



# Stony Brook School of Dental Medicine

## STANDING RULES

### APPOINTMENT, PROMOTION AND TENURE COMMITTEE

#### STONY BROOK UNIVERSITY SCHOOL OF DENTAL MEDICINE

(Adopted by Faculty Council 1995)  
(Adopted in revised form May 5, 1999)  
(Revised by School-wide APT Committee Feb 17, 2005)  
(Adopted by Faculty Council April 5, 2005)  
(Revised by School-wide APT Committee December 22, 2011)  
(Adopted by Faculty Council January 14, 2013)  
(Revised by School-wide APT Committee December 6, 2012)  
(Adopted by Faculty Council January 14, 2013)  
(Revised by School-wide APT Committee June 17, 2013)  
(Revised by School-wide APT Committee October 28, 2013)  
(Adopted by Faculty Council December 3, 2013)  
(Revised by School-wide APT Committee March 27, 2018)  
(Adopted by Faculty Council May 28, 2018)  
(Revised by School-wide APT Committee April 18, 2019)  
(Adopted by Faculty Council July 25, 2019)

#### *SECTION I: POLICIES OF THE BOARD OF TRUSTEES*

*The most current Policies of the Board of Trustees, April 2017, State University of New York, Articles XI (Appointments) and XII (Evaluation and Promotion), governs the Evaluation and Promotion of Academic and Professional Employees. Title B of *The Policies* addresses Promotion of Academic Employees.*

Title B, Article 1. *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.*

**Title B, Article 2 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 success- fully increased responsibility.*

**Title B, Article 3. Length of Service.**

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

The Trustees' Policies (Article XI, Title B) also defines the regulations on continuing appointments:

A continuing appointment (i.e., tenured position) is defined as “appointment to a position of academic rank which shall not be affected by changes in such rank and shall continue until resignation, retirement or termination.”

Assistant Professors (non-qualified rank) can serve for a total of seven years without a continuing appointment (i.e., tenure). Further employment beyond the seven years must be on the basis of a continuing appointment.

Individuals who are appointed at or who are promoted to the rank of Associate Professor or Professor can serve at this rank for three years. Continued employment beyond three years must be on the basis of a continuing appointment.

Individuals initially appointed to the academic faculty at the rank of Associate Professor or Professor may be appointed on the basis of a continuing appointment.

Satisfactory fulltime service in academic rank in any other accredited institution of higher education shall be credited as service up to a maximum of three years. Term appointment cases must be considered with sufficient time (in accordance with the Trustees' Policies, Article XI, Title D) to notify the candidate that a term appointment is not to be renewed.

## *SECTION II: DEPARTMENTAL PROCEDURES FOR APPOINTMENT, PROMOTION AND TENURE*

### *A. Initiation of Candidacy*

(1) The administrative officer of the academic unit (this is usually the Department Chair) shall initiate a candidacy for promotion and/or continuing appointment and inform the dean of this intent. In no case shall the administrative officer initiate a candidacy without first having obtained the consent of the faculty member involved.

(2) Any individual faculty member may request to the administrative officer (i.e., Department Chair) to be considered for promotion and/or continuing appointment. If the administrative officer agrees to the request, the administrative officer shall assume the responsibility of assembling the candidate's evaluating file (as described below). Should the administrative officer decline the request, the faculty member shall have the opportunity to request a meeting with the departmental APT committee to evaluate the candidate's case. If the committee votes in favor of consideration for promotion and/or tenure of the faculty member, the committee shall appoint an appropriate administrative officer to assemble the material for the candidate's file.

### *B. Preparation of Material*

(1) The administrative officer of the academic unit shall be responsible for the preparation and collection of appropriate materials on each candidate for promotion and/or continuing appointment. If the administrative officer is

him/herself a candidate, the Dean of the academic unit or another appropriate authority shall be responsible for the preparation of this material.

(2) Each candidate for promotion and/or continuing appointment shall prepare a dossier that will become part of his or her evaluative file. The dossier will include the candidate's biography or current curriculum vitae (Appendix A) listing information concerning his or her career and accomplishments that the candidate believes to be relevant to his or her readiness for promotion and/or tenure. The dossier may also include the candidate's personal/reflective statement summarizing the candidate's past and future contributions to the institution (maximum three pages). The candidate may include in his or her file the names of persons from outside the University whom he or she believes would be in a position to write letters evaluating their scholarly or other accomplishments. When the candidate has completed his or her biographic file to his or her satisfaction, the candidate shall affix his or her dated signature to the face of the file and submit it to the administrative officer of his or her academic unit.

(3) The administrative officer of the academic unit shall prepare an evaluative file on each candidate for promotion and/or continuing appointment. This evaluative file shall include:

a. Critical material arranged according to the evaluation criteria for the Trustees' Policies (see pp. 1-2). It is particularly important that copies of a candidate's publications or other examples of their work be readily accessible when possible. The evaluation of teaching effectiveness should include the opinions of all categories of the candidate, systematically gathered annually for all faculty members.

b. Letters of evaluation from outside the University. The judgment of authorities from outside the University should be considered in all cases (where appropriate) of promotion and/or continuing appointment. Each such letter should be current and should have attached to it a copy of the letter soliciting it, together with a brief biographical sketch of the author.

For appointments at the rank of Assistant Professor, a minimum of three letters of reference is required. For appointment at the non-qualified rank of Assistant Professor, three (3) outside of the University letters of reference are required. For appointment at the qualified rank of Clinical or Research Assistant Professor (salaried or volunteer) of the three (3) letters, a minimum of one (1) outside of the University letter of reference is required.

For appointments at or promotions to the rank of Associate Professor a

minimum of five letters of recommendation is required. For appointments or promotions at the non-qualified rank of Associate Professor, five (5) outside of the University letters of reference are required. For appointments or promotions at the qualified rank of Clinical or Research Associate Professor (salaried or volunteer) of the five (5) letters, a minimum of two (2) outside of the University letters of reference are required.

For appointments at or promotions to the rank of Professor a minimum of five letters of recommendation is required. For appointments at or promotions to the non-qualified rank of Professor, five (5) outside of the University letters of reference are required. For appointments or promotions at the qualified rank of Clinical or Research Professor (salaried or volunteer) of the five (5) letters a minimum of three (3) outside of the University letters of reference are required.

For appointments or promotions at the non-qualified rank, letters of reference are to be obtained only from references of the same non-qualified rank or higher.

For appointments or promotions at the qualified rank, letters of reference are to be obtained only from references of the same qualified rank or higher.

c. Letters of evaluation from other members of the candidate's administrative unit may be solicited and included in the evaluative file.

d. Letters of evaluation from other units within the School or University may be solicited when the candidate has been involved in teaching, research, or service with those units.

e. Other material that's relevant to the candidate's evaluation, including the reflective statement, publications, teaching materials, etc.

(4) In advance of making their recommendations, members of the candidate's department shall have ready access to the completed biographic and evaluation file on the candidate.

### *C. Procedures of the Departmental Appointment, Promotion and Tenure Committee*

(1) *Membership.* The Departmental Appointment, Promotion, and Tenure (APT)

Committee shall consist of the Department Chair, who shall act as Chair of the Committee, tenured and non-tenured faculty of the non-qualified rank, and faculty of the qualified rank. The size of the APT Committee shall reflect the number of faculty and be no less than 50% of those eligible to vote. For individuals being considered for appointment, promotion and/or tenure, the Departmental APT Committee shall have a minimum of 3 faculty eligible to vote on the candidate. Faculty members on sabbatical leave are not eligible for membership on either the Schoolwide or Department Committees. Part-time faculty members are not eligible to vote on appointment, promotion and tenure of full-time faculty. Part-time faculty may vote on appointments and promotion of part-time faculty within that department, provided the part-time faculty member is at a rank equal to or higher than the proposed rank of the candidate part-time faculty member.

(2) *Voting.* Voting is by anonymous, written ballot. Only faculty members of equal or higher rank are eligible to vote in an appointment, promotion or continuing appointment consideration. Faculty of qualified rank cannot cast a ballot when a candidate is being considered for tenure or promotion to a nonqualified rank. A consideration is favorable if a majority of those eligible to vote are in favor of the recommendation. A departmental APT Committee may vote either for or against a recommendation. Tabling of a recommendation is not allowed. A *Departmental Summary* (see Appendix B) shall record those present, those voting and the distribution of votes (aye or nay). The Chair and the department secretary are to tally the vote. The tally is not to be communicated to the Department by the Chair, only whether the recommendation has been favorably considered or rejected.

(3) When the candidate to be considered is a member of an affiliated institution, consideration shall be carried out first by the affiliated institution in accordance to that institution's procedures. The particular department of the affiliated institution shall forward its recommendation and the candidate's file to the Clinical Campus Dean (in the case of a clinical campus) for his or her review and commentary. The candidate's file shall then be forwarded to the appropriate dental school department chair and all procedures outlined in Section (3), Evaluation and Recommendation, shall be followed with the addition that the Clinical Campus Dean (for clinical campuses) and the affiliated institution department chair shall be informed of the decisions by the dental school department and Schoolwide Committees.

(4) In those situations where there are less than three eligible faculty who can vote on the candidate being considered for appointment, promotion and/or tenure, the Chair shall appoint an ad-hoc Committee with members from within the School of Dental Medicine who satisfy all requirements to be a voting member set forth herein.

- (5) Should the Departmental APT Committee vote against the promotion and/or tenure of the candidate, the candidate has the right to submit the promotional and/or tenure request directly to the School-wide APT Committee.
- (6) Where a situation arises not covered by the procedures specified in this section, the most senior, full-time member of the department involved, the Chair of the School-wide committee and the Dean shall consult and devise a suitable means to deal with the situation.

*D. Recommendations from the Departmental Appointment, Promotion and Tenure Committee*

- (1) A recommendation from the Department Committee for the appointment of an individual to a junior rank (at or below the rank of Assistant Professor) is forwarded directly to the Dean. Recommendations for appointments at a senior rank (at or above Associate Professor) are made to the School-wide APT Committee. All recommendations regarding continuing appointments are forwarded to the School-wide APT Committee.
- (2) It shall be the responsibility of the Department Chair or administrative officer to forward the complete file to the Dean or the Schoolwide APT Committee for consideration (see Appendix B).
- (3) To preserve the right of dissent, any Departmental member may submit a signed comment.

*SECTION III: EVALUATION BY SCHOOL-WIDE APPOINTMENT, PROMOTION AND TENURE COMMITTEE*

The School-wide APT Committee shall review and evaluate the candidate's file. This Committee may seek additional information as necessary. After completing its deliberation the Committee shall forward the file, together with the Committee's recommendation, to the Dean. The Committee shall inform the Department Chair as to its recommendation. If a prior recommendation is not upheld by the Committee, a record of the vote and the reasons for such action shall be communicated to the Dean and to the Department Chair. All members of the APT Committee shall sign the report. To preserve the right of dissent, any Committee member may submit a signed comment. That

comment shall become part of the candidate's file.

*A. Membership.* The committee shall consist of a maximum of 9 faculty members whose primary appointment is in the School of Dental Medicine. There are three (3) categories of members:

(1) Departmental Representatives

This category shall consist of six tenured faculty, one from each of the six departments: General Dentistry, Oral Biology and Pathology, Oral and Maxillofacial Surgery, Orthodontics and Pediatric Dentistry, Periodontology, and Prosthodontics and Digital Technology. In the event that a department has no tenured individual, that department may elect a non-tenured representative.

(2) Non-tenured representatives

Two (2) full-time non-tenured departmental members shall be selected on a rotating basis, in alphabetical order, from each of the six departments. The order of the rotation shall be as follows:

1. *General Dentistry,*
2. *Oral Biology and Pathology,*
3. *Oral and Maxillofacial Surgery,*
4. *Orthodontics and Pediatric Dentistry,*
5. *Periodontology,*
6. *Prosthodontics and Digital Technology.*

If a department does not have a non-tenured individual at the time of its rotation, the department next in line shall select a representative.

(3) Part-time Representative

A single part-time faculty member shall be designated by the Dean.

*B. Term of Office for the School-wide APT Committee*

- (1) Department representative --- three years
- (2) Non-tenured representatives --- two years
- (3) Part-time representative -- two years

An individual may serve any number of consecutive terms.

*C. Elections*

- (1) The election of the department representative shall be by all members of the department. It shall be the responsibility of the department chair to supervise the



nomination and election procedures.

(2) At an annual election, one of the tenured members of the Committee shall be elected by the Committee as Chair. The Chair may serve any number of consecutive terms.

(3) The Secretary shall be appointed by the Dean and shall be a nonvoting member of the Committee.

#### *D. Meetings and Quorum*

(1) Meetings shall be scheduled by the Chair as needed to conduct business. Notice of meetings and their agenda must be distributed at least ten (10) calendar days in advance of scheduled meeting date.

(2) A quorum shall consist of a majority of the members of the School-wide APT Committee.

#### *E. Voting Eligibility*

(1) Only tenured individuals may vote on tenure or the promotion of a tenured individual, and only those of equal or higher rank can vote on promotion to that rank. When an individual is being considered for both promotion and tenure, it will be considered as two (2) actions and the vote on promotion shall precede the vote on tenure. Individuals being considered for appointment or promotion without tenure may be voted upon by all the Committee members of equal or higher rank regardless of their tenure status.

(2) Voting on the recommendation of faculty is to be by anonymous ballot and conducted in the following manner:

a. That the ballots be identified as to the candidate.

b. That the ballots be turned in to the Chair or Acting Chair. If the Chair of the Committee is in the Department in which the candidate is being considered for appointment or promotion, the Chair shall recuse himself or herself and appoint an Acting Chair to conduct the balloting, tally, and report to the Dean.

c. That the Chair shall count the ballots which shall be witnessed by the Secretary of the Committee.

d. That the result shall be announced as "approved" or "rejected".

- e. That a tally sheet or Summary be generated by the Chair or Acting Chair.
- f. That the sealed envelope shall be kept as part of the permanent confidential record of the Committee and kept in the Dean's Office.
- g. That the number of ayes, nays, and abstentions be transmitted only to the Dean.
- h. That an abstention be considered a non-vote and not counted as either an aye or a nay in the tally.
- i. That a tied vote by the Committee be considered to have failed.
- j. That a *Summary* (Appendix C) be completed at the time of voting indicating those in attendance eligible to vote, their signatures, the number of ayes, nays and abstentions. The Chair shall sign the Summary and indicate whether the action under consideration has been passed or rejected.

#### *F. Committee Recommendations*

(1) Approval of action by Committee on Appointments, Promotion, and Tenure requires an absolute majority of the committee members eligible to vote. Those eligible to vote shall vote either aye, nay or abstain. Majority is defined as more than one-half of the ballots cast. In cases where the vote is tied, the vote will be considered to have failed.

(2) All actions taken by the Committee on Appointments, Promotion, and Tenure shall be reported to the Dean by the Committee Chair in writing

#### *G. Designations*

In the event that a designated representative terminates his/her relation with the Committee, institution, or becomes tenured during his/her term, the Dean shall designate a new individual, preferably from the same constituency and department, to complete the term.

#### *H. Meeting Minutes*

The minutes of the Committee sent for distribution will not contain the results of any actions pertaining to matters of appointment, promotion, or tenure.

**APPENDIX A****Copy of HSC CV format****STANDARD CURRICULUM VITAE****HEALTH SCIENCES CENTER**

The information requested below is necessary to complete or to update forms required by the State University of New York for all employees. In addition, the uniform format makes more efficient the gathering of statistical information required for numerous official reports and legal documents. Please leave blank any areas you find objectionable or irrelevant.

**STONY BROOK UNIVERSITY****School of Dental Medicine**

**Name:** (Last, First, Middle)

**Mailing Address:** Home:

Office:

**Telephone Number** Home:  
Office

**E-Mail Address****Date and Place of Birth:****HIGHER EDUCATION**

(Dates, Institution attended, city/State, Degree, Field)

PROFESSIONAL EXPERIENCE

(Dates, Title/Rank, Department, Institution, City/State)

TEACHING – PART TIME

(Dates, Title/Rank, Department, Institution, City/State)

PROFESSIONAL SERVICE/PRACTICE

(Dates, Title/Rank, Department, Institution, City/State)

RESEARCH ACTIVITIES

(Dates, Project Title, Sponsored By, Amount of Support)

HONORS

((Scholastic Awards, Fellowships, Honorary Society/Degrees, etc.)  
(Dates, Award, Institution Received From, City/State)

PUBLICATIONS**PLEASE FOLLOW THIS FORMAT EXACTLY:**

Author(s) (Last name, initials), Title, (Capitalize first word only), Journal, Volume Number, Page(s), Publisher, Date (e.g., Smith, A.B., Jones, J.R., and Johnson, F.J.: How to write a resume. J. Amer. Dent. Assoc., 100:125-130, 1980). List under separate categories as follows:

Original Articles**Abstracts****Books/Chapters****Reprinted Articles/Abstracts****RECENT INVITED LECTURES, PAPERS, ETC.**

(Type, Title, Given At, City/State, Date of Presentation)

RECENT DEPARTMENT/SCHOOL/UNIVERSITY/SERVICE  
(University related committees, special programs, etc.)

(Dates, Type of Activity, Department/Unit)

PROFESSIONAL SERVICE OUTSIDE UNIVERSITY  
(Not University related committees, programs, special studies, offices held, etc.)

(Dates, Type of Activity, Organization, City/State)

TEACHING ACTIVITY

(Dates, Course Number/Title, Department, # of Students)

ACTIVITIES AND MATERIALS

(List syllabi, textbooks, and teaching aids which were designed to improve the instructional program, key to above list of courses when appropriate)

(Type, Title, For Course)

PROFESSIONAL SOCIETY MEMBERSHIPS

(Dates, Association/Society, Offices Held)

GRADUATE DISSERTATIONS

Written Under Direction of a Professor

(Title, Department, Institution, City/State, Professor, Date)

Written Under Personal Direction

(Student Name, Title, Department, Institution, City/State, Date)

PROFESSIONAL LICENSURE

(Date, License/Board, Examination Taken, License Number)

ADDITIONAL RELEVANT INFORMATION

(Community, Church, Civic, Military Activities, etc.)

(Dates, Activity, Organization, City/State)

The information presented in this Curriculum Vitae represents a Satisfactory compilation of professional biographical information.

Signature of Candidate

\_\_\_\_\_

Date

\_\_\_\_\_

## APPENDIX B



# Stony Brook School of Dental Medicine

## DEPARTMENTAL APPOINTMENT, PROMOTION AND TENURE COMMITTEE SUMMARY

Date of Meeting: \_\_\_\_\_

 Candidate \_\_\_\_\_ Department \_\_\_\_\_  
 \_\_\_\_\_Academic or \_\_\_\_\_Qualified Academic

<u>Action Under Review</u>	<u>Rank</u>	<u>Qualifier</u>
___Appointment	___Instructor	___Research
___Re-appointment	___Assist Prof	___Clinical
___Promotion	___Assoc Prof	___Visiting
___Continuing Appointment	___Professor	___Other

Faculty Eligible to Vote  
 (include name, rank and tenure  
 if appropriate)

Ad Hoc Committee  
 (only in those cases where applicable)

Present and Voting

List names and include signatures

Total present and voting \_\_\_\_\_Result of Vote \_\_\_\_\_  
 Number in favor \_\_\_\_\_  
 Number opposed \_\_\_\_\_

**RECOMMENDATION** \_\_\_\_\_

Number abstaining \_\_\_\_\_  
 \_\_\_\_\_  
 Chair Date

## APPENDIX C



# Stony Brook School of Dental Medicine

## SCHOOL-WIDE APPOINTMENT, PROMOTION AND TENURE COMMITTEE SUMMARY

Date of Meeting: \_\_\_\_\_

Candidate \_\_\_\_\_ Department \_\_\_\_\_  
 \_\_\_\_\_Academic or \_\_\_\_\_Qualified Academic

<u>Action Under Review</u>	<u>Rank</u>	<u>Qualifier</u>
___Appointment	___Instructor	___Research
___Re-appointment	___Assist Prof	___Clinical
___Promotion	___Assoc Prof	___Visiting
___Continuing Appointment	___Professor	___Other

Faculty Eligible to Vote  
 (include name, rank and tenure  
 if appropriate)

Ad Hoc Committee  
 (only in those cases where applicable)

### Present and Voting

List names and include signatures

Total present and voting \_\_\_\_\_





**APPENDIX D****Stony Brook**  
**School of Dental Medicine****Checklist for Departmental Appointments, Promotion and Tenure Actions****Documents needed**

- Current CV HSC format
- Memos from Chair to Stony Brook Faculty seeking comments on candidate
- List of names of external reviewers from the candidate and department chair. The number and source of reviewers for each level of academic rank, and whether non-qualified or qualified, are specified in the Standing Rules of the School-wide APT Committee. Only external reviewers for candidates at the non-qualified rank must have an academic title the same as, or higher than, the candidate.
- Letter from Chair to external reviewers, as specified in the Standing Rules of the School-wide APT Committee for the candidate's respective academic level and rank, seeking letter of recommendation.
- Brief bio-sketches of all external reviewers
- Letters of recommendation from external reviewers that accurately reflect the candidate's achievements.
- Summary sheet from Departmental APT committee meeting (see appendix A)
- Memo from Chair summarizing Departmental Committee action and explaining Chair's own personal evaluation
- Candidate for promotion and/or continuing appointment may also prepare a supporting personal/reflective statement summarizing the candidate's past and future contributions to the institution (maximum 3 pages).

- Candidate for appointment, promotion and/or continuing appointment may also provide copies of publications and/or educational materials and/or service documents that exemplify his/her achievements.

Procedure for Submission:

- For all appointments at or promotions to the rank of associate professor or higher, and for all continuing appointments, submit original plus 9 copies to the Chair of the School-wide APT Committee. Mark the folder with the original documents.
- For appointments to the rank of assistant professor or lecturer, submit original plus three copies to the Dean's Office. Mark the folder with the original documents. Note that the appointment process at the level of assistant professor or lecturer does not involve the School-wide APT Committee.

## APPENDIX E

### Sample of Department Chair's Letter to External Reviewers



# Stony Brook School of Dental Medicine

DATE

«Name»

«Title»

«Adr1»

«Adr11»

«City\_State\_zip»

Dear Dr. «Name»:

**Name** is being considered for promotion/appointment with or without continuing appointment as New title in the Department of ..... in the School of Dental Medicine at Stony Brook University. Your name has been suggested as a reference for her. I would like to include your opinion of Dr. .... in the material I am preparing for our faculty appointment committees and University administrators. I hope you will be willing to write regarding her academic qualification for this position.

In evaluating those aspects of Dr. ....'s career with which you are familiar, it would be helpful to know whether you have worked directly with her/him. Recognizing that Dr. .... is primarily a clinical and administrative faculty member, it would be important to have your assessment of Dr. ....'s capabilities as a teacher, clinician and administrator, her/his role in academics and professional organizations, as well as her other professional activities. In evaluating those aspects of Dr. ....'s career that you believe would be helpful in the deliberations regarding her promotion, please indicate whether you have worked with her/him directly in any of the above activities. I have enclosed a copy of her/him curriculum vitae for your convenience. It would be greatly appreciated if I could have your letter of support no later than RETURN DATE.

Your letter will be read by members of our departmental and school-wide peer review committees as well as by the University's senior academic officers. All employees in our statewide system are unionized under a contract that allows a faculty member to read such letters if a referee gives permission in writing. If you are willing that Dr. .... read your letter, please indicate whether or not identification as to its source should be deleted. If your letter is silent on that point or if your request confidentiality, it will be strictly respected.

I would appreciate it if in addition to your letter of reference you would also include a brief biographical sketch of yourself- a paragraph is sufficient. This request is in keeping with the guidelines of the State University of New York appointment process.

Sincerely

CHAIR

TITLE

Department