

## **Memo from the Provost**

### **July 29, 2013**

#### **FACULTY:**

As you begin the process of review for DSI recommendations, I am writing to remind you what needs to be included in a DSI file to be transmitted to the Dean and Provost. As in previous years, faculty members must have completed the On-line Faculty Report for 2012-13 to be considered for DSI. A print-out does not have to be included in the DSI file. A list of part-time and full-time faculty who are eligible for DSI consideration was provided to the Deans and Department Chairs.

All materials should be submitted via the online submission process or in a ½” -1” 3-ring notebook with the person’s name on the front cover. (We do not want loose papers in a manila folder.) For 2013-14, we will require all DSI folders to be submitted via the online process.

As in previous years, information to be included in the DSI Personnel files transmitted to the Dean and Provost will include:

- A list of 2012-13 accomplishments in the five criteria (2011-12 accomplishments may also be included)
- A summary of the results of student or peer evaluations in 2012-13
- Recommendations from the personnel committee and department chair
- Any response of the faculty member to the recommendations

Departments and committees can determine any additional materials to be reviewed in making their recommendations, such as the actual student evaluations or copies of publications. However, materials beyond what are listed above do not need to come forward to the Dean or Provost. Please share this information with your personnel and subdivision committees.

According to the DSI calendar (soon to be posted on the FA website <http://www.oswego.edu/academics/faculty/assembly.html>), deans will receive recommendations and the DSI files from subdivisions on September 18<sup>th</sup>.

#### **PROFESSIONAL STAFF:**

Please consult with your immediate supervisor for DSI submission requirements.

We anticipate having to complete all decisions by the end of October.

Thank you.

Lorrie A. Clemo  
Provost and Vice President for Academic Affairs