20 percent of normal full-time basic annual salary.
 - c. Part-Time, Calendar Year Obligation: Part-time employees with a calendar year obligation are eligible for additional overlapping appointment not to exceed, full-time total obligation.
 - d. Part-Time, Academic Year Obligation: Part-time employees with an academic year obligation are eligible for additional overlapping appointments not to exceed a full-time obligation, or for any appointment during periods which do not overlap the academic year obligation.

F. CHAIR APPOINTMENT

1. CONSIDERATION

- a. The consideration of academic department chairs is intended to be professionally and personally challenging, enriching, and useful in one's career. It should be structured with boundaries of expectations and demands that are congruent with the limitations of time and resources allocated to the job while permitting one to be an effective, humane chair, teacher and scholar. Included with the position should be the tools to be effective; appropriate staffing, funding, facilities, and discretionary authority. The position should be clearly explained and defined in all its dimensions to incumbents, prospective chairs, and members of the college faculty and staff.
- b. Chairs must be articulate champions for their departments while keeping this responsibility in perspective as regards the total circumstance and mission of the school, college, and university. They must accept with conviction the principles of concurrence and collegiality in the decision-making process. Chairs will often face severe limitations on the time available to them for teaching, research, self-renewal, and professional growth. The assessment of chairs must take these limitations into account.

2. DESIGNATION

Chairs shall be designated by the President of the College in accordance with the Policies of the Board of Trustees of the State University of New York and the provisions of the agreement between the State of New York and United University Professions.

3. TERM

- a. Appointment - the term of appointment for each chair shall be designated by the President of the College in accordance with the Policies of the Board of Trustees and the provisions of the agreement between the State of New York and United University Professions. The normal term is for 3 years, but can be for less as agreed upon by the chair, department faculty and president. Chair terms begin July 1 and end June 30, unless outgoing and incoming chairs and the appropriate dean agree upon another transition date.
- b. Obligation - the term of obligation shall be for the academic year, with the chair also responsible for administrative duties that occur during the summer, such as freshman orientation and the recruitment and hiring of faculty and staff.
- c. Rotation - in most cases it is desirable for qualified faculty members to share leadership responsibility for the department by serving as chair. Chairs who have served two or more terms should consider whether other members of the department should be encouraged to seek the opportunity to serve as chair. In general, it is desirable for chairs to have continuing appointment, although there may be circumstances in which it is necessary for a pre-tenure faculty member to serve as chair.
- d. Transition to New Chair - When the end of a chair's term is approaching, all eligible faculty members should be given the opportunity to express interest in being considered for the chair position to avoid the unexamined assumption that the incumbent will continue through multiple terms. Departments should begin the process of evaluating the current chair, if she or he is seeking reappointment, early in the final spring semester of the incumbent's term. Completion of this evaluation should then be followed by nomination of all interested eligible candidates and subsequent implementation of department and school selection procedures, with a recommendation to the appropriate dean by the submission deadline established by the Office of Human Resources. (See also Chapter III-D, Evaluation of Chairs.)

4. TERMINATION

The designation as Chair will automatically cease at the end of the term appointment unless renewed by the President after appropriate consultation. Chairs also may be relieved of their duties at will by the President of the College in accordance with the Policies of the Board of Trustees and the provisions of the agreement between the State of New York and United University Professions.

5. DEPARTMENTAL RECOMMENDATIONS

Recommendations for department chairs in matters of appointment and reappointment shall be made by the department concerned, utilizing appropriate procedures established under the provisions of the by-laws of the Faculty of SUNY Potsdam, Appendix I. Such recommendations concerning department chairs will be submitted by the department through normal channels: first to the appropriate Dean, and then to the Provost, prior to being forwarded to the President for final action. Department by-laws should specify voting procedures to be used in the selection of chairs.

6. RESPONSIBILITIES

The Chair shall provide leadership within the following areas in accordance with the Policies of the Board of Trustees and United University Professions, and within the guidelines of the personnel policies of the department. It is assumed that many of these activities will be accomplished through delegation to appropriate department members.

In all matters, it is assumed that the chair will behave in a professional manner by:

- a. Demonstrating openness, integrity, objectivity, discretion and commitment to the institution's diversity goals;
- b. Demonstrating professional competence in teaching, research, and other professional activities;
- c. Participating in professional associations and community service.

The following duties are primarily the responsibility of the chair. While the chair may designate other department members to accomplish these tasks, it is her or his responsibility to assure that they are accomplished in a timely manner.

a. Office Management

- I. Administering departmental facilities;
- II. Hiring, supervising, and evaluating staff personnel, including, as appropriate, secretaries, clerks, laboratory assistants;
- III. Establishing and maintaining file and record systems (faculty, as permitted by regulation; students; academic data; correspondence);
- IV. Maintaining equipment and other departmental properties;
- V. Requisitioning supplies

b. Faculty Affairs

- I. Recruiting, recommending, mentoring and orienting new faculty members;
- II. Supporting and encouraging faculty growth and high performance in teaching, advising, research, other professional activities, and public service;

- III. Supervising departmental personnel, including clerical staff;
- IV. Evaluating faculty members and making documented recommendations to the dean on their reappointment, tenure, promotion, and discretionary increments.

c. Mentoring of New Faculty

- I. Making clear to new faculty the academic and professional expectations of the College regarding matters such as:
 - 1) Teaching, for example, credit hours expected, office hours and availability to students, overseeing student research projects, and procedures for submitting new courses for approval and obtaining general education designations for courses;
 - 2) Advising;
 - 3) Service to the department, for example, service on department committees and attendance at meetings;
 - 4) Scholarly or creative activity;
 - 5) General professional behavior.
- II. Making sure that faculty members are aware of criteria that are utilized by the department, any school-wide personnel committees, and administrators who will review their cases, and are informed about the materials they should collect and submit in reappointment portfolios. These discussions should be held periodically from the beginning of the faculty members' appointment to the College.
- III. Meeting with new faculty periodically to discuss their concerns and expectations.

d. Budgetary Affairs

- I. Administering budgetary allocations (including preparing requisitions, authorizing expenditures, maintaining budget records);
- II. Promoting departmental cost-effectiveness;
- III. Allocating faculty travel and research funds, as available;
- IV. Acquiring instructional materials;
- V. Overseeing departmental revenue enhancement programs, such as contacts with alumni donors and proposals for funding from government or private organizations.

e. Communication

- I. Conveying University and College policies and actions to the department;
- II. Representing the department in the University and College and with external agencies (professional associations, government agencies and the public);
- III. Communicating departmental programs and activities to students;
- IV. Cooperating with other administrative offices to facilitate the scheduling of courses;
- V. Cooperating with Admissions and related offices in recruitment activities, including the production of publications.

f. Student Affairs

- I. Supervising and taking responsibility for the quality of academic and career advising of students;
- II. Assisting the College in selecting candidates for departmental prizes and scholarships;
- III. Responding quickly to student concerns and effectively implementing the student's grievance procedures and grade appeal policy;
- IV. Assisting with recruiting students.

The following tasks are likely to be accomplished in collaboration with other members of the department. While the chair is responsible for facilitating them, it is expected that department members will participate in significant ways.

g. Departmental Affairs

- I. Developing and accomplishing departmental missions and objectives within those of the College and University;
- II. Overseeing periodic assessment of the academic program to see if its goals are being met;
- III. Overseeing periodic Program Review in accordance with the guidelines established by the School and the College.
- IV. Establishing departmental policies consistent with policies of the College and the University;
- V. Conducting departmental meetings;
- VI. Assuming stewardship for equipment and supplies and assisting in annual property control inventory;
- VII. Involving faculty members and students in departmental decision-making and activities;
- VIII. Establishing effective internal communication;
- IX. Attending training workshops for Chairs and other academic unit heads.

h. Academic Affairs

- I. Supervising the establishment of departmental degree programs and curricula;
- II. Coordinating the evaluation and improvement of programs and curricula, and the quality of instruction;
- III. Enforcing academic standards;
- IV. Preparing fall and spring schedules of classes, including those for summer, winterim, graduate studies and continuing education;
- V. Assisting in providing opportunities for intellectual stimulation to the department, e.g., guest speakers;
- VI. Taking responsibility for the quality of academic advising in the department;
- VII. Taking responsibility for working with the library on purchases and holdings within the discipline.
- VIII. Responding to grievances or appeals from students, staff or faculty members
- IX. Arranging for a mentor from outside of the department in accordance with programs provided by the relevant School or general College programs;

Discussing with untenured faculty the criteria for reappointment and tenure at least once a year throughout their pre-tenure appointments.

1) Additional Responsibilities

Being responsible for such additional duties as may be mutually agreed upon by the chair and the appropriate dean in consultation with the department concerned. Activities specific to individual departments might include programs for high school students, auditions, performances, colloquia, or speaker series.

G. OTHER EMPLOYMENT

It is considered an essential courtesy for a professional staff member, who is considering extra service employment to discuss such arrangements with his/her college supervisor before accepting such employment.

Under no circumstances should a professional staff member accept additional employment which will in any way interfere with his or her ability or willingness to complete all college commitments including committee assignments and to continue his/her other professional research and publication.

In no case may a full-time employee of the State University assume another full-time professional or non-professional position, either within or without the University, while receiving compensation from the University, with or without the approval of the Campus President.

H. DISTINGUISHED TEACHING PROFESSOR

1. RANK AND STATUS

The Distinguished Teaching Professor is a rank above that of full professor, and can be conferred only by the State University of New York Board of Trustees. It is expected that individuals appointed to this rank will be accorded such support as is appropriate to his or her endeavors consistent with the resources of the campus. The campus catalogue will list Distinguished Teaching Professors separately at the head of the faculty list.

2. SALARY AND TENURE

Appointment to a Distinguished Teaching Professor by the Trustees is a promotion and will carry with it tenure in rank, if it has not already been attained, and a salary increase of up to \$2,500 (in addition to any negotiated general salary increase). Such increases will be funded from the campus budget and the increase shall be built into the salary base of the appointee.

3. CRITERIA AND SELECTION

Candidates for a Distinguished Teaching Professor must have attained the rank of Full Professor and must have completed at least five years of full-time teaching on the campus that recommends the appointment and ten years of full-time teaching experience in or outside of the System. The primary criterion for appointment is skill in teaching. Consideration shall be given to mastery of subject matter, sound scholarship, service to the University and the broader community, and to continuing growth.

Campus deadline for receipt of nominations: December

I. DISTINGUISHED SERVICE PROFESSOR

1. RANK AND STATUS

The Distinguished Service Professor is a tenured University rank which can only be conferred by the State University of New York Board of Trustees. It may be conferred upon faculty in any of the disciplines or fields of study. The nominee must have achieved a distinguished reputation for service not only to the campus and the University, but also to the community, the State of New York or even the nation, by sustained effort in the application of intellectual skills drawing from his or her scholarly and research interests to issues of public concern.

2. SALARY AND TENURE

Appointment to this rank shall carry a salary increase of up to \$2,500 (in addition to any negotiated general salary increase). The increase shall be funded from the campus budget and shall be built into the salary base of the appointee.

3. CRITERIA AND SELECTION

Candidates for the Distinguished Service Professor must have attained the rank of full professor and completed at least ten years of full-time service in State University of New York. The primary criterion for appointments to the rank is how the candidate excels beyond his/her responsibilities in each of the following criteria: service to the campus; service to the University; service to the community; service to the State of New York; and/or service to the nation.

Campus deadline for receipt of nominations: December

J. PERSONNEL FILES

The College maintains an official personnel file for each member of the professional staff which is available for the employee's examination during normal business hours. Such files are maintained in the Office of Human Resources. Article 31 of the Agreement gives the specifics related to the maintenance and examination of personnel files and the rights of the employee with respect to his/her personnel file.

K. TRANSFER RIGHTS

Employees covered by the Agreement who desire to transfer to vacancies in other colleges within the University will be given consideration for such vacancies. Employees whose services are satisfactory but who are terminated through no fault of their own shall be given special consideration for appointment to available positions in other colleges. Article 34 of the Agreement details the transfer rights.

Vacancy notices from other SUNY Colleges are available [online](#).

L. RETRENCHMENT

Retrenchment is defined as the termination of the employment of an academic or professional employee during any appointment, other than a temporary appointment which may be terminated at any time, as a result of financial exigency; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment of one or more programs or functions University-wide or at such level of organization of the University as a College, department, unit, or program. Retrenchment shall be applied in inverse order of appointment. Conditions and procedures for retrenchment and reemployment possibilities are spelled out in Article 35 of the Agreement.

M. MANDATORY RETIREMENT

Mandatory retirement due to age is prohibited by State law for public sector employees including tenured faculty. Professional staff who wish to retire shall notify, in writing, the President with respect to the effective date of retirement.

Members of the professional staff may be retired for mental or physical incapacity which prevents such persons from adequately performing their duties.

N. EMERITUS STATUS

A member of the faculty who retires in good standing is entitled to append the term EMERITUS to the title of their academic or administrative post after the time of their retirement. Such Emeritus rank shall carry with it such privileges as eligibility for research grants and representation of the College in professional groups, if in the judgement of the President such privileges are feasible. The area Dean and/or Provost may approve the use of office space and/or study facilities under exceptional circumstances. Office space and/or study facilities may be considered if available and if the use of the space directly benefits the program, student experience, or other benefit to SUNY Potsdam. SUNY Potsdam reserves the right to deny any request for office space and study facilities. Office space that has been approved can be withdrawn at any time. All faculty and staff that retire in good standing shall carry such privileges as maintaining email account, use of Library and Fitness Center. Human Resources will notate eligible retirees via the hr-exit listserv.

For more information, please contact [Melissa Proulx](#), Director of Human Resources