

SOUTHERN CONNECTICUT STATE UNIVERSITY
PROFESSIONAL ASSESSMENT OF FACULTY
AUTHORIZATION FOR PROCEDURES

According to the C.B.A¹. 4.12, each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC, 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 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 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 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 submit 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 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.

¹ "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 Colleges and University System, August 2021 - August 2025.

B. Categories of Evaluation

The DEC 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 "Candidate Information Form" 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, if the DEC fails to make a formal invitation.

D. The Role of the DEC in Professional Assessment

1. The DEC is required to assess each member in the five categories of evaluation. In addition to reviewing materials supplied by the member, the DEC members will observe the member's classroom teaching, or for non-teaching faculty some other evaluation reflecting load credit activity.
2. The DEC shall provide each candidate a reasonable opportunity to appear personally before members of the Committee prior to its recommendation, referred to as the "interview" in this document. The candidate shall not be penalized or harmed for not attending the interview.
3. The DEC 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. A DEC member may attach a signed minority report.

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

4. DEC members shall always treat as confidential the evaluative information submitted and considered. Any communication between a DEC member and a member under review, about the review, shall occur only in the context of a DEC meeting.
5. Access to the member's materials shall be granted to the Chairperson. The member shall be responsible for uploading their DEC letter. A copy of the DEC 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. Access to the member's materials shall be granted to the Dean. The member shall be responsible for uploading their Chairperson letter. 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 Deans³ 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. Access to the member's materials shall be granted to the Provost/appropriate Vice President. The member shall be responsible for uploading their Dean's letter. 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.

³ 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

The most up-to-date calendar for Professional Assessment is located on the Faculty Senate website under Faculty Evaluation:

<https://inside.southernct.edu/faculty-senate/faculty-evaluation>