

SUNY ONEONTA

Office of Human Resources/Employee Services

February 3, 2022

Dr. Robert Compton
Chapter President
UUP Oneonta
105 Hodgdon IRC
SUNY Oneonta
Oneonta, NY 13820

RE: Implementation of Renewal, Tenure, and Promotion (RTP) Agreement

Dear Dr. Compton:

This letter conveys our mutual understanding regarding the implementation of the *Faculty Renewal, Continuing Appointment, and Promotion Policy (Policy)* and the *Faculty Guidelines and Criteria for Renewal, Continuing Appointment, and Promotion at SUNY Oneonta*, collectively referred to herein as the Renewal, Tenure, and Promotion (RTP) Agreement. By our signatures below, we mutually affirm that (a) the RTP Agreement was negotiated between SUNY Oneonta (the College) and the UUP Oneonta Chapter with consent and approval by their respective statewide entities: Governor's Office of Employee Relations (GOER) and United University Professions (UUP); and (b) the RTP Agreement was bargained to completion and signed by the respective parties on September 20, 2021. A fully executed copy of this letter will be considered an addendum to the RTP Agreement.

To implement the RTP Agreement, the parties mutually agree as follows:

1. Except as noted in paragraph (2) of this letter, it is expected that academic employees holding an appointment to a position of academic rank (tenure track faculty including librarians hereinafter referred to collectively as tenure track faculty) employed by the College for academic year 2021/2022 and prior, will not be evaluated for renewal, continuing appointment, or promotion in accordance with the evaluation criteria and expectations outlined in the RTP Agreement, but will continue under the evaluation guidelines currently in place; these evaluation guidelines will be published on the Provost's webpage through June 1, 2028. The same standards will apply to department specific RTP guidelines. However, except as set forth below, all tenure track faculty will be subject to the timelines and procedures set forth in the RTP Agreement immediately upon execution of this letter.
2. Tenure track faculty employed by the College for academic year 2021/2022 and prior may elect to seek renewal, continuing appointment, or promotion in accordance with the evaluation criteria specified in the RTP Agreement by notifying their respective dean in writing prior to September 30 of any academic year in which their application materials are submitted. The election to use the evaluation criteria specified in the RTP Agreement is a one-time irrevocable election. Once a tenure track faculty has elected to use the evaluation criteria specified in the RTP Agreement, they must continue to do so. Additionally, once a tenure track faculty has achieved continuing appointment, they must utilize the evaluation criteria specified in the RTP Agreement thereafter.

3. All tenure track faculty, regardless of title or rank, hired during and after the 2022/2023 academic year must, if eligible, seek renewal, continuing appointment, or promotion in accordance with the evaluation criteria specified in the RTP Agreement.
4. It is understood that the number of designated schools at the College may change. To ensure the membership of the Promotion and Tenure Committee remains at seven, the first paragraph of § 5 of the Policy (*Committees*) entitled *Promotion and Tenure Committee* will be amended to read:

"In accordance with the Policies of the Board of Trustees, the Promotion and Tenure Committee has been established to facilitate personnel deliberations on continuing appointments and promotions. The committee consists of seven elected Professor/Librarian members: one member from each school and the Library, and additional at-large members to bring the total membership to seven. Elected faculty serve staggered three-year terms. Faculty serving on a Dean's Advisory Committee or Library Director's Advisory Committee cannot simultaneously serve on the Promotion and Tenure Committee."

5. Except as indicated in paragraph (6) below, membership in the Dean's Advisory Committees, the Library Director's Advisory Committee, and the Promotion and Tenure Committee will be determined by election pursuant to §5 of the Policy.
6. For the 2022/2023 academic year only, membership in the committees referenced in paragraph (5) above will be achieved through a modified initial election, conducted in January or February of 2022. During this modified initial election all positions on each committee will come up for election. The terms of service open for election are as follows:
 - a. Dean's Advisory Committees:
 - i. Two (2) terms of service, three (3) years in length
 - ii. Two (2) terms of service, two (2) years in length
 - iii. One (1) term of service, one (1) year in length
 - b. Library Director's Advisory Committee
 - i. Two (2) terms of service, three (3) years in length
 - ii. Two (2) terms of service, two (2) years in length
 - iii. One (1) term of service, one (1) year in length
 - c. Promotion and Tenure Committee
 - i. Two (2) terms of service, three (3) years in length
 - ii. One (1) at large term of service, three (3) years in length
 - iii. One (1) term of service, two (2) years in length
 - iv. One (1) at large term of service, two (2) years in length
 - v. One (1) term of service, one (1) year in length
 - vi. One (1) at large term of service, one (1) year in length
7. For the modified initial election and all subsequent elections, the implementation procedures outlined in paragraphs eight (8) through sixteen (16) of this letter will apply.
8. Nominated employees not eligible to serve on any advisory committees will be notified in writing by their respective dean, director, or provost prior to the publication of the election ballot. A list of all employees nominated for an advisory committee will be provided to UUP prior to the publication of the election ballot.

9. Upon presentation of the slate of candidates, committee elections will be conducted annually by the College Senate Business Committee. Modified initial elections will be conducted in Spring 2022 pursuant to paragraph (6) above. Thereafter, beginning in 2023, regular elections will take place in January or February.
10. Election results will be tabulated and the appointment of terms of service will be awarded in the following order: Promotion and Tenure Committee, Dean's Advisory Committees (according to elected faculty members' school), Library Director's Advisory Committee. It is further understood that faculty may not simultaneously serve on more than one committee referenced in the RTP Agreement.
11. Each year, in order to ensure the election of a full slate of 7 committee members with staggered terms of service for the Promotion and Tenure Committee, terms of service will be awarded as follows:
 - a. After the election, the name, department, and school or library of each nominee will be recorded in order from highest to lowest number of votes.
 - b. Terms of service will be assigned as a result of each election, to the eligible nominees receiving the highest number of votes in accordance with §5 of the Policy:

Promotion and Tenure Committee

"In accordance with the Policies of the Board of Trustees, the Promotion and Tenure Committee has been established to facilitate personnel deliberations on continuing appointments and promotions. The committee consists of seven elected Professor/Librarian members: one member from each school and the Library, and additional at-large members to bring the total membership to seven. Elected faculty serve staggered three-year terms. Faculty serving on a Dean's Advisory Committee or the Library Director's Advisory Committee cannot simultaneously serve on the Promotion and Tenure Committee."

Faculty members holding academic rank of assistant professor/librarian or above will nominate candidates and/or self-nominate for membership on the promotion and tenure committee to the provost. The provost will evaluate each candidate based on eligibility, which is primarily but not limited to holding academic rank of Professor/Librarian and present the slate of individuals for confirmation vote by simple majority of the votes cast by eligible faculty members holding the academic rank of assistant professor/librarian or above. Tenured faculty holding an administrative title and/or who are part of the tenure and promotion review process are excluded from participating.

All faculty elected to a Dean's/Library Director's Advisory Committee or Promotion and Tenure Committee must receive mandatory training provided by the provost's office, or designee, in reviewing candidate materials. The training should occur in the semester prior to service.

- c. With respect to at-large seats, two committee representatives from an academic department or library are permitted. In addition, under no circumstances may more than two members from the same academic department or library serve on any one of the committees outlined in this letter.

12. Each year, in order to elect a full slate of 5 committee members with staggered terms of service for the Dean's Advisory Committees, terms of service will be awarded as follows:
 - a. After the elections, the name and department or library of each nominee will be recorded in order from highest to lowest number of votes.
 - b. Terms of service will be assigned as a result of each election, to the eligible nominees receiving the highest number of votes in accordance with §5 of the Policy:

Dean's/Library Director's Advisory Committee

In accordance with the policies of the Board of Trustees of the State University of New York, Dean's Advisory Committees have been established to facilitate personnel deliberations on term renewals for the schools within Academic Affairs. The Library Director's Advisory Committee has similarly been established to facilitate personnel deliberations on term contract renewals in Milne Library.

A Dean's Advisory Committee consists of five elected faculty members who have received continuing appointment and promotion. The Library Director's Advisory Committee consists of five elected faculty members who have received continuing appointment and promotion, including one faculty member from the Library and four teaching faculty.

Faculty members of each school/library will, within the first two weeks of the spring semester of each academic year, nominate candidates for membership for vacant positions on the DAC/LDAC to the appropriate dean/library director. The dean/library director will evaluate the candidates based on eligibility, which is primarily but not limited to continuing appointment and promotion and present the slate of individuals for confirmation vote by simple majority of the votes cast by eligible faculty within the school/library holding academic rank of assistant professor/librarian or above.

Faculty members elected to any Dean's/Library Director's Advisory Committee serve staggered three-year terms. No department may have more than one member serving on a Dean's/Library Director's Advisory Committee, except in the case of a school that has fewer than five departments. In a school with fewer than five departments, each department must have at least one representative.

- c. It is understood that only tenure track faculty from within a particular school may be nominated for that school's Dean's Advisory Committee election as well as vote on said election.
 - d. It is further understood that faculty may not simultaneously serve on more than one Committee referenced in the RTP Agreement.
13. Each year, to elect a full slate of 5 committee members, with staggered terms of service, for the Library Director's Advisory Committee, terms of service be awarded as follows.
 - a. After the election, the name and department or library of each nominee will be recorded in order from highest to lowest number of votes.

- b. Terms of service will be assigned as a result of each election, to the eligible nominees receiving the highest number of votes in accordance with §5 of the Policy:

Dean's/Library Director's Advisory Committee

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Faculty members of each school/library will, within the first two weeks of the spring semester of each academic year, nominate candidates for membership for vacant positions on the DAC/LDAC to the appropriate dean/library director. The dean/library director will evaluate the candidates based on eligibility, which is primarily but not limited to continuing appointment and promotion and present the slate of individuals for confirmation vote by simple majority of the votes cast by eligible faculty within the school/library holding academic rank of assistant professor/librarian or above.

Faculty members elected to any Dean's/Library Director's Advisory Committee serve staggered three-year terms. No department may have more than one member serving on a Dean's/Library Director's Advisory Committee, except in the case of a school that has fewer than five departments. In a school with fewer than five departments, each department must have at least one representative.

- c. The Library Director's Advisory Committee will be elected by the whole eligible voting population in the same manner as the Promotion and Tenure Committee.
14. Ties will be broken by drawing lots. Each lot will have the name of a tied candidate recorded on it. The name recorded on the first lot taken from a hat, box, or other suitably concealed container, will receive the term in question. A record of the tie break and its result will be recorded, signed by a witness, and dated, to be stored with the election ballots and other election records by the Senate Business Committee.
15. Those employees elected for membership in the Promotion and Tenure Committee, a Dean's Advisory Committee or the Library Director's Committee will be notified by the Provost's Office via email as soon as practicable after receiving final and verified election results from the College Senate Business Committee. Election results will be published, announced to the College community, and posted publicly by the Provost's Office via email as soon as practicable following notice to the elected members.
16. Any committee vacancy will be filled through appointment of an eligible tenure track faculty member by the respective Provost, Library Director, or Dean. Such appointments will continue only until the end of the academic year following the nearest election. At the nearest election, the remainder of the term will be filled through the election process to preserve the staggering of terms. Vacancy appointments will

be published, announced to the College community, and posted publicly by the Provost's Office via email.

17. Regular training as specified in §5 of the Policy will be delivered in March and/or April of each academic year, beginning in 2022 after the conclusion of the elections. Elected or appointed committee members must complete this training at the beginning of each elected term prior to performing any committee duties; failure to do so will disqualify the faculty member from committee membership. Any vacancy created by failure to complete training will be filled in accordance with paragraph sixteen (16) above. The training will be facilitated by the Office of Human Resources and offered through multiple modalities.
18. Disputes resulting from the execution of this letter or the implementation of the RTP Agreement will be settled locally by the parties through mutual agreement. Resolutions of disputes will be documented and attached to the RTP Agreement as an addendum.

Please affix your signatures below, as the authorized representatives of the UUP Oneonta Chapter, to acknowledge and confirm acceptance of the above terms.

Respectfully,

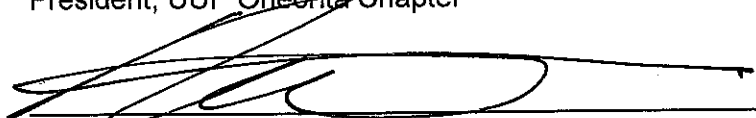


Dia M. Carleton
Chief Human Resource Officer
President's Designee
SUNY Oneonta



Robert Compton,
President, UUP Oneonta Chapter

2/3/22
Date



Mark Ferrara,
Vice President for Academics & Chief Negotiator, UUP Oneonta Chapter

02/03/2022
Date

cc: Dr. Alberto Cardelle, President, SUNY Oneonta
Dr. Richard Lee, Provost, SUNY Oneonta
Chris Sielaff, NYSUT Labor Relations Specialist, Assigned to UUP