

Southern Connecticut State University  
**FACULTY SENATE**

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APPROVED MINUTES OF FEBRUARY 7, 2024

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

The 10<sup>th</sup> Meeting of the Faculty Senate AY 2023-2024 was held on February 7, 2024, at 12:11 p.m. via Zoom.

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL
Lisa	Haylon	Accounting	2025		8/10
Valerie	Andrushko	Anthropology	2026		8/10
Melanie	Uribe	Art & Design	2024		10/10
Jillian	Rispoli	Athletics	2026	*	6/8
Nicholas	Edgington	Biology	2026		9/10
Kate	Toskin	Business Information Systems	2025		10/10
Jeff	Webb	Chemistry & Biochemistry	2026		9/10
Shawneen	Buckley	Communication Disorders	2024		9/10
Melanie	Savelli	Communication, Media & Screen Studies	2025		9/10
Shafaeat	Hossain	Computer Science	2025		9/10
Matthew	Ouimet	Counseling	2024		8/10
Laurie	Bonjo	Counseling & School Psychology	2026		8/10
Beena	Achhpal	Curriculum & Learning	2024	*	7/8
Maria	Diamantis	Curriculum & Learning	2024		9/10
Dushmantha	Jayawickreme	Earth Science	2025		10/10
Jia	Yu	Economics	2024		8/10
Peter	Madonia	Educational Leadership & Policy Studies	2026	*	7/10
Paul	Petrie	English	2026		10/10
Mike	Shea	English	2024		10/10
Eric	West	Environment, Geography, & Marine Sciences	2025		6/6
Sandip	Dutta	Finance & Real Estate	2025	*	4/10
Amanda	Strong	Healthcare Systems & Innovation	2025		9/10
Robert	Knipe	Health & Movement Sciences	2025		2/2
Daniel	Swartz	Health & Movement Sciences	2025		2/2
Christine	Petto	History	2026		10/10
Troy	Rondinone	History	2026		10/10
Yan	Liu	Information & Library Sciences	2024		7/10
Cindy	Simoneau	Journalism	2024		10/10
Elizabeth	Wilkinson	Library Services	2026		9/10
Amy	Jansen	Library Services	2025		10/10
Alison	Wall	Management & International Business	2025		10/10
Melvin	Prince	Marketing	2023		8/10

Sebastian	Perumbilly	Marriage & Family Therapy	2025		9/10
Klay	Kruczek	Mathematics	2025		10/10
Owen	Biesel	Mathematics	2025		10/10
Jonathan	Irving	Music	2026	*	7/9
Deborah	Morrill	School of Nursing	2026		10/10
Andrea	Adimando	School of Nursing	2024		9/10
Virginia	Metaxas	Part-Time Faculty	2026		9/10
Garbielle	Ferrell	Part-Time Faculty	2025		6/6
Michael	Sormrude	Part-Time Faculty	2024		10/10
Michele	Delucia	Part-Time Faculty	2024		9/10
Rex	Gilliland	Philosophy	2026		10/10
Elliott	Horch	Physics	2024		10/10
Jonathan	O'Hara	Political Science	2025	*	2/10
Kate	Marsland	Psychology	2025		6/10
Chris	Budnick	Psychology	2024		9/10
John	Nwangwu	Public Health	2024		10/10
Deron	Grabel	Recreation, Tourism, & Sport Management	2026		6/10
Isabel	Logan	Social Work	2026		7/9
Stephen	Monroe Tomczak	Social Work	2025	*	7/9
Gregory	Adams	Sociology	2026		10/10
Joan	Weir	Special Education	2024		7/8
Douglas	Macur	Theatre	2024		10/10
Tricia	Lin	Women's & Gender Studies	2025		10/10
Luke	Eilderts	World Languages & Literatures	2026		10/10
Natalie	Starling	SCSU Faculty Senate President	2024		10/10
Dwayne	Smith	SCSU President		*	9/10
Barbara	Cook	Chair, Graduate Council			9/10
Meghan	Barboza	Chair, Undergraduate Curriculum Form			9/10
Joseph	Merly	SGA			2/2

**GUESTS**

Jonathan Wharton  
Julia Irwin  
Linda Cunningham  
Preethi Varghese-Joseph

Robert Prezant  
Trevor Brolliar  
Trudy Milburn

The following senators are empowered by the Faculty Senate to represent the Faculty Senate and thereby represent the faculty body in their role and contributions to the respective committee/group in which shared governance of business is being conducted with a duty to report back to the Faculty Senate minimally once per semester (additional reports determined by the respective representative or upon request by the Faculty Senate). It is recommended representatives also seek the Faculty Senate’s support and endorsement for matters determined by the respective representative or upon request by the Faculty Senate.

Early College Experience	Christine Broadbridge (fall 2022) Michele DeLucia (spring 2023)
Faculty Development Advisory Committee (FDAC)	Klay Kruczek
Undergraduate Curriculum Forum (UCF) liaison	Cindy Simoneau
University Library Committee (ULC)	Amy Jansen 1 Representative Unfilled
Working Group for Governing Bodies & Documents (Work complete)	Paul Petrie (Rules rep) Jeffrey Webb (Rules rep) Michael Shea (senator, non-Rules member, rep)
Strategic Action Plan Subcommittees <ul style="list-style-type: none"> <li>• Advancing Social Justice</li> <li>• Maintaining Academic Excellence</li> <li>• Engaging our Community</li> </ul>	Miriah Kelly Kenneth McGill Michael Sormrude
DEI Advisory Council	Laurie Bonjo
Chief of Police Search Committee	Isabel Logan
Dean of the College of Education Search Committee	Laurie Bonjo

February 7, 2024

Faculty Senate President Natalie Starling called the 10<sup>th</sup> meeting of the Faculty Senate to order at 12:11 p.m. via Zoom.

I. Announcements

- A. L. Eilderts reminded the body of the upcoming French Film series, which begins February 29 at 6 p.m. in the Adanti Student Center. It is free and open to everyone. The website for the event is <https://sites.google.com/view/southernct-french/>.
- B. L. Eilderts shared that he will use [Fireflies.ai](#) to aid in the drafting of the minutes. Anyone who would like more information on this tool should contact him.
- C. T. Lin shared that M. Day, Visiting Fulbright Scholar, is hosting a workshop titled “Hidden Curriculum: A workshop on the unspoken rules for publishing in academic journals,” on February 22 at 4 p.m. Registration is required. Please contact [WGS@SouthernCT.edu](mailto:WGS@SouthernCT.edu) for more information.
- D. M. Diamantis reminded Senators that nominations for the Robert E. Jirsa Service award are due by February 19 at 4 p.m. Please send nominations to [DiamantisM1@SouthernCT.edu](mailto:DiamantisM1@SouthernCT.edu).
- E. A. Strong shared information on an upcoming workshop titled “Inclusive Pedagogy for Today’s Student-Centered Teaching: Community & Collaboration,” which will take place on February 26 at 9 a.m. in HHS 389. Question should be directed to S. Benes at [beness1@SouthernCT.edu](mailto:beness1@SouthernCT.edu).
- F. N. Starling invited J. Irwin, Interim Dean of the School of Graduate and Professional Studies, and L. Galvin, Associate Dean of Graduate Enrollment, to share information on the recently announced changes to the graduation ceremony for graduate students.
  - i. J. Irwin shared that this year’s graduate graduation ceremony venue and format would change from the Lyman Center to the Bridgeport arena. She explained the reasons behind the change, including space limitations at Lyman, ticket allocation issues, and financial savings/sharing and other considerations. The cost savings of using the Bridgeport arena were discussed, as well as logistical details such as traffic management and faculty attendance. Questions were raised regarding the decision-making process, committee composition, and historical context of the commencement. Concerns about traffic, space adequacy, and equity for students were addressed by Irwin and other faculty members.

- II. Minutes of the previous meeting held on January 24, 2024, were accepted as distributed. <https://inside.southernct.edu/faculty-senate/meetings>

III. SCSU Provost Remarks: Dr. R. Prezant

- A. Provost Prezant provided updates on various personnel matters, including the progress of searches for the graduate dean and education dean, as well as ongoing faculty searches and special appointments. He also announced the completion of the search for the associate dean of the graduate school. Provost Prezant discussed enrollment numbers and efforts to convert early college students into matriculating students. He reminded attendees about upcoming deadlines for nominations for the presidential medal and honorary doctorates. Provost Prezant shared details about a new process regarding curriculum approval, which raised concerns among faculty members due to the lack of campus involvement and potential impact on enrollment goals. Additionally, Provost Prezant addressed questions regarding departmental mergers, course cancellations, independent studies, and writing programs. The meeting concluded with expressions of gratitude towards Provost Prezant and T. Milburn for their advocacy efforts and updates on enrollment.

IV. Faculty Senate President’s Report

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

- A. M. Shea highlighted the importance of reading the N. Starling’s report on the meeting with Chancellor Cheng, emphasizing its relevance amid budget concerns. N. Starling then provided a summary of the meeting, mentioning the positive tone and the invitation extended to Chancellor Chang to join a spring Senate meeting. She assured members that the Executive Committee is closely monitoring developments at Eastern and maintaining contact with Senate presidents from other institutions. N. Starling encouraged members to share any questions they have and prepare for Chancellor Cheng’s potential attendance at a future meeting.

V. Reports of the Faculty Senate Standing Committees

- A. Reports received (see previous packet).
- B. Academic Policy (M. Uribe): Discussions regarding a potential change from one week to two weeks for the add/drop period. Please send questions to her ([UribeM2@SouthernCT.edu](mailto:UribeM2@SouthernCT.edu)) or M. Diamantis ([DiamantisM1@SouthernCT.edu](mailto:DiamantisM1@SouthernCT.edu)).
- C. Elections (K. Kruczek): No additional reports. K. Kruczek shared that he may not be able to serve on Senate next year; interested senators wishing to know more about his role should contact him ([KruczekK3@SouthernCT.edu](mailto:KruczekK3@SouthernCT.edu)).
- D. Finance (C. Simoneau): The committee is assisting in the questions surrounding the Writing center. No further updates on the university Budget or Space committees.
- E. Technology (D. Macur): Highlighted the importance of the upcoming Interfolio project coordinator position for the university’s transition to the new software. He explained that Interfolio will replace the current Blackboard system for review, promotion, and tenure processes. Douglas provided details about the temporary position, including its responsibilities and timeline, and encouraged faculty members to consider applying. There was a discussion about the credit load for the position, with clarification sought on whether it would be three credits during the summer and three during the academic year or three credits total. B. Cook raised questions about Interfolio training for the coordinator, suggesting that clarification should be provided in the job posting.

VI. Special Committees

- A. UCF: Report received.
- B. Graduate Council (B. Cook): Highlighted upcoming informational sessions organized in collaboration with the School of Graduate and Professional Studies for graduate coordinators. These sessions will cover topics such as application access in Slate, the curriculum proposal process, accreditation reports, data access workflows, and website updates. Although primarily designed for grad coordinators, other interested faculty members at the graduate level can also attend. B. Cook also shared plans for increased and more targeted support for graduate student writing, including potential writing instruction courses and capstone support. Additionally, she encouraged continued communication regarding the change in venue for graduate commencement, inviting questions to be directed to either N. Starling for the Faculty Senate or herself as chair of Graduate Council.
- C. FASP: Report received.

VII. Unfinished Business

- A. K. Kruczek reminded the body that L. Bonjo was nominated at the previous meeting to serve as the representative from Faculty Senate on the search committee for the Dean of the College of Education. M. Diamantis and G. Farrell were nominated via the electronic form, and both nominations were seconded. After a brief presentation from the candidates, the body moved to a vote.

i. Vote Tally

1. L. Bonjo .....	25
2. M. Diamantis .....	13
3. G. Farrell .....	3

VIII. New Business

- A. L. Eilderts **moved to approve** the bylaws from the Global Education Advisory Committee as presented. **Seconded.**
  - i. Hearing no objections, the bylaws were approved with **unanimous consent.**
- B. J. Webb **moved to approve** the bylaws of the UCF as presented. **Seconded.**
  - i. Vote tally
    - 1. Yes..... 42
    - 2. No..... 0
    - a. The bylaws were approved **unanimously.**
- C. J. Webb **moved to approve** the bylaws of the Graduate Council. **Seconded.**
  - i. Vote tally
    - 1. Yes.....44
    - 2. No..... 0
    - a. The bylaws were approved **unanimously.**
- D. J. Webb presented the proposed changes to the Faculty Senate bylaws, which will be voted on at the following meeting.
- E. M. Shea (Personnel Policy) **moved to accept** the Resolution Regarding Revisions To Promotion and Tenure (P&T) Procedures For Faculty.
  - i. Vote tally
    - 1. Yes.....36
    - 2. No..... 1
    - a. The motion to accept the Resolution was **approved.**

IX. Adjournment

- A. M. Shea **moved to adjourn.** **Seconded.**
  - i. The meeting adjourned at 2:01 p.m.

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L. Eilderts  
Secretary

## **Southern Connecticut State University**

Global Education Advisory Committee (GEAC) By-Laws

*Revised: January 31, 2024*

### Article 1. Purpose

The Global Education Advisory Committee (GEAC) is responsible for providing guidance to the Director of the Office of International Education in the planning and implementation of international education initiatives as well as procedures relating to international education and research at SCSU.

### Article 2. Functions

In general, GEAC members will work to support the internationalization of the SCSU campus, particularly global education and faculty development. The committee is responsible for:

1. Identifying existing and new sources of student and faculty funding to establish and operate study abroad programs and reciprocal exchange programs.
2. Serving as a forum for the exchange of information and ideas to support the development of global education as well as international faculty research and teaching initiatives at SCSU.
3. Operationalizing and implementing the SCSU Mission Statement and Strategic Plan as it pertains to internationalization and global education.

### Article 3. Meetings

The GEAC shall meet as a full committee at least three times per semester of 1-2 hours each, with varied additional time for individual and small group members' work on specific designated committee projects or tasks. Meetings will not be held during finals week, holidays, or intersessions.

### Article 4. Membership

- A. *Elected Membership*. The elected membership shall consist of two faculty members from each of the academic colleges or schools. Full-time faculty are eligible for elected membership. The SCSU Faculty Senate includes GEAC's elected members in its university-wide self-nomination and voting procedures.
- B. *Appointed Membership*. The Provost or the Provost's designee may appoint:
  - a. Two additional faculty members from each of the academic colleges or schools.
  - b. One student representative from the Student Government Association (SGA) and one student representative from the Graduate Student Affairs Committee (GSAC).

- C. Ex-Officio Membership. The Director of the Office of International Education shall be an ex-officio member of the GEAC. They are a non-voting member of the committee, but they are allowed to make motions and participate in debate.
- D. Non-Voting Visiting Membership. GEAC allows former members to join meetings as non-voting members. (The purpose and spirit of the committee is to build community. By allowing former members to join meetings, we continue to build GEAC's community.)

#### Article 5. Officers

The GEAC shall have a Chairperson and a Secretary, both of whom shall be elected by the membership at the first meeting of the academic year and who shall serve for one-year renewable terms.

#### Article 6. Terms of Office

Members serve staggered, renewable three-year terms of office, commencing with the start of the academic year, with the exception of student members who will serve one-year renewable terms. To start, there will be two two-year terms and two three-year terms. In any given year, the Faculty Senate Elections Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.<sup>1</sup>

#### Article 7. Subcommittees

The GEAC may establish ad hoc subcommittees to deal with specific subjects.

#### Article 8. Voting and Quorum

All the GEAC members are voting members with the exception of the Director of the Office of International Education. The Chairperson will vote only to break a tie or make a quorum. A quorum shall consist of more than half of the voting members. (Members on sabbatical or other leave shall be removed from the quorum count for voting purposes.)

#### Article 9. Minutes

The Secretary or another committee member shall take meeting minutes and post them in the Teams file for all members to access.

#### Article 10. By-Laws

Revisions of the bylaws shall be initiated by a motion made by a GEAC member.

A vote to propose changes to the bylaws may be taken either at a regular or special meeting of GEAC, provided two-thirds or more of the Faculty Senate membership is present. A two-thirds majority vote of the GEAC membership present is needed to approve the proposed changes.

### Appendix I. GEAC Future Election and Transitions

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<sup>1</sup> GEAC Future Election and Transition Plan was added as an appendix.

- a. GEAC has eight elected members (2 from each college/school), four whose terms expire in 2024 and 4 whose terms expire in 2025.
- b. **Spring of 2024 election:** To avoid significant annual turnover, instead of electing four members with 3-year terms, GEAC will elect two members with two-year terms (for example, A&S and BUS) and two members with three-year terms (EDU and HHS).  
The 2024 – 2025 roster will have
  - i. One member from each school whose term expires in 2025;
  - ii. One member each from A&S and BUS whose term expires in 2026;
  - iii. One member each from EDU and HHS whose term expires in 2027.
- c. **Spring of 2025 election:** Four members' terms will expire – one from each college/school. GEAC will elect one member with a 2-year term (for example, A&S) and three members with three-year terms (BUS, EDU and HHS). Therefore, the 2025 – 2026 roster will have
  - i. One member each from A&S and BUS whose term expires in 2026;
  - ii. One member each from A&S, EDU and HHS whose term expires in 2027.
  - iii. One member each from BUS, EDU and HHS whose term expires in 2028.
- d. **Future Elections:** After those two transition years, all terms will be three-year terms.

# Constitution of the Undergraduate Curriculum Forum

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Southern Connecticut State University

Version 5.1\*

Approved by the UCF MARCH 31, 2022

Approved by the Faculty Senate MAY 4, 2022

\* Preamble amendment approved by UCF November 30th, 2023

**Preamble**

The Undergraduate Curriculum Forum (UCF) is a permanent, Special Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty. UCF members are elected as outlined in UCF governing documents. The UCF shall be guided by the academic mission of the University; carry out its charge collegially; maintain open communication with the University community; balance promptness with thorough review; and act in a timely, impartial, and consistent manner in its deliberations and notification process.

**Article I: Functions**

The UCF shall initiate or receive and evaluate proposals to uphold and raise the academic standards of SCSU and shall recommend approval or non-approval to the Office of the Provost/Vice President for Academic Affairs. Specifically, the UCF shall concern itself with:

- A. All proposals for new and revised majors, minors or concentrations, and programs, whether based in a single department, more than one department, or independent of any department.
- B. All proposals for new or revised courses and related matters.
- C. Creating, maintaining, and communicating to the University community the evaluative criteria for new and revised course and program proposals.
- D. Reviewing and approving changes to the University’s general education program brought forth by LEPC.
- E. Policy for the undergraduate curriculum.
- F. Creation of additional faculty bodies or delegation of some of the above activities to such bodies; the work of these bodies on behalf of the UCF shall be conducted according to standards set by the UCF.
- G. Oversight of program review and assessment for all undergraduate programs.

**Article II: Members and Terms**

- A. Members

The UCF shall consist of voting members who represent the following SCSU constituencies:

1. Department Representatives  
There shall be one faculty Representative and one Alternate elected from each academic department.
2. Faculty Members-at-Large  
There shall be five Faculty Members-at-Large, elected by a general faculty election vote conducted by the Senate Election Committee. All full-time faculty members are eligible to be elected as Representatives.
3. Other University Units  
There shall be one Representative and one Alternate from each of the following areas, to be chosen through a process determined by each unit:
  - a. Academic Advisement
  - b. Registrar's Office
  - c. Library Services
  - d. Student Affairs
  - e. Office of Academic Affairs
4. Ex-Officio Non-Voting Members  
There shall be one ex-officio non-voting liaison from each of the following areas, to be chosen through a process determined within each area:
  - a. The Faculty Senate
  - b. The Graduate Council

Faculty holding the following positions shall also serve as ex-officio, non-voting members:

  - a. LEP Director of Advisement and Policy
  - b. LEP Director of Assessment and Planning
  - c. Writing Program Director
5. LEPC Members  
Members of LEPC are elected in university wide elections. Elected members of LEPC are ex-officio, non-voting members of UCF. If an elected member of LEPC is also their departmental representative to UCF, they are a voting member of UCF.
6. Students

The Student Government Association shall have the opportunity to send one Representative and one Alternate, chosen through a process determined by the Student Government Association.

There shall be an opportunity to include additional student Representatives if other student constituencies request and receive approval for representation from the UCF.

7. Additional Representation

The UCF shall have the authority to extend representation to other constituent units of the University with the approval of the Faculty Senate. Any constituent unit that wishes to receive representation must fulfill either of the following two conditions: a) offer a major OR b) offer courses with its own subject code prefix AND have either a Chair or Director.

Any program that meets either a or b above may apply for UCF membership by providing a rationale explaining why that program is not otherwise represented sufficiently in the UCF. There shall be one Representative and one Alternate from each approved program in keeping with Department Representatives above.

B. Observers

Any faculty member, administrator, or student shall be welcome to attend UCF meetings.

C. Terms

1. New members shall take office during the first UCF meeting of the academic year.
2. Members shall serve three-year terms.

**Article III: Structure**

A. The Chair

The UCF shall be led by a Chair to be elected by all voting UCF members at the last UCF meeting of the academic year. Those eligible to be elected as Chair include the current Chair, a faculty Representative or Alternate, or a Faculty Member-at-Large. The newly-elected Chair shall assume the responsibilities of the position on the first day of the academic year. The Chair shall serve a one-year term with a limit of three consecutive terms. The UCF Chair may be removed from office by

a process consistent with the current policy for removal of the President of the Faculty Senate. The Chair shall:

1. Direct proposals and inquiries to the appropriate committee or person, or decide that the matter does not properly come before the UCF. If a proposer disagrees with the Chair's decision, then the Chair's decision shall go to the full UCF for a final disposition.
2. Appoint members of the standing committees each year, other than the Steering Committee and the LEPC. The members of the LEPC shall be elected via university wide elections in accordance with LEPC bylaws. The Steering Committee shall consist of the Chairs of the standing committees. To the extent it is compatible with the effective working of the committees, the UCF Chair shall accede to the preferences of members for committee service.
3. Preside at meetings of the UCF and chair the Steering Committee.
4. Receive and monitor proposals for Special Topics courses.
5. Appoint members of ad hoc committees.
6. Represent the UCF to other University bodies.
7. Communicate decisions of the UCF to the Faculty Senate, the Provost, and the University at large.

**B. Standing Committees**

The UCF shall consist of a Steering Committee and standing committees. Every member shall serve on at least one standing committee.

Standing committees shall evaluate curricular proposals submitted to them for consistency with the SCSU mission, University-wide standards, UCF guidelines and other impacts on the undergraduate curriculum.

Each standing committee shall have a chair, selected by the members of that committee at the last meeting of the year when practicable, and in accordance with that committee's bylaws, to serve a one-year term with a limit of three consecutive terms.

Each committee shall issue bylaws to define the way it operates. These bylaws shall be approved by the full UCF.

1. The **Steering Committee** shall:
  - a. Consist of the chairs of the standing committees and the Chair of the UCF.
  - b. Set agendas for the UCF.
  - c. Evaluate UCF policies and procedures.
  - d. Act in the place of the UCF when the UCF cannot meet. Any action shall be subject to consideration by the full UCF.
  - e. Be responsible for providing communication about UCF proceedings to UCF members, Department Chairs, and the University community at large.
  
2. **Notifications Management Committee (NMC)** shall:
  - a. Receive and evaluate proposals for program revisions. Review of revised program proposals will proceed according to the UCF Flow of Proposals.
  - b. Receive and evaluate proposals for new and revised courses. Review of new and revised courses will proceed according to the UCF Flow of Proposals.
  - c. Work with faculty in proposing liberal education courses and reworking existing courses to meet the guidelines of the LEP.
  - d. Provide assistance to departments and individuals in preparing proposals.
  - e. Meet as needed with School/College and/or Department Curriculum Committees to communicate standards, eliminate redundancy, and ensure consistency and efficiency in the evaluation and approval process.
  - f. Encourage collaboration and mediate conflicts across and between schools and departments regarding proposals and other curricular issues.
  - g. Make recommendations to the UCF regarding University standards and policies in curricular matters such as course levels, credit hours and method of delivery.
  - h. Ensure that appropriate parties are notified of pending or approved courses and programs.
  
3. **University-Wide Impact Committee (UWIC)** shall:

- a. Receive and evaluate new program and minor program proposals and ensure that they are ready for consideration by the full UCF.
  - b. Receive and evaluate suggestions and proposals on curricular innovations and help to prepare proposals for consideration by the full UCF.
  - c. Receive and evaluate proposals and make recommendations concerning issues that have University-wide impact and mediate conflicts connected with those issues.
  - d. Encourage, recommend, or propose policies for curricular innovations.
  - e. Encourage dialogue and support faculty activities related to University-wide curricular issues.
4. **Standards and Assessment Review Committee (StAR)** shall:
- a. Define and apply assessment standards and procedures in support of academic program review.
  - b. Evaluate academic program review self-study package of materials, meet with academic program representative(s) and present findings in reports to the UCF.
  - c. Report to the UCF membership on the progress of the assessment process.
  - d. Periodically review and revise as needed, the standards for academic program review.
  - e. Provide assistance to departments, academic programs and individuals in conducting program reviews.
  - f. Educate faculty through open meetings.
5. **Writing Across the Curriculum Committee (WACC)** shall:
- a. Oversee and administer the Writing across the Curriculum Program together with the WAC Director.
  - b. Support the development of a culture of writing at Southern Connecticut State University.
  - c. Act as a liaison to the ongoing national conversation regarding writing across the curriculum.

- d. Make proposals to the UCF regarding all-University writing requirements.
- e. Establish goals, guidelines and recommendations for designated Writing Intensive courses.
- f. Receive and evaluate new and revised proposals for designated Writing Intensive courses.
- g. Mediate issues involving designated Writing Intensive courses.
- h. Provide assistance to departments and individuals in preparing proposals for designated Writing Intensive courses.
- i. Provide assistance to departments and individuals in designing and implementing writing components for individual courses.
- j. Report regularly to the University community regarding “Writing across the Curriculum” issues.

**6. Liberal Education Program Committee (LEPC) shall:**

- a. Oversee and administer the LEP together with the LEP Director(s).
- b. Assist the UCF in the interpretation of the various goals’ purposes and key elements of the program.
- c. Respond to problems and issues that arise with any matters of LEP operation.
- d. Ensure that assessment and review of the LEP are carried out in an effective and timely manner.
- e. Periodically review and propose revisions to the existing LEP based on the committee’s review and/or input from faculty.

**7. Ad Hoc Committees**

- a. The UCF shall establish and charge ad hoc committees as needed.
- b. The Chair of UCF shall appoint members and chairs of ad hoc committees after consultation with the Steering Committee. Members of ad hoc committees need not be members of UCF.

- c. Such committees shall cease to exist upon completion of their charge, or by action of the UCF.

#### **Article IV: Voting**

- A. Voting on all UCF matters shall be open to all UCF Representatives, including Faculty Members-at-Large.
- B. If a Representative is absent, the corresponding Alternate shall have the same voting privileges as the Representative.
- C. Voting in Standing and ad hoc committees of the UCF shall be open to all members of those committees, including members of ad hoc committees who are not members of UCF.
- D. The UCF Chair shall vote last, and only when the chair's vote is a deciding vote.

#### **Article V: Amendments**

The UCF shall have the authority to amend this Constitution.

- A. All recommendations for changes to the Constitution shall be discussed by the full UCF.
- B. Proposed amendments shall require discussion at two meetings of the UCF during the same semester and shall be approved by a vote of three-quarters of those present. A quorum for approval of a constitutional amendment shall be two-thirds of the UCF membership.
- C. Notifications of approved amendments shall be sent to the Provost, the Faculty Senate, and to the entire University faculty within one month of UCF approval.
- D. Constitutional amendments approved by UCF shall be subject to approval by the Faculty Senate and the President of the University.

#### **Article VI: Faculty Referenda on UCF Action**

- A. Any faculty member may petition the UCF to conduct a faculty-wide referendum with respect to any action taken by the UCF. Signatures of a minimum of 40 faculty (full and/or part-time) are required for this petition.

- B. Proposals concerning major changes to the University's general education program shall be ratified by a faculty referendum.
- C. The Elections Committee of the Faculty Senate shall conduct the referendum, in accordance with the Faculty Senate Constitution.

# **SOUTHERN CONNECTICUT STATE UNIVERSITY**

## **Graduate Council Bylaws**

**Approval by the Faculty Senate TBD.**

**Graduate Council approved revisions and Bylaws  
on 1-29-2024**

**Faculty Senate Working Group returned for  
added revision to Function and Authority on 1-  
16-2024**

**Faculty Senate requested a revision to Function and  
Authority that was approved by the Graduate  
Council, October 30, 2023**

**Initial draft Approved by the Graduate Council,  
April 24, 2023**

SOUTHERN CONNECTICUT STATE UNIVERSITY  
 GRADUATE COUNCIL  
 RULES OF ORDER  
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# SOUTHERN CONNECTICUT STATE UNIVERSITY

## GRADUATE COUNCIL BYLAWS

### I. Function and Authority

- A. The Graduate Council is a permanent Special Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty. Graduate Council members are elected as outlined in Graduate Council governing documents. The Council is charged with the responsibility for developing and maintaining University policies that establish the minimum acceptable standards for graduate programs of study offered at Southern Connecticut State University. These policies encompass the areas of minimum acceptable academic qualifications for admission as a graduate student and the acceptable level of academic performance for continued matriculation.
- B. The Graduate Council, through its activities, encourages the various graduate and professional degree granting units to maintain a high level of quality and performance by both faculty and students and holds primary responsibility for the general direction and long-range planning of graduate education at Southern Connecticut State University.
- C. The actions of the Graduate Council are subject to the statutory rights, responsibilities and jurisdiction of the Board of Regents for Higher Education and the University's faculty bargaining agent. The President or designee has the responsibility for the review of all actions by the Graduate Council and the right to disapprove actions that infringe upon the implementation of approved Board policies.

### II. Membership

#### A. Graduate Council

- 1. The Graduate Council shall be composed of faculty members elected from departments/free-standing voting units and the Dean of the School of Graduate Studies who serves in an ex-officio, non-voting capacity.
- 2. Only members of the full-time faculty members may be elected as members of the Graduate Council.
- 3. Graduate Council members will be elected to serve for a term of three years commencing in the September following election. One-third of the members will be elected each year. If the member can no longer serve, the voting unit shall elect a new member to fill the unexpired term.
  - a. Graduate Council representatives are expected to be available and to

attend meetings from 1:10-3 pm on Mondays. Therefore, Graduate Council representatives should not schedule or be scheduled for conflicting obligations (e.g. teaching, advising, research, etc.).

b. Graduate Council representatives who fail to regularly attend meetings will be asked to resign by the Graduate Council Chair.

4. The Faculty Senate, Library Services, Graduate Student Affairs Committee, University Curriculum Forum, and Graduate Student Advisory Council (student member) shall have observer status on the Council. Each unit shall determine its own representative.
5. The Dean of the School of Professional and Graduate Studies is an ex-officio member and will correspond with the Chair of Graduate Council regarding topics for consideration by the Council.

#### B. Procedures Related To Voting Units

1. The basic voting unit for selection of Graduate Council members shall be the academic department. Each department that has a graduate program shall have at least one representative on the Graduate Council. A free-standing graduate program may also have an elected representative.
2. Members of the Graduate Council shall be elected by their respective department.
3. Departments and free-standing programs may have more than one representative to the Council based upon the 'total academic credits' listed in the Graduate Credit Productivity Report (generated by the graduate studies office or the office of assessment and planning) for the current academic year. The criteria are as follows: one representative for up to 1000 credits; two representatives for 1001-2000 credits; and three representatives for those programs with 2001 or more-'total academic credits' generated.
4. The Chair of the Graduate Council shall review the Fall and Spring semester statistics of hours generated by each department/free-standing program prior to the April meeting of the Council to determine whether adjustments should be made to current apportionments.
5. The Chair of the Graduate Council shall present its report regarding apportionments at the April meeting of the Graduate Council.
6. All reapportionments shall take effect at the beginning of the next academic year.

### III. Officers

The Officers of the Graduate Council shall be the Chairperson, Vice Chairperson, and Secretary; each shall serve one-year terms.

#### A. Chairperson

- a. Election - The Chairperson shall be elected by majority vote of the Council at the final meeting of each year. The Chairperson may be re-elected for two additional terms, but shall serve no more than three consecutive terms. The Chairperson shall take office at the end of the last official meeting of the academic year in which he/she is elected. Only current Council members who have served a minimum of one year on the Council and who will be Council members in the following academic year are eligible to be elected as Chairperson.
- b. Duties of the Chairperson shall include but not be limited to:
  - (1) presiding at all Council meetings;
  - (2) keeping membership informed of Council activities;
  - (3) formulating the agenda for meetings with the Executive Committee
  - (4) informing and working with committees to identify priority topics for review for potential policy additions or revisions;
  - (5) acting as official liaison between the Graduate Council and the School of Graduate and Professional Studies in all matters pertaining to Graduate and Professional Studies;
  - (6) calling regular and special meetings (See Section IV A. 1. & 2);
  - (7) making committee appointments;
  - (8) conducting meetings of the Executive Committee prior to each regular meeting of the Graduate Council;
  - (9) submitting a report on the work of Graduate Council to the Faculty Senate during;
  - (10) attending Faculty Senate meetings; and
  - (11) serving as the representative of the Graduate Council at the May graduate commencements as a member of the platform party.

#### B. Secretary

- a. Election - The Secretary shall be elected by majority vote of the Council at the final meeting of each year. The Secretary may be re-elected for one additional term, but shall serve no more than two consecutive terms. The Secretary shall take office at the same time the Chairperson takes office.

- b. Duties of the Secretary shall include but not be limited to:
  - (1) recording official minutes of Graduate Council meetings;
  - (2) coordinating official correspondence of the Council including meeting packets and curriculum consent agendas;
  - (3) assisting the Chairperson in carrying out their responsibilities
  - (4) presiding (pro-tem) at Council meetings in the absence of the Chairperson .

C. Chairs of Standing Committees – see item V. below

D. Vacancies in Office

A vacancy in any office shall be filled by a special election at the next meeting of the Graduate Council.

E. Removal of Officers

- 1. A motion to remove from office any Council officer shall be introduced by a written petition clearly stating the grounds for removal of the officer and bearing the signatures of not less than 30% of the Graduate Council membership.
- 2. A motion to remove from office any Council officer may be introduced at any regular meeting of the Council, but may not be voted upon until the next regular meeting. A motion to remove shall require the affirmative votes of two-thirds of the Graduate Council membership on a roll call vote.

#### IV. Meetings

A. Graduate Council Meetings

- 1. Regular meetings of the Graduate Council shall be held on one Monday each month from 1:10pm – 3:00pm ~~when classes are in session~~. An annual schedule of meetings in agreement with the official academic calendar shall be published one week prior to the official start of the academic year.
- 2. The first meeting of the year shall take place during the first week of classes and shall be convened primarily to constitute standing committees and announce the chairs of the standing committees by elections.
- 3. Special meetings may be called by the Chairperson of the Council as deemed necessary. Special meetings of the Council also shall be called by the Chairperson at the request of at least one-third of the Council members. The call to such meetings must be issued at least one week in advance and must clearly state the purpose of and justification for the meeting.

4. A majority (one more than half of the current membership) of the voting membership of the Graduate Council shall constitute a quorum.
5. Each Council member shall be entitled to one vote and a simple majority of the voting membership is required to pass any motion with the exception of a motion to remove an officer. Absentee ballots are not permitted. Any Council member may request a secret ballot. Such a request shall be honored, with the exception of a motion related to removal of an officer (III.B.2.).
6. The usual order of business shall be:
  - a. Call to order.
  - b. Consent Agenda
    - Disposition of minutes.
    - Approved Curriculum
  - c. Announcements.
  - d. Reports of Committees.
  - e. Old Business.
  - f. New Business.
  - g. Adjournment.
7. All meetings of the Graduate Council shall be open to any interested member of the university community.
8. With the consent of the Council, visitors may be afforded the privilege of the floor at the discretion of the Chairperson.
9. Any member of the University community may request time on the agenda by presenting a written request to the Chairperson of the Council at least three weeks before the scheduled meeting time, identifying the topic and the amount of time requested.
10. Minutes of all meetings shall be recorded by the Secretary of the Graduate Council, reviewed by the Executive Committee, and be made available to all Council members, the Registrar, the Faculty Senate President, Departmental Chairpersons, Deans, Vice Presidents, the Provost, and the President.

**B. Full-Time Faculty Meetings**

1. There shall be a scheduled meeting of the full-time faculty members at least once each year at which time the Chairperson of the Council and Council Committees shall report to the faculty on activities of the Council and respond to comments and questions from the faculty.

**C. Special Meetings of the Full-Time Faculty**

- (3) Recommend curricular ideas and innovations to the Graduate Council.
- (4) Formulate and maintain a *Policies and Procedures Manual of the Curriculum Committee*.

3. Policies and Procedures Committee

- a. Membership: Council members appointed annually by the Council Chairperson.
- b. Committee Chairperson: The members of the Committee shall elect a Chairperson for the following year, at the last Committee meeting of the current year.
- c. Meetings: The committee meets twice monthly on Monday's from 1pm-3pm, with additional meetings scheduled as needed.
- d. Duties:
  - (1) Make recommendations to the Council for equitable membership among the voting units according to parameters established by the Council.
  - (2) Make recommendations to the Council on all matters pertaining to the Bylaws of the Council or, if appropriate, any standing rules the Council or a committee of the Council may seek to adopt that will affect the organization and business of the Council.
  - (3) Make recommendations to the Council pertaining to formal interaction with other university committees, organizations and units.
  - (4) Present a slate of nominees and conduct both the annual election of officers and any special elections in the event of a vacancy in office.
  - (5) Advise the Council on all matters pertaining to elections, recall and referendum matters, coordinating with the Faculty Senate in any referendum that is required.
  - (6) Review, revise, or develop recommendations for policy related to graduate program academic standards and curriculum
  - (7) Encourage, recommend, or propose policies for curricular innovations.
  - (8) Formulate and maintain a *Policies and Procedures Manual of the Policies and Procedures Committee*.
  - (9) Notify the Chairperson of each voting unit of the vacancies or changes for the following academic year as specified in II.E.3 and 4.

4. Standards and Assessment Review (StAR)

- a. Membership: Council members appointed annually by the Council Chairperson. Of note, the StAR committee is a committee that is comprised of members from both GC and UCF.
- b. Committee Chairperson: The committee Chairperson serves StAR in a

co-chairperson role with the Co-Chairperson from UCF (sec III, Part 2B (3)).

- c. Meetings: The committee meets on one Monday a month from 1:10 pm-3pm, with additional meetings scheduled as needed. A schedule of meetings will be made available 1 week prior to the start of the academic year.

d. Duties as defined in the StAR Guidelines for Academic Program Review:

- (1) Define and oversee the academic program review process, ensuring the promotion of academic excellence and the continuous improvement of academic program quality.
- (2) Evaluate whether departments have established an assessment process for their program and have engaged in meaningful and candid self-reflection about their programs' quality.
- (3) Develop and/or enhance the culture of self-assessment and reflective practices within academic units
- (4) Produce documentation for university-wide external accreditation bodies that reflect this review process.
- (5) Maintain *Guidelines for Academic Program Review*
- (6) steward documentation (including calendar) of graduate programs that have been reviewed and those with future review dates.
- (7) ensure that the GC Chairperson has access to the graduate program review calendar in real time.
- (8) prepare an annual report summarizing the work of StAR to be presented at the final GC meeting for publication to the university.

#### B. Ad Hoc Committees

The Council may direct the Chairperson to establish ad hoc or special committees to perform specific tasks for a designated time period. The Chairperson and members of such committees will be appointed by the Council Chairperson from a pool of volunteers. An ad hoc or special committee will be dissolved when its duties are completed.

#### C. General Duties of Committees

- 1. All standing committees and ad hoc or other special committees will maintain public records (agendas, minutes) on GC Organization systems (Confluence, Teams, etc.) and submit a written report of minutes to the Secretary 1 week prior to the next Graduate Council meeting to be including in the meeting packet agenda.
- 2. The chair person for each committee will attend monthly Graduate Council and Executive Committee meetings to respond to questions or provide additional information for information in their submitted

1. A minimum of 25% of the members of the full-time faculty may petition in writing the Chairperson of the Council for a special meeting of the full-time faculty on a specific issue or proposal.
2. Such a meeting must be scheduled within 30 days of receipt of the petition unless there are extenuating circumstances for a delay.

#### V. Graduate Council Committees

There shall be the following Standing Committees of the Graduate Council: Executive Committee, Curriculum Committee, Policies and Procedures Committee, and Standards and Assessment Review (StAR) . Each member of the Graduate Council shall serve on a minimum of one Standing Committee. The Chairperson of the Graduate Council appoints members of standing committees with representation from each academic school when possible. Adjustments to the membership shall be made by the Chairperson of the Graduate Council as needed.

##### A. Standing Committees

###### 1. Executive Committee

###### a. Membership:

- a. Chairperson of the Council,
- b. Secretary of the Council,
- c. Chairpersons of all Standing Committees

###### b. Duties:

Coordinate the activities of the Council and act for the Council in exigency.

###### 2. Curriculum Committee

a. Membership: Council members appointed annually by the Council Chairperson.

b. Committee Chairperson: The members of the Committee shall elect a Chairperson for the following year at the last Committee meeting of the current year.

c. Meetings: The committee meets twice monthly on Monday's from 1:10pm-3pm, with additional meetings scheduled as needed.

###### d. Duties:

(1) Recommend to the Graduate Council operating procedures for the submission of new and revised courses, concentrations/specializations, certifications, dual degrees, joint degrees, and programs.

(2) Review proposals for new and revised courses, concentrations/specializations, certifications, dual degrees, joint degrees, and programs and present recommendations to the Council.

committee meeting minutes.

3. At the final meeting of the Graduate Council, the executive committee will present a written summary of each committee's activities of the academic year. The report will:
  - a. Summarize the activities of the committee;
  - b. Evaluate the degree of progress made;
  - c. Identify areas of strength and weakness;
  - d. Present an agenda in priority order for the following year.
4. The final meeting report will be provided to the Faculty Senate, University Curriculum Forum, School of Graduate and Professional Studies, and Provost.
5. At the first meeting of next academic year, the Chair of Graduate Council and Chairs of the Standing Committee (or designee) shall present a copy of the annual report for the previous academic year and briefly summarize their goals and objectives for the current academic year.

## VI. Full-Time Faculty Member Initiatives

### A. General

Full-time faculty members are encouraged to bring matters to the Council through their elected representatives. The Council shall consider such proposals and take appropriate action. In addition, members of the full-time faculty may develop and present initiatives and referenda as needed.

### B. Faculty Initiatives

1. The Graduate Council shall be bound to consider for enactment:
  - a. Written proposals which have been signed by at least 25% of the total full-time faculty.
  - b. Proposals recommended by a majority vote of the full-time faculty at the annual full-time faculty meeting.
2. Faculty initiatives will generally be brought before the Graduate Council at the next scheduled meeting and must be addressed no later than the following regularly scheduled meeting. A special meeting will be called in a case when this procedure cannot be followed.

### C. Faculty Referenda

1. Any full-time faculty member may petition the Graduate Council to conduct

a referendum with respect to any action taken by the Council. Signatures of at least 25% of full-time faculty members are required to initiate a referendum.

2. The Policies and Procedures Committee, in coordination with the Faculty Senate, shall conduct the referendum.
3. A majority vote of the total full-time faculty in favor of the referendum is required to rescind any Council action.
4. Full-time faculty referenda will generally be brought before the Graduate Council at the next scheduled meeting and must be addressed no later than the following regularly scheduled meeting. A special meeting will be called in a case when this procedure cannot be followed.

#### VII. Changes in the Bylaws

- A. Changes in the Bylaws may be proposed at a regular or special meeting of the Graduate Council, provided:
  1. Council members have received written notice of each of the proposed changes at least one week prior to the meeting (this can be via electronic mail or other means).
  2. A two-thirds majority of the Council membership in attendance approves the changes.
- B. Changes become effective on approval by the Faculty Senate and University President or designee.

#### VIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern in all cases to which they are applicable, unless in conflict with these bylaws, and any special rules of order the Council may adopted

Resolution For Revisions To Promotion And Tenure (P&T) Procedures For Faculty

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

Whereas, The Faculty Senate is the official governing body for shared governance;

Whereas, The Faculty Senate recognizes that, to further academic excellence, procedures for the evaluation of full-time faculty members for promotion and tenure need periodic review and revision as stated in PART VI of the *PROMOTION AND TENURE PROCEDURES FOR FACULTY* document;

Whereas, the load credit received for scholarship and service is rarely commensurate with the labor required;

Whereas, the P & T committee membership needs to be clarified for the vote regarding P & T committee chairperson; and

Whereas, the spirit of the CBA and the P & T Procedures document grants the candidates optimal control over their promotion and tenure files; now, therefore, be it

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following additions to the *Promotion And Tenure Procedures For Faculty* document **Part II.B.2.a.**; **Part II.B.3.a.**; and **Part II.B.4.a** (dated May 3, 2023):

*When load credit does not cover all activities related to the work for which load credit is received, it is appropriate to list those activities in more than one category with an explanation as to the inclusion of the activities in multiple categories.*

*Resolved*, That effective beginning in the Fall semester of 2024, Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document **Part III.F. 6.a.** (dated May 3, 2023):

a. Procedures of the Committee

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. Whoever is a regular voting member of the P & T committee in September when the vote for chair occurs shall be allowed to 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.

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following additions to the *Promotion And Tenure Procedures For Faculty* document **Part V** (dated May 3, 2023):

Candidates shall complete uploading their promotion and tenure file by [11:58 pm]. At [11:59 pm] access will be granted to the DEC and Department Chairperson

Revised and approved by Faculty Senate on May 3, 2023

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

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Revised and approved by Faculty Senate on May 3, 2023

### **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).

Revised and approved by Faculty Senate on May 3, 2023

**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 Agreement<sup>1</sup>, 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 for Promotion and Tenure.

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<sup>1</sup> "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

**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) 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

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- 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 weighted in the order described in Part IV.C.3. of this document.
- 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

Revised and approved by Faculty Senate on May 3, 2023

the [Collective Bargaining Agreement](#)), identified in a side letter of agreement (see Article 10.4 of the [Collective Bargaining Agreement](#)), or as assigned (see Article 10.6 of the [Collective Bargaining Agreement](#)).

[When load credit does not cover all activities related to the work for which load credit is received, it is appropriate to list those activities in more than one category with an explanation as to the inclusion of the activities in multiple categories.](#)

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.

This category also includes forms of service performed by any candidate who formally/informally mentors students/peers who identify as members of under-represented and protected classes (for example, BIPOC individuals, persons with disabilities, mental health conditions, learning differences, etc.), and/or specific forms of service requested due to the unique characteristics of the faculty member (for example, a specific gender, race, ethnicity, religion, etc.)

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, which includes the current year. In determining seniority, sabbatical leaves are included, but leaves without pay, except for those in pursuit of the member's scholarly discipline, are not included. See Article 13.6 in the [Collective Bargaining Agreement](#).

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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<sup>2</sup>--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), identified in a side letter of agreement (see Article 10.4 of the Collective Bargaining Agreement), or as assigned (see Article 10.6 of the Collective Bargaining Agreement).

When load credit does not cover all activities related to the work for which load credit is received, it is appropriate to list those activities in more than one category with an explanation as to the inclusion of the activities in multiple categories.

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

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<sup>2</sup> Counseling Faculty should refer to Article 7 of the Collective Bargaining Agreement.

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, which includes the current year. In determining seniority, sabbatical leaves are included, but leaves without pay, except for those in pursuit of the member's scholarly discipline, are not included (see Article 8 and Article 13.6 of 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.

4. Categories of Evaluation for Library Faculty<sup>3</sup>--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), identified in a side letter of agreement (see Article 10.4 of the Collective Bargaining Agreement), or as assigned (see Article 10.6 of the Collective Bargaining Agreement).

When load credit does not cover all activities related to the work for which load credit is received, it is appropriate to list those activities in more than one category with an explanation as to the inclusion of the activities in multiple categories.

b. Professional Attendance and Participation

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<sup>3</sup> Library Faculty should refer to Article 8 in the Collective Bargaining Agreement.

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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.

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, which includes the current year. In determining seniority, sabbatical leaves are included, but leaves without pay, except for those in pursuit of the member's scholarly discipline, are not included (see Article 13.6 of 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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### 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, Department Chairpersons<sup>4</sup>, 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 the date specified in the Calendar for Promotion and Tenure and reviewed by the Department Evaluation Committee (DEC), in consultation with each faculty member in the department, the DEC 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. 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 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.
- 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 Chairperson, the Dean/Director, the Chairperson of Promotion and Tenure Committee, and the Office of Human Resources and shall thereby waive all claims for promotion for that academic year. When submitting written notice of withdrawal to the Office of Human Resources, the candidate should

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<sup>4</sup> 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.

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request the Office of Human Resources remove from the candidate's personnel file all evaluation reports and any materials generated during the current evaluation period.

- f. The DEC 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. A list of these faculty members eligible to be evaluated and those members expressing intent to apply for promotion shall be forwarded by the DEC 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 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.
  - 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 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 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.<sup>5</sup> 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. 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 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. A letter of transmittal sent to the faculty member and the DEC by the Office of Human Resources shall list the materials forwarded from the Office of Human Resources to the DEC.
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, 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

<sup>5</sup> 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."

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promotion and tenure decision, such as a letter documenting or evaluating specific activities in the categories of evaluation.

5. The DEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC 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, 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, 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 the Calendar for Promotion and Tenure) 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 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 shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC 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 date specified in the Calendar for Promotion and Tenure, the DEC 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, and (3) the opportunity to appear personally before the DEC prior to the DEC'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 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 to be declared eligible (see Part III.A.1.b), the DEC shall consider the supporting materials submitted by the faculty member and determine whether or not the faculty member has substantially comparable qualifications. The determination of a candidate's comparable qualifications for purposes of promotion belongs solely to the DEC. A faculty member's supporting documentation for such a determination shall be submitted separately from the Promotion and Tenure file. If the DEC 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 determines that the faculty member is not eligible, it shall so inform the faculty member in writing by the date specified in the Calendar for Promotion and Tenure 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 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 and not provided by the candidate to the DEC shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC's evaluation report with concluding recommendation. Observation of load credit activity shall be a part of the DEC evaluation. For candidates engaged in classroom teaching, the DEC 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 shall seek and use appropriate information regarding all elements of the candidate's duties.
- g. DEC members shall always treat as confidential all evaluative information submitted and considered, as well as the DEC'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

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candidate and a DEC member, other than the Committee Chairperson or designee, about the deliberations and evaluative information or the DEC recommendation shall occur only in the context of a DEC interview. Discussions of the merits of a candidate's file by DEC members shall occur only in the context of a DEC meeting.

- h. All DEC recommendations shall be in writing, with supporting reasons, addressing each of the categories of evaluation (see Part II.B.2.). The DEC shall make their recommending statement using 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). This statement shall appear at the end and only at the end of the evaluation report(s).
- 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's professional judgment and opinion, as well as factual information. A copy of all DEC 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 date specified in the Calendar for Promotion and Tenure.
- j. The candidate shall be allowed four (4) calendar days as specified in the Calendar for Promotion and Tenure to provide a written response to the DEC'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 date specified in the Calendar for Promotion and Tenure. A copy of the DEC 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.
- k. The DEC's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the Department Chairperson and shall not be transmitted to the Dean/Director. The Dean/Director shall not have access to evaluation report(s), any minority report(s), or the candidate's written response(s) to any evaluation report(s) prior to the date specified in the Calendar for Promotion and Tenure. If information was solicited by the DEC and not provided by the candidate and was considered by the DEC, the DEC evaluation report with concluding recommendation shall identify this fact, shall state the information solicited (i.e., any

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information that was solicited by the DEC and not provided by the candidate), and shall provide the rationale for inclusion.

- l. If the candidate is being evaluated for promotion on the basis of substantial comparability (see Part III.C.1.d), the DEC 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. A DEC member shall be allowed to submit to the DEC a signed minority report to be included with the DEC's evaluation report with concluding recommendation to indicate the following:
  - 1) The DEC member may agree with the Committee's evaluation but consider the recommendation too weak;
  - 2) The DEC member may agree with the Committee's evaluation but consider the recommendation too strong;
  - 3) The DEC member may agree with the evaluation of the Committee for reasons other than those offered by the Committee recommendation;
  - 4) The DEC member may disagree with the Committee's evaluation.
- n. If a DEC member elects to write a minority report, it shall be signed and appended to the DEC's evaluation report(s) with concluding recommendation(s). A copy of all DEC 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 date specified in the Calendar for Promotion and Tenure. Department members serving on the DEC 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 Part III.C.3.i.4. above. Letter authorship and inclusion of letters by candidates are addressed in Part III.B.4
- o. The DEC 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 shall be kept and secured in the DEC 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 shall be kept until the grievance is adjudicated.
  - q. The DEC shall be responsible for the security of the candidate's file while in its possession. See Part 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 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 Chairperson'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 Part 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 Chairperson'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

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inclusion in the candidate's personnel file by the date specified in the Calendar for Promotion and Tenure.

5. The candidate shall be allowed four (4) calendar days as specified in the Calendar for Promotion and Tenure to provide a written response to the Department Chairperson'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 date specified in the Calendar for Promotion and Tenure. 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.
6. The Department Chairperson's evaluation report(s) with concluding recommendation(s) shall not be transmitted to the DEC and shall not be transmitted to the Dean/Director. The Dean/Director shall not have access to evaluation report(s), any minority report(s), or the candidate's written response(s) to any evaluation report(s) prior to the date specified in the Calendar for Promotion and Tenure. If information was solicited by the Department Chairperson and not provided by the candidate and was considered by the Department Chairperson, the Department Chairperson's evaluation report(s) with concluding recommendation(s) shall identify this fact, shall state the information solicited (i.e., any information that was solicited by the Department Chairperson and not provided by the candidate), and shall provide the rationale for inclusion.
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 date specified in the Calendar for Promotion and Tenure.
9. The Department Chairperson shall be responsible for the security of the candidate's file while in their possession. See Part III, H. 2.

E. Appropriate<sup>6</sup> Dean's/Director's Role in the Evaluation Process

1. The appropriate Dean/Director shall have access to the file for each candidate no sooner than the date specified in the Calendar for Promotion and Tenure. The Dean/Director shall not have access to evaluation report(s), any minority report(s), or the candidate's written response(s) to any evaluation report(s) prior to the date specified in the Calendar for Promotion and Tenure. 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 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 date specified in the Calendar for Promotion and Tenure.
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 the Calendar for Promotion and Tenure 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

<sup>6</sup> 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

the candidate and added to the file by the candidate by the date specified in the Calendar for Promotion and Tenure. 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, the Department Chairperson, and the appropriate Dean/Director) shall be placed into the candidate's file by the candidate by the date specified in the Calendar for Promotion and Tenure 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 (15) tenured regular voting 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 six (6) tenured alternate members elected by the faculty.

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- 2) Alternates shall take the place of regular voting members:
  - when a regular voting member is applying for promotion during that academic year; or
  - when a regular voting member resigns or is removed by vote. See Part III. F. 2. c; or
  - under other circumstances, such as prolonged illness, as evaluated and determined by the Committee.
- 3) Alternates shall be eligible to become regular voting members on the basis of the total number of votes received and the term they were elected. Alternates elected in the spring election will become voting members before alternates elected in the fall election.
- 4) When replacing a regular voting member, alternates serve for the period specified by the Committee but no longer than one academic year. Permanent vacancies shall be filled not by alternates but by elections for Committee members.
- e. At no time shall the number of regular voting members (including alternates serving as regular voting members) exceed fifteen (15).
- 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 regular voting 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 regular voting members of the Committee in addition to acting in a procedural advisory capacity to the new Chairperson to support continuity of Committee functioning. If the former Chairperson is not re-elected to the Committee or is unable to serve for any reason, the Committee shall be allowed to elect another Committee member to serve in the role of Immediate Past-Chairperson to act in a procedural advisory capacity to the new Chairperson to support continuity of Committee functioning.

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3. Eligibility for Membership on the Committee

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- a. 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, Department Chairperson, Dean/Director, Promotion and Tenure Committee, Provost, and in some cases, the President).
- b. At no time shall more than two (2) 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.
- c. No Department Chairperson, division director, or Dean/Director shall serve as a member or alternate on the Committee.
- d. Faculty members on any form of university leave (see CBA article 13) shall not serve on the P&T Committee during their leave for that academic year.
- e. 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 Part III.B.4.
- f. No faculty member shall serve as an elected member of the Committee in any academic year in which that faculty member applies for promotion.
- g. 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 elections for the Committee. Elections shall be held according to the established Senate procedures for All-University Committee elections.
- b. The election for the Committee's regular voting members and alternate members shall take place in the spring semester. If all membership positions are not filled via the spring election, an election for the unfilled positions shall take place in the following fall semester.
  - The committee's membership shall be staggered according to the following: The election shall be for five (5) regular voting members for three-year terms and six (6) alternate members for one-year terms, for a total of fifteen (15) regular voting members and six (6) alternate members. 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.

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 ten (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. Whoever is a regular voting member of the P & T committee in September when the vote for chair occurs shall be allowed to 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

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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 (See 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 20, and May 1. A minimum of five (5) Committee members shall be scheduled to be present at the interview. If fewer than three (3) 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 Parts 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

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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 revoke 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

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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 Part 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 (Article 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 (Article 4.11.14), if the Provost disagrees with two (2) of the three (3) evaluative entities (DEC,

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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, Part 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 Part 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 Part III.B.2)
2. Candidate Information Form
3. A personal professional statement of about 1000 words providing evaluators an overview of the file's content and a framework for understanding the candidate's professional practice, principles, and values.
4. A similar professional statement for each section of the file, as defined by the first four contractually defined categories of evaluation (See article IV.C.3). Each statement should be about 1000 words.
5. Copies of syllabi (applies to teaching faculty only)
6. 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 Part II.B.2)

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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, 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.
12. Following the "sealing of the file" (See Part III.H.7), the candidate shall be responsible for adding the signed form to the file under the "Required Documents" section of the file.

## 2. Movement of the File

Once the file has been made available to the DEC and Department Chairperson, the evaluation process shall begin with individual evaluations by the DEC and the Department Chairperson. Those evaluation reports with concluding recommendations shall be sent to the candidate and to the Office of Human Resources. 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 the 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 for Promotion and Tenure.

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, 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, 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. At each step in the process, before the file is made available to the DEC, Department Chairperson, and appropriate Dean/Director, the candidate shall have an opportunity to examine the file for accuracy and completeness. At these times, 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).
  - 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 the Calendar for Promotion and Tenure. The candidate shall then add the signed form to the file under the “Required Documents” section of the file.
  - 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 by the date(s) specified in the Calendar for Promotion and Tenure. 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 Parts 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.

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- 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(s) specified in the Calendar for Promotion and Tenure) 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 follows<sup>7</sup>:

Proportional Weight	Teaching Faculty	Coaches <sup>8</sup>	Athletic Trainers	Counselors	Librarians
Average is multiplied by 10	Load Credit Activity	Administration & Conduct of Assigned Sport	Management of Health Care of Student Athletes	Load Credit Activity	Load Credit Activity
Average is multiplied by 5	Creative Activity	Relationships with Student Athletes	Demonstrated Care and Professionalism	Professional Activity	Professional Activity
Average is multiplied by 4	Service to Dept and University	Record of Competitive Performance	Educational Growth and Service to the Profession	Service to Dept and University	Service to Dept and University
Average is multiplied by 2	Professional Activity	Service to Dept and University	Service to Dept and University	Creative Activity	Creative Activity
Rating is multiplied by 1	Years in Rank	Years in Rank	Years in Rank	Years in Rank	Years in Rank
Rating is multiplied by -1	Record of Disciplinary Action	Record of Disciplinary Action	Record of Disciplinary Action	Record of Disciplinary Action	Record of Disciplinary Action

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.)

<sup>8</sup> For information concerning coaches with teaching duties, see below.

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.
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.

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**PART V: PROMOTION AND TENURE CALENDAR**

The most up-to-date calendar for Promotion and Tenure is located on the Faculty Senate website under Faculty Evaluation:

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

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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.

**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.**



PART V -- CALENDAR FOR PROMOTION AND TENURE <sup>1 2 3</sup>  
 (READ IMPORTANT FOOTNOTES)

Aug 28	The Office of Human Resources shall notify all members, Department Chairpersons, <sup>4</sup> appropriate Dean(s) and Department Evaluation Committees that the promotion and tenure process has begun. (See Part III.A.1.a.) HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of promotion and tenure eligibility.
Aug. 31	Department Chairpersons shall transmit the computer-generated reports to the Department Evaluation Committee (DEC).
Sept. 5	The DEC shall inform any full-time members of the department who meet the standards specified for promotion (see III.A.1.b).
Sept. 5	Non-tenured 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 of those members for whom a tenure evaluation is mandatory.
Sept. 8	Non-tenured members prior to their sixth year who wish to be evaluated for tenure shall notify the DEC in writing (see III.A.2.a).
Sept. 8	All members wishing to be considered for promotion shall make written application to the Department Chairperson and to the DEC (see III.A.1.b). Supporting evidence shall be included with the notice to the DEC 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).

<sup>1</sup> When different, the dates for mandatory tenure candidates starting in January are in brackets. All pre-penultimate considerations follow the timetable for August appointments. See article 4, Table 1, Collective Bargaining Agreement.

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

<sup>3</sup> 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.

<sup>4</sup> 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 on the same date as the Dean. The Athletic Director shall serve as Chairperson for Athletic Trainers and shall receive access to the file at the same date as the Dean.

Sept. 15	Candidates seeking equivalent eligibility for promotion shall be informed of the DEC's decision. Candidates 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. 15	The Office of Human Resources shall make available to the DEC the 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. 15	The DEC 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 DEC prior to the committee making its recommendation(s). 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 the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Oct. 20 [Oct. 6]	<del>Candidates shall complete uploading their promotion and tenure file by [11:58 pm]. At [11:59 pm] access will be granted to the DEC and Department Chairperson.</del>
Nov. 2 [Oct. 18]	The DEC and Department Chairperson shall transmit their written recommendations, with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. DEC and Department Chairperson access shall automatically be removed. <sup>5</sup>
Nov. 3-6 [Oct. 19-22]	The candidate shall have four days to upload the DEC and Chairperson written recommendations to the file and to upload a written response and/or additional materials in support of their application for promotion and/or tenure.
Nov. 7 [Oct. 23]	Access to the file shall automatically be provided to the Dean/Director.
Dec. 6 [Nov. 3]	The Dean/Director shall transmit their written recommendation(s), with supporting reasons, to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. Dean/Director access shall automatically be removed.

**Deleted:** Candidates shall upload their promotion and tenure file. Access to the file shall automatically be provided to the DEC and the Department Chairperson....

<sup>5</sup> Candidates should not upload the Chair evaluation letter, the DEC evaluation letter, or the written responses until November 3<sup>rd</sup>. Prior to November 3<sup>rd</sup> the DEC and the Chair have access to the file simultaneously; therefore, providing them access to each others' letters or the Candidate's responses should be avoided.

Dec. 7-10 [Nov.4-7]	The candidate shall have four days to upload the Dean's/Director's written recommendation(s) to the file and to upload a written response and/or additional materials in support of their application for promotion and/or tenure.
Dec. 11 [Nov. 8]	Access to the file shall automatically be provided to the Promotion and Tenure Committee.
Dec. 14,15 [Nov. 8]	Candidates shall seal their files. Candidates shall be allowed to add material to the file during sealing.
Mar. 4 [Nov. 21]	<p>Promotion and Tenure Committee access shall automatically be removed. For both promotion and tenure, the Promotion and Tenure Committee shall transmit a letter with the decision to recommend or not to recommend accompanied by the Promotion and Tenure Committee final vote totals (yes/no/abstain) via email. A decision of "not recommend" shall include a summary evaluative statement and explanation.</p> <p>For both promotion and tenure, the Provost shall receive a list 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.</p>
Mar. 5 [Nov. 22]	Access to the file shall automatically be provided to the Provost.
April 15 [Nov. 30]	The Provost, in consultation with the President, shall make the final recommendation(s). The Provost shall transmit the written recommendation(s) to the Office of Human Resources ( <a href="mailto:facultyevals@southernct.edu">facultyevals@southernct.edu</a> – email will not be active until the beginning of the semester) and the candidate via email and shall make recommendation(s) to the Board of Regents, subject to Article 4.11.14 of the Collective Bargaining Agreement.
May 31 [Dec. 31]	The Board shall announce its action, subject to Article 4.11.15 of the Collective Bargaining Agreement.