

**Appointment, Reappointment, Promotion, and Tenure Committee (ARPT)**  
**Annual Report 2020-2021**  
**Submitted by Jill Crocker, December 4, 2021**

**I. Membership**

<i>Elected &amp; Appointed Members</i>	<i>Representing</i>
Kyle Anderson	At-Large
Jill Crocker (Co-Chair Fall 2020; Chair Spring 2021)	SAS
Veronika Dolar	At-Large
Bright Emenike	SAS
Linval Fraser	SOB
Christopher Hobson	SAS
Stephanie Schneider	SOE (Spring 2021)
Jeanne Shimizu (Co-Chair Fall 2020)	SOE (Fall 2020)

ARPT consists of seven elected or appointed members from the faculty. Elections at the end of Spring 2020 left two SAS (tenured) seats unfilled. The Faculty Senate chair approved moving an elected At-Large member to fill one of these. A second SAS seat and an open At-Large seat were filled by appointments of runners-up. Jeanne Shimizu and Jill Crocker were elected as co-Chairs at the first meeting of the fall 2020 semester. In Spring 2021 a one-semester vacancy for the SOE seat was filled by appointment, and Jill Crocker was reaffirmed as Chair.

**II. Activities**

*A. File Review*

ARPT heard and voted on 31 cases in AY2020-2021, 30 of which resulted in full agreement between the Department majority, ARPT, and the final administrative decision. There were no disagreements regarding terms of reappointments, or on the question of retention. The attached report from Academic Affairs provides additional information.

*B. Transition to Electronic Review Process*

Following COVID-related adaptations made in Spring 2020, in Fall 2020 the College transitioned to an electronic RPT review process. This transition included a move to a virtual presentation format via Zoom and a file review process via Interfolio, which had been selected by a joint task force with representatives from the full range of stakeholders during summer 2020. Effective Spring 2021, all stages of Reappointment, Promotion, and Tenure reviews – including Evaluation Committee and Department Review – are now conducted electronically using Interfolio. The system protects candidate confidentiality, and was set up to follow the ARPT Manual and to support existing RPT procedures.

In addition to continued collaborations to support faculty navigating RPT processes (UUP “Getting to Tenure...and Beyond” Workshop; Academic Affairs New Faculty Orientation), ARPT facilitated three Interfolio workshops in fall 2020 and developed a number of resources (e.g. video tutorials, overview/FAQ documents) to support faculty in their use of the electronic system. These resources are linked throughout Interfolio, and are publicly available via the Faculty Senate webpage, listed below the ARPT Manual:

<https://sites.google.com/site/oldwestburyfacultysenate/bylaws-policies-etc-1>

The committee is grateful to the faculty for your patience, feedback, and questions as we have worked to develop, refine, and adapt to the new system. We also thank Academic Affairs for their collaboration and support in this transition. Having now completed three semesters (and 41 cases) using Interfolio, and confident that the existing system supports and adheres to the procedural guidelines outlined in the ARPT Manual and approved by the faculty, we look forward to transitioning the primary responsibility for the day-to-day operation of the Interfolio system to Interfolio Administrator, Barbara Hillery.

### *C. Procedural Decisions of Note*

#### 1. SUNY-UUP MOU

ARPT has addressed the SUNY-UUP Negotiated MOU regarding tenure clock extensions by requesting that Department Evaluations of candidates covered by the MOU and who are up for OYTTRR/TYTTRR specify:

- a. Whether (or not) the candidate currently intends to opt-out of the tenure clock extensions, if known.
- b. Whether the department voted on a one- or two-year reappointment, or both.

These statements are not binding, and the choice to opt out of the tenure clock extension remains with the candidate, but it is helpful to ARPT to understand how the candidate/department proceeded with the review in light of the MOU.

*These specifications do not substitute for formal notification following the instructions provided by Human Resources.* No such specifications are requested for candidates up for reviews other than the OYTTRR/TYTTRR, which is typically the third review.

Having observed confusion on the matter, ARPT encourages Academic Affairs and/or Human Resources to regularly communicate clear and consistent information regarding the allowances of the MOU and the process/timeline by which eligible faculty may opt-out if they choose.

#### 2. Department Procedures

Because the Interfolio system has been set up to follow requirements of the ARPT Manual, the workflow requires that all materials from the Department Review process (including Minority Reports and Candidate Responses, if any) must be uploaded to the file prior to ARPT Deposit. The committee voted unanimously (6-0-0; 6 in favor, 0 opposing, 0 abstaining) to affirm that any past exceptions to this ARPT procedure as outlined in the Manual will not be treated as precedent.

#### 3. Promotion to Professor

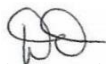
Following review and discussion of the language in the ARPT Manual, the committee voted unanimously that promotion from Assistant Professor directly to the rank of Professor is not procedurally allowable (0-6-0; 0 in favor, 6 opposing, 0 abstaining). The committee further takes the position that such a practice, if allowed by a future revision of the Manual, would put the College outside of the norms of academia.



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## MEMORANDUM

**TO:** ARPT Committee

**FROM:** Dr. Duncan Quarless   
Provost and Senior Vice President for Academic Affairs

**DATE:** November 9, 2021

**SUBJECT:** 2020-21 Academic Year Report of ARPT Decisions

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Case Number	Department Recommendation	ARPT Recommendation	Administrative Decisions
1.	(13-0-0) Tenure and Promotion to Associate Professor	(6-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
2.	(9-0-0) 1 for 3 Year Reappointment/ 8 for 2 Year Reappointment	(4-0-0) 2 Year Reappointment	2 Year Reappointment
3.	(11-0-0) One Year to Tenure Review Reappointment	(7-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
4.	(13-0-0) Tenure and Promotion to Associate Professor	(5-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
5.	(9-0-0) 8-2 Year Reappointment/1-3 Year Reappointment	(4-0-0) 2 Year Reappointment	2 Year Reappointment
6.	(5-0-0) 2 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
7.	(13-0-0) One Year to Tenure Review Reappointment	(6-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
8.	(4-0-0) One-Year-to-Tenure-Review Reappointment	(6-0-0) One-Year-to-Tenure-Review Reappointment	One-Year-to-Tenure- Review Reappointment
9.	(7-0-0) 2 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
10.	(5-0-0) 2 Year Reappointment	(4-0-0) 2 Year Reappointment	2 Year Reappointment

11.	(11-0-0) 2 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
12.	(11-0-0) One Year to Tenure Review Reappointment	(6-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
13.	(7-0-0) 6 for 2 Year Reappointment/1 for 3 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
14.	(11-0-0) 2 Year Reappointment	(5-0-0) 2 Year Reappointment	2 Year Reappointment
15.	(14-0-0) 2 Year Reappointment	(4-0-0) 2 Year Reappointment	2 Year Reappointment
16.	(4-0-0) One Year to Tenure Review Reappointment	(5-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
17.	(12-0-0) Tenure and Promotion to Associate Professor	(6-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
18.	(12-0-0) 2 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
19.	(13-0-0) Tenure and Promotion to Associate Professor	(5-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
20.	(10-0-0) 2 Year Reappointment	(7-0-0) 2 Year Reappointment	2 Year Reappointment
21.	(13-0-0) One Year to Tenure Review Reappointment	(6-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
22.	(11-0-0) Tenure and Promotion to Full Professor	(6-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
23.	(12-0-0) One Year to Tenure Review Reappointment	(5-0-0) One Year to Tenure Review Reappointment	One Year to Tenure Review Reappointment
24.	(12-0-0) Tenure and Promotion to Associate Professor	(6-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
25.	(6-0-0) 1- 3 Year Reappointment/ 5 - 2 Year Reappointment	(5-0-0) 2 Year Reappointment	2 Year Reappointment
26.	(5-0-0) Reappointment 1-3YR/4-2YR	(6-0-0) 2 Year Reappointment	2 Year Reappointment
27.	(4-0-0) Tenure and Promotion to Associate Professor	(6-0-0) Tenure and Promotion to Associate professor	Tenure and Promotion to Associate Professor
28.	(11-0-0) 2 Year Reappointment	(7-0-0) 2 Year Reappointment	2 Year Reappointment
29.	(14-0-0) 2 Year Reappointment	(6-0-0) 2 Year Reappointment	2 Year Reappointment
30.	(13-0-0) Tenure and Promotion to Associate Professor	(6-0-0) Tenure and Promotion to Associate Professor	Tenure and Promotion to Associate Professor
31.	(12-0-0) 11 - 2 Year Reappointment 1 - 1 Year Reappointment	(6-0-0) 5 - 2 Year Reappointment 1- 1Year Reappointment	2 Year Reappointment

cc: Dr. Timothy Sams, President  
Dr. David Tomanio, Human Resources  
Faculty Senate