

**CENTRAL CONNECTICUT STATE UNIVERSITY  
DEPARTMENT OF NURSING  
DEC GUIDELINES & PROTOCOLS**

**Evaluation of Untenured Faculty**

- I. A full-time faculty member of the department is assigned as a mentor for a junior faculty member upon hiring. The member will meet with the new faculty member to promote positive adjustment to the department and to provide guidance and professional growth of the faculty member.
- II. Untenured faculty members are evaluated according to the CSU-AAUP Collective Bargaining Agreement (section 4.11.9). The Nursing DEC Guidelines are in line with this agreement.
- III. The Chairperson of the Nursing DEC must inform in writing those faculty being evaluated for renewal, tenure, and promotion by the appropriate date specified in Table 1 (Evaluation Process Due Dates) found in the CSU-AAUP Collective Bargaining Agreement handbook according to 4-11-5 1) the fact and purpose of the evaluation, 2) the opportunity to submit material to the DEC, 3) the opportunity to appear personally before the DEC prior to the DEC's recommendation.
- IV. The Nursing DEC evaluates each member regarding:
  - a. Load Credit Activity
  - b. Creative Activity
  - c. Productive Service to the department and university; and
  - d. Professional Activity
  - e. Years in rank.
- V. **Load credit activity** relates to credit received for teaching, student supervision, advisement, department chair, research, reassigned time or any other function specified in their appointment. Student, faculty, and clinical agency evaluations are solicited for assessing these different areas. Classroom observations are also considered important to the evaluation process. To responsibly meet departmental expectations in this area requires adherence to the professional Code of Ethics, integrity in relationships with fellow faculty, students and professionals, knowledge of content, accessibility to students, informed decision-making in instruction and in advising, and continuing professional growth.

Indicators:

1. Development of creative classroom teaching tools or techniques such as use of technology, etc.
2. Development or significant revision of a new or existing course to reflect current best practice in nursing education.
3. The documentation of the use of student evaluations as a feedback mechanism to strengthen teaching and the learning process for student/consumers, and to revise and/or improve course content and its implications for practice.
4. The incorporation of writing assignments into classroom activities that is reflective of nurse professional writing formats.
5. Development of an area of nursing expertise that introduces new content or technology into current courses and/or results in guest lecturing in the area of expertise on a regular basis.
6. The incorporation of knowledge, activities, or tolls of learning into courses as a result of a professional development experience.

7. Recognition by peers for the value and quality of the courses taught.
8. Citations or awards received.
9. Results of nursing department course evaluations should reflect 75% agree or strongly agree areas.
10. Results of peer observation of faculty should reflect 75% agree or strongly agree in areas.
11. Evidence of contribution to the department/curriculum development and/or evaluation.
12. Evidence of effective clinical supervision either in on-campus lab or in the clinical area.
13. Advisement that demonstrates that advisees complete requirements for admission, and graduation on schedule and within required credit hours.
14. Advisement that demonstrates knowledge of individual learning needs of students, promotion of activities for professional growth (graduate studies, job opportunities).
15. Chair's assessment of advisor's accessibility based on meeting posted office hours, and on keeping appointments.

Evidence: includes but not limited to course evaluations, peer observations, syllabi.

*The applicant must include in his/her narrative a discussion of the significance of the contributions.*

Standard for Tenure:

1. Demonstrate strength in 2, 7, 9, 10, 13, 14
2. Demonstrate strength in an additional four of the fifteen categories

Standard for Promotion – Associate or Full

1. Demonstrate strength in 2, 7, 9, 10, 11, 13, 14
2. Demonstrate strength in an additional four of the fifteen categories

## VI. **Creative Activity**

The nursing faculty values research and scholarship and is committed to enhancing the professional knowledge base for the profession. To maintain teaching excellence, it is imperative that scholarship and creative endeavors complement the teaching process and contribute to the discipline's body of knowledge. The candidate should demonstrate consistent engagement in an area of scholarly activity and work that enhances the professional knowledge base. In keeping with national accreditation body for the Nursing Department, (CCNE), the following categories are suggested as indicators of creative activity which may be used in the evaluation of nursing faculty.

Indicators:

1. The initial development and delivery of a workshop at the national/local level represents an important scholarly and creative contribution.
2. The development of instructional materials (printed materials, simulation, audiovisual materials) for widespread use in the nursing profession.
3. The publication of articles in regional, state or international journals is an important form of scholarship.
4. The presentation of a paper or a poster at a state, national or international professional conference can be a highly competitive endeavor and valuable form of scholarship to the profession.

5. The publication of book reviews in professional journal
6. Publication of book chapter
7. Book or monograph
8. One edited book containing at least one original substantive chapter by the faculty member
9. Editorship, associate editorship or book review editorship of a professional journal or book OR two professional journal article reviews.
10. Presentation of a paper at a professional meeting
11. Discussant at a professional meeting
12. Grant writing is recognized as a valuable/important form of scholarship. We acknowledge that scholarly and creative activities are required in developing grant proposals. Grant writing is seen as a viable scholarly activity, which allows the conduct of research and the provision of staff training and/or service delivery programs. Grant proposals, which are evaluated by panels of peers or other professionals reviews, should be seen as most significant
13. Review of grant proposals at the request of grant agencies
14. Development of entrepreneurial endeavors
15. Preparing electronic resources pertinent for the discipline

**Evidence:** includes but not limited to published work, or a final letter of acceptance from editor or editors, program funders and directors

*The applicant must include in his/her narrative a discussion of the significance of the contributions.*

**Standards for tenure**

Demonstrate strength in 3, 4, 10, 11, and 12

**Standards for Promotion to Associate and Full**

Demonstrate strength in additional four of sixteen categories

- VII. **Productive service:** The Nursing Department views service to the department, college, university, wider community and the profession a major obligation and role. Service maintains currency with the profession that enhances our teaching, provides opportunity to strengthen ties with the professional community, and to provide role models to the student body.

**Indicators** of fulfillment of service responsibilities include:

1. Serving on department, college and university committees
2. Membership in community, agency and professional boards and committees with specific appointed duties. Contributions demonstrated by offices held, reappointments to a term of service, letters from agency directors, and completion of projects or products
3. Organization or development of new programs or enhancement of existing programs or resources
4. Recognition through honorary designations and/or awards
5. Coordination of local, state or national professional meetings and/or workshops
6. Holding official positions—elected or appointed—in professional or community service organizations
7. Advisement of campus clubs or student (SNA, STTI)
8. Mentoring junior faculty

**Evidence:** Includes but not limited to letters of support, certificates, annual reports, minutes of meetings, completion of projects, presentation materials

**Standards for Tenure:**

Demonstrate satisfactory participation in at least one activity reflective of each of the following categories: department, school, university, the profession and the community

**Standard for Promotion – Associate or Full:**

The faculty member should have an established and continuing record of service in each of the areas of service. The faculty member should achieve a reputation for excellent service in one of the areas of service as demonstrated by peer review.

- VIII. **Professional activity:** includes attendance and participation in workshops and conferences, membership and service in appropriate professional organizations, and other professional activities that involve and benefit the community and university or are required to maintain professional certification. Other examples might include organizing conferences, serving on conference committees, or professional consultation.
- IX. **“Years in rank”** refers to the number of years the faculty member has been at their rank prior to promotion or tenure.
- X. After assessment of the above criteria, the Nursing DEC shall make a written evaluation and recommendation, signed by all the members of the DEC. A DEC member may elect to write a minority report, the latter being appended to the Committee report. A copy of the DEC report shall be given to the affected faculty member and signed by them. A copy with all signatures will then be placed in the faculty member’s personnel file. The candidate should be afforded an opportunity to meet with the DEC according to the contract.
- XI. After all signatures have been obtained, the DEC shall bring the written evaluation and recommendation, along with all materials submitted to and considered by the DEC, to the Dean of the School of Education & Professional Studies. The role of the Department Chair in the DEC process will be considered as per contract 4.11.1.