



SUNY Old Westbury New Faculty Orientation

Building your first reappointment file

TLRC portion of the joint presentation
Academic Affairs-ARPT-TLRC-UUP
November 1, 2023

Three areas of review

- ▶ Teaching
- ▶ Service
- ▶ Professional Development



Teaching

Include the following documents in the Teaching section:

- ▶ Syllabus for each course taught
- ▶ Some major assessments (e.g. final exam, final paper, etc.)
- ▶ Peer evaluation
 - your department chair or reappointment committee should arrange for one to occur in the Spring 2024 or maybe early Fall 2024
 - a colleague observes you teaching a class, may review your materials, etc and fills out a peer evaluation form/report
 - most departments have a peer evaluation form, and it might be worth looking at it beforehand
- ▶ Student Perception of Instruction results

Resources for help with teaching

- ▶ First option: colleagues in your department
- ▶ Lumen Circles: <https://info.lumenlearning.com/circles-suny>
- ▶ University colleagues. Chancellor's Awards for Teaching recipients (?)
- ▶ Podcasts
 - Teaching in Higher Ed by Bonni Stachowiak
 - Faculty Focus <https://www.facultyfocus.com/> (they also have a nice weekly email with a teaching tip - thanks Amy Hsu for the recommendation)
 - Tea for Teaching by John Kane and Rebecca Mushtare (SUNY Oswego)
 - Many others, new ones appear all the time
- ▶ Ongoing discussions to resurrect a Teaching and Learning Center at OW

Service

Three categories of service:

Department, College/University, Community

- ▶ Consult your department chair and dean for expectations
- ▶ College wide committees: some are Ad-Hoc, some are standing
- ▶ Nominations and elections for College wide standing and some college-wide committees happen in Spring, most people self nominate
- ▶ Often there are vacancies, and members appointed by Faculty Senate Chair
- ▶ Attend Faculty Senate meetings (held on Zoom) to get a sense of everything
- ▶ <https://sites.google.com/site/oldwestburyfacultysenate/>
- ▶ Faculty Senate Chair: Dr. Kyle Anderson

Professional Development

- Expectations vary by department, so consult department chair or reappointment committee



Take away message

- ▶ Talk to your department/ department chair throughout the entire process
- ▶ Throughout the tenure and promotion process, focus on **growth**

