

**Southern Connecticut State University
Promotion & Tenure (P&T) COMMITTEE PROCEDURES FOR 2024-2025**

This document is to inform all P&T Committee members of the procedures used by this P&T. These procedures are devised for the Committee in accordance with criteria set forth in two documents: (1) collective Bargaining Agreement (CBA) between the Connecticut State University American Association of University Professors (AAUP) and the Board of Regents (BOR) for the Connecticut State University System; **August 26, 2021 - August 26, 2026** and (2) Faculty Senate Promotion and Tenure Procedures Document for Faculty, Southern Connecticut State University, 2024-2025.

The P&T process will commence in the Fall 2024 and will end in Spring 2025.
The following activities require the participation of all P&T members:

- 1. Sealing of P&T files – this activity will be completed via TEAMS or Zoom meetings – Thursday, December 12 and Friday, December 13, 2024**
 - a. P&T members will be invited to sign up for this activity by completing the Google Docs time schedule for Thursday, 12/12 and Friday, 12/13/2024. Pending of the number of P&T candidates, the members will be asked to sign up for a specific number of appointments. The schedule will be shared by the P&T Chair as soon as the list of P&T Candidates is received.
 - b. All P&T candidates for Tenure and/or Promotion will be invited two weeks in advance (by December 1, 2024) to attend the virtual sealing of their files. At the time of the email invitation, the candidates will receive an explanation of what is expected for the Sealing of their Digital File, and a copy of the Sealing of File Form. The candidates will be asked to complete and sign the Sealing of the Files Form prior to the meeting. Two members of the P&T committee will participate in the Sealing of the File and will sign off the Form.
 - c. The appointment dates for the Sealing of the File will be: Thursday, December 12 and Friday, December 13, 2024. All appointments will be half hour long. The final schedule will be distributed via TEAMS. If a P&T candidate is unable to attend, another designated faculty can perform the task if and only if the P&T Candidate informs the P&T Chairperson in writing via email. If a candidate fails to seal their file by the close of the sealing dates, then the file is considered sealed.
- 2. Interview - The Interviews will be completed via TEAMS or Zoom meetings – Thursday, January 16; Friday, January 17; Monday, January 20; Tuesday, January 21, and Wednesday January 22, 2025 (if needed, first day of classes).**
 - a. All P&T Candidates will be invited for the interview meeting with P&T Committee members.
 - b. The P&T Chairperson will invite the candidates to sign up for such meeting (listed above) via Google Docs, before the end of the fall semester, with a reminder during the Sealing of the Files appointment.
 - c. In the invitation email, the P&T Chairperson will inform the P&T candidates that during the interview the candidates will have the opportunity to:

- i. summarize/highlight items on the digital file as they wish to;
 - ii. add any documents since the sealing of their digital file;
 - iii. answer any questions from the P&T members who would have reviewed the digital files, such as: explain what is creative activity in their discipline; or what is their individual role in any creative activity when there are multiple participants; or what is the candidate's participation in the Service category (ie the years of service in a committee or how often the committee met or if they held any leadership role);
 - iv. ask any questions that they may have about the committee/process.
- d. Any P&T Committee member who is in the same department as the P&T candidate must recuse themselves from the interview process for that candidate.
 - e. All P&T Committee members shall read the candidates' files prior to the interviews.
 - f. Minimum of **five** P&T members shall be scheduled to attend each interview. If fewer than three P&T members are present, the interview shall be rescheduled.

3. Deliberations – the schedule of dates follows below.

At the time of the deliberations, each P&T members :

- shall have reviewed all P&T candidates' files
- shall have reviewed the Faculty Senate P&T Procedures document. This document can be found: [https://inside.southernct.edu/sites/default/files/inline-files/P%20%26%20T%20Procedures Revisions%202024%2004%2024%20revised%202024%2009%2012.pdf](https://inside.southernct.edu/sites/default/files/inline-files/P%20%26%20T%20Procedures%20Revisions%202024%2004%2024%20revised%202024%2009%2012.pdf)

For the deliberations to occur, a quorum of 12 members must be present. If a P&T Committee member is unable to attend a meeting, that member **should** send an absentee ballot to the **P&T Chairperson and cc the P&T Secretary**, that reflects

- (a) the numeric evaluation in each evaluative category and
- (b) a vote to recommend, not recommend, or abstain for each candidate being considered on that day. The absentee ballot will be valid for the first ballot only.

When the P&T Committee is deliberating on a candidate who is from the same home department as one of the P&T Committee member's home department, then the P&T member must recuse themselves from the deliberations. When it is time to vote, however, the P&T member may cast their vote for the candidate.

At the beginning of each deliberation, the P&T members will discuss their opinion of what is the definition of Tenure or Promotion, basing that discussion on the Faculty Senate's document.

The deliberation on each candidate's file will proceed in phases. Each candidate's file shall be discussed and evaluated by the Committee category by category, with any information from candidate's interview included in the appropriate category.

At the conclusion of the discussion on the candidate's file in each of the four categories of evaluation, each P&T Committee member shall receive electronically a poll containing the name of the candidate for each of the four categories in which the candidates are to be evaluated.

Each P&T Committee member shall evaluate that candidate's file by entering electronically on the poll, the score 1-10 as highlighted below, again category by category. Then the P&T committee will proceed to the next category.

For the four categories, the evaluation shall be based on a 10-point integer scale as highlighted in the following descriptions:

1-2	Unsatisfactory
3-4	Poor
5	Adequate
6-7	Good
8-9	Very Good
10	Excellent

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). **If there is no documentation of "Record of Disciplinary Action"** in a candidate's file, committee members shall enter a rating of 0 (zero).

After all of the candidates' files have been evaluated by the Committee for Tenure, the following calculations are performed:

- The elimination of the highest and lowest score for each category.
- The **average** evaluation by the P&T Committee members, the **standard deviation** of these evaluations, **and** the averages and the standard deviations for the aggregate of all the candidates' evaluations in each category.
- The average total number of points based on the formula: $(10 \times \text{Category I}) + (5 \times \text{Category II}) + (4 \times \text{Category III}) + (2 \times \text{Category IV}) + (-1 \times \text{Category VI})$.
- Category VI – disciplinary action, 1 point is given for each disciplinary action.
- The weighted total average shall be rounded off the nearest whole number.
- Based on the weighted total average, a tentative rank order will be formed.

After all the candidates' files have been evaluated by the P&T Committee for Promotion – which are similar to those for Tenure, with the following exceptions:

- The candidates for **Promotion** will be grouped according to the rank sought.
- The average total number of points is based on the formula and will include a score for Years in Rank (see Senate P&T document Part IV., C.3, "Years in Rank rating is multiplied by 1", hence the formula shall be: $(10 \times \text{Category I}) + (5 \times \text{Category II}) + (4 \times \text{Category III}) + (2 \times \text{Category IV}) + (1 \times \text{Category V}) + (-1 \times \text{Category VI})$).
- Candidates for Associate Professor, Associate Counselor, Associate Librarian, Coach I-III and Athletic Trainer I-III will be ranked within their respective categories during the first phase of the deliberations.

- Candidates for Professor, Counselor, Librarian, Coach IV and Athletic Trainer IV will also be ranked within their respective categories during the first phase of the deliberations.

The data collected will be shared electronically with the P&T Committee members.

The next phase will be **the deliberations** on each candidate's file according to the data shared, again, category by category. Following the discussion of each candidate's file during this phase of deliberation, the committee will **vote by secret ballot to recommend, not recommend**, or to abstain for the candidate. This vote will be done electronically via a Poll on the WebEx. **At least eight (8) positive votes are required for the final vote to recommend at the P&T level.**

Note: All P&T members (At Large or Alternates) shall Review the Faculty Senate P&T Procedures Document: **F. Promotion and Tenure Committee's Role in the Evaluation Process; 6: Procedures of the Committee.:**
[https://inside.southernct.edu/sites/default/files/inline-files/P%20%26%20T%20Procedures Revisions%202024%2004%2024%20revised%202024%2009%2012.pdf](https://inside.southernct.edu/sites/default/files/inline-files/P%20%26%20T%20Procedures%20Revisions%202024%2004%2024%20revised%202024%2009%2012.pdf)

All recommendations are preliminary and pending until the final vote of the P&T Committee--following reconsiderations and prior to sending the list to the Provost.

The candidates shall receive a copy of the P&T Committee's recommendation, including the numbers for the final vote that was conducted. A decision of "not recommend" shall include a summary evaluative statement and explanation that shall be provided only to **the candidate**, and **not to the Provost**.

Note: Academic year 2009-2010 was the first year in which such an evaluative statement and explanation was required. The Promotion and Tenure Committee agreed to the following two-part formula [(a) and (b)] to be included in the Candidate's letter:

Summary Evaluative Statement and Explanation for the P&T letters to the candidates:

- a. The evidence presented in your file did not persuade a sufficient number of the Promotion and Tenure Committee members to recommend Tenure [or to recommend promotion to_____].
- b. In particular, the quality of activity as documented in the file in the category of (or the categories of) [e.g., Credit Load Activity, Creative Activity, Productive Service to the Department and University and Professional Attendance and Participation] did not persuade a sufficient number of the Promotion and Tenure Committee members to recommend Tenure [or to recommend promotion to_____].

In the event of a decision to "not recommend," the P&T Committee **will vote** to determine which categories to include in the summary explanation. **The vote will take place immediately following Reconsiderations**, which is the last meeting date.

Schedule of **Deliberations**, as per evaluation for 2024-2025

There are five possible deliberation days:

Friday, January 24 – Tenure deliberations

Friday, January 31

Friday, February 7

Friday, February 21

Friday, February 28 – Reconsiderations

The distribution of deliberations (eg. tenure, associate, professor, coaches, counselors, librarians) will be determined by the P&T committee, based on the number of candidates per group as finalized by the applications. The only requirement is that all candidates applying for the same decision be considered as a group. (e.g, tenure, associate, professor, coaches, librarians, counselors, and reconsiderations.)

Letters to all candidates and a list to the Provost: March 3, 2025. Sooner if possible.

CONFIDENTIALITY

All Committee members, when not meeting as a Committee, shall treat as confidential the information in any candidate's file, all candidate interviews, and the Committee's deliberations and votes. This restriction shall not apply to information deemed essential to grievance procedures as outlined in the Collective Bargaining Agreement.

The 2024-2024 list of P&T committee members, approve this document by signing below:

Approved. Date of Approval: 18 September 2024

P&T 2024-2025 Committee Members:

Meghan Barboza (BIO) *Meghan Barboza*

Mary Brown (ENG) *Mary Brown*

Braxton Carrigan (MAT) *Braxton Carrigan*

Maria Diamantis (C&L) *Maria Diamantis*

Jacqueline Toce (LIB) *Jacqueline Toce*

Mark Cameron (SWK) Mark Cameron

Mohammad Tariqul Islam (CSC) *Mohammad Tariqul Islam*

Terrence Lavin (ART) *Terrence Lavin*

Jeff Webb (CHE) *Jeff A. Webb*

Laurie Bonjo (CSP) *Laurie Bonjo*

Sanja Grubacic (ECO) *Sanja Grubacic*

Aukje Lamonica, (PCH) *Aukje Lamonica*

Jennifer Parzych (CSP) *Jennifer Parzych*

Matthew Miller (EGMS) *Matthew D. Miller*

Eino Sierpe (ILS) *Eino Sierpe*

P&T Interview Protocol

Each candidate will be invited for an interview with the P&T Committee during the week prior to the beginning of the spring semester. The items discussed during the interview will be:

- a. Candidates can summarize/highlight items on the digital file as they wish to;
- b. Candidates can add any documents since the sealing of their digital file;
- c. Candidates will answer any questions from the P&T members who would have reviewed the digital files, such as:
 - i. explain/highlight what is creative activity in their discipline; or
 - ii. what is their individual role in any creative activity when there are multiple participants/authors; or
 - iii. what is the candidate's participation in the Service category (ie the years of service in a committee or how often the committee met or if they held any leadership role);
- d. Candidates can ask any questions that they may have about the committee/process.

P&T - Virtual Sealing of P&T Files FORM AY 2024-2025

Faculty Name _____

Department _____

Email Address: _____

Check all appropriate items below:

Applying for: Tenure _____ Associate _____ Professor _____

Letters are present:

For Tenure: DEC or equivalent _____, CHAIR or equivalent _____, DEAN or DIRECTOR _____.

For Promotion: DEC or equivalent _____, CHAIR or equivalent _____ DEAN or DIRECTOR _____.

The letters from the DEC, CHAIR, DEAN or DIRECTOR shall conclude with one of the following sentences that shall be presented verbatim: "In conclusion I/we recommend this candidate for ___" (insert promotion or tenure, as appropriate), or "In conclusion I/we do not recommend this candidate for ___" (insert promotion or tenure, as appropriate).
Nowhere else in the letter shall reference to the recommendation be made. _____.

1) The Candidate Information Form (CIF):

- a. Presents correct information on the top items. _____.
- b. Contains response on Category VI: Disciplinary Action. _____.
- c. A corrected copy, is emailed to the P&T Chair and Secretary. _____.

2) The Original Letter of Appointment, with signatures, is present in the file. _____.

I have examined my file and verified the presence of all required documents.

Candidate's Electronic or typed Signature/Initials _____ Date _____

The full name of the P&T COMMITTEE members present at the sealing of files :

- 1. _____
- 2. _____