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## **PART 336**

### **EVALUATION AND PROMOTION OF ACADEMIC AND PROFESSIONAL EMPLOYEES**

Sec.

#### **TITLE A – EVALUATION OF ACADEMIC EMPLOYEES**

- 336.1 Policy
- 336.2 Purpose
- 336.3 Applicability
- 336.4 Criteria

#### **TITLE B – PROMOTION OF ACADEMIC EMPLOYEES**

- 336.5 Procedure
- 336.6 Criteria
- 336.7 Length of service

#### **TITLE C – EVALUATION AND PROMOTION OF PROFESSIONAL EMPLOYEES**

- 336.8 Policy
- 336.9 Definitions
- 336.10 Promotion
- 336.11 Evaluation
- 336.12 Criteria
- 336.13 Action by chief administrative officer

#### **TITLE A – EVALUATION OF ACADEMIC EMPLOYEES**

##### **§ 336.1 Policy.**

It is the policy of the university to evaluate academic employees.

##### **§ 336.2 Purpose.**

The purpose of evaluation pursuant to this Title shall be the appraisal of the extent to which each academic employee has met his or her professional obligation. Written communication of such appraisal shall be sent to the academic employee concerned. The evaluations conducted pursuant to this Title may be considered by the chief administrative officer of a college and the college administrative officers in making decisions or recommendations with respect to continuing appointments, renewal of term appointments, promotions, discretionary adjustments to basic annual salary and for any other purpose where an academic employee's performance may be a relevant consideration. Nothing contained herein shall prevent the chief administrative officer from taking such action as the chief administrative officer may deem appropriate to the operating requirements of the college.

##### **§ 336.3 Applicability.**

Pursuant to this Title academic employees may be evaluated; such evaluation, if any, is to be made by the chief administrative officer, or designee.

**§ 336.4 Criteria.**

In conducting evaluations pursuant to this Title, the chief administrative officer of the college concerned, or designee, may consider, but shall not be limited to consideration of, the following:

- (a) Mastery of subject matter--as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.
- (b) Effectiveness in teaching--as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.
- (c) Scholarly ability--as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- (d) Effectiveness of university service--as demonstrated by such things as college and university public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.
- (e) Continuing growth--as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

**TITLE B – PROMOTION OF ACADEMIC EMPLOYEES**

**§ 336.5 Procedure.**

The chief administrative officer of a college, after giving consideration to recommendations of academic employees, including the committees, if any, of the appropriate department or professional area and other appropriate sources in connection with promotion of a specific academic employee, may promote, or recommend to the chancellor for promotion, such persons as are, in the chief administrative officer's judgment, best qualified. Nothing contained herein shall prevent the chief administrative officer of a college from taking such promotion action as the chief administrative officer may deem appropriate to the operating requirements of the college.

**§ 336.6 Criteria.**

Recommendations of academic employees, or their appropriate committees, or other appropriate sources may consider, but shall not be limited to consideration of, the following:

- (a) Mastery of subject matter--as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.
- (b) Effectiveness in teaching--as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.
- (c) Scholarly ability--as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- (d) Effectiveness of university service--as demonstrated by such things as college and university public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.
- (e) Continuing growth--as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

**§ 336.7 Length of service.**

Completion of a minimum period of service with a university may be a consideration but shall not be a qualification for promotion.

**TITLE C – EVALUATION AND PROMOTION OF PROFESSIONAL EMPLOYEES**

**§ 336.8 Policy.**

It is the policy of the university to evaluate on a regular basis the performance of all professional employees and to give such employees consideration for promotion. The chancellor or designee shall provide for the administration of systems for evaluation and promotion of such employees.

**§ 336.9 Definitions.**

(a) Promotion shall mean an increase in a professional employee's basic annual salary with a change in title and movement to a higher salary rank, resulting from a permanent significant increase or change in his or her duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different college.

(b) Immediate supervisor shall mean the person designated by the chief administrative officer for the purpose of evaluating professional employees.

**§ 336.10 Promotion.**

(a) Professional employees may apply, and upon such application shall receive consideration, for promotion to vacant professional employee positions in the Professional Services Negotiating Unit which are to be filled, or for promotion in their present positions; provided, however, that nothing contained herein shall affect or operate to invalidate any promotion or appointment, nor shall anything contained herein be construed to require promotions or appointments to vacant positions in the Professional Services Negotiating Unit to be made from among professional employees presently employed by the university.

(b) Prior to making promotions, or recommendations to the chancellor for promotion, of professional employees, the chief administrative officer shall review the supervisory evaluation and recommendations relating to such employees, together with the recommendations, if any, of the appropriate professional staff committees established for such purpose.

**§ 336.11 Evaluation.**

(a) Each professional employee in the Professional Services Negotiating Unit shall have his or her performance evaluated by the employee's immediate supervisor formally, in writing, once each year during the term of appointment and as changing conditions warrant, except where the employee is serving a final year in the university following notice of nonrenewal. Such evaluation shall be based on a performance program determined by the immediate supervisor after consultation with the employee, a copy of which shall be given to the employee.

(b) Performance shall be characterized, in summary, as either satisfactory or unsatisfactory. A professional employee whose performance is characterized as unsatisfactory, in a written report resulting from a formal evaluation, may seek review of such report by the appropriate professional staff committee established for such purpose.

**§ 336.12 Criteria.**

As they relate to the duties, responsibilities and objectives of the position in which a professional employee is being evaluated or for which such employee is being considered for promotion, the following criteria may include but not be limited to:

(a) Effectiveness in performance--as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.

(b) Mastery of specialization--as demonstrated, for example, by degrees, licenses, honors, awards and reputation in professional field.

(c) Professional ability--as demonstrated, for example, by invention or innovation in professional, scientific, administrative or technical areas; i.e., development or refinement of programs, methods, procedures or apparatus.

(d) Effectiveness in university service--as demonstrated, for example, by such things as college and university public service, committee work, and involvement in college-or university-related student or community activities.

(e) Continuing growth--as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.

**§ 336.13 Action by chief administrative officer.**

Notwithstanding anything contained herein, the chief administrative officer of a college may promote, or recommend for promotion directly to the chancellor or designee, any professional employee in the Professional Services Negotiating Unit at the chief administrative officer's college.