

**Southern Connecticut State University**  
**RENEWAL PROCEDURES FOR FACULTY**

**INTRODUCTION**

Three precepts, which should guide the implementation of this document are:

1. All processes and procedures have been 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, and
3. Faculty rights of due process be safeguarded at each step described below.

**PART I - AUTHORIZATION FOR PROCEDURES**

The Faculty Senate, in agreement with the President of the University, establish these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement<sup>1</sup>, to govern the renewal process at Southern Connecticut State University. Due dates in this document represent contractually mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

**PART II - STANDARDS FOR RENEWAL**

**A. Eligibility**

All persons who hold a probationary appointment (full-time service prior to the acquisition of tenure) shall be evaluated annually for renewal of appointment. The probationary period shall not exceed six years of service in the university, provided that all six years fall within the same ten-year period. Those persons who have previously received timely notice of non-renewal or who hold a final appointment shall not be evaluated for renewal of appointment. Those persons in the penultimate year shall not be evaluated for renewal as their tenure evaluation renders the renewal process superfluous. During the first through fifth probationary years, a member's appointment shall be deemed renewed unless written notice of non-renewal is given to the member as indicated in Articles 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement. Please note, however, that those persons applying for tenure prior to the penultimate year, or applying for promotion prior to tenure, also need to be evaluated for renewal, and should consult with their DEC/CFEC<sup>2</sup> to determine whether submitting a renewal file in addition to the tenure or promotion file is required by the DEC/CFEC.

**B. Criterion**

**1. Introduction**

The fundamental quality to be considered by all who evaluate a candidate shall be academic excellence, as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

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<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

Academic excellence shall be the criterion for evaluating and recommending full-time members. Academic excellence shall be determined by the quality of activity within each of the categories listed below, including keeping current in one's field. All individuals and bodies evaluating a member shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered throughout the evaluation process on a case-by-case basis.

2. Categories of Evaluation

a. Teaching or Professional Competence (Load Credit or the Equivalent)

This category encompasses one or more of the following for which the member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension of modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

b. Creative Activity

This category encompasses creative activity appropriate to one's field for example, delivering papers at professional conferences, production/performance of artistic works, research, grant activity, study and publication. Although this list is not meant to be exhaustive, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and professional activity in the community that is reflective of professional expertise.

e. Years in Rank

f. Record of any Disciplinary Action in the member's file at the time of evaluation.

### **PART III -- STRUCTURE AND PROCEDURES**

**A. Initiation of Evaluation Process**

1. It shall be the responsibility of the Department Chairperson to initiate all renewal evaluations by notifying the DEC/CFEC in writing prior to the date indicated in the appropriate calendar of the renewal evaluations to be conducted.

2. Each non-tenured full-time member in the first year of appointment shall receive written evaluation of performance during the second semester of service after completing a full semester of service in accordance with the schedule specified in Part IV. Thereafter, there shall be an annual written evaluation unless the member has previously received timely notice of non-renewal or is on a final appointment (see Part II.A).

B. Faculty Member's Role in the Evaluation Process

1. When a faculty member is informed by the DEC/CFEC of the fact and purpose of the evaluation, the member shall expeditiously meet with the Office of Human Resources for the purpose of examining his/her personnel file. If the candidate has a concern about materials in his/her personnel file, the candidate shall meet with a representative of the Provost/appropriate Vice President. The member and the representative of the Provost/appropriate Vice President should agree on materials pertinent to the evaluation in order that copies may be prepared for the DEC/CFEC. In the event agreement is not possible, the matter shall be decided by the Provost/appropriate Vice President or his/her designee. The member shall then be allowed to prepare written response for presentation to the DEC/CFEC with supportive material. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the DEC/CFEC. The letter of transmittal shall list the materials forwarded.
2. The member to be evaluated shall submit a renewal file with supporting materials and statements pertinent to the criteria specified for evaluation. This file shall include information on load credit, or the equivalent, for the period of service at SCSU. For teaching members, this information shall include the titles of courses taught (with load credit received), an itemization, by semester, of other activities for which load credit was received, and evidence of student evaluations. This file shall be available to both the Department Chairperson and DEC/CFEC for use in completing all renewal evaluations.
3. All candidates shall include in their file a copy of their original letter of appointment and any subsequent modifications. If the candidate does not have the original letter of appointment, he/she shall obtain a copy from the Office of Human Resources. See Article 4.7 of the Collective Bargaining Agreement.
4. The member may also include:
  - a. Supporting letters from colleagues within or outside of the member's department.
  - b. Other supporting materials which might include books, articles and research publications; documentation of conference presentations; documentation of exhibition or performance of artistic work; outside contributions to the community; and university committee assignments, etc. The dates of all activities and/or publications shall be included.
  - c. Statement regarding years in rank and/or time in service.
5. The member shall not include any letters of recommendation specifically addressing the renewal process, separate from the official letters mandated by renewal procedures, from any person who has a formal role in renewal: DEC/CFEC members, Chair, Dean of the member's school, Provost/appropriate Vice President and President.
6. The member shall have an opportunity to appear personally before the DEC/CFEC prior to the DEC's/CFEC's recommendation.
7. The member shall have an opportunity to examine his/her file at each stage of the evaluation process, e.g. after the DEC/CFEC, Chair and Dean (or equivalent, for counselors, librarians and coaches) have each completed their letters of evaluation. At these times, the member shall be allowed to place in the file a written response and/or any additional materials in support of his/her application for renewal.

C. Department Role in the Evaluation Process

1. Procedures

- a. The DEC/CFEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC/CFEC shall also conduct evaluations as requested by the Department Chairperson. The evaluations shall be in written form and contain supporting reasons for each category of evaluation.
- b. By the dates specified in Parts IV, V, and VI (the Calendars of this Document), the DEC/CFEC Chairperson shall inform in writing each full-time member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC/CFEC, and (3) the opportunity to appear personally before the DEC/CFEC prior to the DEC's/CFEC's recommendation.
- c. In making its peer evaluations for renewal, the DEC/CFEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the DEC's/CFEC's letter of evaluation. Peer review through class observation is a useful tool in conjunction with assessment of teaching material and is particularly encouraged for pre-tenure members. For full-time members who are engaged in classroom teaching, the DEC/CFEC shall obtain and use the data from a written student opinion survey instrument. For full-time members who are engaged in other duties, the DEC/CFEC shall seek and use appropriate information.
- d. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal.
- e. By October 1 of each academic year the Office of Human Resources shall make available to the DEC/CFEC the personnel files of those members to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
- f. All recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2. Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation shall reflect the DEC's/CFEC's professional judgment and opinion as well as information of a factual type. A copy of all recommendations including supporting reasons shall immediately be sent to the member. The candidate shall be allowed four (4) calendar days to provide a written response to the renewal evaluation before the date when the DEC/CFEC must forward the file to the Department Chairperson. The written response shall be signed by the candidate and presented directly to the Department Chairperson in a sealed envelope, by the dates specified in Parts IV and V. The Department Chairperson shall then place the response in the file.
- g. These recommendations shall be transmitted by the dates specified in Parts IV, V, and VI to the Department Chairperson for appropriate action, together with all materials submitted to and considered by the DEC/CFEC. A copy of all recommendations including supporting reasons shall immediately be sent to the candidate. The letter of transmittal shall list the materials forwarded. The candidate shall be allowed to append comments to the renewal evaluation prior to four days before the date the Department Chairperson must forward the file to the Dean.
- h. Each recommendation shall be signed by all members of the DEC/CFEC. A DEC/CFEC member shall be allowed attach a signed minority report to indicate the following:

- 1) The report may agree with the Committee's evaluation but consider the recommendation too weak.
- 2) The report may agree with the Committee's evaluation but consider the recommendation too strong.
- 3) The report may agree with the ranking of the Committee for reasons other than those offered by the Committee recommendation.
- 4) The report may disagree with the Committee evaluation and/or ranking.

If a DEC/CFEC member elects to write a minority report, it shall be signed and appended to the Committee report. A copy of the DEC's/CFEC's recommendations including supporting reasons and any minority reports shall be sent to the candidate upon issuance and a copy shall be placed in the candidate's personnel file.

- i. Department members while serving on the DEC/CFEC shall not write any independent recommendations for any department candidates.
- j. A copy of all DEC/CFEC evaluations and recommendations shall be forwarded directly to the Office of Human Resources to be placed in the member's personnel file.
- k. DEC/CFEC members shall always treat as confidential the evaluative information submitted and considered, and the DEC's/CFEC's deliberation and votes. Such confidentiality does not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC/CFEC member about the file or the DEC/CFEC recommendation shall occur only in the context of a DEC/CFEC meeting.
- l. The DEC/CFEC shall be allowed to establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this or other university documents.
- m. Any materials generated by the DEC/CFEC shall be kept and secured in the DEC/CFEC files for one year. Such materials shall only be available for a formal hearing by a Grievance Committee. If there is a grievance in progress, the file shall be kept until the grievance is adjudicated.
- n. While the candidate's file is in the possession of the DEC/CFEC, said body shall be responsible for the security of the file. See III. H. 2.

D. Department Chairperson's Role in the Evaluation Process

1. The Department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Renewal Assessment Procedures for Faculty document. In no case, however, shall a Department Chairperson being considered for renewal participate in the renewal evaluation. The Department Chairperson shall initiate all renewal evaluations as specified in Parts III.A.1 above. A Department Chairperson scheduled for an evaluation shall not provide a written evaluation for himself/herself.
2. While the candidate's file is in the possession of the Department Chairperson, he/she shall be responsible for the security of the file. See III. H.
3. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal.
4. The Department Chairperson shall review all renewal evaluations and annual evaluations of non-tenured members received from the DEC/CFEC. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided by the candidate shall be in

writing, signed, and made available to the candidate at least four days prior to the submission of the Department Chairperson's letter of evaluation. After reviewing and considering the DEC's/CFEC's evaluation, together with all materials forwarded by the DEC/CFEC, the Department Chairperson shall make his/her own evaluation and recommendations. All recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.B.2. Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation shall reflect the Department Chairperson's professional judgment and opinion as well as information of a factual type. A copy of all recommendations including supporting reasons shall immediately be sent to the member. The candidate shall be allowed four (4) calendar days to provide a written response to the renewal evaluation before the date when the Department Chairperson must forward the file to the Dean. The written response shall be signed by the candidate and presented directly to the Dean in a sealed envelope by the dates specified in Parts IV and V. The Dean shall then place the response in the file.

5. By the dates specified in parts IV and V, a copy of all Department Chairperson evaluations and recommendations shall be forwarded directly to Office of Human Resources to be placed in the candidate's personnel file.

E. Appropriate<sup>2</sup> Dean's Role in the Evaluation Process

1. The appropriate Dean shall review all annual renewal evaluations of non-tenured members referred to him/her by Department Chairpersons. After reviewing and considering the evaluations and candidates' comments, the Dean shall forward the appropriate materials with recommendations to the Provost/appropriate Vice President for appropriate action. At this time, a copy of the appropriate Dean's recommendation shall be placed in the candidate's personnel file and a copy sent to the candidate. The member shall be provided at least four (4) days to append comments before the evaluation and all other material in the file are sent to the Provost/appropriate Vice President.
2. At this point in the renewal process, the security of the files shall be the responsibility of the appropriate Dean.
3. All recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2 Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation shall reflect the Dean's professional judgment and opinion as well as information of a factual type. Any evaluation based on material not in the file shall be documented and shall not include hearsay. Any information not provided by the candidate shall be in writing, signed, and made available to the candidate at least four days prior to the submission of the appropriate Dean's letter of evaluation. A copy of all recommendations including supporting reasons shall immediately be sent to the candidate. The candidate shall be allowed four (4) calendar days to provide a written response to the renewal evaluation before the date when the Dean must forward the file to the Provost/appropriate Vice President. The written response shall be signed by the candidate and presented directly to the Provost/appropriate Vice President in a sealed envelope by the dates specified in Parts IV and V. The Provost/appropriate Vice President shall then place the candidate's response in the candidate's personnel file.
4. All official evaluations (those of the DEC/CFEC, the Chairperson, and the appropriate Dean) shall be placed into the candidate's file by the appropriate Dean prior to the Dean's transference of the files to the Provost/appropriate Vice President so that one complete file is transferred.

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<sup>2</sup> For librarians, the Library Director applies, counselors the Director of Counseling, and coaches the Athletic Director

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

1. The Dean shall forward the file along with his/her recommendation to the Provost/appropriate Vice President who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Regents. The Provost/appropriate Vice President shall send a copy of his/her recommendation to the candidate by the dates specified in parts IV and V.

G. Grievance Procedures

Any faculty member who thinks that the prescribed procedures and obligations have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

**PART IV -- APPOINTMENT CALENDAR FOR FIRST-YEAR RENEWAL** <sup>1 2 3 4</sup>  
(READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Nov. 13 [Sept. 4]	The Department Chairperson <sup>5</sup> shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of first year renewal evaluations to be conducted. The DEC/CFEC notifies the candidates who must be evaluated.
Dec. 4 [Sept. 11]	<p>The DEC/CFEC Chairperson 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 committee making 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>
Jan. 26 [Sept. 21]	Candidates shall upload their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
Feb. 1 [Sept. 28]	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.
Feb. 2-5 [Sept. 29-Oct 2]	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 in support of their application for renewal.

<sup>1</sup> Dates for first year appointees who begin their employment in January are in brackets.

<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 between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

<sup>4</sup> Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

<sup>5</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.



Feb. 6 [Oct. 3]	Access to the file shall automatically be provided to the Department Chairperson.
Feb. 10 [Oct. 9]	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.
Feb. 11-14 [Oct. 10-13]	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 in support of their application for renewal.
Feb. 15 [Oct. 14]	Access to the file shall automatically be provided to the Dean/Director.
Feb. 19 [Oct. 19]	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.
Feb. 20-23 [Oct 20-23]	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 in support of their application for renewal.
Feb. 24 [Oct. 24]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
Mar 1 [Oct 30]	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.

**PART V - APPOINTMENT CALENDAR FOR SECOND-YEAR OR LATER RENEWAL<sup>1 2 3 4</sup>**  
(READ IMPORTANT FOOTNOTES)

Aug. 24	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Dec. 4 [Sept. 1]	The Department Chairperson <sup>5</sup> shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of second year or later renewal evaluations to be conducted. The DEC/CFEC notifies the members who must be evaluated.
Jan. 26 [Sept. 4]	<p>The DEC/CFEC Chairperson 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 committee making 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>
Feb. 19 [Sept. 25]	Candidates shall upload their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.
March 4 [Oct. 14]	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. 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 in support of their application for renewal.

<sup>1</sup> Dates for first year appointees who begin their employment in January are in brackets.

<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 between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

<sup>4</sup> Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

<sup>5</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.

March 5-8 [Oct. 15-18]	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 in support of their application for renewal.
March 9 [Oct. 19]	Access to the file shall automatically be provided to the Department Chairperson.
April 1 [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.
April 2-5 [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 in support of their application for renewal.
April 6 [Nov. 7]	Access to the file shall automatically be provided to the Dean/Director.
April 26 [Nov. 30]	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.
April 27-30 [Dec. 1-4]	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 in support of their application for renewal.
May 1 [Dec. 5]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 28 [Dec. 31]	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.

## **PART VI -- INTERPRETATION, AMENDMENT, IMPLEMENTATION, AND REVIEW**

### **A. Interpretation and Implementation**

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two members. A two-thirds vote shall decide an issue.

### **B. Amendment**

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

- C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

### **D. Review of this Document**

This Document shall be reviewed by the Faculty Senate at the end of every three years after its initial adoption.

### ADDENDUM

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers govern their hiring and evaluation in CSU. This language necessitates some modest modification of local procedures, which will affect relatively few individuals. The following modifications of the document apply to any athletic trainer or coach who satisfies the definition in Article 6.1 of the CBA:

1. Throughout the document, any references to "the (appropriate) Dean(s)" shall be construed to refer to or include the Athletic Director; for members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching are as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those who have received load credit for teaching, their teaching should be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching. The criteria for evaluation of athletic trainers are stated in Article 6.9.
3. Part III.F.2.a: Full-time coaches and trainers are included in the term "faculty".
4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment does not apply.
5. Part II.A.1: The minimum conditions for promotion are those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each person who holds a term appointment is eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time coach appointment shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the schedule specified in Article 6 Table 2 of the Collective Bargaining Agreement. Each Full-time Athletic trainer shall receive written evaluation of performance prior to the required notice of renewal/non renewal in accordance with the 1<sup>st</sup> year renewal schedule in Part V.

Faculty Senate approved: May 2017