

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**PROFESSIONAL ASSESSMENT OF FACULTY**  
**AUTHORIZATION FOR PROCEDURES**

*According to the C.B.A<sup>1</sup>. 4.12, each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC/CFEC<sup>2</sup>, in an effort to assist, schedules the assessment in less than (6) years, or (b) the affected member requests more frequent assessment.*

**INTRODUCTION**

Three precepts shall guide the implementation of this document:

1. All processes and procedures are designed to reflect the spirit of shared governance.
2. Assessments shall be based on the measurement of academic and professional excellence in order to best serve the university community.
3. Faculty rights of due process shall be safeguarded at each step described below.

The process of professional assessment is intended to initiate a dialogue between the DEC/CFEC and department tenured faculty members. This six-year review is designed to provide an opportunity for faculty to reflect on the successes and challenges that they have had since their last formal review and to provide the DEC/CFEC with evidence so that they may measure effectiveness in the five categories. Since all members to be reviewed under professional assessment are tenured, the process of this assessment focuses on the continued professional growth of the member since their last assessment. For this reason, the DEC/CFEC is required to measure the member's effectiveness in the five categories of evaluation. It is expected that members will fully participate in this process with a reflective and honest representation of their work at the university.

Materials to be submitted should be kept minimal, as this is not meant to mirror the Promotion and Tenure process but evidence of performance in all five categories shall be provided. Members are encouraged to provide materials that are clear and concise.

**STANDARDS FOR PROFESSIONAL ASSESSMENT**

A. Eligibility

Each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC/CFEC in an effort to assist schedules the next assessment in less than six years, or (b) the affected member requests more frequent assessment. A professional assessment is due six years from the last application for promotion, or from the last professional assessment, whichever is later.

Members submitting a file for promotion whether in their assessment year or not, are not required to submit materials for professional assessment until another six year period has passed.

---

<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 University, August 2016 - August 2021.

<sup>2</sup> CFEC stands for Counseling Faculty Evaluation Committee.

B. Categories of Evaluation

The DEC/CFEC is required to assess each member in the five categories of evaluation listed below and shall request in writing that each member submit a concise self-assessment that reflects the members' professional activity in the five categories of evaluation **during the last six years**. Members shall include a completed "Member Information Sheet" or updated CV, that highlights the member's effectiveness in the five categories, and teaching faculty shall submit the summary sheets for student opinion surveys for the **previous two-year period**.

The five categories are:

1. Professional Competence/ Teaching Load.
2. Creative Activity.
3. Service to the Department and University.
4. Professional Participation.
5. Record of any Disciplinary Action in the member's file in the time of evaluation.

C. Member's Role in Professional Assessment

1. Each member shall identify activities for each of the five categories of evaluation. Members shall use a Member Information Sheet or updated CV to represent these activities. Members will be asked for evidence in Category 1 (Load Credit). For teaching faculty this shall consist of two years of summary sheets for student opinion surveys.
2. Each member shall submit a concise statement of self-assessment of professional activities over the last six years. This statement should be double-spaced and kept to three to six pages.
3. A member may request an interview with the DEC/CFEC, if the DEC/CFEC fails to make a formal invitation.

D. The Role of the DEC/CFEC in Professional Assessment

1. The DEC/CFEC is required to assess each member in the five categories of evaluation. In addition to reviewing materials supplied by the member, the DEC/CFEC members will observe the member's classroom teaching, or for non-teaching faculty some other evaluation reflecting load credit activity. The DEC/CFEC shall request an interview with the member.
2. The DEC/CFEC in their letter of evaluation shall comment on the member's effectiveness in each of the five categories. Each recommendation will be signed by all members of the DEC/CFEC. A DEC/CFEC member may attach a signed minority report.

This letter will be sent directly to the member, who will have four days to append comments.

3. DEC/CFEC members shall always treat as confidential the evaluative information submitted and considered. Any communication between a DEC/CFEC member and a member under review, about the review, shall occur only in the context of a DEC/CFEC meeting.
4. While the member's materials are in the possession of the DEC/CFEC, said body shall be responsible for the security of the file.
5. The DEC/CFEC shall forward the member's materials with their letter to the Chairperson. A copy of the DEC/CFEC evaluation shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

E. Department Chairperson's Role in the Evaluation Process.

1. Any chairperson who is being reviewed under professional assessment in a given year may not review another member's materials for professional assessment.
2. The Chairperson in his/her letter of evaluation shall comment on the member's effectiveness in the five categories of evaluation. This letter will be sent directly to the member who will have four days to append comments.
3. While the member's materials are in the possession of the Chair, he/she will be responsible for the security of the materials.
4. The Chairperson will forward the member's materials with their letter to the Dean. A copy of the Chairperson's evaluation shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

F. Appropriate Deans<sup>3</sup> Role in the Evaluation Process

1. The Dean shall review materials forwarded by the Chair.
2. Evidence of a thoughtful review of the member's performance will be summarized in a letter that will be provided to the member, who will have four days to append comments.
3. While the member's materials are in the possession of the Dean, he/she will be responsible for the security of the materials.
4. The Dean will forward the member's materials and his/her letter of review to the Provost/appropriate Vice President. A copy of the Dean's review shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

G. Provost's/appropriate Vice President's Role in the Evaluation Process

1. The Provost/appropriate Vice President will review materials submitted by the Dean and provide a review of the assessment, which will be forwarded to the member and a copy will be sent to the Office of Human Resources and Labor Relations and placed along with member's comments in the member's personnel file.
2. While the member's materials are in the possession of the Provost/appropriate Vice President, he/she will be responsible for the security of the materials.
3. Supporting documents will then be returned to the DEC/CFEC for disposal, unless the member requests the return of the materials.

---

<sup>3</sup> For Librarians, it is the Library Director that performs the role of the Dean. For Counselors, it is the Dean of Student Affairs, and for Coaches it is the Athletic Director

**Southern Connecticut State University**

**PROFESSIONAL ASSESSMENT**

Please refer to Article 4.12 in the Collective Bargaining Agreement for details regarding Professional Assessment.

**PROFESSIONAL ASSESSMENT CALENDAR<sup>1 2 3</sup>  
(READ IMPORTANT FOOTNOTES)**

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of professional assessment.
Sept. 1	The department Chairperson <sup>4</sup> shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of professional assessment evaluations to be conducted. The DEC/CFEC notifies the members who must be evaluated.
Sept. 4	<p>The DEC/CFEC 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 making of its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.</p> <p>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.</p>
Sept. 25	Candidates shall upload their professional assessment file. Access to the file shall automatically be provided to the DEC/CFEC.

---

<sup>1</sup> Refer to Article 4.12 in the Collective Bargaining Agreement for details regarding Professional Assessment.

<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 at 12:00 am on the indicated date and shall be removed at 11:59 pm 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 at the same date as the Dean.

Oct. 12	The DEC/CFEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources, at <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> , and to the candidate via email. DEC/CFEC access shall automatically be removed.
Oct. 13-16	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.
Oct. 17	Access to the file shall automatically be provided to the Department Chairperson. <sup>5</sup>
Nov. 2	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> , and to the candidate via email. Department Chairperson access shall automatically be removed.
Nov. 3-6	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.
Nov. 7	Access to the file shall automatically be provided to the Dean/Director.
Dec. 1	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> , and to the candidate via email. Dean/Director access shall automatically be removed.
Dec. 2-5	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
Dec. 6	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
March 1	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources, at <a href="mailto:humanresources@southernct.edu">humanresources@southernct.edu</a> , and to the candidate via email.