

Central Connecticut State University
School of Education
Department of Literacy, Elementary and Early Childhood Education

DEC GUIDE FOR PRODUCTIVE SERVICE TO DEPARTMENT AND UNIVERSITY

As described in Article 4.11.9.3 of the CSU-AAUP Collective Bargaining Agreement

4.11.9.3: Productive service to the department and university

EVIDENCE & DATA SOURCES	TENURE	ASSOCIATE PROFESSOR	FULL PROFESSOR
<u>For Tenure, Associate Professor and Full Professor</u> - Candidate's Narrative - Candidate's Research - Candidate's Resume - Candidate's Portfolio - Course Syllabi - DEC Interview - Documentation, such as Award Letter, Presentation slides, etc. - Peer Mentor's Feedback - Professional Colleague Observation Rubric - Course Information Survey (course evaluation form) - Candidate's Self-Designed Student Evaluation - Other Student Evaluations <u>For Full Professor Only:</u> - External Review of Dossier: The DEC will invite at least two	<u>MINIMUM EXPECTATIONS</u> - Evidence of service to Department and/or SEPS. Examples may include: - Program advising - Program assessment (program portfolio evaluation, SPA reports) - Program/Course development and/or revision - Chairing the Literacy Essentials Conference - Peer mentoring (of adjunct or new faculty) - Coordinating department and/or SEPS special projects/programs, such as developing graduate/undergraduate handbooks, advising Graduate Society of Reading (GSR) or Education Club or Alpha Upsilon Alpha International Literacy Association Honor Society, coordinating undergraduate or graduate programs, and electronic portfolio	<u>MINIMUM EXPECTATIONS</u> - Evidence of continuing and expanding service, including developing leadership at Department and/or SEPS level. Examples of evidence may include: - Program advising - Program assessment (program portfolio evaluation, SPA reports) - Program/Course development and/or revision - Chairing the Literacy Essentials Conference - Peer mentoring (of adjunct or new faculty) - Coordinating department and/or SEPS special projects/programs, such as developing graduate/undergraduate handbooks, advising Graduate Society of Reading (GSR) or Education Club or Alpha Upsilon Alpha International	<u>MINIMUM EXPECTATIONS</u> - Evidence of <u>leadership and expanding service</u> at Department and/or SEPS level. Examples of evidence may include: - Continuing peer mentoring of junior and adjunct faculty as part of the department mentoring program. - Continuing peer mentoring with senior faculty as part of the department mentoring program. - Program advising. - Program assessment (program portfolio evaluation, SPA reports). - Writing accreditation and/or assessment reports. - Program/Course development and/or revision. - Chairing the Literacy Essentials Conference. - Peer mentoring (of adjunct or new

nationally/internationally recognized and respected professionals in the discipline to evaluate candidate's dossier and/or narrative with resume attached.	orientation. - Representing department at university commencement ceremonies. - Proctoring/Grading comprehensive examination and or admissions essay for graduate or undergraduate students. - Interviewing candidates and providing program orientation for undergraduate or graduate programs. - Representing department and/or SEPS on University committees, such as Senate, Curriculum, and Graduate Studies, as well as other committees elected by CCSU faculty or SEPS Governance Council. - Maintaining department website - Serving on department advisory board. - Serving on SEPS committees. - Serving on CTEC. - Evidence of service to university. Examples may include: - Serving on university committees.	Literacy Association Honor Society, coordinating undergraduate or graduate programs, and electronic portfolio orientation. - Representing department at university commencement ceremonies. - Proctoring/Grading comprehensive examination and or admissions essay for graduate or undergraduate students. - Interviewing candidates and providing program orientation for undergraduate or graduate programs. - Representing department and/or SEPS on University committees, such as Senate, Curriculum, and Graduate Studies, as well as other committees elected by CCSU faculty or SEPS Governance Council. - Maintaining department website - Serving on department advisory board. - Serving on SEPS committees. - Serving on CTEC. - Evidence of <u>continuing and expanding service</u>, including developing leadership at university level. Examples of evidence may include: - Serving on university committees. - Serving as officer on university committees.	faculty) - Coordinating department and/or SEPS special projects/programs, such as developing graduate/undergraduate handbooks, advising Graduate Society of Reading (GSR) or Education Club or Alpha Upsilon Alpha International Literacy Association Honor Society, coordinating undergraduate or graduate programs, and electronic portfolio orientation. - Representing department at university commencement ceremonies. - Proctoring/Grading comprehensive examination and or admissions essay for graduate or undergraduate students. - Interviewing candidates and providing program orientation for undergraduate or graduate programs. - Representing department and/or SEPS on University committees, such as Senate, Curriculum, and Graduate Studies, as well as other committees elected by CCSU faculty or SEPS Governance Council. - Maintaining department website - Serving on department advisory board. - Serving on SEPS committees. - Serving on CTEC. Evidence of <u>leadership and expanding service</u> at university and community levels. Examples of evidence may include: - Serving on university committees. - Serving as officer on university committees. - Serving, as a CCSU representative, on Executive Board of community
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