DEPARTMENT OF ENGINEERING

BYLAWS

Approved by the Department 05/15/2020

1   Mission Statement

The Department of Engineering at CCSU provides educational opportunities in several engineering and engineering technology disciplines. The teaching and research of our faculty focus on both theory and its practical application to solving problems. We prepare students to meet dynamic engineering and technological challenges as leaders and members of engineering, technical, and research teams, and offer a firm foundation for admission to graduate and other advanced degree programs.

2   Scope

These bylaws establish the organization, administrative structure, and operating procedures of the Department of Engineering at CCSU. They shall be consistent with the policies and procedures mandated by the AAUP contract in effect. In case of any inadvertent conflict, the AAUP contract provisions take precedence.

3   Name of the Department, and Programs

3.1   Name

The name of this department shall be the **Department of Engineering.** (Hereinafter, also referred to as the department).

3.2   Programs

Currently, the Department of Engineering at CCSU offers the following programs of study:

- Bachelor of Science Degree in Civil Engineering
- Bachelor of Science Degree in Mechanical Engineering
- Bachelor of Science Degree in Manufacturing Engineering Technology
- Bachelor of Science Degree in Mechanical Engineering Technology
- Master of Science Degree in Engineering Technology

4   The Department Faculty and Staff

4.1   Composition of the Faculty

4.1.1   Tenured and Tenure-Track Faculty

The Department Faculty shall consist of all persons holding a Connecticut State Colleges and Universities (ConnSCU) Board of Regents' appointment in the Department under the rules of tenure and holding the rank of professor, associate professor, or assistant professor. All special appointment Faculty (CBA 4.8) who hold full-time teaching faculty positions (CBA 1.6.1), and who have term(s) of appointment that can be included in the years of service for tenure evaluation, shall be considered Department Faculty during their period of full-time appointment. Deans and other administrators who have been appointed from Department ranks shall continue to carry the appropriate academic rank in the Department and shall be regarded as having the rights and responsibilities (as appropriate) of the Faculty members.

4.1.2   Adjunct, Emergency Appointment, Part-Time, and Visiting Professors

This group of Faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, specialist, or other, but not appointed under the rules of tenure described in the AAUP contract in effect. This group of faculty is encouraged to participate in department meetings and other department events, but will not hold voting rights as described in Section 4.3.

4.1.3   Emeritus Status

Emeritus designation shall be bestowed upon a retiring member of the full-time faculty upon recommendation of the Department and approval by the President.

4.2   Faculty Qualifications

All Faculty to be appointed for positions described in 4.1.1 must hold a Doctor of Philosophy (Ph.D.) and/or a Doctor of Science (Dr. Sc.) degree in their field and a minimum of two years of full-time industrial experience in an engineering capacity upon appointment. A minimum of a doctoral degree for the teaching of graduate courses or a master's degree for the teaching of undergraduate courses is required for appointments falling within the categories of 4.1.2. Upon written request to Human Resources by the department chair, appointments of the categories of 4.1.2 may be made with individuals possessing one degree less with essential industrial or professional experience.

4.3   Composition of the Voting Faculty

Voting on all departmental matters is restricted to the Tenured and Tenure-Track Faculty members of the Department as listed in 4.1.1 above. They shall be referred to hereinafter as "Voting Faculty". All others, including those faculty members described in Section 4.1.2, shall be designated as Non-Voting Faculty members. Individuals with a joint appointment with the Department and one or more other departments, shall not be included amongst the Voting Faculty. Faculty members on extended leave of absence from the Department or University (this does not include sabbatical leave) shall not be included in the Voting Faculty.

4.4   Professional Responsibilities of the Faculty

Duties of faculty in 4.1.1 include teaching, creative activity, and service. These duties are defined as follows:

Teaching is interpreted broadly and includes classroom, extension, and laboratory instruction; development of new courses, laboratories, and teaching methods.

Creative Activity refers to the creation and dissemination of new knowledge, techniques, concepts, or operating devices and systems that extend the frontiers of engineering knowledge or its applications. Research and design activity shall be documented by peer reviewed journal or conference papers, books of original creative work, textbooks, educational materials, software, and other reports and documents.

Service includes service to students, colleagues, the Department, the School, the University, the community, and the profession of engineering. Service to students includes advising undergraduate and graduate students. Service to the community must use the faculty member's professional expertise. Service to the profession of engineering includes activity in recognized professional organizations.

4.5 Consulting

Faculty are encouraged to do engineering consulting under the conditions of the CCSU consulting policy as specified in the current Contract. Consulting work must not interfere with the faculty member's duties to the Department and the University. Department facilities and resources may not be used in conjunction with consulting work unless a prior financial arrangement has been made. The chair shall be notified of all faculty consulting activities.

5 Organization of the Department

5.1 Chair

5.1.1 Responsibilities

The Chair of the Department shall act as the administrative and executive officer of the department, hold general administrative authority over department affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to improvement of the educational programs of the Department. The Chair shall be aware of the professional and scholarly activities of faculty members in the department. In addition, the chair shall be responsible for recommending new appointments, reappointments, and promotions within the department to the Dean of the School, after consultation with members of the Faculty. The Chair shall be an ex-officio member of all its committees except those that evaluate the Chair.

1. Overseeing the formulation, quality, and continuous improvement of educational programs. The Chair shall consult and receive the assistance of the Faculty on these matters, including accreditation. The Chair shall initiate curricular review and program development and manage the department assessment process.
2. Reviewing the performance of Faculty and staff and assigning workloads consistent with contracts existing between the University and the AAUP.
3. Promoting professional development among both tenured and untenured faculty.
4. Acting as the primary spokesperson and advocate for the department with all external entities, including other University units.
5. Preparing Department budgets and supervising the expenditure of department funds in cooperation with the Voting Faculty.
6. Formulating and carrying out department policies in cooperation with the other members of the department and executing the policies of the University and the school that affect the department.
7. Leading the Department's efforts to recruit and retain students. The Chair shall have the power to approve, reject, or make reasonable exceptions to department policies for students regarding course transfer and/or substitution, in consultation with the program coordinators. The Chair shall assist graduating students with career placement. The Chair shall mediate disputes between students and Faculty, according to University guidelines.

5.1.2 Term of Chair

The term of office for a new Department Chair shall be three years. The appointment is renewable, subject to the evaluation procedures established by the university. The approval of a majority of the Voting Faculty within the department, through a formal ballot at a duly constituted department meeting, is required for the appointment or reappointment of the Chair. The Chair may serve a maximum of two consecutive terms.

5.1.3 Selection Procedure

Nomination: The Chair shall be elected by secret ballot. All Voting Faculty members may submit secret nominations to the Department Secretary, and all nominees who are willing to serve shall be included on the election ballot. Only tenured Voting Faculty members of the Department shall be eligible to serve as Chair. In the event that no nominations are received, the Chair shall be appointed by the Academic Dean of the School.

Voting Procedure: From the list of nominees, voters shall each cast one vote for the vacant Chairperson position. Voting Faculty may vote by written proxy. Whoever receives a majority vote (more than 50%) wins the election. In the event of a tie or failure to achieve a majority vote, a run-off election will be held between the two candidates with the highest vote counts.

The name of the winner of the election shall be forwarded to the President through the Dean for appointment as Chair.

5.1.4 Absence

If the Department Chair must take a leave of absence due to illness, family emergency, military service, or sabbatical leave for less than a year, he or she shall appoint a temporary replacement. If the leave of absence is for more than a calendar year, the Voting Faculty shall elect a replacement.

5.1.5 Evaluation/Removal

The Voting Faculty of the Department reserves the right to request removal of the Chair at any time. A recommendation for removal must be approved by secret ballot of the Voting Faculty, to be counted by at least two senior tenured members of the Voting Faculty other than the chair. A two-thirds majority vote is required before the Department may submit a request for Chair removal to the Academic Dean. Voting Faculty may vote by written proxy.

5.2 Program Coordinators

5.2.1 Selection

The chair may select a program coordinator for each degree offered by the department. The Program Coordinator must be a member of the Voting Faculty and shall serve at the discretion of the chair. Four to six months prior to the beginning of the fall semester, the Chair and each individual program coordinator will meet to prepare a written tabulation of program responsibilities that are not included in the normal assignments of full-time teaching faculty (Contract sections 10.1 to 10.5 and 10.9). The listing should identify the extra duties expected, the fall or spring semester, intersession, or summer dates for the duties, and the expected compensation (Contract section 10.12.1). The program coordinator may step down at any time.

5.2.2 Responsibilities

The Program Coordinators shall coordinate the activities of program faculty to enhance the overall health of their programs. These activities, which fall under the rules of Contract section 10.6.2, 10.6.5, or 10.12, may include, but are not limited to:

1. Identifying program milestones and goals required to gain or maintain accreditation of the program and maintaining a record of assessment instruments prepared by program faculty.
2. Leading and coordinating preparation of the accreditation assessment self-study report, preparing for accreditation site visits, preparing formal responses to accreditation inquiries, preparing formal accreditation progress reports, and preparing annual accreditation self-study update reports. Additional program faculty may receive authorization and compensation to participate in these activities, which the program coordinator will oversee.
3. Advocating curriculum and program changes at the department level.
4. Reviewing the entrance qualifications of students proposing to transfer into the program.
5. Advising the department chair on the appropriateness of course substitutions, including transfers. If an error in substitution or transfer evaluation is made, the program coordinator shall instigate corrective actions.
6. Identifying goals for student recruitment and retention efforts, and the process for implementation.

5.3 Laboratory Coordinators

5.3.1 Selection

Appointed by the Department Chair, and in accordance with the contract, supplementary faculty credit is awarded at the discretion of the Dean, as the President's designee.

5.3.2 Responsibilities

The lab coordinators are responsible for the overall state of their labs. This may include, but is not limited to:

1. Coordinating lab supply orders for all teaching faculty, if necessary.
2. Coordinating requests for equipment needs and preparing long-term plan recommendations for lab equipment upgrades and purchases.
3. Participating in lab scheduling.

5.4 Department Meetings

5.4.1 Frequency

The Department shall meet at the call of the Chair or of a simple majority of the Voting Faculty members. The Chair of the Department or the chair's designee shall preside over the meetings.

The Department Faculty shall meet within the first two full weeks of the start of each regular academic semester, and at least monthly thereafter during the regular academic semester.

Meetings shall be scheduled by the Chair at a time convenient to Voting Faculty members.

Special meetings of the Faculty may be called by the Chair, or by a written petition of at least 20 percent of the Voting Faculty presented to the Chair, or by at least 20 percent of the Voting Faculty present at a regular or special faculty meeting.

The Department Chair shall establish dates for regular meetings and notify faculty members at least one week in advance of such meetings. Written notice of special faculty meetings shall also be given to the Faculty at least one week in advance of such meetings.

In the event of the continued absence of the Chair, or the chair's refusal to call a meeting, a petition by a simple majority of the Faculty of the Department shall be sufficient to schedule such a meeting. The Faculty present at the meeting shall then elect one of their members to conduct the meeting, by majority vote.

5.4.2 Quorum

Business may be conducted at Department meetings only when a quorum is present. Two-thirds of the Voting Faculty not on sabbatical or long-term leave of more than 31 days, shall constitute a quorum.

The Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of rules is in doubt, *Robert's Rules of Order–Newly Revised* shall govern.

5.4.3 Agenda

The agenda for the faculty meeting shall be established by the Department Chair.

Any Department member may submit agenda items to the Department Chair at least five (5) working days prior to a scheduled meeting. The Chair will review the proposed agenda items and establish the meeting agenda.

The published agenda will be distributed to faculty members at least five working days prior to the meeting.

Each agenda must designate time for new business, when resolutions introduced from the floor shall be entertained. Any resolution that is introduced from the floor and is not part of an agenda item will be placed on the agenda for the next meeting, at which time action can be taken.

The Department Chair shall determine the items of business that are to be discussed among only the Voting Faculty.

5.4.4 Executive Meetings

An executive meeting shall be convened at the request of a single Voting Faculty member of the Department.

An executive meeting is identical to a regular department meeting except that no minutes are taken, and it is attended only by Voting Faculty members.

5.4.5   Department Meeting Secretary

The Department Chair shall appoint a meeting secretary, to be approved by the majority of the Voting Faculty.

The department meeting secretary shall take the minutes of each meeting and prepare and distribute them to the faculty at least five working days before the next department meeting. Any pertinent actions taken in advance of the meeting must be reported to the faculty prior to the meeting.

A permanent record of department meeting minutes shall be filed in the department office and made available to all department members on a private networked computer drive.

6   Curriculum and Program Changes Procedure

6.1   Process

All curriculum changes, including both course and program changes and additions, shall be submitted to the University Curriculum Committee for approval after approval by the Department.

6.2   Procedures

Any faculty member can recommend a change to or an addition of a course or a program by bringing it for discussion at a Department meeting. The proposing Faculty member shall provide rationale and support for the change, as well as an analysis of the impact of the change. The change request shall be forwarded to the curriculum committee if approved by a two-thirds majority vote. If the change is not approved, no further action will be taken, although the change can be modified and brought up for discussion at another Department meeting.

7   Committees

7.1   General

– Department members elected to University Committees shall keep the Department informed of matters important to its welfare.
– Members representing the Department in University Committees will reflect Departmental points of view when voting in University Committees.
– The Department Chair will be an ex officio member with voting privileges of all Departmental standing committees.
– Membership on all committees shall be open to all Voting Faculty members and shall be consistent with provisions of each committee.
– Chair shall be elected for each committee, if applicable, by April 30 of each academic year, unless specified or required otherwise.

7.2   Appointive Committees

Appointment: The Chair appoints Departmental members to the standing appointive committees in accordance to the constituency requirements. Any member of the Voting Faculty shall be eligible to join a committee upon request of the Chair. All appointive committee meetings are open to Voting Faculty.

Duties: Each committee shall consider and make recommendations to the Department for action on all proposals initiated by the committee, the Chair of the Department, or any faculty member of the Department.

Evaluation of committee recommendations: All recommendations by appointive committees shall be approved by the Voting Faculty members normally at a Department meeting. If this is not practical or if a decision needs to be expedited, consensus shall be reached by ballot or polling of the Voting Faculty to determine consensus of the Department.

7.2.1 Assessment Committee

Constituency: The committee shall consist of all program coordinators and the Department Chair. Faculty are responsible for developing and implementing appropriate assessment tools to gauge student performance in all student outcomes. These faculty are responsible for keeping track of the assessments, and for suggesting program changes as needed based on assessment results. All collected data, together with the assessment tools, shall be submitted to the program coordinators within two weeks of the end of the semester in which the data was collected. The program coordinators shall collate and analyze the data, and report findings to the assessment committee, department, and Industrial Advisory Board (IAB).

Duties:
1. Perform a yearly internal audit of the continuous improvement process and review matters pertinent to the accreditation and assessment processes associated with the university and ABET.
2. Meet twice a year, at least two weeks before the biannual IAB meetings each academic year. Action plans resulting from these biannual meetings will be presented to the Department and the IAB.
3. Implement the continuous improvement and assessment processes, which may include program and/or curriculum changes. The committee shall address all shortcomings and recommendations reported by program constituencies and accrediting agencies and ensure that all accreditation-related documentation is complete, reviewed, organized, and submitted to accreditation agencies, and if necessary, to the university assessment committee.

7.2.2 Travel Committee

Constituency: Three Voting members, serving staggered three-year terms.

Duties: Make recommendations on the extent to which the Department can support faculty attendance at conferences, seminars, and other technical events within the country or abroad, based on the requests of faculty and availability of funds. This support shall defray expenses related to registration fees, travel, board, and lodging expenses. The committee may elect to support travel in full, in part, or not at all. An annual report describing the travel expenditures incurred by each faculty member and the purpose of the travel must be provided for the Department Administrative Assistant by June 1st of each academic year.

7.2.3 Safety Committee

Constituency: Two Faculty members working with the university safety specialist, serving staggered three-year terms.

Duties:
1. Advise the Department on all matters relating to safety, including appropriate laboratory attire, machinery operation, handling and storage of flammable and other chemicals, protective equipment, disposal, safety training, etc.
2. Develop programs to implement safety recommendations approved by the department.
3. Distribute the general safety plan to all faculty and to other affected laboratory personnel.

7.2.4   Bylaws Committee

Constituency: Shall consist of three Voting Faculty members, serving staggered three-year terms.

Duties:
1. Investigate, recommend, and revise the policies in all matters relating to the educational and administrative affairs of the department. The bylaws of the department shall be reviewed by the Bylaws Committee at regular intervals not to exceed five years.
2. Meet at least once per academic year and report its activities to the department chair and to a Department Faculty meeting at least once each year.

7.2.5   Search Committee

Constituency: Six Voting Faculty members, appointed by the hiring manager. The Department Chair, in consultation with the Voting Faculty, shall recommend to the hiring manager members of each search committee

Duties: Screen the candidates, following University policies, and make recommendations to the hiring manager based on the position description. Once candidates are brought in for an interview, all Voting Faculty members shall have the opportunity to interview each candidate one-on-one as requested. The Department Chair shall forward the committee's recommendation together with his or her own to the Dean.

7.3   Elective Committees

7.3.1   Department Evaluation Committee (DEC)

Constituency: Membership in the Department of Engineering Evaluation Committee (DEC) shall be open to all tenured Voting Faculty, including the Chair. The Committee shall consist of three to four elected members who serve staggered three-year terms. If the Chair is not elected as a member of the Committee, he/she shall be a member ex-officio. The Chair of the Department shall not be the Chair of the DEC.

Election of DEC:
1. In early April, the chair of the department shall notify all voting faculty members, seeking written nominations for membership on the DEC. The nominations shall be due in the department office within one week.
2. A ballot of all nominees shall be distributed by the chair to every voting faculty member of the department.
3. Each voting faculty member of the department shall vote for as many candidates as there are open seats and submit the ballot to the chair by a specified date before the end of April.

4. The ballots shall be tallied by at least two tenured voting faculty members who are not nominated for the DEC. If a scenario arises where all faculty are nominated, the chair of the department shall tally the votes.
5. The nominees receiving the highest number of votes shall be elected to the committee. In case of a tie, a run-off election shall be held within one week.
6. If a member is unable or unwilling to fulfill his or her term, an election shall be held for a new member to serve the remainder of the term.
7. If a member of the DEC is on sabbatical leave, the member may opt for a temporary replacement to be elected through normal DEC election procedures. The temporary DEC member shall serve the entire academic year in place of the regular member.
8. If a member of the DEC is on an extended leave of absence which, in the assessment of the department chair, precludes the member from performing normal DEC duties in a timely fashion, the member shall be replaced with a temporary replacement elected through normal DEC election procedures. The temporary DEC member shall serve the entire academic year in place of the regular member.
9. If a member of the DEC applies for promotion, he/she should be replaced for the corresponding academic year through normal DEC election procedure.
10. If a member of the DEC is a subject for professional assessment, he/she continues his/her membership, but isn't eligible for the review of applications for professional assessment, corresponding elaborations, and voting.
11. If a member of the DEC voluntarily steps down from the committee, the member shall be replaced for the remainder of the term through normal DEC election procedures.

Function: The DEC shall function in accordance with the tenets of the current contract.

Duties:
1. Evaluate Voting Faculty members relative to consideration for (a) promotion, (b) tenure, (c) renewal of appointment, (d) sabbatical leave, and (e) professional assessment in accordance with the contract.
2. Evaluate part-time faculty members relative to consideration for renewal of appointment, in accordance with procedures developed by the department.
3. Coordinate end-of-the-semester student course evaluations and remind faculty of peer review requirements.

All written decisions and recommendations shall require deliberation of the full DEC committee.

Evaluation Guidelines for Voting Faculty: The CCSU Faculty Senate guidelines are found in Appendix A. The Department of Engineering Evaluation Guidelines are found in Appendix B. The DEC shall consider candidate portfolios within the context of the contractual requirements and in accordance with Department and Senate guidelines.

Evaluation Guidelines for Part-time, Adjunct, and Emergency Appointment [Non-voting] Faculty: Part-time instructors shall undergo a Load Credit Activity evaluation similar to the rest of the instructional faculty each academic year according to the pertaining contract, Senate Promotion and Tenure Policy, and Department Evaluation Guidelines. Faculty members being evaluated will receive a copy of all original evaluation documents in a timely manner.

All new part-time, adjunct, or emergency appointees shall be evaluated each semester in their first year of appointment. Program coordinators are responsible for the evaluation of part-time, adjunct, and emergency appointment [non-voting] faculty and can involve course coordinators in the evaluation process.

Evaluation documents in the form similar to the DEC Report on faculty evaluation for promotion/ tenure/professional assessment (in part of Load Credit Activity only) should be transmitted to the DEC. If

the summary evaluation is unsatisfactory, the DEC may recommend that the department chair not reappoint the instructor in the future. In extreme cases, where student learning is compromised, the chair may terminate the instructor's employment at any point in the semester.

Junior Faculty Mentoring: Consistent with the Faculty Senate Promotion and Tenure Policy and core department beliefs, the Department of Engineering shall be dedicated to the peer mentoring of its junior faculty. The department chair shall assign a tenured member of the department to mentor each untenured colleague, with the mutual consent of both faculty members.

7.3.2 Library Liaison

Constituency: Shall consist of one Voting Faculty members, serving for a three-year term.

Duties:
1. Coordinate, with library staff, the holdings in the library related to the programs offered by the department.
2. Collect input from faculty on the library holdings, and report changes in holdings due to library funding levels.

7.3.3 AAUP Liaison

Constituency: Shall consist of one Voting Faculty members, serving for a one-year term.

Duties:
1. Act as AAUP union steward for the Department and its members.
2. Help to implement the contract and defend the rights of all Departmental faculty members.
3. Attend AAUP monthly liaison meetings, as well as, other AAUP meetings.
4. Report AAUP Union activities and initiatives to the Department.
5. Voice Departmental consensus back to AAUP.

8 Student Advising

Student advising shall be the responsibility of all voting faculty members. All students are required to seek academic advising about their programs from their assigned advisors prior to the start of classes. Academic advising is the responsibility of department advisors and is part of the general area of expertise of the university advising center. The main duty of advisor is to advise and assist students in program planning and in the proper selection of courses. The department secretary shall maintain a record of course recommendations.

9 Summer Session Teaching Assignments

The teaching of summer session courses offered by the department shall be assigned to appropriate faculty in accordance with the contract.

Appropriately qualified full-time Voting Faculty members shall have priority over part-time faculty members for summer session teaching assignments.

The department chair is responsible for asking appropriately qualified department full-time faculty members if they wish to teach summer session courses.

The department chair shall determine whether any faculty member who has requested a summer session assignment has the appropriate qualifications.

All faculty requests for summer teaching assignments should be submitted on or before December 1 of the previous year.

10 Ratification and Amendments Procedure

The Department Chair will place the review and revision of department bylaws on the agenda of a scheduled department meeting at least once each academic year.

Amendments to these bylaws must be presented in writing to faculty members at least fifteen working days prior to a faculty meeting called to consider adoption of said amendments. If approved for adoption, the reviewed bylaws shall be placed on the next meeting's agenda, for final adoption.

A faculty meeting shall be held at least ten working days after presentation of the proposed changes for final action on the proposed changes.

The Bylaws can be changed by a two-thirds vote of the total Voting Faculty.
—End—

11 Acceptance

This document (DEPARTMENT OF ENGINEERING BYLAWS) has been written, reviewed, and approved by each member of the Department of Engineering at Central Connecticut State University.
Each full-time faculty member of the Department of Engineering for the academic year of 2020/2021 has signed below.

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9/20/2020

—End—

APPENDIX A: CCSU Promotion and Tenure Policy

Central Connecticut State University
Promotion and Tenure Policy for Tenure-track Teaching Faculty
adopted by the Central Connecticut State University
Faculty Senate on [May 14, 2007]

I. Non-discrimination and Respect.
The promotion and tenure process shall be conducted in a non-discriminatory fashion; with respect for individual career, group, and disciplinary differences; with respect for the expertise of faculty in evaluating peers; and with maximum transparency regarding standards and practices consistent with privacy of individual candidates. In keeping with the policy of Central Connecticut State University, unlawful or arbitrary discrimination is prohibited in all determinations regarding promotion and tenure. No decisions may discriminate against any individual with respect to race, color, religion, sex, national origin, age, political opinions, sexual orientation, physical disability, or any other conditions established by the law.

II. Departmental Guidelines and Mentoring.

II. A. Departmental guidelines. Each Department shall develop written guidelines to assist faculty in following the procedures for promotion and tenure, taking into account faculty discipline or disciplines, and interdisciplinary work where appropriate, in conformity with the standards provided by the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University System (hereinafter "Collective Bargaining Agreement"). Departmental guidelines shall be distributed to all new tenure-track faculty members.

II. B. Departmental guidelines review. Departmental guidelines for promotion and tenure shall be reviewed by each department's Dean and the Provost for the sole purpose of checking consistency with the Collective Bargaining Agreement and Faculty Senate-approved policies on promotion and tenure.

II. C. Departmental guidelines archiving. Departmentally approved and administratively reviewed Departmental guidelines shall be deposited with the Faculty Senate and the Connecticut State University American Association of University Professors office, which are the repositories from which Departmental guidelines shall be made available to other departments on request.
II. D. Departmental guidelines modification. Any modifications to Departmental guidelines shall be initiated by the relevant Department and follow the above procedure.
II. E. Departmental mentoring programs. Each Department shall establish a mentoring program for junior faculty. Departmental mentoring programs shall be supported at the University-wide level by regular workshops for Department Evaluation Committee members and for junior faculty.

III. **Candidate Portfolio Structure.**

III. A. **Summary Dossier.** Each candidate for promotion, tenure or sexennial evaluation shall complete in a single dossier a succinct, comprehensive, uniformly formatted summary of his or her accomplishments. This dossier shall contain the following:

    1. a current curriculum vitae;

    2. at least the previous five years' (or as many years as the candidate has been at CCSU if fewer than five years) evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU;

    3. a narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages);

    4. a section labeled "Load Credit Activity" containing

        a. a brief introductory narrative (if desired),

        b. a summary of distribution of load credit for the period under evaluation,

        c. statistical summaries of student opinion survey data for the period concerning the evaluation, and

        d. original peer teaching evaluations;

    5. a section labeled "Creative Activity" containing

        a. a brief introductory narrative (if desired), and

        b. a list of creative works organized with subheadings as suggested in the appendix and with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress;

    6. a section labeled "Productive Service to the Department and University" containing

        a. a brief introductory narrative (if desired),

        b. a list of Direct Service organized with subheadings as suggested in the appendix, and

        c. a list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix;

    7. a section labeled "Professional Activity" containing

        a. a brief introductory narrative (if desired), and

        b. a list of activities organized using subheadings as suggested in the appendix; and

    8. a copy of the Departmental guidelines.

III. B. **Supporting materials.** Each candidate's portfolio shall include supporting material for items listed in the summary dossier, organized into four separate dossiers according to the evaluative categories identified in the Collective Bargaining Agreement (load credit activity, creative activity, productive service to the Department and University, and professional activity Lists of potential categories for inclusion as supporting material for the four evaluative categori are included as an appendix to this policy.

III. B. 1. Supporting material for load credit activity. Supporting materials for load credit activity shall include a summary of distribution of load credit (including courses taught, reassigned time, etc.), a statistical summary of student opinion surveys, a reproduction of all written comments from student opinion surveys, and original peer teaching evaluation letters. The list in the appendix to this policy includes potential additional categories of material for inclusion.

III. B. 2. Supporting material for creative activity. The summary section shall present how the candidate has fulfilled Section 4.11.9.2 of the Collective Bargaining Agreement: "Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication." CCSU recognizes and values all four broad categories of scholarship identified by Ernest Boyer in *Scholarship Reconsidered: Priorities of the Professorate* (1990): discovery of knowledge, integration of knowledge, application of knowledge, and the scholarship of teaching. Standards for assessing creative activity of candidates shall reflect realistic expectations for faculty consistent with the twelve load hour teaching load, with the understanding that candidates who receive load credit for research reassigned time or sabbatical leave may be expected to establish proportionally stronger records in this area. Creative activity should be relevant to the individual's field or fields, including interdisciplinary work. This section shall present all relevant bibliographical information, including inclusive page numbers and dates. Candidates for full professor shall clearly explain what they produced before and after their last promotion. The list in the appendix to this policy includes potential additional categories of material for inclusion.

III. B. 3. Supporting material for productive service to the Department and University. This section shall be divided into two parts: **a)** direct service and **b)** service as a representative of CCSU. The latter section shall be limited to activities that use the candidate's professional expertise. The list in the appendix to this policy includes potential categories of material for inclusion.

III. B. 4. Supporting material for professional activity. The list in the appendix to this policy includes potential categories of material for inclusion.

IV. The Evaluation Process.

IV. A. Overview of the evaluation process. The candidate portfolios provide documentation of accomplishments at Central Connecticut State University. When evaluating these portfolios, Department Evaluation Committees, Department Chairs, Deans, and the Promotion and Tenure Committee use standard formats based on the unique perspective that each has in reviewing candidates. This policy supplements the evaluation process as described in the Collective Bargaining Agreement.

IV. B. Communication between levels regarding disagreement. In the case of disagreement at a higher level, consultation shall occur with the previous level before the recommendation is forwarded. That is, if a Dean disagrees with a Department recommendation, that Dean shall meet with the Department Evaluation Committee and Department Chair before forwarding a

recommendation to the Promotion and Tenure Committee; if the Promotion and Tenure Committee disagrees with a Dean's recommendation, the committee shall meet with that Dean before forwarding a recommendation to the President. Finally, if the President (or designee) disagrees with the Promotion and Tenure Committee recommendation, the President (or designee) shall meet with that committee before issuing a final decision. In the case of disagreement with or need for clarification from any other level, consultation is permitted.

IV. C. Department Evaluation Committees. All Department Evaluation Committee letters shall be truly evaluative and shall demonstrate internal consistency within the Department. Department Evaluation Committee letters evaluating candidates shall refer to Departmental guidelines and shall be organized according to the evaluative categories (load credit activity, creative activity, productive service to the Department and University, and professional activity). Department Evaluation Committees shall evaluate classroom teaching through peer evaluations. Department Evaluation Committees shall evaluate each candidate in each evaluative category as *exceeds expectations, meets expectations,* or *does not meet expectations,* and shall give each candidate an overall evaluation of *recommend* or *do not recommend.*

IV. D. Deans. Deans shall evaluate each candidate in each evaluative category (load credit activity, creative activity, productive service to the Department and University, and professional activity) as *exceeds expectations, meets expectations,* or *does not meet expectations,* and shall give each candidate an overall evaluation of *recommend* or *do not recommend.*

IV. E. Promotion and Tenure Committee. The Promotion and Tenure Committee letter on each candidate shall provide, at the very least, a summary evaluation (i.e., exceeds, meets or does not meet expectations) of the candidate's performance in each evaluative category (load credit activity, creative activity, productive service to the Department and University, and professional activity), and shall give each candidate an overall evaluation of *recommend* or *do not recommend.*

V. Scope.

This policy pertains to promotion and tenure decisions only for tenure-track, teaching faculty as described in the Collective Bargaining Agreement. To the extent applicable, and to the extent consistent with the Collective Bargaining Agreement, the procedures described in this document, especially section III on portfolio structure, should be used for annual and sexennial reviews. All aspects of previous policies pertaining to evaluation of faculty not specifically addressed in this document remain in effect.

VI. Implementation.

This policy shall take effect at the beginning of the Fall 2007 semester, except that Departmental Guidelines shall be approved by the end of the Spring 2008 semester and parts of the policy that refer to Departmental Guidelines shall take effect at the beginning of the Fall 2008 semester.

Appendix. Possible categories for inclusion in candidate portfolios.
The subheadings listed alphabetically and unranked below are indicative, not prescriptive or exhaustive. Candidates will not necessarily be expected to have accomplishments in every subheading; instead, they will use the applicable headings, including headings that might be applicable but that are not listed below, on the lists of activities in each evaluative category to organize their accomplishments. These lists are in addition to required materials listed in the policy. Portfolios and curricula vitae should be clearly organized with different categories and subcategories of activity clearly delineated and listed. Candidates are encouraged to discuss portfolio organization with Department Evaluation Committee members, especially in cases in which they are uncertain as to where to list an activity.

<u>Load Credit Activity</u>
Teaching:

Course syllabi
Course materials (handouts, exams, etc.)
Curriculum development grants
Electronic enhancement of courses
Interdisciplinary course(s) taught
New course(s) introduced
Online courses taught
Software developed for teaching purposes
Special projects developed for a course
Student opinion surveys (numerical/averaged)
Student opinion surveys (written comments/typed)
Teaching excellence presentations
Teaching philosophy
Other . . .

Other load activity:

Administrative responsibilities for which reassigned time was provided
Assessment activities for which reassigned time was provided
Research activities for which reassigned time was provided
Sabbatical leave
Other . . .

Details of these other load activities may be cross-referenced and included in the appropriate other assessment categories.

Creative Activity

Applications of research and technology
Articles and book chapters (peer-reviewed, non-peer-reviewed)
Books
Edited volumes
Exhibitions (juried, non-juried)
Externally funded grants
Internal grants
Ongoing creative activity program or programs
Patents
Performances (juried, non-juried)
Presentations and papers on teaching
Presentations at conferences
Research reports to external sponsors
Submitted manuscripts or grant applications (with explanation of current stage)
Other . . .

Productive Service to the Department and University

Direct Service:

> Academic advising
> Administrative support work (e.g., school-wide governance, admissions reviews, accreditation and assessment work, etc.)
> Committee work at department, school, university, and system levels; service as a committee officer should be noted.
> Contributions to enhance equal opportunity and cultural diversity on campus
> Involvement with student organizations, residences, etc.

Other . . .

Service as a representative of CCSU (limited to activities that use the candidate's professional expertise):

Expert witness testimony
Outreach and service to schools and other educational organizations
Participation in community affairs
Service to business and industry
Service to citizen/client groups
Service to government agencies
Service to public and private organizations
Other . . .

Professional Activity

Active participation in professional and learned societies

Attending conferences or seminars

Chairing conference sessions

Membership in professional and learned societies

Organizing conferences or serving on conference committees

Organizing sessions within conferences

Serving as a peer reviewer or juror for journals, granting agencies, etc.

Other . . .

APPENDIX B: Departmental Guidelines for Promotion and Tenure

Department of Engineering, School of Engineering and Technology,
Central Connecticut State University
Departmental Guideline for Promotion and Tenure of Tenure-track Teaching Faculty
adopted by the Department of Engineering
at the Department's faculty meeting on October 13, 2011

I. Purpose of this document.
This document was prepared and adopted to assist Department of Engineering faculty in following the procedures for promotion and tenure, taking into account faculty discipline or disciplines, and interdisciplinary work where appropriate. It is the intent of this document to be in conformity with the standards provided by the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University System (hereinafter the "Collective Bargaining Agreement"). Any specific provisions of this document determined to be in conflict with the Collective Bargaining Agreement shall be invalid. This document is a supplemental guideline to the "Promotion and Tenure Policy for Tenure-track Teaching Faculty" (hereinafter the CCSU P & T Policy) adopted by the Central Connecticut State University Faculty Senate on October 22, 2007 and amended on September 22, 2008 and May 10, 2010. This Departmental Guideline shall be distributed to all existing and new tenure-track faculty members.

II. Non-discrimination and Respect.
The promotion and tenure process shall be conducted in a non-discriminatory fashion; with respect for individual career, group, and disciplinary differences; with respect for the expertise of faculty in evaluating peers; and with maximum transparency regarding standards and practices consistent with privacy of individual candidates. In keeping with the policy of Central Connecticut State University, unlawful or arbitrary discrimination is prohibited in all determinations regarding promotion and tenure. No decisions may discriminate against any individual with respect to race, color, religion, sex, national origin, age, political opinions, sexual orientation, physical disability, or any other conditions established by the law.

III. Departmental Mentoring Program.
All new tenure-track members of the Department of Engineering will be assigned a tenured faculty mentor from the Department having a rank of Associate or Full Professor who will serve as a resource and guide to the junior faculty member. Mentors shall:
- Meet with the junior member to discuss and make recommendations on their teaching, creative activity, service, and other faculty and professional development plans;
- Guide member through the entire process of review, tenure, or promotion;
- Make annual classroom evaluation visits;
- Meet with the faculty member and DEC at the onset of the review process;
- Review DEC evaluations.

The assignment of the mentor shall be made by the DEC. This assignment may be changed at a later date by the DEC or at the request of either the mentee or mentor in consultation with the DEC.

IV. Candidate Portfolio Structure.
Each candidate for promotion, tenure or sexennial evaluation shall complete a summary dossier and supporting materials as described in the CCSU P & T Policy. When preparing information for the sections labeled "Creative Activity" and "Professional Activity" the information should include years the candidate has been at CCSU. Candidates are also encouraged to present any "Creative Activity" and "Professional Activity" occurring prior to joining CCSU that is directly related to or supportive of their current responsibilities at CCSU.

V. Possible Categories for Inclusion in Candidate Portfolios.
The subheadings listed in the CCSU P & T Policy shall be considered for inclusion in the candidate's portfolio. In addition to those listed in the CCSU P & T Policy, the Department of Engineering has prepared a listing of additional items that may be included. The list and the additional items are indicative, not prescriptive or exhaustive. Candidates will not necessarily be expected to have accomplishments in every subheading; instead, they will use the applicable headings, including headings that might be applicable but that are not listed below, on the lists of activities in each evaluative category to organize their accomplishments.

Load Credit Activity

    Teaching: (No additional items have been added.)

    Other load activity: (No additional items have been added.)

Creative Activity Add the following items:
    Engineering design or design modifications of products, processes, or infrastructure to serve private, public, or community needs.
    Preparations of computer programs and computerized procedures that can be utilized by other engineering professionals. (Indicate whether peer reviewed or not peer reviewed.)
    Preparation of technical notes and advisory memorandums when widely distributed to other engineers and technical professionals. (Indicate whether peer reviewed or not peer reviewed.)
    Preparation and presentation of technical posters at meetings and conferences. (Provide a reduced size copy of the poster when possible).
    Development of laboratory equipment for teaching or applications in industry.

Productive Service to the Department and University

    Direct Service: Add the following items:
    Service as the chair or committee member of a faculty/staff selection advisory committee.

Preparation of documents for curriculum revisions.

Preparations of feasibility studies for new or revised programs.

Preparation of applications for new or revised programs.

Preparation of reports and responses to official inquiries about existing and proposed programs.

Preparation of documents to enhance coordination with CT community colleges and other academic institutions.

Preparation of guidance for prospective students or to assist academic advising for existing students.

Preparation of reports and technical information to support the function of industrial boards.

Organization of seminars, workshops and similar activities for the University or community.

Service as a representative of CCSU (limited to activities that use the candidate's professional expertise): Add the following item:

Coordination with representatives from CT Community colleges in support of pathways programs and student transfer.

Professional Activity Add the following items:

Preparation of reports and exhibits when serving as an expert witness (but not as a material witness or when reports and exhibits cannot be released for review.)

Providing testimony as an expert witness (but not as a material witness) in a court proceeding or a deposition in anticipation of a court proceeding.

Preparation of plans and engineering documents for construction or manufacture of equipment, buildings or facilities. (Indicate whether peer reviewed or not peer reviewed. Plans and documents receiving written reviews by other specialists or technical regulators shall be considered to be peer reviewed.)

The preparation of technical reviews of plans and reports prepared by other engineers.

Conducting laboratory testing and preparation of laboratory reports. (Indicate whether peer reviewed or not peer reviewed.)

Conducting engineering/technical short courses and seminars for engineers and technical professionals.

Providing expert engineering or technical testimony at a governmental hearing, committee meeting, legislative meeting or similar session (but not as a direct party to any government proceeding).

Conducting field investigations, tests and surveys. (Indicate whether peer reviewed or not peer reviewed.)

Preparation of legal descriptions, plats or plans that are filed for public record.

Engineering consultation to industry.

Promoting international engineering and technology with scholarship and teaching activities.

Chairing or holding executive positions in professional societies.

VI. Departmental Expectations Commensurate with the Granting of Tenure, Promotion to Associate Professor, and Promotion to Professor.

Normally the expectations for promotion to associate professor and for tenure are the same in this department, i.e., activity and achievement in all evaluation categories. The Department of Engineering expects someone that is recommended for promotion to Professor to show contribution beyond the associate level in several of the categories of evaluation. Specifically, candidates seeking this rank shall convincingly demonstrate through documentation substantial emphasis and success in the following areas supporting the mission of the department:

> Teaching – Innovative teaching methods and techniques accompanied by teaching related research in topics appropriate for the engineering disciplines. Use of one's teaching-related and technical research in the classroom aimed at course improvement. Documentation can include peer evaluations, teaching awards, conference presentations, peer-reviewed publications, and other documents attesting to the originality, effectiveness, and importance of teaching methods developed.

> Research – Established research agenda with demonstrated track record of achievements including grants and dissemination through peer-reviewed venues such as journals, conference proceedings, and books. Includes research that contributes new understanding or knowledge to the field of engineering and which enhances the reputation of the university. Documentation can include peer-reviewed journal articles and conference papers as well as keynote/invited conference presentations as evidence of scholarly accomplishments.

> Application – Application of latest scientific and engineering professional knowledge to create innovative solutions to industrial and public problems with a special focus on ones with long term impact potential. This can include preparation of extensive technical reports; software development; or novel integration of existing tools, components, and/or ideas from various disciplines to establish integrated, comprehensive and innovative product or process design.

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End of Departmental Guideline for Promotion and Tenure of Tenure-track Teaching Faculty