

Faculty Senate Resolution Number S-2026-07

TO: Sandra Bulmer, Ph.D., Interim President, Southern Connecticut State University  
FROM: Joan Weir, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding the Continuation of Faculty Participation in the Oversight of the  
Faculty Evaluation Digital Processes & Coordination

This resolution was approved by Faculty Senate on: December 3, 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.

Joan Weir

Joan Weir, Ph.D., President, SCSU Faculty Senate

04/06/2026

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)

Sandra Bulmer

Sandra Bulmer, Ph.D., Interim President, SCSU

04/12/2026

Date

## Statement

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
FACULTY SENATE**

**Resolution for the Continuation of Faculty Participation in the Oversight of the  
Faculty Evaluation Digital Processes & Coordination**

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

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

Whereas, The Faculty Senate is responsible for procedural documents related to faculty evaluation; and

Whereas, Beginning in AY 2020-2021, all submissions and subsequent reviews of faculty evaluation files followed a digital process (Resolution S-2020-15); and

Whereas, Since the advent of digital submission of evaluation files, the university community has both recognized and involved a faculty member's participation in coordinating the digital process for file submission and review; the faculty member's role has included shared oversight of implementation of and adherence to Faculty Senate procedural documents and the Collective Bargaining Agreement (CBA) as evidenced by

- formal announcements that directed faculty with questions and concerns to contact such individuals
- formal meetings between the Faculty Leadership Council (FLC) and administration in AY 2022-2023 (Faculty Senate President's Reports 12/7/2022; 4/26/2023) wherein it was shared that "*The Faculty Senate Executive Committee and FLC are aware of issues related to digital files and discussion began and remains underway regarding the organization, process, and roles for those involved in the digital file coordination. While reassurances were provided by administration that issues are or will be resolved, faculty leadership requested that a faculty member with reassigned time join the Academic Affairs team alongside the Blackboard facilitator*"
- the creation of and subsequent active role of the Interfolio Faculty Coordinator (8/14/2023; see attached/below); and

Whereas, The role of Interfolio Faculty Implementation Project Coordinator will sunset "one and a half (1.5) years from the date of appointment"; and

Whereas, Interfolio is just one potential digital platform for evaluation and could be replaced or renamed in the future; and

Whereas, A faculty member's participation in coordinating the digital process for faculty evaluation ensures that 1) both faculty and administration have a representative with oversight on the process each cycle, 2) faculty candidates have a faculty contact for questions and concerns, and 3) the digital process adheres to the most recent version of each relevant senate procedures document; and

Whereas, Timely execution of digital evaluation processes is critical and interruptions in this process have serious consequences; and

Whereas, Contingencies may arise that prevent the faculty member in this position from discharging their duties; therefore, be it

*Resolved*, That effective beginning in the Fall semester of 2026, a formal role for a faculty member to participate in the oversight of the faculty evaluation digital processes and coordination shall be established; and

*Resolved*, That this position shall be entitled Faculty Evaluation Digital Coordinator; and

*Resolved*, That an alternate Faculty Evaluation Digital Coordinator shall also be established; and

*Resolved*, That the descriptions of these positions shall be created through a collaborative process between the Faculty Senate and the Administration.

**Southern Connecticut State University  
Interfolio Faculty Implementation Project Coordinator  
2024-2026**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Interfolio Faculty Implementation Project Coordinator.

**Duties and Responsibilities:**

The university is engaging with Interfolio (software-as-a-service) to set up their product “Review, Promotion and Tenure” to ensure the success of our electronic evaluation process. The Coordinator will work in close partnership with Human Resources and all academic departments. The Coordinator will report to the Associate Vice President for Academic Affairs.

**Specific responsibilities include, but are not limited to the following:**

- Work collaboratively with relevant Senate evaluation committees to translate our policies into the SCSU Interfolio set-up
- Work collaboratively Human Resources and AAUP to ensure that the set-up adheres to our employment contracts
- Work collaboratively with departments, school deans, and the Office of Faculty development to provide training and support faculty users
- Maintain updated training guides for use on the AA and Senate web pages
- Ensure work is completed within the designated timeline for implementation
- Test and respond to inquiries from faculty about use of new tools
- Provide overall administrative leadership for and oversight of the Interfolio Project

**Persons seeking this position must have the following qualifications:**

- Tenured or tenure-track faculty member
- Strong knowledge of technology implementations
- Excellent communication and organizational skills
- Willing and able to manage ambiguity

**Preference will be given to those applicants with the following:**

- Demonstrated ability to work with staff on multi-phase implementation process
- Ability to consider diverse range of technology abilities and comfort with change and foresee ways to ensure smooth adoption

**Application and Selection Process:**

Persons interested in seeking the position should apply using the [online application](#) between **August 15-Oct. 1, 2023**.

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

**Reassigned Time, Effective Date, and Term of Appointment:**

The Coordinator will receive two (2) hours of reassigned time during each of the fall and spring semesters.

This appointment will be effective the first day of the spring semester 2024. The term will be one and a half (1.5) years from the date of appointment. Due to the contingent nature of the work, this position will sunset after this term.