

**Southern Connecticut State University
Promotion & Tenure (P&T) COMMITTEE PROCEDURES FOR 2021-2022**

This document is to inform all P&T Committee members of the procedures used by this P&T Committee to determine recommendations for Promotion and Tenure. These procedures are devised for the Committee in accordance with criteria set forth in two documents: (1) collective Bargaining Agreement between Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University System; **August 26, 2016 - August 26, 2021** and (2) Faculty Senate Promotion and Tenure Procedures for Faculty, Southern Connecticut State University, 2021-2022.

Sealing of P&T files – this will be done via TEAMS

All candidates for Tenure and/or Promotion will be invited two weeks in advance (December 1, 2021) to attend the virtual sealing of their files. At the time of the email invitation, the candidates will also receive the Sealing of File Sheet to complete and sign off. Two members of the P&T committee will participate in the sealing of the files and will sign off the Sealing of File Sheet. **The appointment dates will be: Thursday, December 16 and Friday, December 17, 2021.** All appointments will be half hour long. The schedule will be distributed by the P&T Secretary with the TEAMS. If a candidate is unable to attend, a designated in writing faculty members will perform that task. If the candidate fails to seal the file by the close of the sealing dates, then the file is considered sealed.

Candidates will be invited for the **Interview** meeting with P&T Committee -- these will be done via TEAMS.

All candidates for Promotion and/or Tenure will be given an opportunity to have a virtual Interview meeting before the University Promotion and Tenure Committee. Any P&T Committee member who is in the same department as a candidate must recuse themselves from the interview process for that candidate. All Committee members shall read the candidates' files prior to the interviews. 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.

The purpose of the interview is to provide candidates with the opportunity to (a) explain and highlight areas within their file that they believe would be helpful in the evaluation of their candidacy; (b) discuss any new activity since the sealing of the file; and (c) explaining their role in authoring publications with multiple authors. Candidates can expect the committee to ask follow up questions in the four evaluative categories, as defined by the FS document.

Interview dates in January 2022 will be: Thursday 1/13; Friday 1/14; Tuesday 1/18; and Wednesday 1/19.

TENURE PROCEDURES

It is expected that all P&T members will have read all of the evaluation files on BB9 prior to the deliberations.

Deliberations for Tenure will be held on **Friday, January 21, 2022**, online via WebEx, from 1:00 pm until completed. 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 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 a member in a Committee member's home department, that P&T member must recuse him or herself from the deliberations. When it is time to vote, however, the P&T member may cast her/his vote for the candidate.

The deliberation on each candidate's file proceeds in phases. At the beginning of each candidate's deliberation, a verbal report on and discussion of the candidate's interview--if the candidate has availed him or herself of the opportunity for an interview--each candidate's file shall be discussed and evaluated by the Committee, category by category.

Next will follow discussion on the candidate's file in each of the four categories of evaluation at the end of which discussion, 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, category by category. Then we will proceed to the next category. For the first four categories, the evaluation shall be based on a 10-point integer scale based on the following descriptions:

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

For category six, if a "Record of Disciplinary Action" is included in a candidate's P&T file, committee members shall assign the candidate a number on an eleven-point rating scale (0-10). If no "Record of Disciplinary Action" is included 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, 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: $(10 \times \text{Category I}) + (5 \times \text{Category II}) + (4 \times \text{Category III}) + (2 \times \text{Category IV}) + (-1 \times \text{Category VI})$.
- 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.

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 nine positive votes are required for the final vote to recommend.**

Note: In accordance with the Faculty Senate P&T Document IV. D: "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.)"

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 candidate 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:

- (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** (see below).

PROMOTION PROCEDURES

Deliberations for **Associate Professor, Associate Counselor, Associate Librarian, Coach I-III and Athletic Trainer I-III** will occur on **Friday, January 28, 2022**, online via WebEx, from 1:00 pm until completed.

Deliberations for **Professor, Counselor, and Librarian** will occur on **Friday, February 04, 2022**, online via WebEx, from 1:00 pm until completed.

Mandatory or requested **Reconsiderations** will take place **Friday February 11, 2022**, online via WebEx, from 1:00 pm until completed.

Letters to candidates and list to the Provost: March 3, 2022

All procedures for Promotion 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 that includes 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.

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.

Approved.

Date of Approval: 17 September 2021