

Southern Connecticut State University  
**FACULTY SENATE**

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*FACULTY SENATE*  
*PERSONNEL POLICY COMMITTEE*  
*Agenda*  
March 20, 2024

**Attendees:** Stephen Monroe Tomczak, Virginia Metaxas, Chris Budnick, Mike Shea, Michael Sormrudee

12:15

Minutes of February 28, 2024 approved

OLD BUSINESS

- Zak and Mike Updated on current business, at Senate and university waiting for input from stakeholders.
  - Statement on Service – Consideration of new draft by M. Shea. review for approval to send to Executive Committee. **Referred to Senate, awaiting disposition**
- Procedures that need Extensive Examination – Continue discussion
- How to factor in academic advising to further clarify in the faculty evaluation categories (load credit vs service? How is academic advising viewed/evaluated in the renewal, promotion and tenure documents?)
  - Conversation about what role departments want to take and be accountable for in advising
  - Accountability approach versus incentive approach (cultural shift)
  - Resolution as first approach to request load credit designation
    - Propriety of including advising in evaluation process given differences across departments and programs.
    - Recommendation that departments include it in their bylaws or department regulations, currently goes under load credit if load credit is received or service if no credit is received
    - Recommendation that we include a sliding scale of load credit receipt based upon number of students.
  - Benchmarking – Committee approves of CCSU’s version as a starting point/model for our document/resolution.
    - [ExpectationsforFacultyandAdvisors.pdf \(ccsu.edu\)](#)
    - [Faculty Advising Resources - Eastern \(easternct.edu\)](#)
    - [Advising Resources for Faculty and Staff | Southern Connecticut State University \(southernct.edu\)](#)
- Revisions to Documents (UPDATES) –
  - an issue in the [P & T Procedures](#) (FS approved May 3, 2023) document. Referred to EC regarding clarification of promotion language to be consistent with contract (*pending approval*)
  - Procedures for Voting in P & T deliberations when there are less than 15 members present. (*Current status: Approved by Committee - language to be put in P & T document, resolution needs to be written*)

- P & T Guidebooks: review and determine if updates are needed and make recommendations; determine purpose and therefore existence of the guidebooks (Tabled for next meeting with Troy Paddock to attend)
  - Discussion regarding the necessity of the guidebooks and the difficulty of updating five separate documents (Procedures and each of the four guidebooks)
  - What is the support system that could replace the guidebooks (if it exists)?
  - Could AI or the switchover to Interfolio support replacement of the guidebook (technology impact)?
- Tabled for next meeting with Troy Paddock to attend - Weighting disciplinary action in P & T file evaluation process (brief review)
  - Currently description is vague with multiplicative factor -1, but no details as to how to factor it in. Discussion as to how to address it.
  - Current language in PT document Part IV.A.3 (page 32): "Category six, which is "Record of Disciplinary Action", if such documentation is included in a candidate's P&T file, the P&T committee members shall assign the candidate a number on an eleven-point rating scale (0-10).
  - From P & T Internal Procedures: If there is no documentation of "Record of Disciplinary Action" in a candidate's file, committee members shall enter a rating of 0 (zero)."

#### NEW BUSINESS

No new business.

Meeting Adjourned at 1:27.