

Faculty Senate Resolution Number S-2025-21

TO: Dwayne Smith, Ph.D., Interim President, Southern Connecticut State University
FROM: Natalie Starling, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding Revisions to Promotion and Tenure Procedures for Faculty Evaluators
and Procedural Non-adherence

This resolution was approved by Faculty Senate on: May 7, 2025

☒ This resolution is presented for APPROVAL

☐ This resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) days of receiving the Senate's recommendation."

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Natalie Starling

Natalie Starling, Ph.D., President, SCSU Faculty Senate

05/12/2025

Date

cc: Julia Irwin, Ph.D., Interim Provost and Vice-President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval

☐

Resolution APPROVED

☒

Resolution DISAPPROVED (Attach statement)

Resolution for Information

☐ Resolution NOTED (applies to Informational Resolutions only)

Dwayne Smith
Dwayne Smith (May 27, 2025 11:41 EDT)

Dwayne Smith, Ph.D., Interim President, SCSU

05/27/2025

Date

Statement



FACULTY SENATE

Resolution Regarding Revisions to Promotion and Tenure Procedures for Faculty Evaluators and Procedural Non-adherence

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The Faculty Senate is the official governing body for shared governance;

Whereas, The Faculty Senate recognizes that, to further academic excellence, procedures for the evaluation of full-time faculty members for promotion and tenure need periodic review and revision as stated in PART VI of the *PROMOTION AND TENURE PROCEDURES FOR FACULTY* document; and

Whereas, The procedures for addressing evaluators and procedural non-adherence need clarification; now, therefore, be it

Resolved, That effective beginning in the Fall semester of 2025, the Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document (dated April 24, 2024):

Evaluator Responsibilities and Eligibility in the Faculty Evaluation Process & Procedures

- a. **Privilege.** Evaluator responsibilities are deemed a privilege and they shall not be regarded as a guaranteed opportunity to the position holder. It is a position of trust and responsibility that is held only as long as these qualities are fulfilled. Its inherent duties and the opportunities for professional feedback it offers to candidates in the academic community require nothing less than full adherence to established procedures.
- b. **Eligibility.**
 - a. Eligibility, based upon a person's role and participation, is summarized in the Table for Service Eligibility in the Faculty Evaluation Process (see Appendix).

- b. Non-adherence to these procedures and the Collective Bargaining Agreement (CBA) shall be grounds for consideration of removal from the evaluation process.
- c. **Evaluator Written Evaluation Reports**
 - a. **Date of Report.** The date of the written evaluation report with concluding recommendation(s) shall be the date the report is sent to the candidate by the evaluator(s) (according to sections III.C.1.i., III.D.4., III.E.3., III.F.6.1.1.).
 - b. **Authorship.** The signatory(ies) of the written evaluation report with concluding recommendation(s) shall be responsible for the substantive content of the report.
 - c. **Revisions.** An evaluation report that does not conform to the specifications in these procedures (see sections III.C.1.h., III.C.1.m, III.C.1.n., III.D.3., III.D.4., III.D.6., III.E.1-3.) shall be revised by the author(s) and resent by the author to the candidate and to Human Resources within 3 calendar days of the receipt of a request for revision.
- d. **Reporting Responsibilities.**
 - a. **Reporting Suspected Procedural Non-adherence.** Any person, including the candidate, shall be allowed to report to the Provost or Appropriate Vice President, the Faculty Senate President, and to SCSU-AAUP suspected non-adherence to these procedures and/or implementation of procedure(s) or action(s) by any evaluator which are not components of these procedures.
 - b. **Reporting Missed Deadlines.** An evaluator (or in cases wherein the evaluating entity is the DEC or P & T Committee--the committee chairperson) who misses or anticipates missing, for any reason, a published deadline in the Faculty Evaluation Calendar (see Appendix) shall immediately report this in writing to the Provost or Appropriate Vice President, the Faculty Senate President, and to SCSU-AAUP.
- e. **Review.**
 - a. **Procedural Violations.** Human Resources, the Faculty Senate President, and SCSU-AAUP shall determine through review of evidence if procedures have not been upheld.
- f. **Notification.**
 - a. **Notification of Required Changes.** Upon affirmative findings of procedural violation(s), Human Resources or SCSU-AAUP shall notify the relevant evaluator(s) in writing of any required changes to their actions or inactions, including deadline(s) for compliance/adherence.

- b. **Revised Candidate Calendars for Missed Deadlines.** Where possible, Academic Affairs, the Faculty Senate President, and SCSU-AAUP shall approve a revised calendar of evaluation deadlines for a candidate impacted by missed deadline(s). The creation of a revised calendar shall be based on evidence and shall not be contingent upon candidate or other persons' request.
- c. **Notification of Ineligibility.**
- i. If the requirement(s) specified by Human Resources or SCSU-AAUP are not met by the deadline(s) (original or revised), Human Resources shall notify the person(s) in writing that they are no longer eligible to participate in the evaluation process, along with start and end dates of ineligibility.
 - ii. Human Resources shall notify the relevant party(ies) to discontinue the person's/persons' digital access to the candidate file(s). All written evaluation reports composed in part or full by said evaluator(s) during the current evaluation cycle shall be deemed null and void and shall not be required to be placed in the candidate's personnel file. The candidate shall not be required to upload the evaluator's(s') report to their candidate file.