



*DEPARTMENT OF GEOLOGICAL SCIENCES*

*BYLAWS*

Approved April 16, 2015

# BYLAWS OF THE DEPARTMENT OF GEOLOGICAL SCIENCES

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# **BYLAWS OF THE DEPARTMENT OF GEOLOGICAL SCIENCES**

## **PREAMBLE**

The following policies and procedures, including the provision for subsequent amendment, constitute the Bylaws of the Department of Geological Sciences of the School of Engineering, Science and Technology at Central Connecticut State University. The Department consists of the full and part-time faculty, staff, and students of the Geology, Earth Science and Science Education programs. Unless otherwise provided for, these bylaws apply to faculty members with a full-time appointment to the Department of Geological Sciences.

Upon adoption of these bylaws by the faculty of the Department, they shall take immediate effect, and shall supersede all existing departmental policies, written or unwritten, that may be in conflict with these bylaws.

In the event that there is a conflict between provisions of this document and either the CSU-AAUP Contract or the policies and procedures approved by the CCSU Faculty Senate, both the Contract and the Faculty Senate policies and procedures have precedence.

## **I. THE FACULTY OF THE DEPARTMENT**

### **A. Composition of the Department Faculty**

1. The regular faculty of the Department shall consist of all persons appointed under the rules of tenure, holding the rank of professor, associate professor, assistant professor, and whose regularly funded positions are exclusively within the Department (i.e., not split with another department or program).
2. The fixed term faculty of the Department shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor who are not appointed under the rules of tenure, but whose full-time, regularly funded positions are exclusively within the Department.
3. The adjunct faculty shall consist of persons whose professional position, qualifications, and interests make some relationship with the Department desirable, and whose primary responsibility and income is outside the Department. Adjunct appointments are on a semester-by-semester basis, but with no maximum period. Reappointment is at the discretion of the Department Chair.

## B. Voting Faculty of the Department

1. The voting faculty on matters external to the Department shall be those members of the Department faculty who meet the test of the applicable School and University Faculty Bylaws.
2. The voting faculty on matters internal to the Department shall consist of all regular, jointly appointed, and full-time fixed term faculty as defined in sections I.A.1 and I.A.2.
3. Individual adjunct and part-time fixed term faculty have no vote in Departmental, School, or University matters. However, the Chair shall appoint a part-time faculty member to represent the interests of all other part-time faculty. This person shall have voting privileges on all matters except those of personnel.

## II. FACULTY RESPONSIBILITIES

### A. General responsibilities for all faculty

1. Attendance at all scheduled classes. Faculty who plan to be absent on University business shall make prior arrangements for coverage of classes.
2. Preparation for all classes
3. Observance of office hours [as specified in section 10.9 of the CSU-BOT/AAUP contract](#)
4. Advisement of assigned student advisees
5. Selection of textbooks and related materials for assigned courses.
6. Ordering of supplies and equipment required in assigned courses (except where this responsibility is assumed by an assigned laboratory coordinator)
7. Participation in departmental decision making through attendance at department meetings and involvement in electronic discussions and decisions.
8. Support of departmental activities such as lectures, seminars and open house activities
9. Care of departmental equipment and facilities

10. Observance of administrative deadlines (e.g., book orders)
11. Participation in departmental student evaluation of teaching and courses

B. Other responsibilities which may be applicable:

1. Supervision of student assistants and work study students research projects.
2. Participation in university, school and/or departmental committees to which the faculty member is elected or appointed.
3. Participation of faculty in the advising and registration of incoming and continuing students.
4. Supervision of assigned facilities such as a laboratory specialty room, or storage area.
5. Responsibilities specific to part-time faculty are outlined in Appendix 1.

### III. DEPARTMENT MEETINGS

- A. The Chair shall call meetings at least twice each semester, before the end of the first week of classes and near the end of the semester. Additional meetings may be called as often as necessary to conduct Department business.
- B. Any faculty member with a full-time appointment in the Department of Geological Sciences will have voting privileges. In addition, the Chair appointed part-time faculty representative shall have voting privileges on all matters except those of personnel.
- C. The number of persons required for a quorum shall be based on the number of faculty members in the department with voting privileges less those members on leave [including sabbatical leave, leave of absence, administrative leave, and extended sick leave (five or more consecutive days)] unless they are present. A majority of the department membership so determined shall constitute a quorum.
- D. The agenda for department meetings shall be distributed no later than a week before the meeting.

- E. Items for consideration at the meeting may be submitted by a full-time department member or the appointed part-time representative to the Department Chair at any time. The Chair shall determine if and when items are placed on the agenda.
- F. Unless otherwise specified for in the bylaws, disputes arising about the conduct of any department meeting shall be resolved by consulting and following Robert's Rules of Order, Newly Revised.

#### **IV. DEPARTMENTAL SENATORS AND MEMBERS OF UNIVERSITY COMMITTEES**

- A. Departmental representative and alternate for the Faculty Senate, Curriculum Committee, Graduate Studies Committee and Central Teacher Education Committee (CTEC) will be elected at the same time and in accordance with the departmental committee elections.
- B. Recall of department senator(s) and/or members of University-Wide Committees shall require a formal motion in a department meeting. A decision to recall shall require affirmative vote of 2/3's vote of the faculty members present as long as they constitute a quorum. In the event of recall, the representative's alternate shall fill the vacancy until a new member is chosen by a special election to be completed within two weeks of the recall vote.

#### **V. DEPARTMENTAL COMMITTEES**

- A. General Statements

All department committees, with the exception of the DEC, shall report their recommendations to the department for department action. All department committees shall keep recorded minutes of their meetings. With the exception of the DEC, each committee shall make available their minutes along with their recommendations to each department member (preferably on the Department shared drive). A copy of both the minutes and recommendations shall be kept on an electronic archive on the Department shared drive for future reference.

- B. Standing Committees

1. The standing committees of the Department are:
  - Curriculum
  - Personnel

Student and Public Relations

Library

Evaluation (DEC)

2. Standing committees membership selection and organization

- a. The membership and committee Chair (where applicable) of each committee shall be established by departmental election.
- b. Terms of membership, with the exception of the DEC, shall normally be for a period of three years.
- c. Elections for the following academic year shall be held no later than April 30 of each year.
- d. Each department committee shall organize itself between September 1 and October 1 of each academic year. The committee shall determine its time and place of meeting, and shall elect its officers.
- e. No member can be elected to any university or departmental committee without that member's consent.

3. Formation of new standing committees shall be by vote of the departmental faculty. At the time of formation, the membership and the specific functions and responsibilities of the new committee must be clearly defined. Upon department approval this information will be made a part of the bylaws of the Department.

C. Ad Hoc Committees

1. Ad hoc committees may be appointed by the Chair as necessary without department approval.
  - a. A clearly defined timetable, including disbandment, and an outline of specific tasks of the committee must be stated at the time of committee formation.

D. Committee Membership, Functions, and Responsibilities

1. Curriculum Committee

- a. Membership: The Curriculum Committee shall consist of the University Curriculum Committee representative and an alternate.
- b. Functions and Responsibilities: This committee shall review and recommend to the department policies concerning curricula

including patterns of the majors, minors, and department and inter-departmental programs; requirements for specific graduate and undergraduate programs; modifications, additions, and deletions of courses within the curricula.

- c. It is the responsibility of the committee to review pertinent sections of the university catalog and insure that they are up to date and accurate.

## 2. Personnel Committee

- a. Membership: The Personnel Committee shall consist of three (3) tenured faculty members.
- b. Functions and Responsibilities: This committee is responsible for all personnel matters not specifically delegated to the DEC by the CSC-AAUP Contract, the Faculty Senate, or these bylaws. These shall include such matters as sabbatical leave, recruitment of full-time and part-time teaching faculty, faculty academic standards, and general Department personnel policies. The committee shall also be responsible for evaluating part-time faculty performance as directed in Appendix 2, and shall make recommendations to the Chair as to whether part-time faculty shall be retained from semester to semester.
- c. It is the responsibility of the committee to conduct the election for Department Chair.

## 3. Student and Public Relations Committee

- a. Membership: The Student and Public Relations Committee (SPRC) shall consist of three (3) members.
- b. Functions and Responsibilities:
  - i. The SPRC is responsible for building a positive public image for the Department. It shall assist the Chair on matters involving students. It shall arrange programs for the purpose of recruitment of students for the Department and set up procedures for the advising of students. It oversees and assists student groups (e.g., Geology and Planetary Sciences Club and Sigma Gamma Epsilon) to arrange research seminars by recruiting speakers from inside and outside the Department.
  - ii. The department web page operates under the control and direction of the SPRC. The Department will set guidelines



for the content and management of the web page. The SPRC will designate a department webmaster, who will have day-to-day authority over the set-up, content, and management of the web page.

#### 4. Library Liason

- a. Membership: The University Library Liason must be a full-time faculty member.
- b. Functions and Responsibilities: The Library Liason shall process orders submitted by the members of this department for books, journals, and other library materials to be purchased for the Elihu Burritt Library, allocating the available funds in accordance with priorities established by the Department, and shall report the disposition of these orders to the Department.

#### 5. Evaluation Committee

- a. Membership: The Department Evaluation Committee (DEC) shall consist of three (3) tenured members, none of whom is a candidate for promotion. The Department Chair, if not otherwise elected to the DEC, shall serve as an ex-officio, non-voting member. DEC membership shall be reviewed annually by the Department as a whole. Any DEC member who is the subject of an evaluation for any purpose will not attend any DEC meeting when his or her evaluation is being considered. In such an instance, an alternate member will be elected to the DEC.
- b. Functions and Responsibilities: The primary function of the DEC is to conduct faculty evaluations for purposes of renewal, promotion, tenure and professional assessment. Such evaluations will be carried out in compliance with the CSC-AAUP contract and according to procedures and guidelines established by the Department (Appendix 3) and the Faculty Senate (Appendix 4).
- c. Peer Evaluation Procedures
  - i. Such evaluation will be carried out in compliance with the CSU-BOT/AAUP contract and according to procedures and guidelines established by the University Senate.
- d. Student Evaluation Procedures:
  - ii. In alignment with the BOT-CSU-AAUP contract, Senate Promotion

and Tenure Guidelines, and Department Guidelines, the Department shall utilize its own questionnaire to evaluate student satisfaction with faculty instructional practices (Appendix 5). The questionnaire shall consist of a multiple choice portion and a free response portion. Faculty shall be required to summarize this data into their renewal, promotion, and/or tenure files.

## **VI. DEPARTMENT CHAIR**

A. Term: The term for Department Chair shall be three years.

B. Selection

1. The Department Chair is appointed by the President upon recommendations of the Dean of the School of Engineering, Science and Technology and the Department.
2. Any full-time tenured member of the Department is eligible to serve as chairperson. Any full-time member of the Department may make a nomination after first ascertaining that the nominee is willing to serve if elected.
3. The recommendation by the Department shall be based upon the result of an election. The election shall be by secret ballot. The election shall be held in April of the second year of the three-year term. The election, including the solicitation of nominations, will be conducted by the Department Personnel Committee. The committee shall:
  - a. Accept sealed nominations for a one-week period beginning with the regularly scheduled department meeting in April.
  - b. Within three school days after the close of nominations prepare and distribute a secret election ballot containing the names of those nominated and willing to serve. No absentee ballots will be given.
  - c. Hold the initial election over a seven-calendar day period after the distribution of ballots and establishment of voting places. The Chair of the Department of Biological Sciences and his/her designee will serve as tellers. The tellers will inform the department of the election results.
  - d. If none of the nominees has received a majority vote, the two who receive the first and second highest number of votes shall be listed and a second secret vote taken. Such

vote shall be conducted over a five school day period after the distribution of ballots. The nominee with the greatest number of votes shall be the Department's recommendation to the Dean of the School of Engineering, Science, and Technology.

- e. In the event of a tie, a third secret second vote shall be taken. Such vote shall be conducted over a five school day period after distribution of ballots. Another tie will indicate that the Department is unable to choose between candidates and the Dean will be informed accordingly.
- f. Transmit the Department's recommendation to the Dean.
- g. Numbers of votes will in no case be transmitted to the Dean.

C. Method of replacement before the end of a term.

The Department may, by a two-thirds vote of all full-time department faculty members, recommend to the President of the University that the Department Chair be replaced before the expiration of his/her term.

D. Functions and Responsibilities: The day-to-day business of the Department shall be conducted by the Chair in cooperation with the departmental standing committees. The Department Chair has the dual responsibility of leading the Department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the Department in all its varied activities. The Department Chair is the normal channel of communication between the Department, other departments, divisions, offices and the administration.

1. Department Personnel: The Chair is responsible for seeing that the members of the Department fulfill their professional obligations. The Chair and Department determine the need for new faculty, appoints faculty advisors where applicable and is responsible for establishing faculty ad hoc committees within the department. The Chair and the DEC evaluate faculty, and recommend faculty for tenure, promotion and sabbatical leave to appropriate deans. The Chair is responsible for supervision of secretarial personnel, support staff, and student help assigned to the Department, planning of teaching and room schedules, and arranging for class coverage for faculty members in case of illness or other unforeseen absence. Faculty who plan to be absent on University business shall make prior arrangements for coverage of classes.

2. Curriculum: The Chair exercises leadership in curriculum development and is responsible for providing information on course offerings, course descriptions, and curriculum requirements including catalog copy.
3. Budget: The Chair is responsible for preparation of the budget of the Department for equipment and supplies, allocations for part-time staff and student help, ordering of equipment and supplies within the approved allotment, maintenance of appropriate records of requisitions, receipts of materials and expenditures, requests for and allocation of funds for operation and supervision of the student help program.
4. Facilities: The Chair assigns facilities allocated to the Department and is responsible for the adequate storage and maintenance of the equipment used by the faculty, makes requests for and distributes building and room keys for the staff, provides information regarding the use of facilities within the Department.
5. Leadership: The Chair encourages and helps make provision for activities conducive to the professional growth of the department.
6. Student Relationships: The Chair may consult with students on Departmental problems and issues. He/she supervises the admission of majors and minors into the Department, and supervises the academic advisement of students through faculty advisors.
7. Assignment and Scheduling of Courses: The Chair prepares teaching assignments and a tentative schedule. After consultation with individual faculty members of the Department the Chair will submit the schedule to the proper administrative officials and distribute the overall schedule to the members of the Department. The Chair shall endeavor to consult affected faculty if last minute changes are necessary.

#### **VII. OTHER DEPARTMENTAL ADMINISTRATIVE POSITIONS**

- A. Chair Designate - The person appointed by the President as the Chair Designate will, in the semester prior to assuming the Chair, serve as an assistant to the Department Chair.
- B. Assistant Chair - In the event that the Department Chair desires to assign a portion of his/her administrative load to another person, the Department Chair will recommend his/her choice, in

writing, to the Department one week before a regularly scheduled department meeting. A secret ballot vote will be conducted at that meeting.

1. The majority of all eligible voting members of the Department must, in secret ballot, approve the Chair's recommendation of an Assistant Department Chair or of anyone assisting the Chair in an administrative capacity.
  2. The duties and term of office of the Assistant Chair must be approved by the Department.
  3. The Assistant Chair may be removed by a vote of the majority of the Department.
- C. Acting Chair - In the event of prolonged illness or absence due to academic leave, the Department, with administrative approval, may elect an acting Chair to serve as temporary replacement. The Acting Chair will have all the responsibilities and authority normally vested in the Department Chair. The Department will inform the appropriate administrative officers of the election of an Acting Chair.

#### **VIII. ADVISING OF STUDENTS**

- A. Responsibility: All full-time faculty will share in the advising of students. It is the responsibility of the Chair to assign advisors, but he/she may delegate this responsibility to another faculty member.
- B. Advising load: Where possible, advising assignments should recognize the advisor's special area of competence; nevertheless no advisor should be given an unreasonably disproportionate number of advisees unless he/she specifically consents to or requests such an arrangement.
- C. All counseling of undergraduate students during the summer session will be the responsibility of the Department Chair or designate.
- D. The Department Chair shall maintain records regarding student advisees. It is the responsibility of individual advisors to see that their advisees' files are complete and up-to-date.

#### **IX. COORDINATION AND RESPONSIBILITIES**

A. AREA RESPONSIBILITIES

1. Planetarium: In coordination with the Planetarium Director, one faculty member shall be assigned responsibility of maintenance of the planetarium and coordination of planetarium usage.
2. Observatory: One faculty member shall be assigned responsibility of observatory maintenance, security, and use.
3. Weather Center: In coordination with the Department Technician, one faculty member shall be assigned responsibility of maintenance, security, and use.
4. Laboratories. The Department Chair will appoint a laboratory coordinator for any course in which there are multiple laboratory sections involving several different instructors. (See Appendix 6 for responsibilities)

**X. PROVISION FOR BYLAW REVISIONS**

- A. The department Chair will place the review of Department Bylaws on the agenda of a scheduled department meeting at least once each academic year.
- B. Revisions to the Department bylaws may be discussed at a faculty meeting and if necessary be formulated by an ad hoc committee.
- C. Bylaws changes require a 2/3 vote of members present at any scheduled meeting of the Department, providing said bylaw changes have been presented at a previous meeting (or distributed otherwise) at least one week in advance.

## **Appendix 1. EXPECTATIONS FOR PART-TIME FACULTY IN THE DEPARTMENT OF GEOLOGICAL SCIENCES**

Article 4.6 of the Collective Bargaining Agreement covers the conditions of employment for part-time faculty. It reads, in part, "Part-time members shall be assigned to available courses depending upon the Department Chair's determination of credentials, experience, and teaching merit." The following conditions will be taken into consideration when evaluating teaching merit.

1. At the end of the semester, all part-time faculty are required to turn in all grades (lab, quiz, exam, paper, etc.) for each student to the full-time faculty member in charge of the class. In the case of a part-time faculty member teaching a class in its entirety, the grades should be submitted to the Geological Sciences Chair in a timely manner. The grades must be submitted as an Excel spreadsheet properly labeled with the class number and name, instructor name, and semester. This must be done in order to comply with assessment requirements.
2. All part-time faculty are expected to hold their class/lab as scheduled. If illness requires a part-time faculty member to be absent from class/lab the faculty member is required to notify the Department secretary and the Chair as soon as possible so that a substitute faculty member can be found. If a last minute illness requires the cancellation of class/lab, the part-time faculty member is required to notify the students, the department secretary, and the Chair as soon as possible of the cancellation. Habitual absences are not acceptable.
3. It is recommended that part-time faculty make themselves available to students before or after class or by appointment. Desks with computers are available anytime in Room 545NC for part-time faculty to meet with students. The key to the room will be available from the Department Secretary.
4. All part-time faculty are expected to be in class/lab for the full time period allotted to that class/lab. If the class/lab material has been covered, faculty should remain for student questions and help.
5. All part-time faculty will be subject to class/lab

observation by a full-time faculty member of the Department of Geological Sciences. Faculty will be given advance notice as to when this observation will occur. This observation will constitute part of the evaluation process for part-time renewal.

6. Departmental course evaluations must be done for each class/lab at the end of the semester. The survey instrument will be provided by the Department secretary. A professor must arrange for another faculty member to administer the evaluations and turn them in to the Department Chair. The evaluations will be considered as part of the evaluation for part-time faculty renewal.
7. Communication with all faculty members concerning any University or Departmental business will be by their CCSU email account. All faculty members should check their email regularly, even between semesters/sessions and during the summer. They should also use this account to communicate with students. DO NOT give students a personal email account for communicating with faculty members.



## **Appendix 2. EVALUATION OF PART-TIME FACULTY**

1. Part-time faculty shall be evaluated in terms of teaching effectiveness. New part-time faculty shall be evaluated in their first semester of teaching by the procedure spelled out in section 2 below. After the first semester, part-time faculty shall be evaluated once per academic year thereafter by the procedure spelled out in section 2 below. All Part-time faculty shall receive a copy of *Expectations for Part-time Faculty* in Appendix 1.
  
2. Evaluation of part-time faculty shall be done by an in-class observation by a member of the Personnel Committee. The observation shall last no longer than one hour and be done within the first month of the semester. A written report of the observation shall be communicated to the rest of the Personnel Committee and the Chair within three days of the observation. A summary of the observation, including any problems or deficiencies (and suggestions for improvement) shall be communicated to the part-time faculty member within one week of the observation. In the case of serious problems or deficiencies, the Personnel Committee may recommend to the Chair that the part-time faculty member not be rehired. Renewal of a part-time faculty contract is also dependent on the quality of the student reviews given at the end of the semester.

### **Appendix 3. DEPARTMENTAL PROMOTION AND TENURE GUIDELINES**

DEC Guidelines for The Department of Geological Sciences:  
Adopted 1/13/15

Preamble: The faculty of the Department of Geological Sciences have a wide variety of specializations in both teaching responsibilities and professional expertise. The standardized guidelines listed below can only be applied to each individual faculty member while simultaneously recognizing the diversity of our faculty and their individual strengths.

Formal mentoring policy:

Upon hiring a new tenure-track faculty member, the Chair shall appoint two members of the Department to serve as mentors to the new faculty member. The chair shall also consult with the new faculty member and consider asking one or more faculty or staff members outside the Department also to serve as mentors, depending on expressed interests and/or needs of the new individual. In the second semester of a new faculty member's service, the Chair shall ask whether that individual would like any additional formal mentoring relationships. Mentors shall make every effort to be useful to new faculty members, but the formal mentoring program does not relieve the entire department of its responsibilities for sharing with junior faculty members departmental expectations, the history and practices of the department, and, to the extent known, current practices of the University Administration and Promotion and Tenure Committee. The Chair shall make sure that each new tenure-track faculty member has a copy of the AAUP-CSU contract, the CCSU promotion and tenure policy, department bylaws, and this departmental policy.

Promotion and Tenure:

Normally the expectations for promotion to associate professor and for tenure are the same in this department. The Department of Physics and Earth Sciences expects someone recommended for promotion to Professor to show contribution well beyond minimal levels in at least one, preferably more, of the categories of evaluation, typically including contributions in the creative activity category.

### Load Credit Activity:

For most faculty, this will be comprised of teaching. This is our primary mission at the University, so all faculty members should be good teachers, regardless of rank. Good teachers demonstrate:

- Commitment to high academic standards for their students, as demonstrated in individual faculty portfolios;
- Creativity in seeking effective results from varied teaching methodologies, as appropriate;
- Quality in teaching as supported by teaching evaluations;
- Efforts to promote and encourage independent student investigations or projects, as appropriate.

Teaching in interdisciplinary programs will be valued equally with teaching within one's discipline. Faculty are encouraged to submit other evidence of successful teaching, and to explain in their portfolio how their teaching informs their creative activity, service to the university, and/or professional activity, as appropriate.

Faculty who accumulate load credit activity in ways other than teaching (e.g. program direction, research release time, chair load) will be required to submit evidence of quality in these activities as part of their portfolio.

One peer evaluation is required during the first year of all new hires. One additional peer evaluation will be required within two years prior to application for any promotion. Sexennial evaluations will not require a peer evaluation. The DEC will conduct all peer evaluations which will only occur during regular semesters, not winter or summer sessions. The scheduling of all peer reviews will be the responsibility of the faculty member being evaluated. The evaluations will be written in narrative form, not a rubric, and may be prepared as a stand-alone item or may be incorporated into the DEC letter.

### Creative Activity:

Faculty must demonstrate evidence of creative activity. Given the diversity of specializations among the Department members, a holistic and discipline-relevant definition of creative activity must be applied. It is also understood that a faculty member's area(s) of creative activity may change throughout their career. Creative activity includes (but is

not limited to) primary research, research done with students, grant work, research/scholarly partnerships with industry and school systems, scholarship on pedagogy and engagement, interdisciplinary scholarship, applied research, and action research. A hallmark of true creative activity is that its results are shared with the greater academic community beyond the university, by means including the following (which is neither a ranked nor all-inclusive list):

- Externally funded grants;
- Internally funded grants;
- Grant applications for external funding;
- Grant applications for internal funding;
- Publications (including those with student co-authors) in appropriate peer-reviewed and editor-reviewed journals, chapters and articles in books, and complete books;
- Research/scholarly reports done for outside constituencies (such as school districts);
- Presentations at conferences and professional workshops, especially conferences and workshops hosted by national or international organizations.

Faculty are encouraged to submit other evidence of successful creative activity, and to explain in their portfolio how this activity, such as curriculum development and curriculum development grants, informs their teaching, service to the university, and/or professional activity, as appropriate.

#### Service:

*Departmental:* Department service is expected of all faculty, regardless of rank. Departmental service includes (but is not limited to):

- Student advising;
- Departmental committees;
- Department-based outreach and engagement activities;
- Departmental search committees;
- Representing the Department at University open houses, and graduations;
- Efforts towards improvement of the Department's course and programmatic offerings;
- Representing the Department at local, regional, and national community and professional gatherings.

*University:* All faculty should strive to be involved in University-wide service, regardless of rank. Such service includes (but is not limited to):

- University committees (elected and appointed);
- Faculty Senate Committees;
- Assessment/Accreditation or other University needs;
- University-based outreach and engagement activities;
- Service to other University Schools (e.g. Education and Professional Studies).

First-year faculty are not expected to be involved with Faculty Senate Committees, but should seek other means of service to the University, such as University-based outreach. Faculty are encouraged to submit other evidence of successful service, (e.g. community service) and to explain in their portfolio how such service informs their teaching, creative activity, and/or professional activity, as appropriate.

Professional Activity:

All faculty are expected to remain active in their disciplines, regardless of rank, as this activity informs good teaching and provides avenues for creative activity. Professional activity generally includes interactions with the larger professional community outside of the University. It includes (but is not limited to):

- Active membership in professional organizations;
- Attendance and participation in regional, national, and international symposia and conferences;
- Reviewing of texts and serving as a reviewer for journals or grant applications;
- Partnerships and service with local, state, and national agencies and organizations appropriate to one's discipline.

Faculty are encouraged to submit other evidence of successful professional activity, and to explain in their portfolio how their service informs their teaching, creative activity, and/or service, as appropriate.

#### **Appendix 4. FACULTY SENATE DOCUMENT ON PROMOTION AND TENURE**

##### **CCSU Promotion and Tenure Policy for Tenure-track Teaching Faculty**

This policy was adopted by the Central Connecticut State University Faculty Senate on October 22, 2007 and amended on September 22, 2008, May 10, 2010, April 28, 2014, and October 27, 2014.

##### **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 CSU-AAUP, appropriate members of the CCSU administration and the Faculty Senate for the sole purpose of checking consistency with the Collective Bargaining Agreement and Faculty Senate-approved policies on promotion and tenure, and then forwarded to the Provost and respective Dean.

**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.

## Appendix 5: DEPARTMENT FACULTY EVALUATION STUDENT QUESTIONNAIRE

### Course Information Survey: Physics-Earth Sciences Department

In this survey, you are asked to assess both the course and the instructor. Your instructor has requested this information for purposes of instructional analysis and improvement. Please try to be both thoughtful and candid in your responses so as to maximize the value of feedback. Please write additional comments on the back of the ANSWER sheet.

ATTENTION: PLEASE PRINT THE COURSE TITLE, SEMESTER AND INSTRUCTOR ON THE BLANK LINES ON THE ANSWER SHEET PROVIDED. USE A PENCIL TO MARK YOUR ANSWERS FOR EACH QUESTION IN THE APPROPRIATE BUBBLE.

- 1) Were the title and catalog description of this course consistent with the course content?  
a) yes b) no c) uncertain
- 2) Was a written explanation of the course grading and other performance expectations given at the beginning of the term?  
a) yes b) no c) uncertain

The following items ask you to give your impressions about parts of the course content and course instruction. Please answer each of the following items by marking one answer from this scale:

- A = I strongly agree with this statement
- B = I agree with this statement
- C = I disagree with this statement
- D = I strongly disagree with this statement
- E = This statement does not apply or I am uncertain

- 3) The time spent in this class was worthwhile.
- 4) Major points in this class were made clear.
- 5) Class assignments helped me to understand the material.
- 6) Class meetings have been intellectually stimulating.
- 7) It was possible for me to ask questions, make comments, or express ideas in class.

The following items ask you to assess your instructor's specific classroom behaviors. Try to assess each behavior independently rather than letting your overall impression of the instructor determine each individual rating. Please use the following scale to mark your answers:

- A = often
- B = sometimes
- C = rarely
- D = not applicable



- 8) Asks questions of the class as a whole
  - 9) Presents challenging, thought-provoking ideas
  - 10) Periodically summarizes points previously made
  - 11) Asks if students understand before proceeding to the next topic
  - 12) Offers to individually help students with problems
  - 13) Makes me want to learn more about this subject
- 
- 14) I would rate the quality of instruction of this course as
    - a) excellent
    - b) good
    - c) fair
    - d) below average
    - e) poor
  - 15) Compared to other instructors you have had at CCSU, how effective has the instructor been in this course?
    - a) one of the most effective (among the top 10%)
    - b) more effective than most (among the top 30%)
    - c) about average
    - d) less effective than most (among the lowest 30%)
    - e) one of the least effective (among the lowest 10%)

Your instructor may have additional questions to be answered at this time.

PLEASE WRITE ANY ADDITIONAL COMMENTS ON THE BACK OF THE  
\* ANSWER SHEET. THANK YOU.  
\* BUBBLE SHEET

DO NOT WRITE ON THIS  
Questionnaire 😊

## **Appendix 6: LABORATORY COORDINATOR RESPONSIBILITIES**

1. Ensuring that a laboratory schedule, coordination with the lecture schedule, be decided by the instructors and distributed at the beginning of each semester for each course.
2. Ensuring that each week's laboratory is set up and taken down on schedule with the authority to request help from instructors teaching those laboratories.
3. Ordering of supplies, equipment and textbooks for the course. All decisions regarding those items will be made by majority vote of the area groups. It is expected that all lab instructors will assist in preparing lists of supplies needed and equipment.
4. Duplicating laboratory instructions and schedules.
5. Supervising student help assigned to the coordinator and to interact with the department technician as necessary to effect efficient maintenance, repair and fabrication of equipment.
6. To communicate with part-time faculty on those matters relevant to their laboratory sections.
7. Posting laboratory safety procedures and making sure that the proper safety equipment is present and in working order in the labs.
8. Other duties as may be deemed appropriate by the Department Chair.