

Southern Connecticut State University
FACULTY SENATE

May 5, 2021 | 12:10 p.m. | WebEx

To join the meeting, please click [here](#) to be connected via WebEx.

Alternatively, copy and paste this link:

<https://southernct.webex.com/southernct/j.php?MTID=mbc4992a6187e9060e1e1ed45893beb0f>

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Southern Connecticut State University
FACULTY SENATE

AGENDA

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- I. Elections
 - a. Faculty Senate President
 - b. Faculty Senate Treasurer
- II. Announcements Relevant to the Faculty Senate
- III. Approval of Minutes of Previous Meeting held on April 28, 2021
- IV. Faculty Senate President's Report
- V. Reports of Faculty Senate Standing Committees
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- VI. Reports of Faculty Senate Special Committees
 - a. UCF
 - b. Graduate Council
- VII. Unfinished Business
 - a. Draft Proposal: an IT Finances Working Group
- VIII. New Business
 - a. Revisions to the P&T and Renewal Documents
 - b. Resolution Regarding Mandatory Vaccinations at SCSU
 - c. Resolution Regarding Incentives for Online Student Opinion Surveys
 - d. Resolution Regarding Course Incompletes
- IX. Guest(s)

Spring 2021 meetings: February 3, February 17, March 3, March 17, March 31, April 14, April 28, **May 5**.

Southern Connecticut State University
FACULTY SENATE

UNAPPROVED MINUTES OF APRIL 28, 2021

<https://inside.southernct.edu/faculty-senate/meetings>

The 15th Meeting of the Faculty Senate AY 2020-2021 was held on April 28, 2021, at 12:10 p.m. via WebEx.

Attendance

Dave Allen <i>Accounting</i> 14/15	Matthew Ouimet <i>Counseling</i> 15/15	Sandip Dutta* <i>Finance</i> 9/15	Atul Kulkarni <i>Marketing</i> 15/15	Rex Gilliland <i>Philosophy</i> 15/15	Angela Lopez-Velasquez <i>Special Education</i> 11/15
William Farley <i>Anthropology</i> 14/15	Natalie Starling <i>Counseling & School Psychology</i> 15/15	Lawrence Brancazio <i>Health & Movement Sciences</i> 15/15	Joe Fields <i>Mathematics</i> 15/15	Binlin Wu <i>Physics</i> 15/15	Douglas Macur* <i>Theatre</i> 14/15
Jeff Slomba <i>Art</i> 15/15	Beena Achhpal <i>Curriculum & Learning</i> 15/15	Robert Gregory <i>Health & Movement Sciences</i> 15/15	Klay Kruczek <i>Mathematics</i> 15/15	Jonathan O'Hara* <i>Political Science</i> 4/6	Luke Eilderts <i>World Languages & Literatures</i> 15/15
Kevin Siedlecki* <i>Athletics</i> 14/15	Maria Diamantis <i>Curriculum & Learning</i> 15/15	Troy Paddock <i>History</i> 14/15	Jonathan Irving <i>Music</i> 15/15	Michael Nizhnikov* <i>Psychology</i> 10/15	
Sean Grace <i>Biology</i> 15/15	Dushmantha Jayawickreme <i>Earth Science</i> 15/15	Darcy Kern* <i>History</i> 9/15	Frances Penny* <i>Nursing</i> 8/15	Kate Marsland <i>Psychology</i> 15/15	Deborah Weiss <i>Faculty Senate President</i> 14/15
Mina Park <i>Business Information Systems</i> 15/15	Sanja Grubacic <i>Economics</i> 15/15	Yan Liu <i>Information & Library Science</i> 13/15	Kelly Martinez <i>Nursing</i> 7/15	William Faraclas <i>Public Health</i> 14/15	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 15/15
Jeff Webb <i>Chemistry</i> 15/15	Peter Madonia <i>Educational Leadership</i> 12/15	Cindy Simoneau <i>Journalism</i> 15/15	Obiageli Okwuka* <i>Part-time Faculty</i> 10/15	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 14/15	Meredith Sinclair <i>Undergraduate Curriculum Forum</i> 15/15
Barbara Cook <i>Communication Disorders</i> 15/15	Mike Shea <i>English</i> 15/15	Patrick Crowley <i>Library Services</i> 14/15	Mary Ellen Minichiello <i>Part-time Faculty</i> 11/15	Sebastian Perumbilly <i>Social Work</i> 15/15	Cynthia O'Sullivan <i>Graduate Council</i> 15/15
Derek Taylor <i>Communication, Media & Screen Studies</i> 15/15	Paul Petrie <i>English</i> 15/15	Jacqueline Toce <i>Library Services</i> 15/15	Stephanie Fischer* <i>Part-time Faculty</i> 10/11	Stephen Monroe Tomczak <i>Social Work</i> 15/15	Zainab Seyal <i>Student Government Association</i> 4/6
Alaa Sheta <i>Computer Science</i> 15/15	Matthew Miller <i>Environment, Geography & Marine Studies</i> 15/15	Carol Stewart <i>Management, International Business & Public Utilities</i> 12/15	Virginia Metaxas* <i>Part-time Faculty</i> 9/11	Adam Pittman* <i>Sociology</i> 12/15	Dr. Joe Bertolino <i>SCSU President</i> 8/15
Guests:	T. Bennett T. Broliar J. H. Kim E. May	T. Milburn R. Prezant B. Zamfir			

*An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called the 15th meeting of the Faculty Senate to order at 12:15 p.m.

- I. Announcements
 - A. K. Marsland: Wished to express her thanks to all those involved in the Graduate and Undergraduate Research conferences.
 - B. B. Cook: [Uniting for Racial Justice: A Community Open Mic Event](#), April 29, 2021, 7-9 p.m., Brownell Parking lot.
 - C. P. Petrie: Reminder to participate in the non-binding poll for P&T improvements.
 - D. K. Kruczek: Reminder to vote in the All-University elections.
 - E. M. Shea: Reminder to support the Contract Negotiation demonstrations in Hartford.

- II. Minutes of the previous meeting held on April 14, 2021, were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>

- III. Faculty Senate President's Report
<https://inside.southernct.edu/faculty-senate/meetings>

- IV. Standing Committee reports accepted as distributed.
 - A. K. Marsland: SPC will revisit permanent revisions to the Course Withdrawal and Pass/Fail policies in the Fall.

- V. Special Committees
 - A. UCF: Report accepted
 - B. Graduate Council: No report.

- VI. New Business
 - A. R. Gregory (Rules) **moved** to approve the resolution regarding Revisions to the Sabbatical Leave Document.
 - i. K. Kruczek **moved to amend** the resolution and document in the following manner:
 1. Adding to the resolution "*Resolved*, That the word 'Administration' be replaced with the phrase 'Dean of the Candidate's college/school (or equivalent)' in section IV.B.3. (Department Chairperson Role in the Sabbatical Leave Process)".
 2. striking "Sabbatical file" and replacing it with "Sabbatical Leave digital file" in IV.B.3.c. of the document so that the paragraph reads "In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in **the Sabbatical Leave digital file** and for signing the Candidate's sabbatical application form (Appendix B)."
 - a. The motion **passed** by unanimous consent.
 - ii. K. Marsland **moved to amend** the resolution by striking from the first "*Resolved*" statement "deleted" and replacing it with "placed in brackets" so that it reads "*Resolved*, That the phrase 'or equivalent professional responsibilities' in the third sentence of section I (Standards for Sabbatical Leave) be placed in brackets since this language is not included in the current Collective Bargaining Agreement".

- 1. The motion **passed** by unanimous consent.
- iii. Vote tally
 - 1. Yes..... 36
 - 2. No 2
 - a. Motion to **approve** the resolution as amended **passed**.
- B. J. Fields (Technology) **moved to approve** the resolution regarding Online Student Opinion Survey.
 - i. M. Diamantis **moved to call the previous question**.
 - 1. Motion **passed** by unanimous consent.
 - ii. Vote tally
 - 1. Yes..... 31
 - 2. No 4
 - a. Motion to approve the resolution **passed**.
- C. W. Faraclas (Finance) **moved to approve** the resolution regarding Year-Round Distribution of CBA Travel Funds.
 - i. Vote tally
 - 1. Yes..... 34
 - 2. No 2
 - a. Motion **passed**.
- D. W. Faraclas (Finance) **moved to approve** the resolution regarding CBA Travel Funds for Part-Time Faculty 2021-2022.
 - i. Vote tally
 - 1. Yes..... 31
 - 2. No 2
 - a. Motion **passed**.
- E. M. Shea **moved to endorse** the letter to the BOR ASA committee and to grant the SCSU Faculty Senate Executive Committee the ability to distribute the letter to additional bodies, organizations, agencies, and public outlets.
 - i. Motion **seconded**.
 - 1. Vote tally
 - a. Yes..... 34
 - b. No 2
 - i. Motion **passed**.

VII. Adjournment

- A. M. Diamantis **moved** to adjourn.
 - i. Motion **seconded**.
 - 1. Meeting adjourned at 1:59 p.m.

L. Eilderts
Secretary

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Revisions to the Sabbatical Leave Document

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, the SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, the Faculty Senate is responsible for making changes to the Sabbatical Leave Procedures for Faculty document; now, therefore be it

Resolved, That the phrase “or equivalent professional responsibilities” in the third sentence of section I (Standards for Sabbatical Leave) be placed in brackets since this language is not included in the current Collective Bargaining Agreement;

Resolved, That the word “administration” be replaced with the phrase “Dean of the faculty member’s college/school (or equivalent) and the President of the University” in section III.C (Deferral of Sabbaticals);

Resolved, That the word “Administration” be replaced with the phrase “Dean of the Candidate’s college/school (or equivalent)” in section IV.B.2 (Department Role in the Sabbatical Leave Process);

Resolved, That the word “Administration” be replaced with the phrase “Dean of the Candidate’s college/school (or equivalent)” in section IV.B.3. (Department Chairperson Role in the Sabbatical Leave Process);

Resolved, That the second sentence in section VI.A (Remuneration) be deleted since it is redundant with information presented in section IV.B.2.f and not relevant to faculty member remuneration;

Resolved, That the membership of the University Sabbatical Leave Committee (section VII.B.2 Structure of the Committee) be changed from “seven members elected by the faculty” to “seven members (one member from each college/school and three at-large members) elected by the faculty”;

Resolved, That the first sentence in section VII.C.5 (Eligibility for Membership on the Committee) be deleted since it is redundant with information presented in section VII.C.3;

Resolved, That the phrase “including the Candidate’s relative numerical position on the sabbatical list” be deleted from section VII.F.2 (Procedures of the Committee); and

Resolved, That the e-mail addresses for the University Sabbatical Leave Committee and Office of Human Resources be corrected in Appendix A (Calendar).

**SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY SENATE
SABBATICAL LEAVE PROCEDURES FOR FACULTY¹**

Sabbatical Leave encourages the professional growth of the faculty of Southern Connecticut State University by providing an opportunity for individual pursuit of a scholarly and creative experience. Sabbatical Leave is established in accordance with the Collective Bargaining Agreement.²

I. Standards for Sabbatical Leave (from the CSU-AAUP CBA section 13.7)

The CSU-AAUP Collective Bargaining Agreement, section 13.7, states that “Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching [or equivalent professional responsibilities] of members. All proposals for such leave must merit approval on the basis of these standards.”

II. Eligibility

Upon completion of six years of full-time service³, a tenured faculty member is eligible to take Sabbatical Leave. Untenured members may apply for Sabbatical Leave in their sixth year of full-time service. If the leave is granted and the Candidate is not awarded tenure, the leave cannot be accepted. After a Sabbatical Leave, a person cannot take another Sabbatical Leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in I. Standards for Sabbatical Leave shall be judged on the basis of their competitive merit. Among those proposals deemed equal in merit by the Sabbatical Leave committee, preference shall be given to members with the longest service since their last Sabbatical Leave.

III. Schedule of Sabbaticals

A. Length of Sabbaticals

¹ The Faculty Senate in agreement with the President of the University establishes these procedures, which are intended to be consistent with the Collective Bargaining Agreement, to govern the Sabbatical Leave process at Southern Connecticut State University.

² "Collective Bargaining Agreement" when used in this document, refers to Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, for 2016-2021.

³ Interpretation: (1) The six years of full-time service must be at SCSU or within the CSU system; (2) The six years of full-time service must be as a member of the instructional faculty, as a counselor, as a member of the library faculty, or as any combination of the three.

Sabbatical Leave may be taken for one or two semesters, beginning in the Fall or Spring semesters. Sabbatical Leave outside the normal academic semester shall also be permissible. Library faculty may begin their Sabbatical Leave in the Fall, Spring, or Summer.

B. Rotation of Sabbaticals

Departments of ten or fewer members shall send no more than one member on sabbatical at one time. A Department with 11-20 members shall send no more than two members on sabbatical at one time. A Department with 21-30 members shall send no more than three members on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, Sabbatical Leave can only be deferred one time, under special circumstances, for not more than one year. A faculty member's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Leave Committee (or equivalent; this Committee shall hereafter be referred to as the Department Sabbatical Leave Committee in this document). It must specify the circumstances that gave rise to the request as well as propose a new time frame for the Sabbatical Leave. Prior to approving the deferral, the Chairperson of the Department Sabbatical Leave Committee and the Department Chairperson shall consult with the Dean of the faculty member's college/school (or equivalent) and the President of the University. Once a deferral is approved, the University Sabbatical Leave Committee must be notified in writing by the faculty member.

IV. Applying for Sabbatical Leave

A. Application Format

To be considered, a Candidate's Sabbatical Leave digital file must include the following materials, to be submitted as a single PDF document:

1. The completed application form, which must be digitally signed by the Candidate, the Department Sabbatical Leave Committee Chairperson, the Department Chairperson, and the Dean of the Candidate's college/school or equivalent.
2. Evaluative statements concerning the Candidate's plan from the Department Sabbatical Leave Committee and from the Department Chairperson.
3. A description of the sabbatical plan (including specific outcomes) that indicates the expected contribution to the Candidate's professional growth as specified in I. Standards for Sabbatical Leave.
4. A two-page curriculum vitae outlining the following Candidate information:
(1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community, highlighting those accomplishments directly related to the sabbatical plan

5. A copy of the Sabbatical Leave Follow-up Report(s) for any previous award(s) of Sabbatical Leave.

B. Application Procedures:

1. Candidate Role in the Sabbatical Leave Process

- a. The Candidate is responsible for notifying, in writing, the Department Chairperson, Department Sabbatical Leave Committee Chairperson, and the Office of Human Resources of the intent to apply for Sabbatical Leave.
- b. The Candidate is responsible for initiating the Sabbatical Leave application process. The Candidate shall make the Sabbatical Leave digital file (as a single PDF document) available to the Department Sabbatical Leave Committee, the Department Chairperson, the University Sabbatical Leave Committee, and the Office of Human Resources as specified in the calendar (Appendix A).
- c. The Candidate is responsible for scheduling an interview with the University Sabbatical Leave Committee through the Office of Human Resources. This interview is optional, but highly recommended.

2. Department Role in the Sabbatical Leave Process

- a. The evaluation of the Department Sabbatical Leave Committee shall be independent of any other evaluation (e.g., independent of the Department Chairperson's evaluation).
- b. Each Department must establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. The Department may choose to have another Department committee act as the Sabbatical Leave Committee.
- c. No person shall serve as a member of a Department Sabbatical Leave Committee during an academic year in which that person is applying for Sabbatical Leave. The Department Chairperson shall not serve as a member of a Department Sabbatical Leave Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, election, and recall of Department Sabbatical Leave Committee members, as well as conduct of its business. These procedures shall be recorded and be readily available to the faculty, and a copy shall be placed on file with the Faculty Senate.

- e. The evaluation of the Department Sabbatical Leave Committee shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Leave Committee and the Department Chairperson shall conduct negotiations with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department⁴. If the negotiations fail, the evaluation of the Department Sabbatical Leave Committee will include a statement of any adverse impact the Sabbatical Leave will have on the Department.
 - f. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Leave Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the Sabbatical Leave digital file and for signing the Candidate's Sabbatical Leave application form (Appendix B).
3. Department Chairperson Role in the Sabbatical Leave Process⁵
- a. The Chairperson shall present information in the evaluation which takes into consideration the eligibility requirements established by this document for Sabbatical Leave. The nature of this information should reflect the Chairperson's professional judgments and opinions as well as factual information. The Chairperson's evaluation shall be based on the merits of the Candidate's sabbatical plan and independent of any other evaluation (e.g., independent of the Department Sabbatical Leave Committee's evaluation).
 - b. The Chairperson shall include in the evaluation a detailed statement that indicates the extent to which the Candidate's sabbatical will affect the operation of the Department. Prior to completing the evaluation, the Chairperson and the Department Sabbatical Committee shall conduct negotiations with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Dean of the Candidate's college/school (or equivalent), this information shall be included in the Chairperson's evaluation.
 - c. In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the Sabbatical Leave digital file and for signing the Candidate's sabbatical application form (Appendix B).
 - d. In no case shall a Department Chairperson applying for Sabbatical Leave participate in the sabbatical evaluation process.

⁴In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Leave Committee shall conduct these negotiations with the Dean of the appropriate college/school (or equivalent).

⁵In the case of the Library, the spokesperson shall fulfill the role of the Department Chairperson.

V. Transmission to the University President

After the University Sabbatical Leave Committee has completed its review, the digital files will be made available to the President of the University by the Chairperson of the University Sabbatical Leave Committee.

VI. Benefits and Responsibilities

A. Remuneration

Remuneration shall consist of full pay for one semester or half-pay for one year based upon preference of the faculty member with the approval of the President of the University.

B. Activity Engaged in While on Sabbatical

1. A grant may be accepted during the period of the sabbatical.
2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.
3. An individual may not accept a teaching position or any other remunerative position that would detract from the sabbatical plan during the Sabbatical Leave.

C. Protection of Faculty Member's Job and Benefits

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University Bylaws shall be maintained by the faculty member during the Sabbatical Leave. A faculty member on Sabbatical Leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. To be eligible for longevity payments during the sabbatical year, a faculty member must be on the payroll on either April 1st or October 1st of the year in question.

D. Return

1. It is expected that recipients of Sabbatical Leave will return to work at Southern Connecticut State University for at least one year after the Sabbatical Leave is completed. The President of the University may release a person from this agreement for appropriate reasons.
2. Within one semester of returning from a Sabbatical Leave, a faculty member shall submit a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President of the University, University Sabbatical Leave Committee, Department Sabbatical Leave Committee, and Director of Library Services. Such statements shall be retained by the University Sabbatical Leave Committee and a copy shall be placed in the University documents file in Buley Library attached to the copy of the application where it shall be available to the University community.

VII. University Sabbatical Leave Committee

A. Purpose of the Committee

The purpose of the University Sabbatical Leave Committee is to evaluate Candidates for sabbaticals, and to make recommendations to the President of the University regarding the granting of sabbaticals in accordance with this document.

B. Structure of the Committee

1. There shall be a single University Sabbatical Leave Committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter collectively referred to as "faculty." Administrators are not eligible.
2. The Committee shall consist of seven members (one member from each college/school and three at-large members) elected by the faculty.
3. The Committee shall consist of two alternate members elected by the faculty.
 - a. Alternates shall take the place of voting members:
 - i. when a voting member is applying for Sabbatical Leave that year;
 - ii. when a voting member resigns; or
 - iii. under other circumstances (e.g., prolonged illness) as evaluated by the Committee.

C. Eligibility for Membership on the Committee

1. Faculty members who are tenured, have achieved the rank of Assistant Professor or above (or the equivalent for library faculty and counselors), and have completed a minimum of six years of full-time service on the faculty or professional staff of a college or university, at least three of which must be at Southern Connecticut State University, are eligible to serve on this Committee.
2. At no time shall there be more than two members from any one Department elected as regular or alternate members of the Committee.
3. No person who provides evaluative materials at any level of the sabbatical process may serve as a member or alternate on the Committee (e.g., Department Chairpersons and Department Sabbatical Leave Committee members).
4. Faculty members may not serve as members of the Committee during an academic year in which they apply for Sabbatical Leave.

5. Faculty members that serve on a Department Evaluation Committee (DEC) whose duties include evaluation of sabbatical proposals may serve on both the DEC and the University Sabbatical Leave Committee provided they recuse themselves from all Sabbatical Leave-related deliberations of the DEC.

D. Election of Members of the Committee

1. The Elections Committee of the Faculty Senate has the responsibility for conducting the elections for the Committee.
2. For each three-year cycle, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, and two regular members will be elected for a one-year term.
3. Each spring, elections shall be held for the members whose terms have expired and to fill any existing vacancies in unexpired terms.
4. All terms shall begin September 1st and expire August 31st.

E. Recall of Committee Members and Alternates

1. Any member or alternate of the Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Elections Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. A Candidate may submit any new supporting documentation to the Committee in accordance with the calendar (Appendix A).
2. A Candidate shall be given the opportunity to appear before the Committee prior to making its decision.
3. The Committee shall examine and discuss each Candidate's sabbatical file. It may decide to solicit additional written information from any source. Candidates will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the Candidate, and the Candidate must have the opportunity of adding a written rebuttal. The Committee shall not accept written information other than that in the file or submitted pursuant to VII.F.1, VII.F.2, or that which the Committee solicits as described above.

4. A Sabbatical Leave may be granted for either a full-year at half pay or a half-year at full pay without prejudice.
5. In evaluating Sabbatical Leave applications, the Committee as a whole will discuss the evaluation criteria. Committee members will use their own professional judgments and opinions in voting to recommend or not to recommend each application.
6. After all information has been received, along with full discussion and deliberation, each Committee member shall cast a ballot. A secret ballot shall be used for any major decision.
7. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
8. At any stage in the evaluation process, the Committee may reconsider and/or revoke on an individual Candidate.
9. The final listing of Candidates recommended shall be presented by the Committee Chairperson to the Office of Human Resources in priority order as determined by the Committee in the form of a letter to be signed by all Committee members. The Office of Human Resources shall forward the Committee's recommendations to the President of the University. A copy of the Committee's recommendation shall be sent to the Candidate at the time of issuance.
10. Committee members, when not meeting as a Committee, shall treat as confidential the information in any Candidate's file, as well as the Committee's deliberations and votes. Such confidentiality does not apply to any disclosures concerning grievance procedures.
11. The Committee may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this Document or contravene the spirit of this Document. A written record of all procedures shall be sent annually during the Spring semester of the academic year to the Faculty Senate and the President of the University.

VIII. Grievance Procedure

Any faculty member who feels that the Sabbatical Leave procedures have in any way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

IX. Amendment Procedure

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

X. Interpretation, Implementation, and Review

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. By agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,
2. By a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide on the issue.

Appendix A. Calendar

Aug. 31	Candidates begin to assemble digital file. Forms and guidelines are available at the Faculty Senate Website: https://inside.southernct.edu/faculty-senate .
Sept. 16	Candidates notify the following of their intention to apply for Sabbatical Leave: 1. Appropriate Department Chairperson, 2. Department Sabbatical Leave Committee (or equivalent), and 3. Office of Human Resources.
Sept. 25	Candidates forward their Sabbatical Leave digital file as a single PDF document to the Department Sabbatical Leave Committee and the Department Chairperson.
Nov. 2	The Department Sabbatical Leave Committee and Department Chairperson transmit their written recommendations to the Office of Human Resources (SabbaticalHR@southernct.edu) and to the candidate via e-mail.
Nov. 3-Nov. 6	Candidates have four (4) days to add the Department Chairperson and Department Sabbatical Leave Committee recommendations and any written response and/or additional supporting materials to their Sabbatical Leave digital file as a single PDF document.
Nov. 9	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee (sabbaticalcomm@southernct.edu) and to the Office of Human Resources (SabbaticalHR@southernct.edu).
Dec. 7	The University Sabbatical Committee completes its deliberations and transmits its recommendations to the President of the University.
Dec. 8	The University Sabbatical Committee forwards the PDF sabbatical files to the President of the University.
Dec. 18	The President of the University notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President of the University notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by the Office of Human Resources.

RESET FORM

Faculty Senate Approved: September 2, 2020

**SOUTHERN CONNECTICUT STATE UNIVERSITY
APPLICATION FOR SABBATICAL LEAVE**

Name: _____ Date: _____

Academic Rank: _____ Date Tenure Granted: _____

Department: _____

Dates of leave requested: From _____ To _____

Number of years of full-time service since last Sabbatical Leave or number of years of full-time service as a faculty member at SCSU, whichever is less: _____

Date of previous sabbatical(s), if applicable: _____
Please attach the Sabbatical Leave Follow-Up Report(s).

TITLE OF PROPOSAL: _____

ABSTRACT (100 words or less) of proposal:

August 26, 2019
Faculty Senate Approved: 05/08/2019

Signature of Department Sabbatical Committee Chairperson _____ **Date** _____

Signature of Department Chairperson _____ **Date** _____

Signature of Dean _____ **Date** _____

Signature of Applicant _____ **Date** _____
(Indicates applicant's receipt of evaluation letters from Department Sabbatical Leave
Committee and Department Chairperson)

Appendix C. Application for Sabbatical Leave Checklist

The proposal shall be organized as follows:

- I. Application form
- II. Description of Project (limited to eight double-spaced pages)
 - A. Title of Proposal
 - B. Conception and Definition of Project
 - C. Plan of Work in Detail. Include timeline, budget, travel arrangements, research arrangements, etc.
 - D. Bibliography
- III. Curriculum Vitae (limited to two pages)

Include information regarding: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community, highlighting those accomplishments directly related to the sabbatical plan.
- IV. Supporting documents (e.g., letter of invitation) and/or other relevant material directly related to the sabbatical plan.

Appendix D. Format for Sabbatical Leave Follow-Up Report

Within one semester of returning from the Sabbatical Leave, recipients shall submit copies of the report to the President of the University, the University Sabbatical Leave Committee, the appropriate Department, and the Director of Library Services.

The objective(s) of the sabbatical proposal should be stated briefly. The experiences and accomplishments of the Sabbatical Leave, particularly as they relate to the objective(s), should be detailed.

If, for any reason, the objective(s) of the plan changed, the course and result(s) of such change should be indicated.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Online Student Opinion Survey

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The Faculty recognize the importance, as well as the contractual necessity, of assessing students' opinions regarding educational outcomes in courses; and

Whereas, There are numerous advantages, including lower expense and operational flexibility, to assessing students' opinions using an online tool; now, therefore, be it

Resolved, That, henceforth, Student Opinion Surveys be administered only online.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution for Year-Round Distribution Of CBA Travel Funds

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The CSU-AAUP CBA Travel Fund ["Travel Fund"] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, Professional seminars, workshops, conferences or educational exchanges happen throughout the year;

Whereas, CBA travel funds are administered on a fiscal year basis, but are made available on an academic year basis per the CBA, resulting in confusion about travel during the period between the end of the spring semester and the beginning of the fall semester; and

Whereas, A clearly articulated process for travel reimbursement throughout the year will serve the University by supporting faculty use of travel funds as intended by the CBA; now, therefore, be it

Resolved, That to ensure access to available travel reimbursement for full- and part-time faculty members throughout the calendar year, the Office of Finance and Administration, in consultation with the Faculty Senate Executive Committee, shall develop an accounting mechanism to place unspent CBA travel funds from the concluding fiscal year into summer travel accounts for full- and part-time faculty members; and be it further

Resolved, That reimbursement of authorized faculty travel that occurs between July 1 and the day before the new fall semester begins shall be drawn from these accounts until the fund is depleted; and be it further

Resolved, That of CBA travel funds that remain unencumbered at the end of the concluding fiscal year, initially ninety percent (90%) shall be moved into the respective full- and part-time summer travel accounts, and ten percent (10%) shall be temporarily held in reserve until the accounts are reconciled; and be it further

Resolved, That after the concluding year travel accounts have been reconciled, the remaining portion of the ten percent (10%) held in reserve, along with additional amounts of encumbered funds that were not claimed, shall be moved into the summer account; and be it further

Resolved, Within four weeks of the first day of the fall semester, funds remaining in the summer full- and part-time travel accounts shall rollover to the new academic year full- and part-time travel accounts and be made available for encumbrance.

Notes

- The CBA provides funds for travel reimbursement. Separate lines are maintained for full-time and part-time faculty members.
- For each group (FT and PT), the CBA travel account consists of money from two sources: an allotment defined in the contract that becomes available on July 1 of each year (“new monies”), and, when available, unspent monies from the previous year’s allotment (“rollover monies”). Both monies are available to the University on July 1 as part of the fiscal year budget. However, according to the CBA, the “new monies” are not available for use until the first day of the fall semester.
- Rollover monies shall be made available to reimburse faculty members with approved authorizations to travel during the interim period between the last day of the spring semester and the first day of the fall semester. If not exhausted during the interim period, rollover funds shall be moved forward into the rollover account to support faculty travel in the new academic year.
- For each group (FT and PT), monies from the two sources are placed in separate, indexed accounts (one for rollover monies, the other for the new allotment), but are used for the one purpose defined in the CBA. For orderly processing of travel expenses, the rollover Index is drawn down first.
- For the purposes of the resolution supported by these notes, rollover monies shall be made available during the period between the last day of the spring semester and the first day of the fall semester to support faculty travel during that period. At the end of that interim period, remaining rollover funds shall become available for the academic year.
- Generally, faculty members who have been approved for travel reimbursement are expected to reconcile their Travel Authorizations (TAs) within 30 days of return from travel.
- If a member cannot reconcile completed travel within 30 days for a valid reason, the member is expected to submit a written request to the travel office for an extension.
- If a member’s approved trip is canceled, the member will inform the travel office immediately so the requested travel funding can be unencumbered.
- Approval of travel-reimbursement requests is contingent on availability of funds. There is neither a guarantee that combined funds from “rollover” and the new allotment will be sufficient to cover all travel requests during the academic year, nor during the summer period, dependent on the number of requests and the per-member travel reimbursement caps.

Resolution Regarding CBA Travel Funds for Part-Time Faculty 2021-2022

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE Resolution Regarding CBA Travel Funds for Part-Time Faculty 2021-2022

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The CSU-AAUP CBA Travel Fund [“Travel Fund”] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such conferences and academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, The Collective Bargaining Agreement (9.5.1) specifies that the President or designee shall consult with the cabinet and the Senate President in assigning travel funds, and each part-time member is not allowed more than \$750 from the Travel Fund;

Whereas, Reduced frequency of travel during the coronavirus pandemic has resulted in a significant amount of residual monies in the Travel Fund at the end of 2020-2021;

Whereas, Residual monies will remain in the Travel Fund for part-time faculty and be added to the 2021-2022 CBA-determined Travel Fund allocation, leading to an unusually large pool of funds for travel;

Whereas, CBA 9.5.1 enabled full-time faculty to exceed their \$1500 limit for the 2021-22 academic year; however, precluded part-time faculty from exceeding their \$750 limit, resulting in an inequity;

Whereas, The Faculty Senate and the Provost have identified a mutual desire to use available travel funds to support Faculty attendance at professional seminars, workshops, conferences or educational exchanges and also to promote active participation;

Whereas, Cost increases for travel and conference fees have significantly affected Faculty members’ opportunities to participate in national and international professional seminars, workshops, conferences and educational exchanges; and

Whereas, The SCSU Administration and the SCSU AAUP have signed a memorandum of understanding (MOU) allowing an exemption from the \$750 limit for 2021-2022 travel funds for part-time Faculty;¹ and

Whereas, Through this resolution the Faculty Senate is acting to fulfill its responsibility in conferring with the President on the establishment of a maximum annual SCSU funding limit on travel funds provided by the CBA for 2021-2022; now, therefore, be it

Resolved, That the Faculty Senate recommends that the travel fund reimbursement caps for 2021-2022 be set at \$875 for part-time Faculty members; and be it further

¹ This provision is not intended to change any other terms and conditions of the Collective Bargaining Agreement.

Resolved, That part-time members of the Faculty traveling to a professional seminar, workshop, conference or educational exchange shall have the travel cap raised by \$125 for one of two circumstances:

- a) for travel that requires trans-ocean travel, OR
- b) if the member is traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker², and whose expenses are not covered in full by the sponsoring organization; and be it further

Resolved, That according to the foregoing, the maximum total travel reimbursement cap for part-time Faculty members shall be \$1,000.

² For the purposes of this document, an invited keynote speaker is the person “headlining” or serving as the main speaker during an opening meeting or other plenary session at an event covered by CBA-provided travel funds. A faculty member applying for an increased travel fund cap based on having been invited to give a keynote address, must provide a copy of a formal, written invitation, which states the amount of expenses paid by the sponsoring organization and the stipend awarded by the sponsoring organization to cover expenses. A faculty member who attends a professional seminar, workshop, conference or educational exchange as a participant in any other capacity (e.g., to present a paper, poster session, experiential learning activity, professional development workshop, attend committee or governing group activities) is not an invited keynote speaker.

Resolution Regarding Alignment and Completion of Mathematics and English (ACME) Proposal



FACULTY SENATE

Dear Members of the BOR ASA Committee,

We are writing to explain why the Alignment and Completion of Mathematics and English (ACME) proposal, while built on claims of promoting equity, in fact does quite the opposite—it increases inequity for students and should not be implemented.

The ACME proposal eliminates developmental courses for Math and English in favor of a co-requisite model in which all students unprepared for the gateway courses, regardless of placement level, would take the gateway courses along with a simultaneous supporting course (the co-requisite). This policy discriminates against our students with the greatest needs who form a significant portion of our student population. Indeed, the research accompanying the original proposal demonstrated that the co-requisite model may help students just below the placement level needed for gateway courses, but not help students at a lower level; these students would not be helped and might actually be harmed. The statement in the proposal that “research shows that traditional prerequisite courses hinder students’ progress and raise, rather than lower, barriers to gateway, college-level, transferable course completion” is false. It defies logic to assume that we can provide fewer supports and less education to needy students and, despite this, then expect they will end up in the same place as their peers who started at a higher level. It is distressing to see the original research redacted from the revised proposal because it did not support the proposal.

This approach is therefore unproven for our student population; furthermore, the costs have not been calculated and presented. Despite the greater costs necessary for this model, which requires much smaller class sizes and other supports, the Cost of Delivery section (page 3, revised proposal 4/19/21) does not mention the cost of implementation. Moreover, the solution for managing the uncalculated costs is as follows: “The aforementioned administrators and other related CSCU leadership are strongly encouraged to utilize and seek increases to the PA 12-40 legislative funding to support and maintain this financial model for corequisite supports.” This “solution” is shameful and irresponsible, given the long-term inability of CSCU leaders to secure adequate funding from the legislature to support even the maintenance of current educational services.

Furthermore, the ACME proposal advocates for ‘dumbing down’ the current math gateway requirements. In many cases, students would be required to take a simplified math course. Do we really want CSU to graduate students who do not understand basic algebra? And changing the math requirement to a “gateway, college-level, transferable course *aligned with the student’s program of study*” (italics added) fails to recognize that a majority of students change their programs of study, in many cases, more than once. The proposal would thus lock students into a particular program of study and limit their options, further disenfranchising those students with the greatest needs. Although some students struggle with the current gateway requirement, which for most involves basic algebra skills, the answer is not to eliminate the requirement, but rather to better support support student learning and to work with the K-12 system, which graduates too many students woefully unprepared.

Finally, this ACME proposal ignores (and wastes) the time, money, and expertise already invested in TAP by CSCU; over a period of nine years through TAP's grassroots process, the programs of study between the community colleges and the universities were carefully aligned and agreed to—and the transferability works. This proposal, on the other hand, lacks significant faculty input and is pushed by a consulting company with slick marketing tactics, so it simply dictates the transferability of lesser gateway courses to meet the higher-level gateway courses at the universities. This proposal is widely condemned by faculty because it is a classic example of administrators making decisions about curricular matters that the faculty better understand and rightfully own.

Therefore, in the strongest possible terms, the Southern Connecticut State University Faculty Senate urges rejection of the ill-conceived and academically and financially reckless ACME proposal.

Sincerely,

SCSU Faculty Senate

STANDING COMMITTEES

Academic Policy Committee (APC)

No report

Elections Committee (EC)

There were 102 people who voted in the Spring 2021 elections for the All-University Committees. The spring elections filled 40 vacancies. The Fall 2021 elections will be held for the remaining 17 at-large and 19 school/college-specific vacancies. Note, in the fall, the school/college-specific vacancies will be denoted with a “*” to indicate that someone from outside the school/college will be eligible to fill the vacancy for one year if no one from that school/college self-nominates.

SOUTHERN CONNECTICUT STATE UNIVERSITY
ALL-UNIVERSITY COMMITTEE MEMBERS (2021 – 2022)

<p><u>1. Strategic Enrollment Mgt Planning (3-year term)</u> M'22 Kevin Siedlecki, ATH (at-large) M'23 Marie McDaniel, HIS (at-large) M'24 Matthew Miller, EGMS (at-large) M'24 Dana Rogers, CMS (at-large)</p>	<p><u>7. Promotion and Tenure (3-year term)</u> M'22 Kristine Anthis, PSY (at-large) M'22 Mary Brown, ENG (at-large) M'22 John Jacobs, PSY (at-large) M'22 Sebastian Perumbilly, MFT (at-large) M'22 David Pettigrew, PHI (at-large) A'22 Jeffrey Webb, CHE (at-large) A'22 Miaowei Weng, WLL (at-large) A'22 Doris Marino, HMS (at-large) M'23 Barbara Cook, CMD (at-large) M'23 Maria Diamantis, C&L, (at-large) M'23 Chelsea Harry, PHI (at-large) M'23 Todd Ryder, CHE (at-large) M'23 Jacqueline Toce, LIB (at-large) A'23 Gene Birz, FIN (at-large) A'23 Steven Judd, HIS (at-large) A'23 Elizabeth Kalbfleisch, ENG (at-large) M'24 Mark Cameron, SWK (at-large) M'24 Jess Gregory, EDL (at-large) M'24 Md Shafaet Hossain, CSC (at-large) M'24 Troy Paddock, HIS (at-large) M'24 Jennfier Parzych, CSP (at-large) A'24 Eino Sierpe, ILS (at-large) A'24 Vacant (at-large) A'24 Vacant (at-large)</p>	<p><u>10. Termination Hearing (3-year term)</u> M'22 Klay Kruczek, MAT (A&S) A'22 Sarah Roe, HIS (at-large) M'23 Gene Birz, FIN (BUS) M'23 Vacant (EDU) A'23 Erin Larkin, WLL (at-large) M'24 Troy Paddock, HIS (at-large) M'24 Vacant (HHS) A'24 Eino Sierpe, ILS (at-large)</p>
<p><u>2. SCSU Foundation Board of Directors (2-year term)</u> M'23 Charles Baraw, ENG (at-large)</p>		<p><u>11. Professorship Advisory (3-year term)</u> M'22 Adiel Coca, CHE (at-large) M'22 Wendy Hardenberg, LIB (at-large) M'22 Robert McEachem, ENG (at-large) M'23 Pina Palma, WLL (at-large) M'23 Erin Larkin, WLL (at-large) M'23 Rex Gilliland, PHI (at-large) M'24 Vacant (at-large) M'24 Vacant (at-large) M'24 Vacant (at-large)</p>
<p><u>3. Academic Standing (3-year term)</u> M'22 Darcy Kern, HIS (A&S) M'22 Kimberly Lacey, NUR (HHS) M'22 Eric Cavallero, PHI (at-large) M'22 Theresa Marchant-Shapiro, PSC (at-large) M'23 Kelly Bordner, PSY (at-large) M'23 Mohammad Tariqul Islam, CSC (at-large) M'24 Sobeira Latorre, WLL (at-large) M'24 Klay Kruczek, MAT (at-large) M'24 Jennifer Parzych, CSP (EDU) M'24 Vacant (at-large) M'24 Jia Yu, ECO (BUS)</p>	<p><u>8. Sabbatical Leave (3-year term)</u> M'22 Scott Ellis, ENG (at-large) M'22 Pina Palma, WLL (at-large) A'22 Troy Paddock, HIS (at-large) M'23 Md Shafaet Hossain, CSC (at-large) M'23 Wendy Hardenberg, LIB (at-large) M'23 Uchenna Nwachuku, CSP (at-large) M'24 Miranda Dunbar, BIO (at-large) M'24 Klay Kruczek, MAT (at-large) A'24 Vacant (at-large)</p>	<p><u>12. Faculty Scholar Award (3-year term)</u> M'22 Troy Paddock, HIS (at-large) M'22 Adiel Coca, CHE (A&S) M'23 Vacant (BUS) M'23 Ray Mugno, MAT (at-large) M'24 Rebecca Hedreen, LIB (at-large) M'24 Vacant (EDU) M'24 Vacant (HHS)</p>
<p><u>4. Budget and Planning (3-year term)</u> M'22 Theresa Marchant-Shapiro, PSC (at-large) M'23 Elena Schmitt, WLL (at-large) M'24 Matthew Miller, EGMS (at-large) M'24 Vacant (at-large)</p>	<p><u>9. Space (3-year term)</u> M'22 Helen Marx, C&L (at-large) M'23 Nicholas Edgington, BIO (at-large) M'24 Mary Brown, ENG (at-large)</p>	<p><u>13. Undergraduate Curriculum Forum (3-year term)</u> M'22 Zheni Wang, MGT (at-large) M'23 Meghan Barboza, BIO (at-large) M'23 Vacant (at-large) M'24 Sahar Al Seesi, CSC (at-large) M'24 Joshua Groffman, MUS (at-large)</p>
<p><u>5. Faculty Retraining (3-year term)</u> M'22 Xiaomei Yang, PHI (at-large) M'22 Amal Abd El-Raouf, CSC (at-large) M'22 Maria Diamantis, C&L (at-large) M'23 Elena Schmitt, WLL (at-large) M'23 Robert A. Smith, MGT/IB (at-large) M'23 Vacant (at-large) A'23 Vacant (at-large) M'24 Vacant (at-large) A'24 Vacant (at-large)</p>	<p>May 3, 2021 M = Member A = Alternate Vacant Newly Elected Run-Off Needed</p>	<p><u>14. Liberal Education Program Committee (3-year term)</u> M'22 Helen Marx, C&L (EDU) M'22 Alison Wall, MGT/IB (BUS) M'23 Elliott Horch, PHY (at-large) M'23 Emma Junhong Wang, MKT (at-large) M'23 Joan E. Kreiger, HMS (HHS) M'24 Mike Shea, ENG (A&S) M'24 Joshua Groffman, MUS (at-large) M'24 Elu Tu, WLL (at-large) M'24 Vacant (at-large)</p>
<p><u>6. Mediation (3-year term)</u> M'22 William Faraclas, PCH (at-large) A'22 Frank Bevvino, ACC (at-large) M'23 Jacqueline Toce, LIB (at-large) A'23 Vacant (at-large) M'24 Sobeira Latorre, WLL (at-large) A'24 Vacant (at-large)</p>		

SOUTHERN CONNECTICUT STATE UNIVERSITY
ALL-UNIVERSITY COMMITTEE MEMBERS (2021 – 2022)

15. J. Philip Smith Outstanding Teaching Award (3-year term)
M'22 Lynn Kwak, MKT (at-large)
M'23 Cheryl Green, NUR (HHS)
M'23 Alev Yildirim, FIN (BUS)
M'24 Charles Baraw, ENG (A&S)
M'24 Vacant (EDU)

16. University Library (3-year term)
M'22 Melanie Savelli, CMS (A&S)
M'22 Seungmin Han, MGT/IB (BUS)
M'23 Nicholas Fedorchuk, ESC (A&S)
M'24 Steven P. Brady, BIO (A&S)
M'24 Vacant (EDU)
M'24 Vacant (HHS)

17. Faculty Development Advisory Committee (3-year term)
M'22 Rachel Jeffrey, BIO (at-large)
M'22 Luke Eilderts, WLL (A&S)
M'22 Amy Smoyer, SWK (HHS)
M'22 Jia Yu, ECO (BUS)
M'23 Frank Bevvino, ACC (BUS)
M'23 Vacant (EDU)
M'23 Aukje Lamonica, PCH (HHS)
M'23 Mary Aciri, SWK (at-large)
M'24 Joel Dodson, ENG (A&S)
M'24 Jess Gregory, EDL (EDU)

18. Robert E. Jirsa Service Award (3-year term)
A'22 Klay Kruczek, MAT (A&S)
A'22 Vacant (LIB, Counseling, Coaching)
A'22 Vacant (HHS)
M'23 Marie McDaniel, HIS (A&S)
M'23 Vacant (BUS)
M'23 Maria Diamantis, C&L (EDU)
M'24 Jennifer McCullagh, CMD (HHS)
M'22 Vacant (LIB, Counseling, Coaching)
A'24 Vacant (BUS)
A'24 Vacant (EDU)

19. Faculty Academic Strategic Plan (3-year term)
M'22 Zheni Wang, MGT (BUS)
M'22 Mary Aciri, SWK (HHS)
M'23 Elu Tu, WLL (A&S)
M'23 Dush Jayawickreme, ESC (A&S)
M'23 Robert A. Smith, MGT/IB (BUS)
M'23 Jia Yu, ECO (BUS)
M'23 Yan Wei, SED (EDU)
M'23 Denver Fowler, EDL (EDU)
M'23 Vacant (HHS)
M'24 David Pettigrew, PHI (A&S)
M'24 Vacant (EDU)
M'24 Krista Prendergast, NUR (HHS)

20. University Grants (3-year term)
M'22 Claire Novosad, PSY (A&S)
A'22 Zheni Wang, MGT/IB (at-large)
M'23 Sara Baker Bailey, CMS (A&S)
M'23 Yan Wei, SED (at-large)
M'23 Bonnie J. Edmondson, HMS (HHS)
M'23 Alev Yildirim, FIN (BUS)
A'23 Alaa Sheta, CSC (at-large)
M'24 Vacant (EDU)
M'24 Mary Brown, ENG (A&S)
A'24 Josuha Groffman, MUS (at-large)

May 3, 2021
M = Member
A = Alternate
Vacant
Newly Elected
Run-Off Needed

21. Faculty Advisory Committee (Jan. 1, 2022 – Dec. 31, 2023)
M'23 Michael Shea, ENG (at-large)
A'23 Vacant (at-large)
(Note: Michael Shea (ENG) is the member and Sean Grace (BIO) is the alternate through December 31, 2021)

22. Global Education Advisory Committee (2-year term)
M'22 Elena Schmitt, WLL (A&S)
M'22 Jung Hoon Kim, MGT/IB (BUS)
M'22 Olcay Yavuz, EDL (EDU)
M'22 Anuli Njoku, PCH (HHS)
M'23 Svenja Gusewski, CMD (HHS)
M'23 Vacant (EDU)
M'23 Rachel Furey, ENG (A&S)
M'23 Vacant (BUS)

Finance Committee (FC)

No Report

Personnel Policy Committee (PPC)

No Report

Rules Committee (RC)

No Report

Student Policy Committee (SPC)

No Report

Technology Committee (TC)

No Report

SPECIAL COMMITTEES

Undergraduate Curriculum Forum (UCF)

Report to the Faculty Senate Undergraduate Curriculum Forum April 29, 2021 Meeting Actions

The following motions were approved:

WACC Motion: Adopt the following as a required syllabus statements for all W-courses:

Writing-Intensive Courses, often called W-Courses and designated by a W in the course listing, are courses that require students to apply writing in their understanding of the course content. As such, W-courses require students to write and revise their written work regularly with at least 50% of their grade in the course linked to the quality and content of their written submissions. The instructor of the W-course will outline and teach specific writing goals and provide individualized feedback on how students can improve their writing skills. Students should anticipate growth in both content knowledge and writing ability.

.StAR Motion: Approve the conditional acceptance of Anthropology's self-study.

2021-2022 Chair Election: Meredith Sinclair was re-elected UCF chair for the next academic year.

Notes to faculty:

- RIJ courses (as designated by faculty) are up: <https://www.southernct.edu/dei/social-justice-courses>

Respectfully submitted,
Meredith Sinclair (UCF Chair, Sp. 2021)
May 3, 2021

Graduate Council

Graduate Council Report 4/28/2028

1. Final meeting of the full council 4/26/2021
2. GSGA Applications are available and are encouraged. Due date is June 4, 2021 at 4:00pm. Please see attached letter from Dean Singh and application website [https://www.southernct.edu/sites/default/files/a/sites/grad/GSGA_Application_\(AY_2020-2021\).pdf](https://www.southernct.edu/sites/default/files/a/sites/grad/GSGA_Application_(AY_2020-2021).pdf)
3. Graduate Student conference reimbursement applications are available for students who present at a professional conference (eligible time period 1/2/2021-6/30/2021) <https://southernct.kualibuild.com/app/builder/#/app/5e837fb875ab2f001a0f6743/action/60898f125589760024100ccc>
4. Presentation of final version of **School of Graduate and Professional Studies Strategic Plan** will be posted on the Graduate website this week. The final document represents the combined efforts of faculty, students, community members, administrators, and others from the SCSU community over the past nine months. Please take the time to review and consider how your departments may use this information to envision activities that may help achieve the plan's strategic objectives:

Vision Statement: Southern Connecticut State University's School of Graduate and Professional Studies will continue its ascent to preeminence as a "first choice" New England graduate school, dedicated to providing exemplary graduate education, inspiring a community of dynamic leaders, scholars, and professionals recognized for pioneering positive change aimed at justice, prosperity, and inclusion.

Strategic Objectives:

- a. Facilitating **program Innovation** for accessibility, inclusivity, equity, and academic excellence
 - b. Ensuring students' **academic and professional success and personal well-being**
 - c. Providing academic excellence through **impactful teaching and cutting-edge scholarship**
 - d. Ensuring **community engagement and impact**
 - e. Committing to excellence in **SGPS' service mission**
 - f. Fostering **diversity, embracing inclusivity, and promoting equity**
 - g. Strategically growing enrollment through **robust recruitment and purposeful retention practices**
5. Results of GC Officer elections for AY 2021-2022:
 - a. GC Chairperson: Cynthia O'Sullivan
 - b. GC Co-Chairperson/ASC Chair/StAR Co-Chair: Kauther Badr
 - c. GC Secretary: Ericka Barnes

Submitted by: Cynthia O'Sullivan, Chairperson, Graduate Council

Conference Support Grant for Graduate Students: January 2, 2021 to June 30, 2021

Description and Purpose: Southern Connecticut State University recognizes the importance of student and faculty scholarship and creative activity in furthering its mission. The University is committed to expanding the array of support mechanisms for such scholarship and creative activity. During these times of Covid 19 travel restrictions almost all conferences are being held virtually. However, one still has to register and pay a registration fee. The Conference Support Grant for Graduate Students aims to provide graduate students with funds to support registration for national, international, and regional conferences for the purpose of **presenting their work** at said conferences. Proposals from graduate students who wish to attend a conference without presenting their work **will not** be considered for funding. Proposals from graduate students whose work demonstrates a high probability of producing, for example, a published manuscript (or other relevant scholarly representation aligned with their discipline) will be given priority.

Eligibility: Matriculated graduate students (both full and part time), whose conference proposal to **present their work at the virtual conference they wish to attend** has *already* been accepted by the conference organizers, are eligible to apply for this support.

Review Process: Applications will be reviewed by a group of faculty, representing a broad range of disciplines, who have been appointed by the Provost to serve on the University-wide Research and Scholarship Advisory Committee (RSAC). These grants are sponsored by the Office of the Provost/Vice President for Academic Affairs. Students with other concurrent funding must disclose their funding.

Award Amount: Matriculated graduate students may apply for up to **but not more than** the cost of registration for a regional conference, a national conference, or an international conference. Funds may not be used for faculty registration expenses. **Please note** that only the cost of conference registration may be included in the budget. Any other expenses associated with attending the conference must be covered by the student or alternative funding sources.

Application Process: The application and all required documents must be submitted **via the Quali portal system using this link:** [Conference Grant for Graduate Students Application](#).

All of the following documents must be submitted (in PDF format). Incomplete applications will not be funded.

- Conference announcement
- Student's Conference abstract **and** proof of acceptance of the student's abstract
- Unofficial transcript
- Budget of registration expenses. **Please note** that only the cost of registration for the conference can be submitted.

We recognize that conferences send acceptance at different times, therefore there is no hard deadline for submission. **However, these funds will be distributed on a first come first serve basis so students should apply as soon as possible after they receive acceptance.**

Further Information: Please contact Professor C. Michele Thompson thompsonc2@southernct.edu

Please note that awardees are responsible for completing the University/State required Travel Authorization and associated paperwork within the required timeframe in order to be reimbursed.

Graduate Studies Graduate Assistantships (GSGA)

April 26, 2021

Dear Faculty Colleagues:

I am pleased to announce that the School of Graduate and Professional Studies is requesting nominations for the Graduate Studies Graduate Assistantship (GSGA) awards for the 2021-2022 academic year. These highly competitive teaching and research assistantships are available to qualified graduate and doctoral students and provide a wonderful experiential learning opportunity for students to work closely with a department faculty member. Academic departments are encouraged to review the application criteria and student selection process described in detail within the application hyperlinked below.

Details of the GSGA awards are as follows:

- These are non-need-based teaching or research assistantship awards that are used to support master's, sixth year professional diploma, and/or doctoral students;
- The awards are open to incoming students as well as matriculated students with a minimum 3.2 grade point average (GPA) for all undergraduate coursework and a minimum cumulative GPA of 3.5 for all completed graduate coursework;
- Selected students will work 10 hours per week for a part-time GSGA or 20 hours per week for a full-time GSGA as either a research or teaching assistant.

Applications for the GSGA can be found on the School of Graduate and Professional Studies webpage: [GSGA Application](#) with complete instructions on the nominating process. As in the past, final awards will be contingent upon the availability of funds to match the number of applications received. Please note that nominations must be received electronically by the School of Graduate and Professional Studies no later than: **Friday, June 4th, 2021, by 4 p.m.** If you have any questions about the nomination process, please don't hesitate to contact Associate Dean [Jonathan Wharton](#), who will be happy to assist you. Thank you for all you are doing to make this university such a wonderful place for our students.

Sincerely,

Dr. Manohar Singh, Ph.D.
Dean, School of Graduate and Professional Studies

DOCUMENTS/RESOLUTIONS FOR REVIEW FOR THE MAY 5, 2021 MEETING

Draft Proposal: An IT Finances Working Group

Draft Proposal: an IT Finances Working Group

In October of 2020 Rusty May (Edward L. May, Jr.) responded to a request from the Faculty Senate Finance Committee by submitting a written report on the state of spending on academic Information Technology (IT) at SCSU. Mr. May is to be commended for providing us with a thorough, clear, and professionally executed high level overview of IT spending for academic support at Southern.

On March 24, 2021, the Finance and Technology committees of the Faculty Senate held a joint meeting to discuss Mr. May's report. We were particularly struck by the following important elements of the report.

1. The expense for licensing Blackboard (BBL) has been shifted from the System Office to the individual CSU campuses.
2. Bond fund monies for IT capital improvements are coming to an end, and the report states that "there is no reasonable prospect of a new bond funded technology program in the future" and further that "there will likely be a significant impact in the loss of these bond funds."
3. There is a troubling practice wherein the System Office buys products and/or services for a specific term, typically 3 years, and then transfers the cost of those products and/or services to the constituent institutions after the initial term.
4. Funding for IT has remained relatively flat over the last 5 years — a period of time which has seen tremendous growth in the demands on our campus IT staff and the technological expectations on our faculty. In particular, "the funding for part time staff has remained flat between FY15-FY21 without any accommodation for inflation or the change in the minimum wage."

A question that naturally arises is: If the cost of some components of our IT landscape is being borne at the campus level, should we not have agency to make decisions about selection of those elements? For example, if we are now paying for BBL out of SCSU's IT budget, should we be able to opt to switch to some other learning management system (LMS)?

We find that a pattern is developing wherein decisions are made by fiat at the System level and expenses are borne at the campus level. We have full faith and confidence in our local IT personnel, and note the purposefully collaborative nature of IT governance at SCSU. There is a concern that the voices of our local experts, including IT staff and faculty end-users, are not being heard at the System Office. In a time of greater demands for academic technology and diminishing local and system resources, remote decision making and taxation-without-representation financing have little hope of strengthening academic effectiveness. It is therefore proposed that the Faculty Senate takes the following steps:

1. Work with the other CSU campus Faculty Senates to empanel a four-campus CSU working group to study academic technology needs, available and other required

resources, current acquisition and financing strategies, and options for improving the influence of the faculty on guiding the direction of technology adoption and support.

2. From each campus, include on the working group a) members of the faculty appointed by the respective Senates, b) an IT staff representative, appointed by respective campus administrations, c) a representative of the AAUP appointed by respective union chapters.
3. Conduct individual campus faculty forums to identify technology priorities.
4. Conduct a four-campus faculty forum to focus technology priorities.
5. Set a report deadline to the four campus Faculty Senates of March 7, 2022.

DRAFT

Promotion and Tenure Procedures for Faculty (Clean Copy)

Revised and approved by Faculty Senate on November 13, 2019

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE PROMOTION AND TENURE PROCEDURES FOR FACULTY INTRODUCTION

Four precepts shall guide the implementation of this document:

1. All processes and procedures are designed to reflect the spirit of shared governance.
2. Evaluations shall be based on the measurements of academic and professional quality in order to best serve the university community.
3. Faculty rights of due process shall be safeguarded at each step described below, and
4. Candidates shall have control and remain in control of all content in their files throughout all stages of the process (e.g., no content can be added without written prior notice to the candidate).

PART I - AUTHORIZATION FOR PROCEDURES

The Faculty Senate, in agreement with the President of the University, establishes these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement¹, to govern the promotion and tenure processes at Southern Connecticut State University. Due dates in this document represent contractually-mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

PART II - STANDARDS FOR PROMOTION AND TENURE

A. Eligibility

1. Promotion

To be considered for promotion, a faculty member must meet certain minimum eligibility requirements associated with that rank as listed below. See Article 5.3 in Collective Bargaining Agreement for determination of eligibility. In each case, the degree at issue must be from a college or university regionally accredited at the time of the degree. The member must not be on a final appointment.

- a. Assistant Professor, Assistant Librarian, or Assistant Counselor One of the following shall apply.

¹"Collective Bargaining Agreement," when used in this document, refers to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State Colleges and Universities, August 2016-August 2021

- 1) An earned doctorate or a terminal degree appropriate to the field,
or
 - 2) At least three (3) years of full-time employment as faculty, counselor,
or librarian in a college or university, plus both
 - (a) a master's degree, and
 - (b) an additional full year of study above the master's level,
or
 - 3) Ten (10) years of full-time employment at the rank of Instructor, Staff
Librarian, or Staff Counselor,
or
 - 4) Credentials and/or experience substantially comparable to the above.
- b. Associate Professor, Associate Librarian, or Associate Counselor
- 1) An earned doctorate or a terminal degree appropriate to the field, plus at
least five (5) years of full-time employment as faculty, counselor, or
librarian in a college or university at a rank above Instructor,
or
 - 2) Ten (10) years of full-time employment at the rank of Assistant
Professor, Assistant Librarian, or Assistant Counselor,
or
 - 3) Credentials and/or experience substantially comparable to the above.
- c. Professor, Librarian, or Counselor
- 1) Earned doctorate or a terminal degree appropriate to the field, plus at
least eight (8) years of full-time employment as faculty, counselor or
librarian in a college or university, including at least five (5) years at
the rank of Associate Professor,
or
 - 2) Ten (10) years of service at the rank of Associate Professor, Associate
Librarian, or Associate Counselor,
or
 - 3) Credentials and/or experience substantially comparable to the above.
2. Tenure

Although all full-time tenure-track teaching faculty, library faculty, and counseling faculty are eligible for tenure in any year of their probationary period, tenure shall be granted only to those whose high quality of performance and long-term

contributions to the University can be established. To be considered for tenure, a candidate must hold an appointment that may be credited towards tenure. Evidence of high quality of load-credit activity (including teaching, administrative responsibilities or other instances of reassigned time), creative activity appropriate to one's field, productive service to the department and university, professional activity, and years in rank shall all be considered before tenure is recommended. (See Article 4.11.2.1 in the Collective Bargaining Agreement.)

B. Criterion

1. Introduction

- a. The single criterion for evaluating and recommending full-time faculty members shall be the quality of activity, including keeping current in one's field as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.
- b. Any special conditions in the faculty member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process on a case-by-case basis.

2. Categories of Evaluation for Faculty--These categories are listed in descending order of value

a. Load Credit or the Equivalent

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research or doing creative activity under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Creative Activity

This category encompasses creative activity appropriate to one's field, for example, delivering papers at professional conferences, production/performance of artistic works, research, grant activity, study, and

publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, sabbatical leaves are included, but leaves without pay, except those for scholarly discipline, are not included. See Article 13.6 in the Collective Bargaining Agreement.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

3. Categories of Evaluation for Counseling Faculty--These categories are listed in descending order of value.

a. Load Credit Activity--Professional effectiveness in providing counseling in the area appropriate to one's specialty (ies).

This category encompasses one or more of the following for which the member receives load credit or the equivalent: counseling, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study and publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted. Time accrued while on sabbatical leave shall be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

4. Categories of Evaluation for Library Faculty--These categories are listed in descending order of value

a. Load Credit Activity--Professional effectiveness in providing librarian services in the area appropriate to one's specialty(ies).

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: library services, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study, and publication. Although this list is not meant to be exhaustive, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted. Time accrued while on sabbatical leave shall be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

PART III -- STRUCTURE AND PROCEDURES

A. Initiation of Evaluation Process

1. Promotion

- a. Each year the Office of Human Resources shall notify all full-time teaching faculty, c o u n s e l o r s o r counseling faculty, library faculty, and full-time coaches and non-instructional athletic trainers,

Department Chairpersons², and appropriate Deans/Directors in writing that the promotion process has begun.

- b. On the basis of the department personnel data sheet supplied by the Office of Human Resources by September 2 and reviewed by the Department Evaluation Committee (DEC), or, if applicable, the Counseling Faculty Evaluation Committee (CFEC) in consultation with each faculty member in the department, the DEC/CFEC³ shall inform any full-time faculty members of their department who meet the standards specified for promotion (See Part II.A.1). If discrepancies arise regarding eligibility status, the faculty member shall consult with the Office of Human Resources, which shall then make appropriate changes in the faculty member's personnel file and forward the corrected information to the DEC/CFEC. Faculty members on final appointment shall not be eligible for promotion.
- c. Those faculty members who meet the eligibility requirements for promotion to a given rank but are not promoted maintain their eligibility and must apply for subsequent consideration for promotion.
- d. Faculty members who believe they are eligible for promotion as described in Part II.A.1 above, and who wish to apply, shall make written application with supporting evidence to the DEC/CFEC Chairperson. The faculty members shall also inform the Department Chairperson in writing of their desire to be considered for promotion. In addition, a determination of eligibility for a faculty member shall be initiated by the DEC/CFEC.
- e. A faculty member may withdraw after the commencement of the promotion process and at any time during the promotion process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for promotion for that academic year.
- f. The DEC/CFEC Chairperson shall inform each faculty member eligible to be evaluated, in writing of the fact and purpose of the evaluation and of the opportunity to submit materials and appear before the DEC/CFEC. A list of these faculty members eligible to be evaluated and those members

² Library Spokesperson shall serve as the Department Chairperson for library faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean/Director.

³ The Counseling Faculty Evaluation Committee (CFEC) serves as Department Evaluation Committee (DEC) for Counseling Faculty. See Article 7.3.2 of the Collective Bargaining Agreement.

expressing intent to apply for promotion shall be forwarded by the DEC/CFEC Chairperson to the Office of Human Resources.

2. Tenure

- a. During a non-tenured faculty member's sixth year of service in the tenure-track, the faculty member shall be notified that a tenure decision is mandatory. The Office of Human Resources shall notify the candidate, the Department Chairperson, and the DEC/CFEC of those in need of a tenure evaluation. Non-tenured faculty members who wish to be evaluated for tenure before the sixth year shall make written notification to the DEC/CFEC.
- b. The probationary period (full time service prior to the acquisition of tenure) shall not exceed seven years of service in the university, provided that all seven years fall within the same ten-year period, unless otherwise indicated in the Collective Bargaining Agreement (See Article 13.2.3 in the Collective Bargaining Agreement). If full-time service is to continue in the seventh year, tenure or a terminal one-year appointment must be awarded. Up to three years' full-time service in other accredited colleges and universities may be applied toward the probationary period by written agreement of the concerned parties at the time of the faculty member's initial appointment, or not later than the end of the first semester of service.
- c. During the first through fifth probationary years, a faculty member's appointment shall be deemed renewed unless written notice of non-renewal is given to the faculty member as indicated in Articles 4.9, 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement.
- d. A faculty member may withdraw after the commencement of the tenure process and at any time during the process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for tenure for that academic year.

B. Faculty Member's Role in the Evaluation Process

1. When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the faculty member shall expeditiously meet with the Office of Human Resources for the purpose of examining the personnel file. If the faculty member has a concern about materials in the file, the faculty member shall meet with a representative of the Provost/appropriate vice president.⁴ The faculty member and the representative of the Provost/appropriate vice

⁴ For Counseling Faculty, Coaches and Athletic Trainers, the appropriate Vice President serves this function. Hereafter where the term Provost is used, it should be interpreted to mean "Provost or appropriate Vice-President."

president shall attempt to reach agreement on materials pertinent to the evaluation in order that copies may be prepared for the DEC/CFEC. In the event agreement is not possible, the matter shall be decided by the Provost/appropriate vice president or the Provost's/appropriate vice president's designee. The faculty member shall then be allowed to prepare rebuttal materials for presentation to the DEC/CFEC with other materials. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the DEC/CFEC. A letter of transmittal sent to the faculty member and the DEC/CFEC by the Office of Human Resources shall list the materials forwarded from the Office of Human Resources to the DEC/CFEC.

2. Each candidate to be evaluated shall submit a file. See III.H.1.a. for details of what must be included.
3. All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. See III H. 1 for Contents of the File. A candidate who does not have the original letter of appointment must obtain a copy from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.
4. Candidates shall be permitted to include any letter addressing any topic authored by any person inside or outside the University. Exceptions include: (a) solicited letters from students in active courses of the candidate at the time of letter authorship, and (b) other than the official letters of evaluation, the candidate shall not include letters (if they specifically address the promotion & tenure process) written in that academic year by anyone who has a formal role in the evaluation process for the candidate, such as members of the candidate's DEC/CFEC, Chairperson of the candidate's department, Dean/Director of the candidate's school/college/division, Provost, or President.

The candidate shall be allowed to include letters authored by those who have a formal role in the evaluation process for the candidate dated prior to the academic year of the evaluation (e.g., from prior evaluation files) and letters authored by those who have a formal role in the evaluation process for the candidate not directly addressing, or making recommendations regarding, the promotion and tenure decision, such as a letter documenting or evaluating specific activities in the categories of evaluation.

5. The DEC/CFEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC/CFEC prior to its recommendation. The candidate shall not be penalized or harmed for not attending.
6. The candidate shall have an opportunity to examine the file at each stage of the evaluation process, i.e., before, during, and after the DEC/CFEC, Department

Chairperson, Dean/Director, and Promotion and Tenure Committee have each completed their evaluation report with concluding recommendation. At any time, the candidate shall be allowed to place in the file a written response and/or any additional materials supporting the application. If the candidate adds materials to the file after the file has been made available to the DEC/CFEC, Department Chairperson, Dean/Director, Promotion and Tenure committee, or Provost, the candidate shall send written notification to the individual currently reviewing the file or applicable committee chair. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer.

7. A faculty member may withdraw after the commencement of the promotion and/or tenure process and at any time during the promotion and/or tenure process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for promotion and/or tenure for that academic year.

C. Department Role in the Evaluation Process

1. Procedures

- a. The DEC/CFEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC/CFEC shall also conduct evaluations as requested by the Department Chairperson and shall notify the candidate in writing. The evaluations shall be in writing and shall contain supporting reasons for each category of evaluation.
- b. By the dates specified in Part V (the Calendar) of this Document, the DEC/CFEC Chairperson shall inform, in writing, each candidate to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC/CFEC, and (3) the opportunity to appear personally before the DEC/CFEC prior to the DEC/CFEC's recommendation. The candidate shall not be penalized or harmed for not attending.
- c. The Office of Human Resources shall make available to the DEC/CFEC the personnel files of those candidates to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
- d. If a faculty member does not meet the requirements for promotion (see Part II.A) and has applied to the DEC/CFEC to be declared eligible (see Part III.A.1.b), the DEC/CFEC shall consider the supporting materials submitted by the faculty member and determine whether or not the faculty member has substantially comparable qualifications. If the DEC/CFEC determines that

the faculty member is eligible for consideration, it shall inform the faculty member, Department Chair, applicable Dean/Director, Provost, and President in writing with supporting reasons and with the faculty member's documentation. If the DEC/CFEC determines that the faculty member is not eligible, it shall so inform the faculty member in writing by October 1 and return the submitted materials; the promotion application shall then not proceed.

- e. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion and/or tenure.
- f. In conducting its evaluations for promotion and tenure, the DEC/CFEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Any information solicited by the DEC/CFEC and not provided by the candidate to the DEC/CFEC shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC/CFEC's evaluation report with concluding recommendation. Observation of load credit activity shall be a part of the DEC/CFEC evaluation. For candidates engaged in classroom teaching, the DEC/CFEC shall obtain and use the data from a written student survey instrument. (See Article 4.11.8 of the Collective Bargaining Agreement.) For candidates engaged in other duties, the DEC/CFEC shall seek and use appropriate information regarding all elements of the candidate's duties.
- g. DEC/CFEC members shall always treat as confidential all evaluative information submitted and considered, as well as the DEC/CFEC's deliberation and votes. Such confidentiality shall not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC/CFEC member, other than the Committee Chairperson or designee, about the about deliberations and evaluative information or the DEC/CFEC recommendation shall occur only in the context of a DEC/CFEC interview. Discussions of the merits of a candidate's file by DEC/CFEC members shall occur only in the context of a DEC/CFEC meeting.
- h. All DEC/CFEC recommendations for promotion and tenure shall be in writing, with supporting reasons, addressing each of the categories of evaluation (see II.B.2.), and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion we recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion we do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report with concluding recommendation shall reference to the recommendation be made.

- i. Applications for both promotion and tenure require separate evaluation reports with concluding recommendations, one report for promotion and one report for tenure. The evaluation report(s) with concluding recommendation(s) shall reflect the DEC/CFEC's professional judgment and opinion, as well as factual information. A copy of all DEC/CFEC evaluation report(s) with concluding recommendation(s), including supporting reasons and any minority reports, shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.
- j. The DEC/CFEC shall transmit an identical copy of its evaluation report(s) with concluding recommendation(s) to the appropriate Dean/Director. The DEC/CFEC's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the Department Chairperson. If information was solicited by the DEC/CFEC and not provided by the candidate and was considered by the DEC/CFEC, a letter of transmittal shall be sent to the candidate and the Dean/Director listing any materials forwarded to the Dean/Director (i.e., any information that was solicited by the DEC/CFEC and not provided by the candidate) that are in addition to the DEC/CFEC's evaluation report(s) with concluding recommendation(s)
- k. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the DEC/CFEC's evaluation report(s) with concluding recommendation(s) before the date when the file shall be made available to the Dean/Director. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V. A copy of the DEC/CFEC evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.
- l. If the candidate is being evaluated for promotion on the basis of substantial comparability (see Part III.C.1.d), the DEC/CFEC evaluation report with concluding recommendation shall identify this fact, shall state the credentials and/or experience used to determine that substantial comparability standards were met, and shall provide the rationale for the decision.
- m. Each evaluation report with concluding recommendation shall be signed by all members of the DEC/CFEC. A DEC/CFEC member shall be allowed to submit to the DEC/CFEC a signed minority report to be included with the DEC/CFEC's evaluation report with concluding recommendation to indicate the following:
 - 1) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too weak;

- 2) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too strong;
 - 3) The DEC/CFEC member may agree with the evaluation of the Committee for reasons other than those offered by the Committee recommendation;
 - 4) The DEC/CFEC member may disagree with the Committee's evaluation.
- n. If a DEC/CFEC member elects to write a minority report, it shall be signed and appended to the DEC/CFEC's evaluation report(s) with concluding recommendation(s). A copy of all DEC/CFEC evaluation report(s) with concluding recommendation(s) including supporting reasons and any minority reports, shall immediately be sent to the candidate and a copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V. Department members serving on the DEC/CFEC shall not write any independent recommendations for promotion and/or tenure for a candidate in their own department during that academic year, other than a minority report, as stipulated in III.C.3.i.4. above. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4
- o. The DEC/CFEC shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the candidates of its actions in writing and such procedures do not contravene procedures specified in this or other university documents.
- p. Any materials generated by the DEC/CFEC shall be kept and secured in the DEC/CFEC records for one year after the evaluation report(s) with concluding recommendation(s) is/are sent to the candidate and forwarded to the Office of Human Resources. Such materials shall be available only for a formal hearing by a Grievance Committee. If a grievance is in progress, the materials generated by the DEC/CFEC shall be kept until the grievance is adjudicated.
- q. The DEC/CFEC shall be responsible for the security of the candidate's file while in its possession. See III. H. 2.
- D. Department Chairperson's Role in the Evaluation Process
1. The Department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement (Section 4.11.1) and the Promotion and Tenure Procedures for Faculty document. In no case, however, shall a Department Chairperson being considered for promotion participate in the promotion evaluation process; nor shall one being considered for tenure participate in the tenure

evaluation process. Department Chairpersons scheduled for evaluations shall not provide written evaluations for themselves.

2. The Department Chairperson's evaluation of promotion and tenure for a candidate shall be independent of the DEC/CFEC evaluation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Department Chairperson by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Department Chair's evaluation report(s) with concluding recommendation(s).
3. All Department Chairperson recommendations for promotion and tenure shall be in writing, with supporting reasons, addressing each of the categories of evaluation (see II.B.2), and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion I recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion I do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report(s) with concluding recommendation(s) shall reference to the recommendation be made.
4. Applications for both promotion and tenure require separate evaluation report(s) with concluding recommendation(s), one report for promotion and one report for tenure. These evaluation report(s) with concluding recommendation(s) shall reflect the Chairperson's professional judgment and opinion, as well as factual information. A copy of the Department Chair's evaluation report(s) with concluding recommendation(s), including supporting reasons, shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.
5. The Department Chairperson shall transmit an identical copy of the evaluation report(s) with concluding recommendation(s) to the appropriate Dean/Director. If information was solicited by the Department Chairperson and not provided by the candidate and was considered by the Department Chairperson, a letter of transmittal shall be sent to the candidate and the Dean/Director which lists any materials (i.e., any information that was solicited by the Department Chairperson and not provided by the candidate) forwarded to the Dean/Director that are in addition to the Department Chairperson evaluation report(s) with concluding recommendation(s). The Department Chairperson's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the DEC/CFEC.
6. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the Department Chairperson's evaluation report(s) with concluding recommendation(s) before the date when the file is made available to the Dean/Director. The response shall be written and signed by the candidate, and

added to the file by the candidate by the dates specified in Parts IV and V. A copy of the Department Chairperson's evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.

7. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion and/or tenure.
8. An identical copy of the Department Chairperson's evaluation report(s) with concluding recommendation(s) shall be forwarded directly to the Office of Human Resources and shall be placed in the candidate's personnel file by the dates specified in Part V.
9. The Department Chairperson shall be responsible for the security of the candidate's file while in their possession. See III. H. 2.

E. Appropriate⁵ Dean's/Director's Role in the Evaluation Process

1. The appropriate Dean/Director shall receive promotion and tenure evaluation report(s) with concluding recommendation(s) from Department Evaluation Committees and Department Chairpersons, together with any minority report(s) and/or letter(s) of transmittal. The appropriate Dean/Director shall have access to the file for each candidate. After reviewing and considering each candidate's file, the appropriate Dean/Director shall make an evaluation report(s) with concluding recommendation(s) based primarily on that material. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Dean/Director by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Dean's/Director's evaluation report(s) with concluding recommendation(s).
2. All Dean/Director recommendations for promotion and tenure shall be in writing, with supporting reasons, and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion I recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion I do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report(s) with concluding recommendation(s) shall reference to the recommendation be made.
3. Applications for both promotion and tenure require separate evaluation report(s) with concluding recommendation(s), one report for promotion and one report for

⁵ Interpretation - (1) Teaching Faculty, Dean of candidate's Academic School; (2) Counseling Faculty, Director of Counseling Services; (3) Library Faculty Library Director; (4) Coaches, Athletic Director

tenure. The evaluation report(s) with concluding recommendation(s) shall reflect the Dean's/Director's professional judgment and opinion, as well as factual information. A copy of the Dean's/Director's evaluation report(s) with concluding recommendation(s), including supporting reasons, shall be sent immediately to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.

4. Prior to the file being made available to the Promotion and Tenure Committee, the candidate shall have an opportunity to examine the file for accuracy and completeness, and add any additional material to the file supporting the application for promotion and/or tenure. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the Dean's/Director's evaluation report(s) with concluding recommendation(s) before the date when the file is to be made available to the Promotion and Tenure Committee. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Part V. A copy of the appropriate Dean's/Director's evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.
5. All official evaluation report(s) with concluding recommendation(s) (those of the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director) shall be placed into the candidate's file by the candidate by the dates specified in Part V such that one complete file shall be available to the Promotion and Tenure Committee.

F. Promotion and Tenure Committee's Role in the Evaluation Process

1. Purpose of the Committee

The purpose of the Promotion and Tenure Committee is to evaluate candidates for promotion and tenure and to make recommendations, according to principles of shared governance and in an advisory capacity to the Provost, regarding the granting of promotion and tenure to candidates in accordance with this document.

2. Structure of the Committee

- a. There shall be a single Promotion and Tenure Committee for all faculty (including supervisors of student teachers), library faculty, and counseling faculty, hereafter referred to collectively as "faculty."
- b. The Committee shall consist of fifteen tenured members elected by the faculty.
- c. Committee members who anticipate they will have to be absent from a significant portion of the Committee deliberations shall step down for the entire process. Committee members repeatedly absent, or neglecting their

duties without an excuse deemed adequate by the Committee, shall step down. If the Committee member chooses not to step down, the Committee shall call for a vote by secret written ballot for the Committee member's removal for the remainder of the Committee member's term. A vote of two-thirds of the Committee shall result in the expulsion of the Committee member from the Committee.

- d. Alternates
 - 1) There shall be nine tenured alternate members elected by the faculty.
 - 2) Alternates shall take the place of voting members:
 - when a voting member is applying for promotion during that academic year;
 - when a voting member resigns or is removed by vote. See III. F. 2. c;
 - under other circumstances, such as prolonged illness, as evaluated and determined by the Committee.
 - 3) Alternates shall be eligible to become voting members in the order in which their terms expire, and on the basis of the total number of votes received.
 - 4) When replacing a voting member, alternates serve for the period specified by the Committee but no later than the end of the voting member's term. Permanent vacancies shall be filled not by alternates but by elections for Committee members.
- e. At no time shall the number of voting members (including alternates serving as members) exceed fifteen.
- f. Each year, under a process overseen by the Chairperson of the Senate Elections Committee or designee (see Section F.6.a. below), the Committee shall elect from its members an individual to serve as Chairperson. The Chairperson must hold the rank of Professor or its equivalent. Three consecutive one-year terms shall be the maximum term limit for the role of Chairperson.
- g. When a new Chairperson is elected, the immediate former chairperson, if re-elected as a member of the Committee, shall have the role of Immediate Past-Chairperson for a period not to exceed three consecutive one-year terms. The Immediate Past-Chairperson role includes the same responsibilities as non-chair members of the Committee in addition to acting in a procedural advisory capacity to the new Chairperson to support continuity of Committee functioning.
- r. Eligibility for Membership on the Committee

- Any full-time faculty member, tenured at the rank of Associate or above (or the equivalent for library faculty and counseling faculty), and has completed a minimum of three years on the faculty at Southern Connecticut State University shall be eligible to serve on the Committee. However, faculty members serving in administrative positions outside of their department and receiving load credit or compensation are not eligible to serve if and when their Promotion and Tenure Committee membership poses a potential conflict of interest; that is, faculty members shall not be eligible when serving in administrative positions (for example, Assistant to the Dean/Director, the Provost or the President) in which they could potentially violate or give the appearance of violating the contractually distinct levels of evaluation (DEC/CFEC, Department Chairperson, Dean/Director, Promotion and Tenure Committee, Provost, and in some cases, the President).
- At no time shall more than two faculty members from any one department or division be elected as regular or alternate members of the Committee. For the purposes of this document, "department" means traditional departments and divisions within which there are no distinct departments.
- No Department Chairperson, division director, or Dean/Director shall serve as a member or alternate on the Committee.
- A faculty member shall not write letters of recommendation or support for candidates after that faculty member is elected to or begins serving on the Committee. Candidates shall be allowed to include letters authored by Committee members prior to this change of committee membership status. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4.
- No faculty member shall serve as an elected member of the Committee in any academic year in which that faculty member applies for promotion.
- Committee members shall always treat as confidential all evaluative information submitted and considered, as well as the Committee's deliberation and votes. Such confidentiality does not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a Committee member, other than the Committee Chairperson or designee, about deliberations and evaluative information shall occur only in the context of a Committee interview. Discussions of the

merits of a candidate's file by Committee members shall occur only in the context of a Committee meeting.

4. Elections of Members of the Committee
 - a. The Elections Committee of the Faculty Senate shall conduct the faculty elections for the Committee.
 - b. Each Spring, elections shall be held for five regular members and two alternate members for three-year terms. At the same time, elections shall also be held for two- or one-year terms to fill any existing vacancies in unexpired terms.
 - c. All terms shall begin September 1 and expire August 31.
 - d. All Committee members shall hold the rank of Associate Professor (or above) at the beginning of their term.
5. Recall of Committee Members and Alternates
 - a. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
 - b. Such a referendum shall be conducted by the Elections Committee of the Faculty Senate upon receipt of a petition to that effect bearing the signatures of at least 10 percent of the faculty.
6. Procedures of the Committee
 - a. The Committee shall hold its first meeting of the academic year in September to outline the dates and procedures for the upcoming year and to elect a Chairperson from its members who holds the rank of Professor or its equivalent. The Faculty Senate President shall announce and convene this meeting. The Chairperson of the Senate Elections Committee shall be present to conduct this election, which shall be determined by a majority vote. Nominations and self-nominations shall be solicited by the Chairperson of the Senate Elections Committee prior to and at the first meeting. A quorum shall be required for the Committee Chairperson election to be valid. If a quorum is not present at the first meeting, a second meeting shall be scheduled within two weeks. In the absence of a Chairperson of the Senate Elections Committee, the Senate President shall solicit the nominations and self-nominations and conduct the election as outlined above.
 - b. Committee members, when not meeting as a Committee, shall treat as confidential both the information in any candidate's file and the Committee's

deliberations and votes. Confidentiality shall also apply to Committee members who resign or whose terms expire, in perpetuity. Such confidentiality shall not apply to discussions of the Committee's standard operating procedures or statistical reports. Further, such confidentiality shall not be applied to, or invoked with regard to information deemed essential by the President's Grievance Committee, the University Grievance Arbitration Committee, and/or an outside arbitrator as outlined in the Collective Bargaining Agreement (Part III.H).

- c. The Committee shall provide each candidate a reasonable opportunity to appear personally before members of the Committee prior to its recommendation, hereafter referred to as the "interview". The candidate shall not be penalized or harmed for not attending the interview. The Chairperson of the Committee shall inform the candidate of the purpose of the interview. The Committee shall devise a protocol for conducting these interviews and shall publish that protocol each academic year on September 1, January 1, and May 1. . A minimum of five Committee members shall be scheduled to be present at the interview. If fewer than three Committee members are present, the interview shall be rescheduled.
- d. Candidate interviews may begin the Thursday before the Spring semester begins and shall finish no later than the Thursday of the first week of the Spring semester. Interviews for January candidates shall be handled on an ad-hoc basis.
- e. The Committee shall examine and discuss each candidate's file separately. The Committee shall be allowed to solicit additional information about the candidate only from the candidate. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion or tenure. (See Part III.H.8, Addition of Materials after Sealing of the File.) The Committee shall not accept information other than that which is in the file or which the Committee solicits according to III.H.4.a, III.H.4.b, III.H.5, and III.H.8.
- f. No Committee member shall discuss any candidate's file or any deliberations with candidates outside of Committee meetings. However, the Chairperson of the Committee (or designee) may be authorized by the Committee to respond to a candidate's questions about the candidate's own file.
- g. After all information on a candidate has been received, and after full discussion and deliberation, the Committee shall proceed with the decision-making process. Committee members from a candidate's department are allowed to vote on that candidate, but must recuse themselves from any discussion or comment on the candidate or the candidate's file in any context for the entirety of the candidacy year, including that candidate's interview, deliberations by the Committee

(including reconsiderations and meeting with the Provost) and appeals to the President.

- h. A secret ballot shall be used for each final decision affecting a candidate. An absent member may present only the Chairperson with a written vote on the first ballot. .
- i. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
- j. At any stage, the Committee may reconsider and/or revote a decision on an individual candidate (See suggested guidelines in Part IV).
- k. Candidates being evaluated for tenure shall be either recommended or not recommended. The Committee's notification of its decisions shall be made as follows:
 - 1. The candidate shall receive a letter from the Chairperson of the Promotion and Tenure Committee with the Committee's decision to recommend or not recommend, accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain). A decision of "not recommend" shall include a summary evaluative statement and explanation. The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter to the file.
 - 2. The Provost shall receive a list from the Chairperson of the Promotion and Tenure Committee of those recommended and not recommended, both listed in alphabetical order, accompanied by the Promotion and Tenure Committee final totals (yes/no/abstain) without any further evaluative elaboration.
- l. Candidates being evaluated for promotion shall be either recommended or not recommended. The Committee's notification of its decisions shall be made as follows:
 - 1. The candidate shall receive a letter from the Chairperson of the Promotion and Tenure Committee with the Committee's decision to recommend or not recommend, accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain). A decision of "not recommend" shall include a summary evaluative statement and explanation. The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter to the file.
 - 2. The Provost shall receive a list from the Chairperson of the Promotion and Tenure Committee of those recommended and not recommended, both listed in alphabetical order, accompanied by the

Promotion and Tenure Committee final vote totals(yes/no/abstain), without any further evaluative elaboration.

- m. At any point after the Committee recommendation, but before the end of the semester, the candidate shall be allowed to request a meeting with the Chairperson of the Committee or designee to discuss the recommendation letter(s).
 - n. The Committee shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the applicable candidate(s) of its actions in writing and such procedures do not contravene procedures specified in this document or the Collective Bargaining Agreement. A written record of all additional procedures used by the Committee shall be kept, and a written report of these procedures shall be given annually (in the spring of the year) to the Faculty Senate and to the Provost and the President of the University.
 - o. The Committee shall be responsible for the security of the candidate's file while in its possession. See III. H. 3.
- G. Provost's Role in the Evaluation Process
- 1. The final action of the Committee on all candidates shall be forwarded to the Provost, who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Regents. The Provost shall send a copy of the recommendation letter(s) to the candidate.
 - 2. As stipulated in the Collective Bargaining Agreement (4.11.14), a Provost who disagrees with the recommendation of the Promotion and Tenure Committee and denies tenure after completion of the candidate's sixth year of service shall provide the candidate and the Committee with a written explanation. A Provost who disagrees with the recommendation of the Committee and recommends tenure shall provide the Committee with an explanation. The Provost's explanation shall be held in confidence by the Committee, subject to applicable statutes.
 - 3. As stipulated in the Collective Bargaining Agreement (4.11.14), if the Provost disagrees with two (2) of the three (3) evaluative entities (DEC/CFEC, Dean/Director, and Promotion and Tenure Committee) and denies tenure in the sixth year of service, the President shall review and may alter the Provost's decision prior to the date the Board of Regents announces its tenure actions.
- H. University Promotion and Tenure Files
- 1. Contents of the File

A candidate's promotion or tenure file shall include all of the following material, as stipulated in parts III.H.1.a and, if applicable, III.B.4. Items in Section "a" below are the responsibility of the candidate, and failure to include them may negatively affect the Promotion and Tenure Committee's evaluation of the candidate. Items in Section "b" below are the responsibility of the evaluators, and any omission of these items shall not be prejudicial to the candidate, as noted in III.H. 4. b, below.

- a. Candidate's Responsibility to provide documentation to the file
 1. A copy of the original letter of appointment from the University President provided by the candidate and, if applicable, any subsequent applications or modifications (see III.B.2)
 2. Candidate Information Form
 3. Copies of syllabi (applies to teaching faculty only)
 4. Evidence of all primary load credit activity, including non-teaching activity
 5. Documentation of creative activity (articles, papers, images, etc.) and the dates of all activities and/or publications
 6. Copies of university-tabulated Student Opinion Surveys, if available; if not, some evidence of written student evaluations
 7. Dates of activities in the first four categories (see II.B.2)
 8. During a year in which a candidate is applying for both promotion and tenure, only one file is required. Candidates applying for tenure prior to their sixth year of service must also submit materials as specified in the Renewal procedures.
 9. Supplemental information shall be placed in the file arranged by category by the candidate.
 10. Any record of disciplinary action currently in the candidate's personnel file that is not scheduled to be removed prior to the end of the review process.
 11. Candidates shall be responsible for adding all evaluation report(s) with concluding recommendation(s) received from the DEC/CFEC, Department Chairperson, and Dean/Director to the file. The candidate shall choose

whether or not to add the Promotion and Tenure Committee's recommendation letter(s) to the file.

2. Movement of the File

Once the file has been made available to the DEC/CFEC and Department Chairperson, the evaluation process shall begin with individual evaluations by the DEC/CFEC and the Department Chairperson. Those evaluation reports with concluding recommendations shall be sent to the candidate (and other parties as described in section 1). When the file is made available to the Dean/Director, the Dean's/Director's evaluation report(s) with concluding recommendation(s) shall be sent to the candidate and Office of Human Resources. The Dean's/Director's evaluation report(s) with concluding recommendation(s) shall be added to the file by the candidate and the complete file shall be made available to the Promotion and Tenure Committee. The file shall then be made available to the Provost by the date specified in the calendar (Part V).

3. Security of the Files

At each stage of the promotion and tenure process, the individual or committee conducting the evaluation shall be responsible for ensuring the security of the files and for the handling of the content within the files in accordance with procedures outlined in this document.

4. Incomplete Files

- a. If required evaluative materials cited in Part III.H.1.a. are not in the candidate's file, the Promotion and Tenure Committee shall consider the file incomplete. Such an incomplete file may negatively affect the Committee's evaluation of the candidate.
- b. Failure of the candidate's DEC/CFEC, Department Chairperson, or Dean/Director to submit materials in accordance with Part III.H.1.b, however, shall not prejudice the candidate's application for promotion and/or tenure. As the only person to see all evaluative materials, and thus to note omissions, the Dean/Director shall attempt to obtain and include such omitted materials before the file is made available to the Promotion and Tenure Committee.

5. Entries into Promotion and Tenure Files

Only the candidate may make entries into a candidate's file. All additional materials solicited and provided by anyone other than the candidate shall be listed as enclosures on the evaluation report(s) with concluding

recommendation(s) written by the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director. Any information not provided by the candidate must be in writing, signed, and made available to the candidate a minimum of four (4) calendar days prior to the file being made available to the next party in the evaluation process.

6. Candidate's Examination of the File before Sealing
 - a. Before the file is made available to the appropriate Dean/Director, the candidate shall have an opportunity to examine the file for accuracy and completeness. At this time the candidate shall be allowed to place in the file a written response and/or any additional material in support of the application for promotion and/or tenure.
 - b. After the file has been made available to the Promotion and Tenure Committee, the candidate shall have an opportunity to examine the file for accuracy and completeness before it is sealed (See Section H.1.7).
 - c. At any time, candidates shall be allowed to obtain copies of items in their files.
7. Sealing of the File
 - a. "Sealing of the file" is defined as a verification of enclosed materials in the file by the candidate or designee in a meeting with at least one member of the Promotion and Tenure Committee documented by the candidate's and the applicable Committee member's(s') signatures on a form provided by the Promotion and Tenure Committee by the date(s) specified in Part V (the Calendar) of this Document.
 - b. Sealing of files shall take place on the last two weekdays of fall examination week. For tenure candidates starting in January, sealing of files shall take place on the first working weekday following November 13. Candidates shall be notified of the time and place for sealing of files by public notice at least two weeks prior to the sealing of files. During the designated period, the candidate shall have the option to examine the file in the presence of the Chairperson of the Promotion and Tenure Committee, or a designee, and to seal it via a form provided by the Promotion and Tenure Committee which the candidate has signed. During this time a candidate who plans to provide rebuttal material shall so inform the Chairperson of the Promotion and Tenure Committee, or a designee, of the intent to do so and shall provide the rebuttal material by the date designated by the Promotion and Tenure Committee.
 - c. A candidate unable to be present to seal the file shall be allowed to designate in writing another person to perform this task.

- d. In the event that the candidate fails to seal the file by the close of the sealing period, the file shall be considered sealed.
 - e. A record of access provided to the file (the name of the person and the date) shall be maintained by the Promotion and Tenure Committee Chairperson, or designee, in accordance with the format of the file (e.g., digital record).
8. Addition of Materials after the Sealing of the File
- a. In situations where the Promotion and Tenure Committee believes the file is incomplete, as described in III H.4.a and III.H.4 b (Incomplete Files), it shall be allowed to seek from any source the missing written information pertinent to the evaluation process and shall notify the candidate of its actions in writing.
 - b. If such evidence is submitted, the candidate shall automatically receive a copy of the additional material from the Chairperson of the Promotion and Tenure Committee or designee. Any such material introduced at this time shall be acknowledged by signature of the candidate and the candidate shall be given the opportunity to add a written rebuttal to the file.
 - c. If a candidate has appropriate information not previously available, the candidate (or designee, attested to in writing) shall be allowed to add the information to the file, and then shall notify in writing the Chairperson of the Promotion and Tenure Committee or the Chairperson's designee. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer. After the sealing of the file, all additional information shall be included in one file, titled "Addendum" and shall be placed in the "Addendum" section of the file. Candidates shall not update the Candidate Information Form (CIF) after the file has been sealed. Candidates shall notify the Chairperson of the Promotion and Tenure Committee at the time of the "Addendum" submission to the file.
9. Provost Access to the File after Evaluation by the Committee
- a. After the Promotion and Tenure Committee makes its recommendations and sends the applicable written documentation to the candidate and Provost, the Provost shall have access to the file. The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter(s) to the file.

I. Grievance Procedures

Any faculty member/candidate who believes that the prescribed procedures and obligations have in some way been violated with respect to this document shall be allowed to initiate grievance procedures as specified in the Collective Bargaining Agreement.

**PART IV -- PROCEDURES FOR
THE PROMOTION AND TENURE
COMMITTEE**

A. Promotion

1. In the deliberations, candidates for promotion shall be grouped according to the rank being sought and each group shall be considered separately by the Committee.
2. In applying the evaluation criterion in each category to candidates in a given rank, each Committee member shall determine a standard of performance for that rank. Standards of performance shall vary for different ranks. Committee discussions of standards of performance for various ranks need not produce consensus. Ultimately, each Committee member shall formulate standards that, although they may differ from others', shall guide the Committee member in voting whether or not to recommend.
3. After discussion and deliberation on a given candidate are completed, each Committee member shall assign the candidate an integer on a ten-point rating scale for each evaluation category, except for category 5 where 1 point is given for every year of service beyond five years up to a maximum of 15 points, and except for category 6 where each Committee member shall assign the candidate a number on an eleven-point rating scale (0-10). (See Part IV.C below). The integers should measure, as accurately as possible, the candidate's performance in each of the evaluative categories.
4. The ballot cast by a Committee member for each candidate shall consist of the integers, in order, assigned to each of the evaluation categories.

B. Tenure

1. All candidates for tenure shall be considered in a single deliberation by the Promotion and Tenure Committee.
2. After discussion and deliberation on a given candidate are completed, each Committee member shall assign the candidate an integer on the rating scale for each evaluative category. (See Part IV.C below). The integers should measure, as accurately as possible, the candidate's performance in each of the evaluative categories.
3. The ballot cast by a Committee member for each candidate shall consist of the integers, in order, assigned to each of the evaluative categories.

C. Computing and Interpreting Ballots

1. It shall be the responsibility of the Committee Chairperson to compute or to have the results of the balloting computed and to record these results.
2. The average in each of the evaluative categories, i.e., quality of teaching or professional competence (load credit or the equivalent), creative activity, productive service to the department and University, professional attendance and participation, years of service, and record of any disciplinary action in the candidate's personnel file at the time of the evaluation shall be computed. Prior to computing these averages for each candidate, the Committee shall eliminate one highest and one lowest score for each of the four evaluative categories.
3. The total of these weighted averages shall be computed as follows⁶:

Quality of Teaching or Professional Competence
(load credit or the equivalent) ----- average is multiplied by 10
Creative Activity -----average is multiplied by 5
Productive Service to the Department
and University -----average is multiplied by 4
Professional Attendance and Participation-----average is multiplied by 2
Years in Rank ----- rating is multiplied by 1
Record of Disciplinary Action-----rating is multiplied by -1

D. Determination of the Final Recommendations

The Committee shall use the total weighted average to produce initial rankings, but is not obliged to determine the order of candidates by numerical methods. The use of this method shall assist in, but need not determine, the final recommendations, which should be determined by the deliberations of the Committee. (Refer to "Procedures of the Committee," Part III.F.6.)

E. Reconsideration Process

1. The Committee shall automatically reconsider all mandatory tenure candidates (that is, candidates in their sixth year of service) who have not been recommended for tenure by the Committee.
2. All motions for reconsideration of candidates for either promotion or tenure shall be made at least one (1) week in advance of the reconsideration itself.
3. Candidates shall be allowed no more than one (1) reconsideration for promotion and one (1) reconsideration for tenure each year.

⁶ For non-teaching faculty, see weights and categories of evaluation as specified in the Collective Bargaining Agreement.

Revised and approved by Faculty Senate on November 13, 2019

4. Reconsiderations for tenure shall be allowed only for candidates *not* recommended for tenure by the Committee.
5. Reconsiderations for promotion shall be allowed only for candidates *not* recommended for promotion by the Committee.

PART V -- PROMOTION AND TENURE CALENDAR

When different, the dates for mandatory tenure candidates starting in January are in brackets. All evaluations occurring before the sixth year of service follow the timetable for August appointments. See article 4, Table 1.

The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

- Aug 26 The Office of Human Resources shall notify all faculty members, Department Chairpersons, appropriate Dean(s)/Director(s) and Department Evaluation Committees that the promotion and tenure process has begun. (See Part III.A.1.a.)
- Sept. 4 The DEC/CFEC shall inform any full-time faculty members of the department who meet the standards specified for promotion (see III.A.1.b).
- Sept. 4 Non-tenured faculty members in their sixth year shall be notified that a tenure decision is mandatory. The Office of Human Resources shall notify the candidate, the Chairperson, and the DEC/CFEC of those in need of a tenure evaluation.
- Sept. 6 Non-tenured faculty members prior to their sixth year who wish to be evaluated for tenure shall notify the DEC/CFEC in writing (see III.A.2.a).
- Sept. 6 All faculty members wishing to be considered for promotion shall make written application to the Department Chairperson and to the DEC/CFEC (see III.A.1.b). Supporting evidence shall be included with the notice to the DEC/CFEC only if promotion is being sought under the provision that the candidate has credentials and/or experience substantially comparable to the listed standards (see II.A.1).
- Sept. 13 Candidates seeking equivalent eligibility for promotion shall be informed of the DEC/CFEC's decision.
- Members to be evaluated should expeditiously meet with the Office of Human Resources for the purpose of examining their personnel file. (see III.B.5)
- Sept. 13 The Office of Human Resources shall make available to the DEC/CFEC the
[Sept. 6] personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement and Part III.C.2.f of this document.
- Sept. 13 The DEC/CFEC chairperson shall inform in writing each member to be evaluated of
[Sept. 6] (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the DEC/CFEC prior to its recommendation being made.
- Oct. 11 The file shall be made available to the DEC/CFEC.
[Oct. 10]

- Oct. 14
[Oct. 11] The file shall be made available to the to the Department Chairperson.
- Oct. 21
[Oct. 18]
- Nov. 4
[Oct. 25] The Department Chairperson and DEC/CFEC shall each transmit a copy of their evaluation report(s) with concluding recommendation(s) to the candidate, who shall be allowed to append comments within four (4) calendar days.
- Nov. 8
[Oct. 29] The file shall be made available to the Dean/Director. The DEC/CFEC shall transmit a copy of its evaluation report(s) with concluding recommendation(s) to the Office of Human Resources and to the appropriate Dean/Director, together with all materials submitted to and considered by the DEC/CFEC, subject to Article 4.11.11 of the Collective Bargaining Agreement.
- Nov. 8 The Department Chairperson shall forward separate evaluation report(s) with concluding recommendation(s) to the candidate, to the Office of Human Resources and to the appropriate Dean/Director.
- Dec. 5
[Nov. 8] The Dean/Director shall review and consider all of the material submitted and make a evaluation report(s) with concluding recommendation(s) The evaluation report(s) shall be submitted to the candidate who shall be allowed to append comments prior to or during the sealing of the file.
- Dec. 9 The file shall be made available to the Promotion and Tenure Committee. The Dean/Director shall transmit a copy of the Dean/Director's evaluation report(s) with concluding recommendation(s) to the Office of Human Resources, subject to Article 4.11.12 of the Collective Bargaining Agreement.
- Dec. 12, 13
[Nov. 12] Candidates shall seal their files. Candidates shall be allowed to add material to the file during sealing.
- Mar. 5
[Nov. 19] The Promotion and Tenure Committee shall make a recommendation to the Provost after considering all previously submitted material and recommendations. The Promotion and Tenure Committee recommendation shall be sent to the candidate at the time of issuance.
- April 15
[Nov. 26] The Provost shall inform the candidate and shall make a recommendation to the Board of Regents, subject to Article 4.11.14 of the Collective Bargaining Agreement.
- May 31 The Board of Regents shall announce its action, subject to Article 4.11.15 of the Collective Bargaining Agreement, on or before May 31 [Dec 31].

Revised and approved by Faculty Senate on November 13, 2019

**PART VI-- INTERPRETATION, AMENDMENT, IMPLEMENTATION,
AND REVIEW**

A. Interpretation and Implementation

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document, whether initiated by the Senate, a candidate, or any member of the administration, a binding decision on such an issue shall be made

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one faculty member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two faculty members. A two-thirds vote shall decide an issue.

B. Amendment

This Document may be amended by a two-thirds vote of the Faculty Senate, with the concurrence of the President of the University.

- C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

D. Review of this Document

This Document shall be reviewed by the Faculty Senate at least at the end of every three years after its initial adoption.

ADDENDUM *

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers shall govern their hiring and evaluation in CSU. Pursuant to a supplemental agreement between the Board of Trustees and CSU-AAUP, this language shall apply only to coaches and not to trainers at SCSU. This new language necessitates some modest modification of local procedures, which shall affect relatively few individuals. The following modifications of the document shall apply to any coach who satisfies the definition in Article 6.1 of the CBA:

1. Throughout the document, any references to "the (appropriate) Dean(s)/Director(s)" shall be construed to refer to or include the Athletic Director; for faculty members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching shall be as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those faculty members who have received load credit for teaching, their teaching shall be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching.
3. Part III.F.2.a: Full-time coaches and trainers shall be included in the term "faculty".

In addition, the following modifications of the document shall apply only to any coach who (1) was hired on or after January 1, 1994, or (2) was hired prior to January 1, 1994, is untenured, and has elected pursuant to Article 6.2.3 of the CBA to change status to the non-tenure track:

4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment shall not apply.
5. Part II.A.1: The minimum conditions for promotion shall be those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each faculty member who holds a term appointment shall be eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time faculty member in the first year of appointment shall receive an evaluation report(s) with concluding recommendation(s) during the second semester (half-year) of service after completing a full semester (half-year) of service in accordance with the schedule specified in Part VI. Thereafter, there shall be an annual written evaluation.

*** See 2007, Collective Bargaining Agreement, Article 6 for specific details regarding coaches and athletic trainers.**

Promotion and Tenure Procedures for Faculty (with Track Changes)

Revised and approved by Faculty Senate on November 13, 2019

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE PROMOTION AND TENURE PROCEDURES FOR FACULTY INTRODUCTION

Four precepts shall guide the implementation of this document:

1. All processes and procedures are designed to reflect the spirit of shared governance.
2. Evaluations shall be based on the measurements of academic and professional quality in order to best serve the university community.
3. Faculty rights of due process shall be safeguarded at each step described below and
4. Candidates shall have control and remain in control of all content in their files throughout all stages of the process (e.g., no content can be added without written prior notice to the candidate).

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PART I - AUTHORIZATION FOR PROCEDURES

The Faculty Senate, in agreement with the President of the University, establishes these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement¹, to govern the promotion and tenure processes at Southern Connecticut State University. Due dates in this document represent contractually-mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

PART II - STANDARDS FOR PROMOTION AND TENURE

A. Eligibility

1. Promotion

To be considered for promotion, a faculty member must meet certain minimum eligibility requirements associated with that rank as listed below. See Article 5.3 in Collective Bargaining Agreement for determination of eligibility. In each case, the degree at issue must be from a college or university regionally accredited at the time of the degree. The member must not be on a final appointment.

- a. Assistant Professor, Assistant Librarian, or Assistant Counselor One of the following shall apply.

¹"Collective Bargaining Agreement," when used in this document, refers to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State Colleges and Universities, August 2016-August 2021

Revised and approved by Faculty Senate on November 13, 2019

- 1) An earned doctorate or a terminal degree appropriate to the field,
or
 - 2) At least three (3) years of full-time employment as faculty, counselor,
or librarian in a college or university, plus both
 - (a) a master's degree, and
 - (b) an additional full year of study above the master's level,or
 - 3) Ten (10) years of full-time employment at the rank of Instructor, Staff
Librarian, or Staff Counselor,
or
 - 4) Credentials and/or experience substantially comparable to the above.
- b. Associate Professor, Associate Librarian, or Associate Counselor
- 1) An earned doctorate or a terminal degree appropriate to the field, plus at
least five (5) years of full-time employment as faculty, counselor, or
librarian in a college or university at a rank above Instructor,
or
 - 2) Ten (10) years of full-time employment at the rank of Assistant
Professor, Assistant Librarian, or Assistant Counselor,
or
 - 3) Credentials and/or experience substantially comparable to the above.
- c. Professor, Librarian, or Counselor
- 1) Earned doctorate or a terminal degree appropriate to the field, plus at
least eight (8) years of full-time employment as faculty, counselor or
librarian in a college or university, including at least five (5) years at
the rank of Associate Professor,
or
 - 2) Ten (10) years of service at the rank of Associate Professor, Associate
Librarian, or Associate Counselor,
or
 - 3) Credentials and/or experience substantially comparable to the above.
2. Tenure

Although all full-time tenure-track [teaching faculty](#), [library faculty](#), and counseling
faculty are eligible for tenure in any year of their probationary period, tenure shall
be granted only to those whose high quality of performance and long-term

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contributions to the University can be established. To be considered for tenure, a candidate must hold an appointment that may be credited towards tenure. Evidence of high quality of load-credit activity, ~~(including teaching, administrative responsibilities or other instances of reassigned time)~~, creative activity appropriate to one's field, productive service to the department and university, professional activity, and years in rank shall all be considered before tenure is recommended. (See Article 4.11.2.1 in the Collective Bargaining Agreement.)

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B. Criterion

1. Introduction

a. ~~The single criterion for evaluating and recommending full-time faculty members shall be the quality of activity, including keeping current in one's field~~ as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

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b. Any special conditions in the faculty member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process on a case-by-case basis.

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2. Categories of Evaluation for Faculty--These categories are listed in descending order of value

a. Load Credit or the Equivalent

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research or doing creative activity under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Creative Activity

This category encompasses creative activity appropriate to one's field, for example, delivering papers at professional conferences, production/performance of artistic works, research, grant activity, study, and

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publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

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c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

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d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, sabbatical leaves are included, but leaves without pay, except those for scholarly discipline, are not included. See Article 13.6 in the Collective Bargaining Agreement.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

3. Categories of Evaluation for Counseling Faculty--These categories are listed in descending order of value.

a. Load Credit Activity--Professional effectiveness in providing counseling in the area appropriate to one's specialty (ies).

This category encompasses one or more of the following for which the member receives load credit or the equivalent: counseling, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

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This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

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d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study and publication. This list is not meant to be exhaustive, rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

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e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted. Time accrued while on sabbatical leave shall be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

4. Categories of Evaluation for Library Faculty--These categories are listed in descending order of value

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a. Load Credit Activity--Professional effectiveness in providing librarian services in the area appropriate to one's specialty(ies).

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: library services, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

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b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study, and publication. Although this list is not meant to be exhaustive, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

e. Years in Rank (applies only to promotion)

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted. Time accrued while on sabbatical leave shall be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

PART III – STRUCTURE AND PROCEDURES

A. Initiation of Evaluation Process

1. Promotion

a. Each year the Office of Human Resources shall notify all full-time teaching faculty, counselors or counseling faculty, library faculty, and full-time coaches and non-instructional athletic trainers,

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Department Chairpersons², and appropriate Deans/Directors in writing that the promotion process has begun.

- b. On the basis of the department personnel data sheet supplied by the Office of Human Resources by September 2 and reviewed by the Department Evaluation Committee (DEC), or, if applicable, the Counseling Faculty Evaluation Committee (CFEC) in consultation with each faculty member in the department, the DEC/CFEC³ shall inform any full-time faculty members of their department who meet the standards specified for promotion (See Part II.A.1). If discrepancies arise regarding eligibility status, the faculty member shall consult with the Office of Human Resources, which shall then make appropriate changes in the faculty member's personnel file and forward the corrected information to the DEC/CFEC. Faculty members on final appointment shall not be eligible for promotion.
- c. Those faculty members who meet the eligibility requirements for promotion to a given rank but are not promoted maintain their eligibility and must apply for subsequent consideration for promotion.
- d. Faculty members who believe they are eligible for promotion as described in Part II.A.1 above, and who wish to apply, shall make written application with supporting evidence to the DEC/CFEC Chairperson. The faculty members shall also inform the Department Chairperson in writing of their desire to be considered for promotion. In addition, a determination of eligibility for a faculty member shall be initiated by the DEC/CFEC.
- e. A faculty member may withdraw after the commencement of the promotion process and at any time during the promotion process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for promotion for that academic year.
- f. The DEC/CFEC Chairperson shall inform each faculty member eligible to be evaluated, in writing of the fact and purpose of the evaluation and of the opportunity to submit materials and appear before the DEC/CFEC. A list of these faculty members eligible to be evaluated and those members

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² Library Spokesperson shall serve as the Department Chairperson for library faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean/Director.

³ The Counseling Faculty Evaluation Committee (CFEC) serves as Department Evaluation Committee (DEC) for Counseling Faculty. See Article 7.3.2 of the Collective Bargaining Agreement.

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expressing intent to apply for promotion shall be forwarded by the DEC/CFEC Chairperson to the Office of Human Resources.

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2. Tenure

a. During a non-tenured faculty member's sixth year of service in the tenure-track, the faculty member shall be notified that a tenure decision is mandatory. The Office of Human Resources shall notify the candidate, the Department Chairperson, and the DEC/CFEC of those in need of a tenure evaluation. Non-tenured faculty members who wish to be evaluated for tenure before the sixth year shall make written notification to the DEC/CFEC.

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b. The probationary period (full time service prior to the acquisition of tenure) shall not exceed seven years of service in the university, provided that all seven years fall within the same ten-year period, unless otherwise indicated in the Collective Bargaining Agreement (See Article 13.2.3 in the Collective Bargaining Agreement). If full-time service is to continue in the seventh year, tenure or a terminal one-year appointment must be awarded. Up to three years' full-time service in other accredited colleges and universities may be applied toward the probationary period by written agreement of the concerned parties at the time of the faculty member's initial appointment, or not later than the end of the first semester o f service.

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c. During the first through fifth probationary years, a faculty member's appointment shall be deemed renewed unless written notice of non-renewal is given to the faculty member as indicated in Articles 4.9, 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement.

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d. A faculty member may withdraw after the commencement of the tenure process and at any time during the process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for tenure for that academic year.

B. Faculty Member's Role in the Evaluation Process

1. When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the faculty member shall expeditiously meet with the Office of Human Resources for the purpose of examining the personnel file. If the faculty member has a concern about materials in the file, the faculty member shall meet with a representative of the Provost/appropriate vice president.⁴ The faculty member and the representative of the Provost/appropriate vice

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⁴ For Counseling Faculty, Coaches and Athletic Trainers, the appropriate Vice President serves this function. Hereafter where the term Provost is used, it should be interpreted to mean "Provost or appropriate Vice-President."

~~president shall attempt to reach agreement~~ on materials pertinent to the evaluation in order that copies may be prepared for the ~~DEC/CFEC~~. In the event agreement is not possible, the matter shall be decided by the Provost/~~appropriate vice president~~ or ~~the Provost's/appropriate vice president's~~ designee. The ~~faculty member shall then be allowed to~~ prepare rebuttal materials for presentation to the ~~DEC/CFEC~~ with other materials. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the ~~DEC/CFEC~~. ~~A~~ letter of transmittal ~~sent to the faculty member and the DEC/CFEC by the Office of Human Resources shall list the materials forwarded from the Office of Human Resources to the DEC/CFEC.~~

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2. ~~Each candidate to be evaluated shall submit a file. See III.H.1.a. for details of what must be included.~~

3. ~~All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. See III H. 1 for Contents of the File. A candidate who does not have the original letter of appointment must obtain a copy from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.~~

Deleted: All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. See III H. 1 for Contents of the File. If candidates do not have the original letter of appointment, they must obtain a copy from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.

4. ~~Candidates shall be permitted to include any letter addressing any topic authored by any person inside or outside the University. Exceptions include: (a) solicited letters from students in active courses of the candidate at the time of letter authorship, and (b) other than the official letters of evaluation, the candidate shall not include letters (if they specifically address the promotion & tenure process) written in that academic year by anyone who has a formal role in the evaluation process for the candidate, such as members of the candidate's DEC/CFEC, Chairperson of the candidate's department, Dean/Director of the candidate's school/college/division, Provost, or President.~~

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Deleted: Each candidate may also include supporting letters from colleagues inside or outside of his/herthe candidate's department. The candidate shall not include any letters of recommendation specifically addressing the promotion or tenure process, other than the official letters mandated by promotion and tenure procedures, from any person who has a formal role in the process, i.e. Chair, Dean of the member's school, Provost, President, members of the Department Evaluation Committee, and members of the University Promotion and Tenure Committee

~~The candidate shall be allowed to include letters authored by those who have a formal role in the evaluation process for the candidate dated prior to the academic year of the evaluation (e.g., from prior evaluation files) and letters authored by those who have a formal role in the evaluation process for the candidate not directly addressing, or making recommendations regarding, the promotion and tenure decision, such as a letter documenting or evaluating specific activities in the categories of evaluation.~~

5. ~~The DEC/CFEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC/CFEC prior to its recommendation. The candidate shall not be penalized or harmed for not attending.~~

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6. The candidate shall have an opportunity to examine ~~the~~ file at each stage of the evaluation process, i.e., ~~before, during, and after the~~ ~~DEC/CFEC, Department~~

Chairperson, Dean/Director, and Promotion and Tenure Committee have each completed their evaluation report with concluding recommendation. At any time, the candidate shall be allowed to place in the file a written response and/or any additional materials supporting the application. If the candidate adds materials to the file after the file has been made available to the DEC/CFEC, Department Chairperson, Dean/Director, Promotion and Tenure committee, or Provost, the candidate shall send written notification to the individual currently reviewing the file or applicable committee chair. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer.

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7. A faculty member may withdraw after the commencement of the promotion and/or tenure process and at any time during the promotion and/or tenure process by providing written notice to the Department Chairperson, DEC/CFEC Chairperson, the Dean/Director, and the Chairperson of Promotion and Tenure Committee and shall thereby waive all claims for promotion and/or tenure for that academic year.

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C. Department Role in the Evaluation Process

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1. Procedures

a. The DEC/CFEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC/CFEC shall also conduct evaluations as requested by the Department Chairperson and shall notify the candidate in writing. The evaluations shall be in writing and shall contain supporting reasons for each category of evaluation.

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b. By the dates specified in Part V (the Calendar) of this Document, the DEC/CFEC Chairperson shall inform, in writing, each candidate to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC/CFEC, and (3) the opportunity to appear personally before the DEC/CFEC prior to the DEC/CFEC's recommendation. The candidate shall not be penalized or harmed for not attending.

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c. The Office of Human Resources shall make available to the DEC/CFEC the personnel files of those candidates to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.

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d. If a faculty member does not meet the requirements for promotion (see Part II.A) and has applied to the DEC/CFEC to be declared eligible (see Part III.A.1.b), the DEC/CFEC shall consider the supporting materials submitted by the faculty member and determine whether or not the faculty member has substantially comparable qualifications. If the DEC/CFEC determines that

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the faculty member is eligible for consideration, it shall inform the faculty member, Department Chair, applicable Dean/Director, Provost, and President in writing with supporting reasons and with the faculty member's documentation. If the DEC/CFEC determines that the faculty member is not eligible, it shall so inform the faculty member in writing by October 1 and return the submitted materials; the promotion application shall then not proceed.

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e. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion and/or tenure.

f. In conducting its evaluations for promotion and tenure, the DEC/CFEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Any information solicited by the DEC/CFEC and not provided by the candidate to the DEC/CFEC shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC/CFEC's evaluation report with concluding recommendation. Observation of load credit activity shall be a part of the DEC/CFEC evaluation. For candidates engaged in classroom teaching, the DEC/CFEC shall obtain and use the data from a written student survey instrument. (See Article 4.11.8 of the Collective Bargaining Agreement.) For candidates engaged in other duties, the DEC/CFEC shall seek and use appropriate information regarding all elements of the candidate's duties.

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g. DEC/CFEC members shall always treat as confidential all evaluative information submitted and considered, as well as the DEC/CFEC's deliberation and votes. Such confidentiality shall not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC/CFEC member, other than the Committee Chairperson or designee, about the about deliberations and evaluative information or the DEC/CFEC recommendation shall occur only in the context of a DEC/CFEC interview. Discussions of the merits of a candidate's file by DEC/CFEC members shall occur only in the context of a DEC/CFEC meeting.

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h. All DEC/CFEC recommendations for promotion and tenure shall be in writing, with supporting reasons, addressing each of the categories of evaluation (see II.B.2.), and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion we recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion we do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report with concluding recommendation shall reference to the recommendation be made.

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i. Applications for both promotion and tenure require separate evaluation reports with concluding recommendations, one report for promotion and one report for tenure. The evaluation report(s) with concluding recommendation(s) shall reflect the DEC/CFEC's professional judgment and opinion, as well as factual information. A copy of all DEC/CFEC evaluation report(s) with concluding recommendation(s), including supporting reasons and any minority reports, shall immediately be sent to the candidate, and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.

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j. The DEC/CFEC shall transmit an identical copy of its evaluation report(s) with concluding recommendation(s) to the appropriate Dean/Director. The DEC/CFEC's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the Department Chairperson. If information was solicited by the DEC/CFEC and not provided by the candidate and was considered by the DEC/CFEC, a letter of transmittal shall be sent to the candidate and the Dean/Director listing any materials forwarded to the Dean/Director (i.e., any information that was solicited by the DEC/CFEC and not provided by the candidate) that are in addition to the DEC/CFEC's evaluation report(s) with concluding recommendation(s).

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k. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the DEC/CFEC's evaluation report(s) with concluding recommendation(s) before the date when the file shall be made available to the Dean/Director. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V. A copy of the DEC/CFEC evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.

- Deleted: Prior to transmitting the file to the appropriate Dean, the DEC/CFEC shall afford the candidate an opportunity to examine his/her file for accuracy and completeness in the presence of a DEC/CFEC member, and add any additional material to the file supporting the application for promotion or tenure. T
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l. If the candidate is being evaluated for promotion on the basis of substantial comparability (see Part III.C.1.d), the DEC/CFEC evaluation report with concluding recommendation shall identify this fact, shall state the credentials and/or experience used to determine that substantial comparability standards were met, and shall provide the rationale for the decision.

m. Each evaluation report with concluding recommendation shall be signed by all members of the DEC/CFEC. A DEC/CFEC member shall be allowed to submit to the DEC/CFEC a signed minority report to be included with the DEC/CFEC's evaluation report with concluding recommendation to indicate the following:

- 1) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too weak;

- 2) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too strong; Deleted: report
 - 3) The DEC/CFEC member may agree with the evaluation of the Committee for reasons other than those offered by the Committee recommendation; Deleted: report
 - 4) The DEC/CFEC member may disagree with the Committee's evaluation. Deleted: report
 - n. If a DEC/CFEC member elects to write a minority report, it shall be signed and appended to the DEC/CFEC's evaluation report(s) with concluding recommendation(s). A copy of all DEC/CFEC evaluation report(s) with concluding recommendation(s) including supporting reasons and any minority reports, shall immediately be sent to the candidate and a copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V. Department members serving on the DEC/CFEC shall not write any independent recommendations for promotion and/or tenure for a candidate in their own department during that academic year, other than a minority report, as stipulated in III.C.3.i.4. above. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4 Deleted: report
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A copy of the DEC evaluation and recommendation shall be forwarded directly to the Office of Human Resources and shall be placed in the candidate's personnel file.
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 - o. The DEC/CFEC shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the candidates of its actions in writing and such procedures do not contravene procedures specified in this or other university documents.
 - p. Any materials generated by the DEC/CFEC shall be kept and secured in the DEC/CFEC records for one year after the evaluation report(s) with concluding recommendation(s) is/are sent to the candidate and forwarded to the Office of Human Resources. Such materials shall be available only for a formal hearing by a Grievance Committee. If a grievance is in progress, the materials generated by the DEC/CFEC shall be kept until the grievance is adjudicated.
 - q. The DEC/CFEC shall be responsible for the security of the candidate's file, while in its possession. See III. H. 2.
- D. Department Chairperson's Role in the Evaluation Process
- 1. The Department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement (Section 4.11.1) and the Promotion and Tenure Procedures for Faculty document. In no case, however, shall a Department Chairperson being considered for promotion participate in the promotion evaluation process; nor shall one being considered for tenure participate in the tenure

evaluation process. Department Chairpersons scheduled for evaluations shall not provide written evaluations for themselves.

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2. The Department Chairperson's evaluation of promotion and tenure for a candidate shall be independent of the DEC/CFEC evaluation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Department Chairperson by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Department Chair's evaluation report(s) with concluding recommendation(s).

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3. All Department Chairperson recommendations for promotion and tenure shall be in writing, with supporting reasons, addressing each of the categories of evaluation (see II.B.2), and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion I recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion I do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report(s) with concluding recommendation(s) shall reference to the recommendation be made.

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4. Applications for both promotion and tenure require separate evaluation report(s) with concluding recommendation(s), one report for promotion and one report for tenure. These evaluation report(s) with concluding recommendation(s) shall reflect the Chairperson's professional judgment and opinion, as well as factual information. A copy of the Department Chair's evaluation report(s) with concluding recommendation(s), including supporting reasons, shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.

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5. The Department Chairperson shall transmit an identical copy of the evaluation report(s) with concluding recommendation(s) to the appropriate Dean/Director. If information was solicited by the Department Chairperson and not provided by the candidate and was considered by the Department Chairperson, a letter of transmittal shall be sent to the candidate and the Dean/Director which lists any materials (i.e., any information that was solicited by the Department Chairperson and not provided by the candidate) forwarded to the Dean/Director that are in addition to the Department Chairperson evaluation report(s) with concluding recommendation(s). The Department Chairperson's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the DEC/CFEC.

6. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the Department Chairperson's evaluation report(s) with concluding recommendation(s) before the date when the file is made available to the Dean/Director. The response shall be written and signed by the candidate, and

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added to the file by the candidate by the dates specified in Parts IV and V. A copy of the Department Chairperson's evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.

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7. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion and/or tenure.

8. An identical copy of the Department Chairperson's evaluation report(s) with concluding recommendation(s) shall be forwarded directly to the Office of Human Resources and shall be placed in the candidate's personnel file by the dates specified in Part V.

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9. The Department Chairperson shall be responsible for the security of the candidate's file while in their possession. See III. H. 2.

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E. Appropriate⁵ Dean's/Director's Role in the Evaluation Process

1. The appropriate Dean/Director shall receive promotion and tenure evaluation report(s) with concluding recommendation(s) from Department Evaluation Committees and Department Chairpersons, together with any minority report(s) and/or letter(s) of transmittal. The appropriate Dean/Director shall have access to the file for each candidate. After reviewing and considering each candidate's file, the appropriate Dean/Director shall make an evaluation report(s) with concluding recommendation(s) based primarily on that material. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Dean/Director by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Dean's/Director's evaluation report(s) with concluding recommendation(s).

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2. All Dean/Director recommendations for promotion and tenure shall be in writing, with supporting reasons, and shall conclude with one of the following sentences that shall be presented verbatim and with no other language included: "In conclusion I recommend this candidate for _____" (insert promotion or tenure, as appropriate) or "In conclusion I do not recommend this candidate for _____" (insert promotion or tenure, as appropriate). Nowhere else in the evaluation report(s) with concluding recommendation(s) shall reference to the recommendation be made.

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3. Applications for both promotion and tenure require separate evaluation report(s) with concluding recommendation(s), one report for promotion and one report for

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⁵ Interpretation - (1) Teaching Faculty, Dean of candidate's Academic School; (2) Counseling Faculty, Director of Counseling Services; (3) Library Faculty Library Director; (4) Coaches, Athletic Director

tenure. The evaluation report(s) with concluding recommendation(s) shall reflect the Dean's/Director's professional judgment and opinion, as well as factual information. A copy of the Dean's/Director's evaluation report(s) with concluding recommendation(s), including supporting reasons, shall be sent immediately to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in Part V.

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4. Prior to the file being made available to the Promotion and Tenure Committee, the candidate shall have an opportunity to examine the file for accuracy and completeness, and add any additional material to the file supporting the application for promotion and/or tenure. The candidate shall be allowed four (4) calendar days as specified in Part V to provide a written response to the Dean's/Director's evaluation report(s) with concluding recommendation(s) before the date when the file is to be made available to the Promotion and Tenure Committee. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Part V. A copy of the appropriate Dean's/Director's evaluation report(s) with concluding recommendation(s) and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.

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5. All official evaluation report(s) with concluding recommendation(s) (those of the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director) shall be placed into the candidate's file by the candidate by the dates specified in Part V such that one complete file shall be available to the Promotion and Tenure Committee.

F. Promotion and Tenure Committee's Role in the Evaluation Process

1. Purpose of the Committee

The purpose of the Promotion and Tenure Committee is to evaluate candidates for promotion and tenure and to make recommendations, according to principles of shared governance and in an advisory capacity to the Provost, regarding the granting of promotion and tenure to candidates in accordance with this document.

2. Structure of the Committee

a. There shall be a single Promotion and Tenure Committee for all faculty (including supervisors of student teachers), library faculty, and counseling faculty, hereafter referred to collectively as "faculty."

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b. The Committee shall consist of fifteen tenured members elected by the faculty.

c. Committee members who anticipate they will have to be absent from a significant portion of the Committee deliberations shall step down for the entire process. Committee members repeatedly absent, or neglecting their

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duties without an excuse deemed adequate by the Committee, shall step down. If the Committee member chooses not to step down, the Committee shall call for a vote by secret written ballot for the Committee member's removal for the remainder of the Committee member's term. A vote of two-thirds of the Committee shall result in the expulsion of the Committee member from the Committee.

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d. Alternates

- 1) There shall be nine tenured alternate members elected by the faculty.
- 2) Alternates shall take the place of voting members:
 - when a voting member is applying for promotion during that academic year;
 - when a voting member resigns or is removed by vote. See III. F. 2. c;
 - under other circumstances, such as prolonged illness, as evaluated and determined by the Committee.
- 3) Alternates shall be eligible to become voting members in the order in which their terms expire, and on the basis of the total number of votes received.
- 4) When replacing a voting member, alternates serve for the period specified by the Committee but no later than the end of the voting member's term. Permanent vacancies shall be filled not by alternates but by elections for Committee members.

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- e. At no time shall the number of voting members (including alternates serving as members) exceed fifteen.

f. Each year, under a process overseen by the Chairperson of the Senate Elections Committee or designee (see Section F.6.a. below), the Committee shall elect from its members an individual to serve as Chairperson. The Chairperson must hold the rank of Professor or its equivalent. Three consecutive one-year terms shall be the maximum term limit for the role of Chairperson.

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g. When a new Chairperson is elected, the immediate former chairperson, if re-elected as a member of the Committee, shall have the role of Immediate Past-Chairperson for a period not to exceed three consecutive one-year terms. The Immediate Past-Chairperson role includes the same responsibilities as non-chair members of the Committee in addition to acting in a procedural advisory capacity to the new Chairperson to support continuity of Committee functioning.

- r. Eligibility for Membership on the Committee

- Any full-time faculty member, tenured at the rank of Associate or above (or the equivalent for library faculty and counseling faculty), and has completed a minimum of three years on the faculty at Southern Connecticut State University shall be eligible to serve on the Committee. However, faculty members serving in administrative positions outside of their department and receiving load credit or compensation are not eligible to serve if and when their Promotion and Tenure Committee membership poses a potential conflict of interest; that is, faculty members shall not be eligible when serving in administrative positions (for example, Assistant to the Dean/Director, the Provost or the President) in which they could potentially violate or give the appearance of violating the contractually distinct levels of evaluation (DEC/CFEC, Department Chairperson, Dean/Director, Promotion and Tenure Committee, Provost, and in some cases, the President).
- At no time shall more than two faculty members from any one department or division be elected as regular or alternate members of the Committee. For the purposes of this document, "department" means traditional departments and divisions within which there are no distinct departments.
- No Department Chairperson, division director, or Dean/Director shall serve as a member or alternate on the Committee.
- A faculty member shall not write letters of recommendation or support for candidates after that faculty member is elected to or begins serving on the Committee. Candidates shall be allowed to include letters authored by Committee members prior to this change of committee membership status. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4.
- No faculty member shall serve as an elected member of the Committee in any academic year in which that faculty member applies for promotion.
- Committee members shall always treat as confidential all evaluative information submitted and considered, as well as the Committee's deliberation and votes. Such confidentiality does not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a Committee member, other than the Committee Chairperson or designee, about deliberations and evaluative information shall occur only in the context of a Committee interview. Discussions of the

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Revised and approved by Faculty Senate on November 13, 2019

merits of a candidate's file by Committee members shall occur only in the context of a Committee meeting.

4. Elections of Members of the Committee

- a. The Elections Committee of the Faculty Senate shall conduct the faculty elections for the Committee.
- b. Each Spring, elections shall be held for five regular members and two alternate members for three-year terms. At the same time, elections shall also be held for two- or one-year terms to fill any existing vacancies in unexpired terms.
- c. All terms shall begin September 1 and expire August 31.
- d. All Committee members shall hold the rank of Associate Professor (or above) at the beginning of their term.

5. Recall of Committee Members and Alternates

- a. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
- b. Such a referendum shall be conducted by the Elections Committee of the Faculty Senate upon receipt of a petition to that effect bearing the signatures of at least 10 percent of the faculty.

6. Procedures of the Committee

- a. The Committee shall hold its first meeting of the academic year in September to outline the dates and procedures for the upcoming year and to elect a Chairperson from its members who holds the rank of Professor or its equivalent. The Faculty Senate President shall announce and convene this meeting. The Chairperson of the Senate Elections Committee shall be present to conduct this election, which shall be determined by a majority vote. Nominations and self-nominations shall be solicited by the Chairperson of the Senate Elections Committee prior to and at the first meeting. A quorum shall be required for the Committee Chairperson election to be valid. If a quorum is not present at the first meeting, a second meeting shall be scheduled within two weeks. In the absence of a Chairperson of the Senate Elections Committee, the Senate President shall solicit the nominations and self-nominations and conduct the election as outlined above.
- b. Committee members, when not meeting as a Committee, shall treat as confidential both the information in any candidate's file and the Committee's

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deliberations and votes. Confidentiality shall also apply to Committee members who resign or whose terms expire in perpetuity. Such confidentiality shall not apply to discussions of the Committee's standard operating procedures or statistical reports. Further, such confidentiality shall not be applied to, or invoked with regard to, information deemed essential by the President's Grievance Committee, the University Grievance Arbitration Committee, and/or an outside arbitrator as outlined in the Collective Bargaining Agreement (Part III.H).

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c. The Committee shall provide each candidate a reasonable opportunity to appear personally before members of the Committee prior to its recommendation, hereafter referred to as the "interview". The candidate shall not be penalized or harmed for not attending the interview. The Chairperson of the Committee shall inform the candidate of the purpose of the interview. The Committee shall devise a protocol for conducting these interviews and shall publish that protocol each academic year on September 1, January 1, and May 1. A minimum of five Committee members shall be scheduled to be present at the interview. If fewer than three Committee members are present, the interview shall be rescheduled.

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d. Candidate interviews may begin the Thursday before the Spring semester begins and shall finish no later than the Thursday of the first week of the Spring semester. Interviews for January candidates shall be handled on an ad-hoc basis.

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e. The Committee shall examine and discuss each candidate's file separately. The Committee shall be allowed to solicit additional information about the candidate only from the candidate. Any special conditions in the candidate's letter of appointment, or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, shall be considered in the evaluation process for promotion or tenure. (See Part III.H.8, Addition of Materials after Sealing of the File.) The Committee shall not accept information other than that which is in the file or which the Committee solicits according to III.H.4.a, III.H.4.b, III.H.5, and III.H.8.

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f. No Committee member shall discuss any candidate's file or any deliberations with candidates outside of Committee meetings. However, the Chairperson of the Committee (or designee) may be authorized by the Committee to respond to a candidate's questions about the candidate's own file.

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g. After all information on a candidate has been received, and after full discussion and deliberation, the Committee shall proceed with the decision-making process. Committee members from a candidate's department are allowed to vote on that candidate, but must recuse themselves from any discussion or comment on the candidate or the candidate's file in any context for the entirety of the candidacy year, including that candidate's interview, deliberations by the Committee

(including reconsiderations and meeting with the Provost) and appeals to the President.

- h. A secret ballot shall be used for each final decision affecting a candidate. [An absent member may present only the Chairperson with a written vote on the first ballot.](#)
- i. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
- j. At any stage, the Committee may reconsider and/or revote [a decision](#) on an individual candidate. (See suggested guidelines in Part IV).
- k. Candidates [being evaluated](#) for tenure shall be either recommended or not recommended. The Committee's notification of its decisions shall be made as follows:
 - 1. The candidate shall receive a letter [from the Chairperson of the Promotion and Tenure Committee](#) with the [Committee's](#) decision to recommend or not recommend, accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain). A decision of "not recommend" shall include a summary evaluative statement and explanation. [The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter to the file.](#)
 - 2. The Provost shall receive a list [from the Chairperson of the Promotion and Tenure Committee](#) of those recommended and not recommended, both listed in alphabetical order, accompanied by the Promotion and Tenure Committee final totals (yes/no/abstain) without any further evaluative elaboration.
- l. [Candidates being evaluated for promotion shall be either recommended or not recommended. The Committee's notification of its decisions shall be made as follows:](#)
 - 1. The candidate shall receive a letter [from the Chairperson of the Promotion and Tenure Committee](#) with the [Committee's](#) decision to recommend or not recommend, accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain). A decision of "not recommend" shall include a summary evaluative statement and explanation. [The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter to the file.](#)
 - 2. The Provost shall receive a list [from the Chairperson of the Promotion and Tenure Committee](#) of those recommended and not recommended, both listed in alphabetical order, accompanied by the

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Promotion and Tenure Committee final vote totals(yes/no/abstain), without any further evaluative elaboration.

- m. At any point after the Committee recommendation, but before the end of the semester, the candidate shall be allowed to request a meeting with the Chairperson of the Committee or designee to discuss the recommendation letter(s).
- n. The Committee shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the applicable candidate(s) of its actions in writing and such procedures do not contravene procedures specified in this document or the Collective Bargaining Agreement. A written record of all additional procedures used by the Committee shall be kept, and a written report of these procedures shall be given annually (in the spring of the year) to the Faculty Senate and to the Provost and the President of the University.
- o. The Committee shall be responsible for the security of the candidate's file, while in its possession. See III. H. 3.

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G. Provost's Role in the Evaluation Process

- 1. The final action of the Committee on all candidates shall be forwarded to the Provost, who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Regents. The Provost shall send a copy of the recommendation letter(s) to the candidate.
- 2. As stipulated in the Collective Bargaining Agreement (4.11.14), a Provost who disagrees with the recommendation of the Promotion and Tenure Committee and denies tenure after completion of the candidate's sixth year of service shall provide the candidate and the Committee with a written explanation. A Provost who disagrees with the recommendation of the Committee and recommends tenure shall provide the Committee with an explanation. The Provost's explanation shall be held in confidence by the Committee, subject to applicable statutes.
- 3. As stipulated in the Collective Bargaining Agreement (4.11.14), if the Provost disagrees with two (2) of the three (3) evaluative entities (DEC/CFEC, Dean/Director, and Promotion and Tenure Committee) and denies tenure in the sixth year of service, the President shall review and may alter the Provost's decision prior to the date the Board of Regents announces its tenure actions.

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H. University Promotion and Tenure Files

- 1. Contents of the File

A candidate's promotion or tenure file shall include all of the following material, as stipulated in parts III.H.1.a and, if applicable, III.B.4. Items in Section "a" below are the responsibility of the candidate, and failure to include them may negatively affect the Promotion and Tenure Committee's evaluation of the candidate. Items in Section "b" below are the responsibility of the evaluators, and any omission of these items shall not be prejudicial to the candidate, as noted in III.H. 4. b, below.

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a. Candidate's Responsibility to provide documentation to the file

1. A copy of the original letter of appointment from the University President provided by the candidate and, if applicable, any subsequent applications or modifications (see III.B.2)
2. Candidate Information Form
3. Copies of syllabi (applies to teaching faculty only)
4. Evidence of all primary load credit activity, including non-teaching activity
5. Documentation of creative activity (articles, papers, images, etc.) and the dates of all activities and/or publications
6. Copies of university-tabulated Student Opinion Surveys, if available; if not, some evidence of written student evaluations
7. Dates of activities in the first four categories (see II.B.2)
8. During a year in which a candidate is applying for both promotion and tenure, only one file is required. Candidates applying for tenure prior to their sixth year of service must also submit materials as specified in the Renewal procedures.
9. Supplemental information shall be placed in the file arranged by category by the candidate.
10. Any record of disciplinary action currently in the candidate's personnel file that is not scheduled to be removed prior to the end of the review process.
11. Candidates shall be responsible for adding all evaluation report(s) with concluding recommendation(s) received from the DEC/CFEC, Department Chairperson, and Dean/Director to the file. The candidate shall choose

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whether or not to add the Promotion and Tenure Committee's recommendation letter(s) to the file.

2. Movement of the File

Once the file has been made available to the DEC/CFEC and Department Chairperson, the evaluation process shall begin with individual evaluations by the DEC/CFEC and the Department Chairperson. Those evaluation reports with concluding recommendations shall be sent to the candidate (and other parties as described in section 1). When the file is made available to the Dean/Director, the Dean's/Director's evaluation report(s) with concluding recommendation(s) shall be sent to the candidate and Office of Human Resources. The Dean's/Director's evaluation report(s) with concluding recommendation(s) shall be added to the file by the candidate and the complete file shall be made available to the Promotion and Tenure Committee. The file shall then be made available to the Provost by the date specified in the calendar (Part V).

3. Security of the Files

At each stage of the promotion and tenure process, the individual or committee conducting the evaluation shall be responsible for ensuring the security of the files and for the handling of the content within the files in accordance with procedures outlined in this document.

4. Incomplete Files

- a. If required evaluative materials cited in Part III.H.1.a. are not in the candidate's file, the Promotion and Tenure Committee shall consider the file incomplete. Such an incomplete file may negatively affect the Committee's evaluation of the candidate.
- b. Failure of the candidate's DEC/CFEC, Department Chairperson, or Dean/Director to submit materials in accordance with Part III.H.1.b, however, shall not prejudice the candidate's application for promotion and/or tenure. As the only person to see all evaluative materials, and thus to note omissions, the Dean/Director shall attempt to obtain and include such omitted materials before the file is made available to the Promotion and Tenure Committee.

5. Entries into Promotion and Tenure Files

Only the candidate may make entries into a candidate's file. All additional materials solicited and provided by anyone other than the candidate shall be listed as enclosures on the evaluatin report(s) with concluding

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DEC: written evaluation and recommendation*

Department Chairperson: written evaluation and recommendation*

Dean/Director of candidate's school: written evaluation and recommendation*

Promotion and Tenure Committee: written evaluation and recommendation*

Provost: written evaluation and recommendation*

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recommendation(s) written by the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director. Any information not provided by the candidate must be in writing, signed, and made available to the candidate a minimum of four (4) calendar days prior to the file being made available to the next party in the evaluation process.

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6. Candidate's Examination of the File before Sealing

a. Before the file is made available to the appropriate Dean/Director, the the candidate shall have an opportunity to examine the file for accuracy and completeness. At this time the candidate shall be allowed to place in the file a written response and/or any additional material in support of the application for promotion and/or tenure.

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b. After the file has been made available to the Promotion and Tenure Committee, the candidate shall have an opportunity to examine the file for accuracy and completeness before it is sealed. (See Section H.1.7).

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c. At any time, candidates shall be allowed to obtain copies of items in their files.

7. Sealing of the File

a. "Sealing of the file" is defined as a verification of enclosed materials in the file by the candidate or designee in a meeting with at least one member of the Promotion and Tenure Committee documented by the candidate's and the applicable Committee member's(s') signatures on a form provided by the Promotion and Tenure Committee by the date(s) specified in Part V (the Calendar) of this Document.

b. Sealing of files shall take place on the last two weekdays of fall examination week. For tenure candidates starting in January, sealing of files shall take place on the first working weekday following November 13. Candidates shall be notified of the time and place for sealing of files by public notice at least two weeks prior to the sealing of files. During the designated period, the candidate shall have the option to examine the file in the presence of the Chairperson of the Promotion and Tenure Committee, or a designee, and to seal it via a form provided by the Promotion and Tenure Committee which the candidate has signed. During this time a candidate who plans to provide rebuttal material shall so inform the Chairperson of the Promotion and Tenure Committee, or a designee, of the intent to do so and shall provide the rebuttal material by the date designated by the Promotion and Tenure Committee.

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c. A candidate unable to be present to seal the file shall be allowed to designate in writing another person to perform this task.

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d. In the event that the candidate fails to seal the file by the close of the sealing period, the file shall be considered sealed.

e. A record of access provided to the file (the name of the person and the date) shall be maintained by the Promotion and Tenure Committee Chairperson or designee, in accordance with the format of the file (e.g., digital record).

Deleted: After the file is sealed, the seal will be broken only by the candidate or a member in the presence of the Committee.

Deleted: made on the front of the file each time the file is examined.

8. Addition of Materials after the Sealing of the File

a. In situations where the Promotion and Tenure Committee believes the file is incomplete, as described in III.H.4.a and III.H.4.b (Incomplete Files), it shall be allowed to seek from any source the missing written information pertinent to the evaluation process and shall notify the candidate of its actions in writing.

b. If such evidence is submitted, the candidate shall automatically receive a copy of the additional material from the Chairperson of the Promotion and Tenure Committee or designee. Any such material introduced at this time shall be acknowledged by signature of the candidate and the candidate shall be given the opportunity to add a written rebuttal to the file.

c. If a candidate has appropriate information not previously available, the candidate (or designee, attested to in writing) shall be allowed to add the information to the file, and then shall notify in writing the Chairperson of the Promotion and Tenure Committee or the Chairperson's designee. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer. After the sealing of the file, all additional information shall be included in one file, titled "Addendum" and shall be placed in the "Addendum" section of the file. Candidates shall not update the Candidate Information Form (CIF) after the file has been sealed. Candidates shall notify the Chairperson of the Promotion and Tenure Committee at the time of the "Addendum" submission to the file.

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9. Provost Access to the File after Evaluation by the Committee

a. After the Promotion and Tenure Committee makes its recommendations and sends the applicable written documentation to the candidate and Provost, the Provost shall have access to the file. The candidate shall choose whether or not to add the Promotion and Tenure Committee's recommendation letter(s) to the file.

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Revised and approved by Faculty Senate on November 13, 2019

I. Grievance Procedures

Any faculty member/candidate who believes that the prescribed procedures and obligations have in some way been violated with respect to this document shall be allowed to initiate grievance procedures as specified in the Collective Bargaining Agreement.

Deleted: <#>After making recommendations to the Board of Regents, the Provost shall reseal the files he/she examined.*

Deleted: <#>In the event that no grievance has been filed regarding a candidate's promotion and/or tenure or regarding the file, the file shall be made available to the candidate at the end of six months after the Provost sends his/herthe decision letter, unless the candidate requests in writing to obtain it sooner.*

Deleted: <#>In the event that a grievance is filed by a candidate, two copies of the file shall be made in the presence of the candidate and the Provost or Provost's designee. The file shall then be resealed, and the copies given to the candidate and to the Provost or Provost's designee.*

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**PART IV – PROCEDURES FOR
THE PROMOTION AND TENURE
COMMITTEE**

A. Promotion

1. In the deliberations, candidates for promotion shall be grouped according to the rank being sought and each group shall be considered separately by the Committee.
2. In applying the evaluation criterion in each category to candidates in a given rank, each Committee member shall determine a standard of performance for that rank. Standards of performance shall vary for different ranks. Committee discussions of standards of performance for various ranks need not produce consensus. Ultimately, each Committee member shall formulate standards that, although they may differ from others', shall guide the Committee member in voting whether or not to recommend.
3. After discussion and deliberation on a given candidate are completed, each Committee member shall assign the candidate an integer on a ten-point rating scale for each evaluation category, except for category 5 where 1 point is given for every year of service beyond five years up to a maximum of 15 points, and except for category 6 where each Committee member shall assign the candidate a number on an eleven-point rating scale (0-10). (See Part IV.C below). The integers should measure, as accurately as possible, the candidate's performance in each of the evaluative categories.
4. The ballot cast by a Committee member for each candidate shall consist of the integers, in order, assigned to each of the evaluation categories.

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B. Tenure

1. All candidates for tenure shall be considered in a single deliberation by the Promotion and Tenure Committee.
2. After discussion and deliberation on a given candidate are completed, each Committee member shall assign the candidate an integer on the rating scale for each evaluative category. (See Part IV.C below). The integers should measure, as accurately as possible, the candidate's performance in each of the evaluative categories.
3. The ballot cast by a Committee member for each candidate shall consist of the integers, in order, assigned to each of the evaluative categories.

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C. Computing and Interpreting Ballots

1. It shall be the responsibility of the Committee Chairperson to compute or to have the results of the balloting computed and to record these results.

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2. The average in each of the evaluative categories, i.e., quality of teaching or professional competence (load credit or the equivalent), creative activity, productive service to the department and University, professional attendance and participation, years of service, and record of any disciplinary action in the candidate's personnel file at the time of the evaluation shall be computed. Prior to computing these averages for each candidate, the Committee shall eliminate one highest and one lowest score for each of the four evaluative categories.

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3. The total of these weighted averages shall be computed as follows⁶:

Quality of Teaching or Professional Competence
(load credit or the equivalent) ----- average is multiplied by 10
Creative Activity -----average is multiplied by 5
Productive Service to the Department
and University -----average is multiplied by 4
Professional Attendance and Participation-----average is multiplied by 2
Years in Rank ----- rating is multiplied by 1
Record of Disciplinary Action-----rating is multiplied by -1

D. Determination of the Final Recommendations

The Committee shall use the total weighted average to produce initial rankings, but is not obliged to determine the order of candidates by numerical methods. The use of this method shall assist in, but need not determine, the final recommendations, which should be determined by the deliberations of the Committee. (Refer to "Procedures of the Committee," Part III.F.6.)

E. Reconsideration Process

1. The Committee shall automatically reconsider all mandatory tenure candidates (that is, candidates in their sixth year of service) who have not been recommended for tenure by the Committee.

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2. All motions for reconsideration of candidates for either promotion or tenure shall be made at least one (1) week in advance of the reconsideration itself.

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3. Candidates shall be allowed no more than one (1) reconsideration for promotion and one (1) reconsideration for tenure each year.

⁶ For non-teaching faculty, see weights and categories of evaluation as specified in the Collective Bargaining Agreement.

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4. Reconsiderations for tenure shall be allowed only for candidates *not* recommended for tenure by the Committee.
5. Reconsiderations for promotion shall be allowed only for candidates *not* recommended for promotion by the Committee.

PART V -- PROMOTION AND TENURE CALENDAR

	When different, the dates for <u>mandatory tenure candidates starting in January</u> are in brackets. All <u>evaluations occurring before the sixth year of service</u> follow the timetable for August appointments. See article 4, Table 1.	Deleted: M Deleted: T Deleted: C Deleted: S Deleted: pre-penultimate considerations Deleted: fall
	The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates <u>fall</u> on weekends or holidays.	
Aug 26	The Office of Human Resources shall notify all <u>faculty</u> members, Department Chairpersons, appropriate Dean(s) <u>Director(s)</u> and Department Evaluation Committees that the promotion and tenure process has begun. (See Part III.A.1.a.)	
Sept. 4	The <u>DEC/CFEC</u> shall inform any full-time <u>faculty</u> members of the department who meet the standards specified for promotion (see III.A.1.b).	Deleted: DEC
Sept. 4	Non-tenured <u>faculty</u> members in their sixth year shall be notified that a tenure decision is mandatory. The Office of Human Resources shall notify the candidate, the Chairperson, and the <u>DEC/CFEC</u> of those in need of a tenure evaluation.	Deleted: DEC
Sept. 6	Non-tenured <u>faculty</u> members prior to their sixth year who wish to be evaluated for tenure shall notify the <u>DEC/CFEC</u> in writing (see III.A.2.a).	Deleted: DEC
Sept. 6	All <u>faculty</u> members wishing to be considered for promotion shall make written application to the Department Chairperson and to the <u>DEC/CFEC</u> (see III.A.1.b). Supporting evidence shall be included with the notice to the <u>DEC/CFEC</u> only if promotion is being sought under the provision that <u>the candidate</u> has credentials and/or experience substantially comparable to the listed standards (see II.A.1).	Deleted: DEC Deleted: DEC Deleted: he/she
Sept. 13	Candidates seeking equivalent eligibility for promotion shall be informed of the <u>DEC/CFEC</u> 's decision.	Deleted: DEC
	Members to be evaluated should expeditiously meet with the Office of Human Resources for the purpose of examining <u>their</u> personnel file. (see III.B.5)	Deleted: his/her
Sept. 13 [Sept. 6]	The Office of Human Resources shall make available to the <u>DEC/CFEC</u> the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the <u>Collective Bargaining Agreement</u> and Part III.C.2.f of this document.	Deleted: DEC
Sept. 13 [Sept. 6]	The <u>DEC/CFEC</u> chairperson shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the <u>DEC/CFEC</u> prior to its recommendation <u>being made</u> .	Deleted: DEC Deleted: DEC Deleted: the making of Deleted: Candidates shall have added materials to the file by this date and t Deleted: submit their promotion and tenure files
Oct. 11 [Oct. 10]	<u>The file shall be made available to the DEC/CFEC.</u>	Deleted: DEC Deleted: Chairperson or Deleted: his/her designee

Oct. 14 [Oct. 11]	The file shall be made available to the to the Department Chairperson.	Deleted: DECDEC/CFEC shall forward the candidates' promotion and tenure files
Oct. 21 [Oct. 18]		Deleted: The Department Chairperson shall forward the candidates' files to the DECDEC/CFEC.
Nov. 4 [Oct. 25]	The Department Chairperson and DEC/CFEC shall each transmit a copy of their evaluation report(s) with concluding recommendation(s) to the candidate , who shall be allowed to append comments within four (4) calendar days.	Deleted: DEC Deleted: will Deleted: written
Nov. 8 [Oct. 29]	The file shall be made available to the Dean/Director. The DEC/CFEC shall transmit a copy of its evaluation report(s) with concluding recommendation(s) to the candidate , together with all materials submitted to and considered by the DEC/CFEC , subject to Article 4.11.11 of the Collective Bargaining Agreement .	Deleted: recommendations with supporting reasons Deleted: member Deleted: DEC Deleted: written recommendations with supporting Deleted: reasons
Nov. 8	The Department Chairperson shall forward separate evaluation report(s) with concluding recommendation(s) to the candidate , to the Office of Human Resources and to the appropriate Dean/Director .	Deleted: DEC Deleted: to the Office of Human Resources and ¶ [Oct. 29] - to the appropriate Dean/Director Deleted: written evaluations
Dec. 5 [Nov. 8]	The Dean/Director shall review and consider all of the material submitted and make a evaluation report(s) with concluding recommendation(s) . The evaluation report(s) shall be submitted to the candidate who shall be allowed to append comments prior to or during the sealing of the file.	Deleted: of Deleted: s Deleted: written recommendation.
Dec. 9	The file shall be made available to the Promotion and Tenure Committee. The Dean/Director shall transmit a copy of the Dean/Director's evaluation report(s) with concluding recommendation(s) to the Office of Human Resources, subject to Article 4.11.12 of the Collective Bargaining Agreement .	Deleted: member Deleted: . Deleted: all submitted material to the Promotion and Tenure ¶ [Nov. 11] - Committee, and Deleted: letter
Dec. 12, 13 [Nov. 12]	Candidates shall seal their files. Candidates shall be allowed to add material to the file during sealing.	
Mar. 5 [Nov. 19]	The Promotion and Tenure Committee shall make a recommendation to the Provost after considering all previously submitted material and recommendations. The Promotion and Tenure Committee recommendation shall be sent to the candidate at the time of issuance.	Deleted: of the member candidate Deleted: member
April 15 [Nov. 26]	The Provost shall inform the candidate and shall make a recommendation to the Board of Regents , subject to Article 4.11.14 of the Collective Bargaining Agreement .	
May 31	The Board of Regents shall announce its action, subject to Article 4.11.15 of the Collective Bargaining Agreement , on or before May 31 [Dec 31].	Deleted: ¶

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**PART VI – INTERPRETATION, AMENDMENT, IMPLEMENTATION,
AND REVIEW**

A. Interpretation and Implementation

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document, whether initiated by the Senate, a candidate, or any member of the administration, a binding decision on such an issue shall be made

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1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one faculty member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two faculty members. A two-thirds vote shall decide an issue.

B. Amendment

This Document may be amended by a two-thirds vote of the Faculty Senate, with the concurrence of the President of the University.

- C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

D. Review of this Document

This Document shall be reviewed by the Faculty Senate at least at the end of every three years after its initial adoption.

Revised and approved by Faculty Senate on November 13, 2019

ADDENDUM *

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers shall govern their hiring and evaluation in CSU. Pursuant to a supplemental agreement between the Board of Trustees and CSU-AAUP, this language shall apply only to coaches and not to trainers at SCSU. This new language necessitates some modest modification of local procedures, which shall affect relatively few individuals. The following modifications of the document shall apply to any coach who satisfies the definition in Article 6.1 of the CBA:

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1. Throughout the document, any references to "the (appropriate) Dean(s)/Director(s)" shall be construed to refer to or include the Athletic Director; for faculty members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching shall be as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those faculty members who have received load credit for teaching, their teaching shall be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching.
3. Part III.F.2.a: Full-time coaches and trainers shall be included in the term "faculty".

In addition, the following modifications of the document shall apply only to any coach who (1) was hired on or after January 1, 1994, or (2) was hired prior to January 1, 1994, is untenured, and has elected pursuant to Article 6.2.3 of the CBA to change status to the non-tenure track:

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4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment shall not apply.
5. Part II.A.1: The minimum conditions for promotion shall be those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each faculty member who holds a term appointment shall be eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time faculty member in the first year of appointment shall receive an evaluation report(s) with concluding recommendation(s) during the second semester (half-year) of service after completing a full semester (half-year) of service in accordance with the schedule specified in Part VI. Thereafter, there shall be an annual written evaluation.

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* See 2007, Collective Bargaining Agreement, Article 6 for specific details regarding coaches and athletic trainers.

Renewal Procedures for Faculty (Clean Copy)

August 26, 2019
FS Approved: May 2017
Calendar Revised November 10, 2020

Southern Connecticut State University

RENEWAL PROCEDURES FOR FACULTY

INTRODUCTION

Four precepts shall guide the implementation of this document:

1. All processes and procedures have been designed to reflect the spirit of shared governance, and
2. Evaluations shall be based on the measurement of academic and professional quality in order to best serve the university community, and
3. Faculty rights of due process shall be safeguarded at each step described below, and
4. Candidates shall have control and remain in control of all content in their files throughout all stages of the process (e.g., no content can be added without written prior notice to the candidate).

PART I - AUTHORIZATION FOR PROCEDURES

The Faculty Senate, in agreement with the President of the University, establish these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement¹, to govern the renewal process at Southern Connecticut State University. Due dates in this document represent contractually mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

PART II - STANDARDS FOR RENEWAL

A. Eligibility

1. All faculty members who hold a probationary appointment (full-time service prior to the acquisition of tenure) shall be evaluated annually for renewal of appointment. The probationary period shall not exceed six years of service in the university, provided that all six years fall within the same ten-year period. Those faculty members who have previously received timely notice of non-renewal or who hold a final appointment shall not be evaluated for renewal of appointment. Those faculty members in the sixth year shall not be evaluated for renewal as their tenure evaluation renders the renewal process superfluous.
2. During the first through fifth probationary years, a faculty member's appointment shall be deemed renewed unless written notice of non-renewal is given to the faculty member as indicated in Articles 4.9, 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement.
3. Those faculty members applying for tenure prior to the sixth year of service, or applying for promotion prior to tenure, also need to be evaluated for renewal. Faculty members should consult with their DEC/CFEC² to determine whether submitting a renewal file in addition to the tenure or promotion file is required by the DEC/CFEC.

B. Criterion

1. Introduction
 - a. The single criterion for evaluating and recommending full-time faculty members shall be the quality of

¹ "Collective Bargaining Agreement", when used in this document, refers to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, August 2016 - August 2021

² CFEC stands for Counseling Faculty Evaluation Committee

activity, including keeping current in one's field as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

- b. Any special conditions in the faculty member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered throughout the evaluation process on a case-by-case basis.

2. Categories of Evaluation for Faculty

a. Load Credit or the Equivalent

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Creative Activity

This category encompasses creative activity appropriate to one's field for example, delivering papers at professional conferences, production/performance of artistic works, research, grant activity, study and publication. This list is not meant to be exhaustive; rather it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and professional activity in the community that is reflective of professional expertise.

e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay, except those for scholarly discipline, are not included. See Article 13.6 in the Collective Bargaining Agreement.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

3. Categories of Evaluation for Counseling Faculty--These categories are listed in descending order of value.

- a. Load Credit Activity--Professional effectiveness in providing counseling in the area appropriate to one's specialty (ies).

This category encompasses one or more of the following for which the member receives load credit or

the equivalent: counseling, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study and publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

4. Categories of Evaluation for Library Faculty--These categories are listed in descending order of value

a. Load Credit Activity--Professional effectiveness in providing librarian services in the area appropriate to one's specialty(ies).

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: library services, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement,

departmental meetings and activities, school or university committees, data gathering, self-study and evaluation, and advising students regarding program planning.

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e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

PART III – STRUCTURE AND PROCEDURES

A. Initiation of Evaluation Process

1. It shall be the responsibility of the Department Chairperson to initiate all renewal evaluations by notifying the DEC/CFEC in writing prior to the date indicated in the appropriate calendar of the renewal evaluations to be conducted.
2. Each non-tenured full-time faculty member in the first year of appointment shall receive written evaluation of performance during the second semester of service after completing a full semester of service in accordance with the schedule specified in Part IV. Thereafter, there shall be an annual written evaluation unless the faculty member has previously received timely notice of non-renewal or is on a final appointment (see Part II.A).

B. Faculty Member's Role in the Evaluation Process

1. When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the faculty member shall expeditiously meet with the Office of Human Resources for the purpose of examining the personnel file. If the faculty member has a concern about materials in the personnel file, the faculty member shall meet with a representative of the Provost/appropriate Vice President. The faculty member and the representative of the Provost/appropriate Vice President shall attempt to reach agreement on materials pertinent to the evaluation in order that copies may be prepared for the DEC/CFEC. In the event agreement is not possible, the matter shall be decided by the Provost/appropriate Vice President or the Provost's/appropriate vice president's designee. The faculty member shall then be allowed to prepare written response for presentation to the DEC/CFEC with supportive material. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the DEC/CFEC. A letter of transmittal sent to the faculty member and the DEC/CFEC by the Office of Human Resources shall list the materials forwarded from the Office of Human Resources to the DEC/CFEC.
2. The candidate to be evaluated shall submit a renewal file with supporting materials and statements pertinent to the criteria specified for evaluation. See Part II for details of what must be included.
3. All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. If the candidate does not have the original letter of appointment, a copy shall be obtained

from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.

4. The candidate shall be allowed to include:
 - a. any letter addressing any topic authored by any person inside or outside the University. Exceptions include: (a) solicited letters from students in active courses of the candidate at the time of letter authorship, and (b) other than the official letters of evaluation, the candidate shall not include letters (if they specifically address the renewal process) written in that academic year by anyone who has a formal role in the evaluation process for the candidate, such as members of the candidate's DEC/CFEC, Chairperson of the candidate's department, Dean/Director of the candidate's school/college/division, Provost, or President.

The candidate shall be allowed to include letters authored by those who have a formal role in the evaluation process for the candidate dated prior to the academic year of the evaluation (e.g., from prior evaluation files) and letters authored by those who have a formal role in the evaluation process for the candidate not directly addressing, or making recommendations regarding, the renewal decision, such as a letter documenting or evaluating specific activities in the categories of evaluation.

5. The DEC/CFEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC/CFEC prior to its recommendation. The candidate shall not be penalized or harmed for choosing not to attending.
6. The candidate shall have an opportunity to examine the file at each stage of the evaluation process, i.e., before, during, and after the DEC/CFEC, Department Chairperson and Dean/Director (or equivalent, for counselors, librarians and coaches) have each completed their evaluation report with concluding recommendation. At any time, the candidate shall be allowed to place in the file a written response and/or any additional materials in support of the application for renewal. If the candidate adds materials to the file after the file has been made available to the DEC/CFEC, Department Chairperson, Dean/Director, or Provost, the candidate shall send written notification to the individual currently reviewing the file or applicable committee chair. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer.

C. Department Role in the Evaluation Process

1. Procedures

- a. The DEC/CFEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC/CFEC shall also conduct evaluations as requested by the Department Chairperson and shall notify the candidate in writing. The evaluations shall be in written form and contain supporting reasons for each category of evaluation.
- b. By the dates specified in Parts IV, V, and VI (the Calendars of this Document), the DEC/CFEC Chairperson shall inform in writing each full-time faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC/CFEC, and (3) the opportunity to appear personally before the DEC/CFEC prior to the DEC's/CFEC's recommendation. The candidate shall not be penalized or harmed for not attending.
- c. By October 1 of each academic year the Office of Human Resources shall make available to the DEC/CFEC the personnel files of those members to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
- d. Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal on a case-by-case basis.

- e. In conducting its evaluations for renewal, the DEC/CFEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information solicited by the DEC/CFEC and not provided by the candidate to the DEC/CFEC shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC's/CFEC's evaluation report with concluding recommendation. Observation of load credit activity is a useful tool in conjunction with assessment of teaching material and is particularly encouraged for evaluation of candidates for renewal. For candidates who are engaged in classroom teaching, the DEC/CFEC shall obtain and use the data from a written student opinion survey instrument (See Article 4.11.8 of the Collective Bargaining Agreement.) For candidates engaged in other duties, the DEC/CFEC shall seek and use appropriate information.
- f. DEC/CFEC members shall always treat as confidential all evaluative information submitted and considered, as well as the DEC/CFEC's deliberation and votes. Such confidentiality shall not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC/CFEC member, other than the Committee Chairperson or designee, about the about deliberations and evaluative information or the DEC/CFEC recommendation shall occur only in the context of a DEC/CFEC interview. Discussions of the merits of a candidate's file by DEC/CFEC members shall occur only in the context of a DEC/CFEC meeting.
- g. All DEC/CFEC recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2. The DEC/CFEC's evaluation report with concluding recommendation shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."
- h. The evaluation report with concluding recommendation shall reflect the DEC's/CFEC's professional judgment and opinion as well as factual information. A copy of the DEC/CFEC evaluation report with concluding recommendation including supporting reasons and any minority reports, shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.
- i. An identical copy of the DEC/CFEC's evaluation report with concluding recommendation shall be transmitted by the dates specified in Parts IV, V, and VI to the Department Chairperson. If information was solicited by the DEC/CFEC and not provided by the candidate and was considered by the DEC/CFEC a letter of transmittal shall be sent to the candidate and the Department Chairperson listing the materials forwarded to the Department Chairperson (i.e., any information that was solicited by the DEC/CFEC and not provided by the candidate) that are in addition to the DEC/CFEC's evaluation report with concluding recommendation.
- j. The candidate shall be allowed four (4) calendar days to provide a written response to the DEC/CFEC's evaluation report with concluding recommendation before the date when the file is made available to the Department Chairperson. The written response shall be written and signed by the candidate and added to the file by the candidate, by the dates specified in Parts IV and V. A copy of the DEC/CFEC evaluation report with concluding recommendation and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.
- k. Each evaluation report with concluding recommendation shall be signed by all members of the DEC/CFEC. A DEC/CFEC member shall be allowed submit to the DEC/CFEC a signed minority report to be included with the DEC/CFEC's evaluation report with concluding recommendation to indicate the following:
 - 1) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too

weak.

- 2) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too strong.
- 3) The DEC/CFEC member may agree with the ranking of the Committee for reasons other than those offered by the Committee recommendation.
- 4) The DEC/CFEC member may disagree with the Committee evaluation.

If a DEC/CFEC member elects to write a minority report, it shall be signed and appended to the DEC/CFEC's evaluation report with concluding recommendation. A copy of the DEC's/CFEC's evaluation report with concluding recommendation including supporting reasons and any minority reports shall immediately be sent to the candidate and a copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.

- l. Department members serving on the DEC/CFEC shall not write any independent recommendations for renewal for a candidate in their own department during that academic year, other than a minority report, as stipulated in III.C.3.i.4. above. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4.
 - m. The DEC/CFEC shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the candidates of its actions in writing and such procedures do not contravene procedures specified in this or other university documents.
 - n. Any materials generated by the DEC/CFEC shall be kept and secured in the DEC/CFEC records for one year after the evaluation report with concluding recommendation is sent to the candidate and forwarded to the Office of Human Resources. Such materials shall only be available for a formal hearing by a Grievance Committee. If there is a grievance in progress, the materials generated by the DEC/CFEC shall be kept until the grievance is adjudicated.
 - o. The DEC/CFEC shall be responsible for the security of the candidate's file while in its possession. See III. H. 2.
- D. Department Chairperson's Role in the Evaluation Process
1. The Department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Renewal Assessment Procedures for Faculty document. In no case, however, shall a Department Chairperson being considered for renewal participate in the renewal evaluation. The Department Chairperson shall initiate all renewal evaluations as specified in Parts III.A.1 above. Department Chairpersons scheduled for an evaluation shall not provide written evaluations for themselves.
 2. The Department Chairperson shall be responsible for the security of the candidates' files while they are in their possession. See III. H.
 3. Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal.
 4. The Department Chairperson shall review all renewal evaluations and annual evaluations of non-tenured faculty members received from the DEC/CFEC. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Department Chairperson by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Department Chairperson's evaluation report with concluding recommendation.

5. After reviewing and considering the DEC's/CFEC's evaluation, together with all materials forwarded by the DEC/CFEC, the evaluation report with concluding recommendation shall be made by the Department Chairperson. All Department Chairperson recommendations for renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.B.2. Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."
 6. The evaluation report with concluding recommendation shall reflect the Department Chairperson's professional judgment and opinion as well as factual information. A copy of the Department Chairperson's evaluation report with concluding recommendation including supporting reasons shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.
 7. The Department Chairperson shall transmit an identical copy of the evaluation report with concluding recommendation to the appropriate Dean/Director. If information was solicited by the Department Chairperson and not provided by the candidate and was considered by the Department Chairperson, a letter of transmittal shall be sent to the candidate and the Dean/Director listing any materials forwarded to the Dean/Director (i.e., any information that was solicited by the Department Chairperson and not provided by the candidate) that are in addition to the Department Chairperson evaluation report with concluding recommendation. The Department Chairperson's evaluation report with concluding recommendation shall not be transmitted to the DEC/CFEC.
 8. The candidate shall be allowed four (4) calendar days to provide a written response to the Department Chairperson's evaluation report with concluding recommendation before the date when the file is made available to the Dean/Director. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V. A copy of the Department Chairperson's evaluation report with concluding recommendation and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.
 9. The Department Chairperson shall be responsible for the security of the candidates' files while they are their possession. See III. H. 2.
- E. Appropriate³ Dean's/Director's Role in the Evaluation Process
1. The appropriate Dean/Director shall review all annual renewal evaluations of non-tenured members referred by Department Chairpersons. After reviewing and considering the evaluations and the candidate's file, the Dean/Director make an evaluation report with concluding recommendation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Dean/Director by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Dean's/Director's evaluation report with concluding recommendation.
 2. All Dean/Director recommendations for renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2 The evaluation report with concluding recommendation shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."
 3. The evaluation report with concluding recommendation shall reflect the Dean's professional judgment and opinion as well as factual information. A copy of the Dean's/Director's evaluation report with concluding recommendation, including supporting reasons, shall be sent immediately to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the

³ For librarians, the Library Director applies, counselors the Director of Counseling, and coaches the Athletic Director

candidate's personnel file by the dates specified in the Calendar of this document.

4. The candidate shall be allowed four (4) calendar days to provide a written response to the Dean's/Director's evaluation report with concluding recommendation before the date when the file is made available to the Provost/appropriate Vice President. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V.
5. All official evaluation reports with concluding recommendations (those of the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director) shall be placed into the candidate's file by the candidate.

F. Provost's/appropriate Vice President's Role in the Evaluation Process

1. The file shall be made available to the Provost/appropriate Vice President who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Regents. The Provost/appropriate Vice President shall send a copy of the recommendation letter to the candidate by the dates specified in Parts IV and V.

G. Grievance Procedures

1. Any faculty member/candidate who believes that the prescribed procedures and obligations have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

PART IV -- APPOINTMENT CALENDAR FOR FIRST-YEAR RENEWAL ^{1 2 3 4}
 (READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Nov. 13 [Sept. 4]	The Department Chairperson ⁵ shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of first year renewal evaluations to be conducted. The DEC/CFEC notifies the candidates who must be evaluated.
Dec. 4 [Sept. 11]	The DEC/CFEC Chairperson shall inform, in writing, each faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the DEC/CFEC prior to the committee making its recommendation. Faculty members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file. The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those faculty members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Jan. 26 [Sept. 21]	Candidates shall upload materials to their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
Feb. 1 [Sept. 28]	The DEC/CFEC shall transmit its evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. DEC/CFEC access shall automatically be removed.
Feb. 2-5 [Sept. 29-Oct 2]	The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

¹ Dates for first year appointees who begin their employment in January are in brackets.

² Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

³ Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

⁴ Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

⁵ Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

Feb. 6 [Oct. 3]	Access to the file shall automatically be provided to the Department Chairperson.
Feb. 10 [Oct. 9]	The Department Chairperson shall transmit their evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Department Chairperson access shall automatically be removed.
Feb. 11-14 [Oct. 10-13]	The candidate shall have four days to upload the Department Chairperson's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
Feb. 15 [Oct. 14]	Access to the file shall automatically be provided to the Dean/Director.
Feb. 19 [Oct. 19]	The Dean/Director shall transmit their evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Dean/Director access shall automatically be removed.
Feb. 20-23 [Oct 20-23]	The candidate shall have four days to upload the Dean's/Director's evaluation report with concluding recommendation, to the file and to upload a written response and/or additional materials in support of their application for renewal.
Feb. 24 [Oct. 24]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
Mar 1 [Oct 30]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email.

PART V - APPOINTMENT CALENDAR FOR SECOND-YEAR OR LATER RENEWAL ^{1 2 3 4}
 (READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Dec. 4 [Sept. 1]	The Department Chairperson ⁵ shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of second year or later renewal evaluations to be conducted. The DEC/CFEC notifies the faculty members who must be evaluated.
Jan. 26 [Sept. 4]	The DEC/CFEC Chairperson shall inform, in writing, each faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the committee making its recommendation. Faculty members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file. The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those faculty members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Feb. 19 [Sept. 25]	Candidates shall upload materials to their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
March 4 [Oct. 14]	The DEC/CFEC shall transmit its evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. DEC/CFEC access shall automatically be removed. The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

¹ Dates for first year appointees who begin their employment in January are in brackets.

² Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

³ Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

⁴ Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

⁵ Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

March 5-8 [Oct. 15-18]	The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 9 [Oct. 19]	Access to the file shall automatically be provided to the Department Chairperson.
April 1 [Nov. 2]	The Department Chairperson shall transmit their evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Department Chairperson access shall automatically be removed.
April 2-5 [Nov. 3-6]	The candidate shall have four days to upload the Department Chairperson's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
April 6 [Nov. 7]	Access to the file shall automatically be provided to the Dean/Director.
April 26 [Nov. 30]	The Dean/Director shall transmit their evaluation report with concluding recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Dean/Director access shall automatically be removed.
April 27-30 [Dec. 1-4]	The candidate shall have four days to upload the Dean's/Director's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
May 1 [Dec. 5]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 28 [Dec. 31]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email.

PART VI -- INTERPRETATION, AMENDMENT, IMPLEMENTATION, AND REVIEW

A. Interpretation and Implementation

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document whether initiated by the Senate, a candidate, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one faculty member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two faculty members. A two-thirds vote shall decide an issue.

B. Amendment

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

D. Review of this Document

This Document shall be reviewed by the Faculty Senate at least at the end of every three years after its initial adoption.

ADDENDUM

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers govern their hiring and evaluation in CSU. This language necessitates some modest modification of local procedures, which will affect relatively few individuals. The following modifications of the document apply to any athletic trainer or coach who satisfies the definition in Article 6.1 of the CBA:

1. Throughout the document, any references to "the (appropriate) Dean(s)" shall be construed to refer to or include the Athletic Director; for members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching are as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those who have received load credit for teaching, their teaching should be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching. The criteria for evaluation of athletic trainers are stated in Article 6.9.
3. Part III.F.2.a: Full-time coaches and trainers are included in the term "faculty".
4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment does not apply.
5. Part II.A.1: The minimum conditions for promotion are those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each person who holds a term appointment is eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time coach appointment shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the schedule specified in Article 6 Table 2 of the Collective Bargaining Agreement. Each Full-time Athletic trainer shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the 1st year renewal schedule in Part V.

Faculty Senate approved: May 2017

Renewal Procedures for Faculty (with Track Changes)

August 26, 2019
FS Approved: May 2017
Calendar Revised November 10, 2020

Southern Connecticut State University RENEWAL PROCEDURES FOR FACULTY

INTRODUCTION

Four precepts shall guide the implementation of this document:

1. All processes and procedures have been designed to reflect the spirit of shared governance, and
2. Evaluations shall be based on the measurement of academic and professional quality in order to best serve the university community, and
3. Faculty rights of due process shall be safeguarded at each step described below, and,
4. Candidates shall have control and remain in control of all content in their files throughout all stages of the process (e.g., no content can be added without written prior notice to the candidate).

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PART I - AUTHORIZATION FOR PROCEDURES

The Faculty Senate, in agreement with the President of the University, establish these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement¹, to govern the renewal process at Southern Connecticut State University. Due dates in this document represent contractually mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

PART II - STANDARDS FOR RENEWAL

A. Eligibility

1. All faculty members who hold a probationary appointment (full-time service prior to the acquisition of tenure) shall be evaluated annually for renewal of appointment. The probationary period shall not exceed six years of service in the university, provided that all six years fall within the same ten-year period. Those faculty members who have previously received timely notice of non-renewal or who hold a final appointment shall not be evaluated for renewal of appointment. Those faculty members in the sixth year shall not be evaluated for renewal as their tenure evaluation renders the renewal process superfluous.
2. During the first through fifth probationary years, a faculty member's appointment shall be deemed renewed unless written notice of non-renewal is given to the faculty member as indicated in Articles 4.9, 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement.
3. Those faculty members applying for tenure prior to the sixth year of service, or applying for promotion prior to tenure, also need to be evaluated for renewal. Faculty members should consult with their DEC/CFEC² to determine whether submitting a renewal file in addition to the tenure or promotion file is required by the DEC/CFEC.

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B. Criterion

1. Introduction
 - a. The single criterion for evaluating and recommending full-time faculty members shall be the quality of

¹ "Collective Bargaining Agreement", when used in this document, refers to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, August 2016 - August 2021

² CFEC stands for Counseling Faculty Evaluation Committee

activity, including keeping current in one's field, as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

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- b. Any special conditions in the faculty member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered throughout the evaluation process on a case-by-case basis.

Deleted: The fundamental quality to be considered by all who evaluate a candidate shall be academic excellence, as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

2. Categories of Evaluation for Faculty

a. Load Credit or the Equivalent

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

Deleted: Academic excellence shall be the criterion for evaluating and recommending full-time members. Academic excellence shall be determined by the quality of activity within each of the categories listed below, including keeping current in one's field. All individuals and bodies evaluating a member shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered throughout the evaluation process on a case-by-case basis.

b. Creative Activity

This category encompasses creative activity appropriate to one's field for example, delivering papers at professional conferences, production/performance of artistic works, research, grant activity, study and publication. This list is not meant to be exhaustive; rather it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

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c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

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d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and professional activity in the community that is reflective of professional expertise.

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e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay, except those for scholarly discipline, are not included. See Article 13.6 in the Collective Bargaining Agreement.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

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3. Categories of Evaluation for Counseling Faculty--These categories are listed in descending order of value.

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- a. Load Credit Activity--Professional effectiveness in providing counseling in the area appropriate to one's specialty (ies).

This category encompasses one or more of the following for which the member receives load credit or

the equivalent: counseling, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement, departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study and publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

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e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

4. Categories of Evaluation for Library Faculty--These categories are listed in descending order of value

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a. Load Credit Activity--Professional effectiveness in providing librarian services in the area appropriate to one's specialty(ies).

This category encompasses one or more of the following for which the faculty member receives load credit or the equivalent: library services, chairing a department, directing, doing research, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and professional activity in the community reflective of professional expertise.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as student organization advisement,

departmental meetings and activities, school or university committees, data gathering, self-study and evaluation, and advising students regarding program planning.

d. Creative Activity

This category encompasses creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, conducting research, grant activity, study, and publication. This list is not meant to be exhaustive; rather, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

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e. Years in Rank

This category reflects years in rank. In determining seniority, leaves without pay or experience gained at other institutions shall not be counted.

f. Record of Disciplinary Action

This category encompasses the record of any disciplinary action in the faculty member's personnel file at the time of the evaluation. See Article 4.11.9.6 of the Collective Bargaining Agreement

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PART III -- STRUCTURE AND PROCEDURES

A. Initiation of Evaluation Process

1. It shall be the responsibility of the Department Chairperson to initiate all renewal evaluations by notifying the DEC/CFEC in writing prior to the date indicated in the appropriate calendar of the renewal evaluations to be conducted.
2. Each non-tenured full-time faculty member in the first year of appointment shall receive written evaluation of performance during the second semester of service after completing a full semester of service in accordance with the schedule specified in Part IV. Thereafter, there shall be an annual written evaluation unless the faculty member has previously received timely notice of non-renewal or is on a final appointment (see Part II.A).

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B. Faculty Member's Role in the Evaluation Process

1. When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the faculty member shall expeditiously meet with the Office of Human Resources for the purpose of examining the personnel file. If the faculty member has a concern about materials in the personnel file, the faculty member shall meet with a representative of the Provost/appropriate Vice President. The faculty member and the representative of the Provost/appropriate Vice President shall attempt to reach agreement on materials pertinent to the evaluation in order that copies may be prepared for the DEC/CFEC. In the event agreement is not possible, the matter shall be decided by the Provost/appropriate Vice President or the Provost's/appropriate vice president's designee. The faculty member shall then be allowed to prepare written response for presentation to the DEC/CFEC with supportive material. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the DEC/CFEC. A letter of transmittal sent to the faculty member and the DEC/CFEC by the Office of Human Resources shall list the materials forwarded from the Office of Human Resources to the DEC/CFEC.
2. The candidate to be evaluated shall submit a renewal file with supporting materials and statements pertinent to the criteria specified for evaluation. See Part II for details of what must be included.
3. All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. If the candidate does not have the original letter of appointment, a copy shall be obtained

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from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.

4. The ~~candidate shall be allowed to include:~~
- a. ~~any letter addressing any topic authored by any person inside or outside the University. Exceptions include: (a) solicited letters from students in active courses of the candidate at the time of letter authorship, and (b) other than the official letters of evaluation, the candidate shall not include letters (if they specifically address the renewal process) written in that academic year by anyone who has a formal role in the evaluation process for the candidate, such as members of the candidate's DEC/CFEC, Chairperson of the candidate's department, Dean/Director of the candidate's school/college/division, Provost, or President.~~

~~The candidate shall be allowed to include letters authored by those who have a formal role in the evaluation process for the candidate dated prior to the academic year of the evaluation (e.g., from prior evaluation files) and letters authored by those who have a formal role in the evaluation process for the candidate not directly addressing, or making recommendations regarding, the renewal decision, such as a letter documenting or evaluating specific activities in the categories of evaluation.~~

5. ~~The DEC/CFEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC/CFEC prior to its recommendation. The candidate shall not be penalized or harmed for choosing not to attending.~~

6. ~~The candidate shall have an opportunity to examine the file at each stage of the evaluation process, i.e., before, during, and after the DEC/CFEC, Department Chairperson and Dean/Director (or equivalent, for counselors, librarians and coaches) have each completed their evaluation report with concluding recommendation. At any time, the candidate shall be allowed to place in the file a written response and/or any additional materials in support of the application for renewal. If the candidate adds materials to the file after the file has been made available to the DEC/CFEC, Department Chairperson, Dean/Director, or Provost, the candidate shall send written notification to the individual currently reviewing the file or applicable committee chair. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the date specified in Part V [the Calendar] of this document) will be considered by the applicable reviewer.~~

C. Department Role in the Evaluation Process

1. Procedures

- a. ~~The DEC/CFEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC/CFEC shall also conduct evaluations as requested by the Department Chairperson and shall notify the candidate in writing. The evaluations shall be in written form and contain supporting reasons for each category of evaluation.~~
- b. ~~By the dates specified in Parts IV, V, and VI (the Calendars of this Document), the DEC/CFEC Chairperson shall inform in writing each full-time faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC/CFEC, and (3) the opportunity to appear personally before the DEC/CFEC prior to the DEC's/CFEC's recommendation. The candidate shall not be penalized or harmed for not attending.~~
- c. ~~By October 1 of each academic year the Office of Human Resources shall make available to the DEC/CFEC the personnel files of those members to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.~~
- d. ~~Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal on a case-by-case basis.~~

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Other supporting materials which might include books, articles and research publications; documentation of conference presentations; documentation of exhibition or performance of artistic work; outside contributions to the community; and university committee assignments, etc. The dates of all activities and/or publications shall be included.

Statement regarding years in rank and/or time in service.

The member shall not include any letters of recommendation specifically addressing the renewal process, separate from the official letters mandated by renewal procedures, from any person who has a formal role in renewal: DEC/CFEC members, Chair, Dean of the member's school, Provost/appropriate Vice President and President.

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e. In conducting its evaluations for renewal, the DEC/CFEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information solicited by the DEC/CFEC and not provided by the candidate to the DEC/CFEC shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC's/CFEC's evaluation report with concluding recommendation. Observation of load credit activity is a useful tool in conjunction with assessment of teaching material and is particularly encouraged for evaluation of candidates for renewal. For candidates who are engaged in classroom teaching, the DEC/CFEC shall obtain and use the data from a written student opinion survey instrument. (See Article 4.11.8 of the Collective Bargaining Agreement.) For candidates engaged in other duties, the DEC/CFEC shall seek and use appropriate information.

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f. DEC/CFEC members shall always treat as confidential all evaluative information submitted and considered, as well as the DEC/CFEC's deliberation and votes. Such confidentiality shall not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC/CFEC member, other than the Committee Chairperson or designee, about the about deliberations and evaluative information or the DEC/CFEC recommendation shall occur only in the context of a DEC/CFEC interview. Discussions of the merits of a candidate's file by DEC/CFEC members shall occur only in the context of a DEC/CFEC meeting.

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 Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal on a case-by-case basis.¶
Moved up [1]: By October 1 of each academic year the Office of Human Resources shall make available to the DEC/CFEC the personnel files of those members to be evaluated, subject to the provisions of Article¶ 4.14.2 of the Collective Bargaining Agreement.¶

g. All DEC/CFEC recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2. The DEC/CFEC's evaluation report with concluding recommendation shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."

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h. The evaluation report with concluding recommendation shall reflect the DEC's/CFEC's professional judgment and opinion as well as factual information. A copy of the DEC/CFEC evaluation report with concluding recommendation including supporting reasons and any minority reports, shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.

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i. An identical copy of the DEC/CFEC's evaluation report with concluding recommendation shall be transmitted by the dates specified in Parts IV, V, and VI to the Department Chairperson. If information was solicited by the DEC/CFEC and not provided by the candidate and was considered by the DEC/CFEC a letter of transmittal shall be sent to the candidate and the Department Chairperson listing the materials forwarded to the Department Chairperson (i.e., any information that was solicited by the DEC/CFEC and not provided by the candidate) that are in addition to the DEC/CFEC's evaluation report with concluding recommendation.

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j. The candidate shall be allowed four (4) calendar days to provide a written response to the DEC/CFEC's evaluation report with concluding recommendation before the date when the file is made available to the Department Chairperson. The written response shall be written and signed by the candidate and added to the file by the candidate, by the dates specified in Parts IV and V. A copy of the DEC/CFEC evaluation report with concluding recommendation and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.

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k. Each evaluation report with concluding recommendation shall be signed by all members of the DEC/CFEC. A DEC/CFEC member shall be allowed submit to the DEC/CFEC a signed minority report to be included with the DEC/CFEC's evaluation report with concluding recommendation to indicate the following:

1) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too

weak.

- 2) The DEC/CFEC member may agree with the Committee's evaluation but consider the recommendation too strong.
- 3) The DEC/CFEC member may agree with the ranking of the Committee for reasons other than those offered by the Committee recommendation.
- 4) The DEC/CFEC member may disagree with the Committee evaluation,

If a DEC/CFEC member elects to write a minority report, it shall be signed and appended to the DEC/CFEC's evaluation report with concluding recommendation. A copy of the DEC's/CFEC's evaluation report with concluding recommendation including supporting reasons and any minority reports shall immediately be sent to the candidate and a copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.

1. Department members serving on the DEC/CFEC shall not write any independent recommendations for renewal for a candidate in their own department during that academic year, other than a minority report, as stipulated in III.C.3.i.4. above. Letter authorship and inclusion of letters by candidates are addressed in section III.B.4.

- m. The DEC/CFEC shall be allowed to establish and follow any additional procedures it deems reasonable, provided it informs the candidates of its actions in writing and such procedures do not contravene procedures specified in this or other university documents.
- n. Any materials generated by the DEC/CFEC shall be kept and secured in the DEC/CFEC records for one year after the evaluation report with concluding recommendation is sent to the candidate and forwarded to the Office of Human Resources. Such materials shall only be available for a formal hearing by a Grievance Committee. If there is a grievance in progress, the materials generated by the DEC/CFEC shall be kept until the grievance is adjudicated.
- o. The DEC/CFEC shall be responsible for the security of the candidate's file while in its possession. See III. H. 2.

D. Department Chairperson's Role in the Evaluation Process

1. The Department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Renewal Assessment Procedures for Faculty document. In no case, however, shall a Department Chairperson being considered for renewal participate in the renewal evaluation. The Department Chairperson shall initiate all renewal evaluations as specified in Parts III.A.1 above. Department Chairpersons scheduled for an evaluation shall not provide written evaluations for themselves.
2. The Department Chairperson shall be responsible for the security of the candidates' files while they are in their possession. See III. H.
3. Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal.
4. The Department Chairperson shall review all renewal evaluations and annual evaluations of non-tenured faculty members received from the DEC/CFEC. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Department Chairperson by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Department Chairperson's evaluation report with concluding recommendation.

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A copy of all DEC/CFEC evaluations and recommendations shall be forwarded directly to the Office of Human Resources to be placed in the member's personnel file

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5. After reviewing and considering the DEC's/CFEC's evaluation, together with all materials forwarded by the DEC/CFEC, the evaluation report with concluding recommendation shall be made by the Department Chairperson. All Department Chairperson recommendations for renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.B.2. Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."
 6. The evaluation report with concluding recommendation shall reflect the Department Chairperson's professional judgment and opinion as well as factual information. A copy of the Department Chairperson's evaluation report with concluding recommendation, including supporting reasons shall immediately be sent to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the candidate's personnel file by the dates specified in the Calendar of this document.
 7. The Department Chairperson shall transmit an identical copy of the evaluation report with concluding recommendation to the appropriate Dean/Director. If information was solicited by the Department Chairperson and not provided by the candidate and was considered by the Department Chairperson, a letter of transmittal shall be sent to the candidate and the Dean/Director listing any materials forwarded to the Dean/Director (i.e., any information that was solicited by the Department Chairperson and not provided by the candidate) that are in addition to the Department Chairperson evaluation report with concluding recommendation. The Department Chairperson's evaluation report with concluding recommendation shall not be transmitted to the DEC/CFEC.
 8. The candidate shall be allowed four (4) calendar days to provide a written response to the Department Chairperson's evaluation report with concluding recommendation before the date when the file is made available to the Dean/Director. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V. A copy of the Department Chairperson's evaluation report with concluding recommendation and, if applicable, the candidate's written response, shall be placed in the candidate's file by the candidate.
 9. The Department Chairperson shall be responsible for the security of the candidates' files while they are their possession. See III. H. 2.
- E. Appropriate³ Dean's/Director's Role in the Evaluation Process
1. The appropriate Dean/Director shall review all annual renewal evaluations of non-tenured members referred by Department Chairpersons. After reviewing and considering the evaluations and the candidate's file, the Dean/Director make an evaluation report with concluding recommendation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided to the Dean/Director by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the Dean's/Director's evaluation report with concluding recommendation.
 2. All Dean/Director recommendations for renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2 The evaluation report with concluding recommendation shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend."
 3. The evaluation report with concluding recommendation shall reflect the Dean's professional judgment and opinion as well as factual information. A copy of the Dean's/Director's evaluation report with concluding recommendation, including supporting reasons, shall be sent immediately to the candidate and an identical copy shall be forwarded directly to the Office of Human Resources for inclusion in the

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³ For librarians, the Library Director applies, counselors the Director of Counseling, and coaches the Athletic Director

candidate's personnel file by the dates specified in the Calendar of this document.

4. The candidate shall be allowed four (4) calendar days to provide a written response to the Dean's/Director's evaluation report with concluding recommendation before the date when the file is made available to the Provost/appropriate Vice President. The response shall be written and signed by the candidate and added to the file by the candidate by the dates specified in Parts IV and V.
5. All official evaluation reports with concluding recommendations (those of the DEC/CFEC, the Department Chairperson, and the appropriate Dean/Director) shall be placed into the candidate's file by the candidate.

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F. Provost's/appropriate Vice President's Role in the Evaluation Process

1. The file shall be made available to the Provost/appropriate Vice President who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Regents. The Provost/appropriate Vice President shall send a copy of the recommendation letter to the candidate by the dates specified in Parts IV and V.

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G. Grievance Procedures

1. Any faculty member/candidate who believes that the prescribed procedures and obligations have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

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PART IV -- APPOINTMENT CALENDAR FOR FIRST-YEAR RENEWAL ^{1 2 3 4}
 (READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Nov. 13 [Sept. 4]	The Department Chairperson ⁵ shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of first year renewal evaluations to be conducted. The DEC/CFEC notifies the candidates who must be evaluated.
Dec. 4 [Sept. 11]	The DEC/CFEC Chairperson shall inform, in writing, each faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials, and (3) the opportunity to appear personally before the DEC/CFEC prior to the committee making its recommendation. Faculty members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file. The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those faculty members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Jan. 26 [Sept. 21]	Candidates shall upload materials to their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
Feb. 1 [Sept. 28]	The DEC/CFEC shall transmit its evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. DEC/CFEC access shall automatically be removed.
Feb. 2-5 [Sept. 29-Oct 2]	The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

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¹ Dates for first year appointees who begin their employment in January are in brackets.

² Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

³ Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

⁴ Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

⁵ Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

Feb. 6 [Oct. 3]	Access to the file shall automatically be provided to the Department Chairperson.
Feb. 10 [Oct. 9]	The Department Chairperson shall transmit their evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Department Chairperson access shall automatically be removed.
Feb. 11-14 [Oct. 10-13]	The candidate shall have four days to upload the Department Chairperson's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
Feb. 15 [Oct. 14]	Access to the file shall automatically be provided to the Dean/Director.
Feb. 19 [Oct. 19]	The Dean/Director shall transmit their evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Dean/Director access shall automatically be removed.
Feb. 20-23 [Oct. 20-23]	The candidate shall have four days to upload the Dean's/Director's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
Feb. 24 [Oct. 24]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
Mar 1 [Oct 30]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email.

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PART V - APPOINTMENT CALENDAR FOR SECOND-YEAR OR LATER RENEWAL ^{1 2 3 4}
 (READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Dec. 4 [Sept. 1]	The Department Chairperson ⁵ shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of second year or later renewal evaluations to be conducted. The DEC/CFEC notifies the faculty members who must be evaluated.
Jan. 26 [Sept. 4]	The DEC/CFEC Chairperson shall inform, in writing, each faculty member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the committee making its recommendation. Faculty members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file. The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those faculty members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Feb. 19 [Sept. 25]	Candidates shall upload materials to their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
March 4 [Oct. 14]	The DEC/CFEC shall transmit its evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. DEC/CFEC access shall automatically be removed. The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

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¹ Dates for first year appointees who begin their employment in January are in brackets.

² Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

³ Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

⁴ Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

⁵ Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

March 5-8 [Oct. 15-18]	The candidate shall have four days to upload the DEC/CFEC evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 9 [Oct. 19]	Access to the file shall automatically be provided to the Department Chairperson.
April 1 [Nov. 2]	The Department Chairperson shall transmit their evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Department Chairperson access shall automatically be removed.
April 2-5 [Nov. 3-6]	The candidate shall have four days to upload the Department Chairperson's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
April 6 [Nov. 7]	Access to the file shall automatically be provided to the Dean/Director.
April 26 [Nov. 30]	The Dean/Director shall transmit their evaluation report with concluding recommendation , with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email. Dean/Director access shall automatically be removed.
April 27-30 [Dec. 1-4]	The candidate shall have four days to upload the Dean's/Director's evaluation report with concluding recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
May 1 [Dec. 5]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 28 [Dec. 31]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at humanresources@southernct.edu , and to the candidate via email.

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PART VI -- INTERPRETATION, AMENDMENT, IMPLEMENTATION, AND REVIEW

A. Interpretation and Implementation

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document whether initiated by the Senate, a candidate, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one faculty member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two faculty members. A two-thirds vote shall decide an issue.

B. Amendment

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

- C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

D. Review of this Document

This Document shall be reviewed by the Faculty Senate at least at the end of every three years after its initial adoption.

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ADDENDUM

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers govern their hiring and evaluation in CSU. This language necessitates some modest modification of local procedures, which will affect relatively few individuals. The following modifications of the document apply to any athletic trainer or coach who satisfies the definition in Article 6.1 of the CBA:

1. Throughout the document, any references to "the (appropriate) Dean(s)" shall be construed to refer to or include the Athletic Director; for members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching are as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those who have received load credit for teaching, their teaching should be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching. The criteria for evaluation of athletic trainers are stated in Article 6.9.
3. Part III.F.2.a: Full-time coaches and trainers are included in the term "faculty".
4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment does not apply.
5. Part II.A.1: The minimum conditions for promotion are those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each person who holds a term appointment is eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time coach appointment shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the schedule specified in Article 6 Table 2 of the Collective Bargaining Agreement. Each Full-time Athletic trainer shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the 1st year renewal schedule in Part V.

Faculty Senate approved: May 2017

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
Resolution Regarding Mandatory Vaccinations At SCSU

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, Covid-19 presents a continued threat to the health and lives of members of the university community;

Whereas, Unvaccinated individuals may be non-symptomatic carriers of the virus and infect others;

Whereas, The university as a public institution of higher education, has a commitment and a moral obligation to protect the health of all the members of its community – students, faculty, and staff;

Whereas, At least two vaccines are now widely distributed and available to anyone over 16 years of age;

Whereas, These vaccines have proven to be safe after hundreds of millions of doses;

Whereas, At least two major universities in the state (Yale University and Wesleyan University), and major public universities nationwide (Rutgers University, the University of California, and the California State University system) are mandating vaccination for all returning students for Fall 2021; and

Whereas, Colleges and universities can legally require vaccination; now, therefore, be it

Resolved, That the SCSU Senate call upon the university to require all students, faculty and staff, except for those with documented medical exemptions, be vaccinated for Covid-19 before returning to on-ground activity for Fall 2021 term; and be it further

Resolved, That those students, faculty or staff with documented medical exemptions shall be provided alternatives to be determined by the institution, such as online classes or remote or isolated work; and be it further

Resolved, That the SCSU Senate requests that the Faculty Advisory Committee propose to the Board of Regents that a policy of mandatory vaccination be applied to all four CSU universities and the community colleges; and be it further

Resolved, That this policy will be in effect for the academic year 2021-2022 and be reevaluated and revised for Fall 2022, based upon conditions at that time.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
Resolution Regarding Incentives for Online Student Opinion Surveys

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The Faculty recognize the importance, as well as the contractual necessity, of assessing student's opinions regarding educational outcomes in courses;

Whereas, The Faculty Senate has approved a transition to fully online delivery of Student Opinion Surveys;

Whereas, A significant disadvantage of online assessment has been poor return rates; and

Whereas, Investigations have shown that other institutions are able to achieve good return rates for online course evaluations by providing incentives for respondents, now, therefore, be it

Resolved, That the administration provide funding and support for a lottery for course evaluation respondents which will award "book scholarships" to matriculated SCSU students. Each course survey submitted provides an additional chance to win, but a student may only win one award per semester. The number and amounts of the scholarships will be determined by Academic Affairs.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
Resolution Regarding Course Incompletes

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; now, therefore, be it

Resolved, That the Incomplete policy be revised to include the following provisions:

- If an Instructor grants a student's request for an Incomplete, the Instructor and Student must complete and sign an Incomplete Grade Contract, in which the Instructor shall specify the remaining coursework to be completed by the Student and the provisional final grade the Student would earn if the remaining work is not completed.
- The Instructor shall submit a copy of the completed contract to the Chairperson of the department in which the course is offered by the deadline for grade submissions in which the Incomplete is granted.
- The Instructor shall enter a grade of "I" when submitting final grades. (Note: Instructors should not give an "I" unless the Incomplete has been requested by the Student and a contract has been completed.)
- The Instructor shall make all course materials available to students for the duration of the Incomplete period.