

# SECOND-YEAR & LATER RENEWAL WORKSHOP

2022-2023



## Learn

Know your rights & resources

## Communicate

Ask questions

## Prepare

Collect & upload materials to digital file

## Participate

Complete steps during review



# WHAT IS THE CBA?

## “COLLECTIVE BARGAINING AGREEMENT”

HUMAN RESOURCES WEBSITE:

[HTTPS://INSIDE.SOUTHERNCT.EDU  
/HUMAN-RESOURCES/LABOR-  
RELATIONS-CONTRACTS](https://inside.southernct.edu/human-resources/labor-relations-contracts)

AAUP :

<https://www.csuaaup.org/issues/contract/>

New Contract

CSUAAUP.ORG

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# WHAT IS THE ROLE OF FACULTY SENATE?

"FACULTY SENATE IS THE REPRESENTATIVE BODY OF THE FACULTY. ITS PRIMARY FUNCTION IS TO SERVE AS THE AGENCY BY WHICH THE FACULTY CAN ACTIVELY PARTICIPATE IN THE GOVERNANCE AND POLICY-MAKING DECISIONS OF THE UNIVERSITY ON THE BASIS OF THE PRINCIPLE OF SHARED AUTHORITY."

INCLUDES PROFESSORS, COACHES, COUNSELING FACULTY, AND LIBRARY FACULTY

ELECTED REPRESENTATIVES FROM ALL DEPARTMENTS;  
INCLUDES FULL- AND PART-TIME FACULTY

[Faculty Senate Website](#)

[Faculty Evaluation Webpage](#)

- Evaluation Documents
- Preparing a Digital File
  - Guidebooks
- Candidate Information Forms

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# WHAT DOES IT MEAN TO BE ON PROBATIONARY APPOINTMENT?

- Full-time employment prior to acquisition of tenure
- Annual renewal (with the first-year renewal occurring sooner in the calendar)
- Probationary period not to exceed six years



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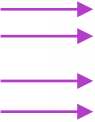


# RENEWAL PROCEDURES

Southern Connecticut State University  
RENEWAL PROCEDURES FOR FACULTY

## INTRODUCTION

Four precepts shall guide the implementation of this document:

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

## PART I - AUTHORIZATION FOR PROCEDURES

The Faculty Senate, in agreement with the President of the University, establish these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement<sup>1</sup>, to govern the renewal process at Southern Connecticut State University. Due dates in this document represent contractually mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

## Renewal Procedures

(Protect your materials from automatic downloading by uploading materials as PDFs ONLY)



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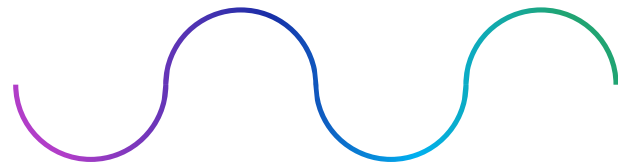
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# EVALUATION CRITERIA

1. *Teaching or professional competence* (load credit or equivalent, e.g., advising, chairing dept., conducting research under RRT, etc.)
2. *Creative activity*, e.g., delivering of papers at professional conferences, production/performance of artistic work, research, study, publication
3. *Productive service* - meetings, department, school, university committees, advising of students
4. *Professional attendance and participation* - conference, workshops, professional memberships and service, activity in the community reflective of professional expertise
5. *Years in rank*
6. *Record of disciplinary action*

[Renewal Procedures](#)

[Faculty Evaluation Webpage](#)

- Seek guidance from department/discipline
- Organize and compile as you go
- Consult Guidebooks

(Protect your materials from automatic downloading by uploading materials as PDFs ONLY)

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# FAQS

1. You would have prior knowledge of a record of disciplinary action: Contractual procedures guide the process in which you will be included and informed throughout.
2. REQUIRED: "All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. If the candidate does not have the original letter of appointment, a copy shall be obtained from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement." (III.B.3 Renewal Procedures)
3. Review your personnel file: "When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the faculty member shall expeditiously meet with the Office of Human Resources for the purpose of examining the personnel file. If the faculty member has a concern about materials in the personnel file, the faculty member shall meet with a representative of the Provost/appropriate Vice President." (III.B.1 Renewal Procedures)
4. "The candidate shall be allowed to include (III.B.4 Renewal Procedures):
  - any letter addressing any topic authored by any person inside or outside the University. Exceptions include: (a) solicited letters from students in active courses of the candidate at the time of letter authorship, and (b) other than the official letters of evaluation, the candidate shall not include letters (if they specifically address the renewal process) written in that academic year by anyone who has a formal role in the evaluation process for the candidate, such as members of the candidate's DEC/CFEC, Chairperson of the candidate's department, Dean/Director of the candidate's school/college/division, Provost, or President.
  - The candidate shall be allowed to include letters authored by those who have a formal role in the evaluation process for the candidate dated prior to the academic year of the evaluation (e.g., from prior evaluation files) and letters authored by those who have a formal role in the evaluation process for the candidate not directly addressing, or making recommendations regarding, the renewal decision, such as a letter documenting or evaluating specific activities in the categories of evaluation."
5. "The DEC/CFEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC/CFEC prior to its recommendation. The candidate shall not be penalized or harmed for choosing not to attending." (III.B.5 Renewal Procedures)
6. Yes, you can add to your file later, however: "If the candidate adds materials to the file after the file has been made available to the DEC/CFEC, Department Chairperson, Dean/Director, or Provost, the candidate shall send written notification to the individual currently reviewing the file or applicable committee chair. It cannot be guaranteed that materials the candidate adds to the file after the commencement, but before the conclusion, of the review period at each stage (by the dates specified in the Appointment Calendar) will be considered by the applicable reviewer." (III.B.6 Renewal Procedures)



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# TIMELINE FOR SECOND-YEAR RENEWAL & BEYOND

Steps toward Promotion & Tenure



[Faculty Evaluation Webpage](#)

[Second-Year or Later Renewal Procedures Calendar \(2022-2023\)](#)

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# SECOND-YEAR & LATER RENEWAL CALENDAR

## PART V - APPOINTMENT CALENDAR FOR SECOND-YEAR OR LATER RENEWAL <sup>1 2 3 4 5</sup> (READ IMPORTANT FOOTNOTES)

Aug. 22	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Jan. 19 [Sept. 2]	The Department Chairperson <sup>6</sup> shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of second year or later renewal evaluations to be conducted. The DEC/CFEC notifies the members who must be evaluated.
Jan. 23 [Sept. 9]	The DEC/CFEC 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/CFEC prior to the committee making its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.  The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Feb. 16 [Oct. 5]	Candidates shall upload their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
March 3 [Oct. 13]	The DEC/CFEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. DEC/CFEC access

<sup>1</sup> Dates for appointees who begin their employment in January or have had extensions to their original calendar that places them on the January calendar, are in brackets.

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

<sup>5</sup> All Athletic Trainers follow the 1<sup>st</sup> Year Renewal Calendar, they do not follow this calendar.

<sup>6</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.

	shall automatically be removed. The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 4-7 [Oct. 14-17]	The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 8 [Oct. 18]	Access to the file shall automatically be provided to the Department Chairperson.
Mar 30 [Oct 27]	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Department Chairperson access shall automatically be removed.
Mar 31-Apr 2 [Oct 28-31]	The candidate shall have four days to upload the Department Chairperson's written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
April 3 [Nov. 1]	Access to the file shall automatically be provided to the Dean/Director.
April 26 [Nov. 17]	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Dean/Director access shall automatically be removed.
April 27-30 [Nov. 18-21]	The candidate shall have four days to upload the Dean's/Director's written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
May 1 [Nov. 22]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 31 [Dec. 30]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email.

# DEC

1. When candidate is informed by the DEC of the evaluation, **expeditiously meet with the Office of Human Resources to examine your personnel file.**
2. Candidate **may request to personally meet with committee** prior to the recommendation.
3. Class observation is a peer review and may be useful
4. DEC provides written evaluation report with a concluding recommendation based on the 4 categories of evaluation
5. DEC may solicit additional information based on categories; this action and any collected info must be made available to the candidate
6. Data from written student opinion survey instrument(s) required
7. Provides written recommendations to candidate by calendar deadline
8. **Candidate uploads letter; Candidate has 4 days to append comments, if desired.** Comments are not seen by previous party (DEC).

Jan. 23 [Sept. 9]	The DEC/CFEC 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/CFEC prior to the committee making its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.  The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Feb. 16 [Oct. 5]	Candidates shall upload their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
March 3 [Oct. 13]	The DEC/CFEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. DEC/CFEC access
	shall automatically be removed. The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 4-7 [Oct. 14-17]	The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

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# DEPARTMENT CHAIR

1. Access provided to according to calendar
2. Reviews file
3. Reviews material from DEC
4. Provides written evaluation report with a concluding recommendation based on the 4 categories of evaluation
  - Uses same recommendation levels as DEC
5. Transmits to candidate by deadline; candidate uploads letter, candidate has 4 days to append comments, if desired.
  - Comments are not seen by previous parties (DEC and Chair).

March 8 [Oct. 18]	Access to the file shall automatically be provided to the Department Chairperson.
Mar 30 [Oct 27]	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Department Chairperson access shall automatically be removed.
Mar 31-Apr 2 [Oct 28-31]	The candidate shall have four days to upload the Department Chairperson's written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.

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# DEAN & PROVOST

- Dean

1. Access provided to Dean according to calendar
2. Similar procedure to DEC and Chair with addition of reviewing all prior materials
3. Provides written evaluation report with a concluding recommendation based on the 4 categories of evaluation
  - Uses same recommendation levels as DEC
4. Transmits to candidate by deadline; candidate uploads letter, candidate has 4 days to append comments, if desired.
  - Comments are not seen by previous parties (DEC, Chair, and Dean).

- Provost

- Access provided to Provost according to calendar
- Makes final recommendation in consultation with the President and informs candidate in writing by deadline

April 3 [Nov. 1]	Access to the file shall automatically be provided to the Dean/Director.
April 26 [Nov. 17]	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Dean/Director access shall automatically be removed.
April 27-30 [Nov. 18-21]	The candidate shall have four days to upload the Dean's/Director's written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
May 1 [Nov. 22]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 31 [Dec. 30]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email.

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# PARTICIPATE: ACTIONS DURING REVIEW

- Reviewers added and removed from digital file access automatically (you do not need to take any action)
- **Respond to opportunity to meet with or be observed by DEC member(s)**
- Letters of Evaluation, once received via email, upload to digital file under "Letters of Evaluation" folder (no one can/should be uploading this or any materials to your file; you are the sole modifier of your file)
  - Note the final sentence of letters: "I (rating) recommend or do not recommend....."
    - Very strongly recommend
    - Strongly recommend
    - Recommend
    - Recommend with some reservation
    - Do not recommend
- Append comments, if desired (monitor deadlines)
- Ability to add to file during process\*

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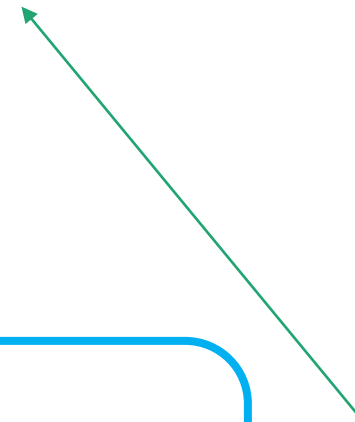
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# PARTICIPATE: HELP DURING REVIEW

- “Any faculty member/candidate who believes that the prescribed procedures and obligations have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.” (Renewal Procedures III.G.1)
  - For example, sometimes a deadline is missed through no fault of the faculty candidate. If a deadline is missed at any stage of the evaluation process (e.g., DEC, Chair, Dean/Director, etc.), it impacts the rest of the evaluation process.
- If, for any reason, a deadline is missed, immediately email Trudy Milburn (Milburnt1@southernct.edu) and copy Faculty Senate President Natalie Starling (starlingn1@southernct.edu) and AAUP Linda Cunningham (Cunninghaml1000@southernct.edu) and a new calendar will be made for the faculty candidate while upholding the integrity of the evaluation process.
- Please reach out to Natalie Starling (starlingn1@southernct.edu) or Linda Cunningham (Cunninghaml1000@southernct.edu) with any questions.

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# PROMOTION & TENURE

Revised and approved by Faculty Senate on April 27, 2022

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

Four precepts shall guide the implementation of this document:

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

### **PART I - AUTHORIZATION FOR PROCEDURES**

The Faculty Senate, in agreement with the President of the University, establishes these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining 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.

[P & T Procedures document](#)

[P & T Guidebook for Athletic Trainers](#)

[P & T Guidebook for Coaches](#)

[P & T Guidebook for Counselors and Librarians](#)

[P & T Guidebook for Teaching Faculty](#)

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