

Departmental Guidelines
Procedures for Promotion, Tenure, Professional (6th year) Review and Annual Review for Untenured and
Tenure-track Faculty Members

Accounting Department
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This document is intended only as a guide and should not be construed as a rubric or list of requirements.

- I. **Requirements for Review.** Consistent with the AAUP contract, load credit (e.g. teaching) is considered first, then creative activity, productive service and professional activities in order. Each of these requirements is described in detail below.
- II. **Differentiation of Requirements by Category.**
 - a. **First Year Renewal.**
 - i. First Year Faculty will prepare a portfolio of their professional work. It will provide evidence of adequate preparation for their teaching responsibilities –detailed syllabi as well as a commitment to developing sound teaching practices. First year faculty will be evaluated primarily on their teaching. The portfolio may also include any evidence of creative activity and service to the Department.
 - b. **Annual Renewal for Un-tenured faculty.**
 - i. Load Credit Activity. Faculty will document their continued growth of teaching effectiveness in traditional and/or online classrooms. This includes effective teaching documented by peer observations (in the third and fifth years), including the DEC members', and student opinion survey, as well course materials that they have developed for courses they have been teaching.
 - ii. Creative Activity: There are many different areas of opportunity for Faculty to be actively engaged in creative scholarly activity. These activities, which contribute to theoretical accounting research, applied accounting research, research benefiting the profession, and pedagogical research can be either alone or in collaboration with others and can be evidenced in many forms. Contributions on coauthored pieces are assumed to be equal unless otherwise noted. The Department expects that faculty will produce quality journal articles and other creative projects which often have long lead times. Refereed journal articles are always weighted more heavily. Peer-reviewed creative materials are also well respected. The quantity and quality of materials required varies for applications for tenure and for the different levels of promotion.

The DEC will assess the suitability of materials submitted.
 - iii. Productive Service Activity. Faculty will continue to demonstrate service to the Department and the University. This service should be documented by membership on committees and/or letters from those who have been involved with their service.
 - iv. Professional Activity. Faculty can demonstrate Professional Activity by maintaining memberships appropriate to their area of expertise and document attendance at local, regional, national and international conferences. Other professional activities include consulting, reviewing papers and books, coordinating conferences and writing grant applications.
 - v. Faculty Mentoring. Junior tenure-track faculty members will be provided with a mentor. Other new tenure-track faculty members will be provided a mentor when requested.
 - c. **Promotion.**
 - i. Load Credit Activity. Faculty will document their continued growth of teaching effectiveness in traditional and/or online classrooms. They will provide evidence of effective teaching over the period since their last promotion.

- ii. Creative Activity. Faculty must document that they have been actively engaged in creative activity as described in b. ii above.
- iii. Productive Service Activity. Faculty can demonstrate service to the Department and the University as in b. iii above.
- iv. Professional Activity. Faculty can demonstrate that they are professionally active through memberships, conferences, reviewing of papers and books as in b. iv above.
- v. Those seeking promotion must provide documentation of their activities in all four categories for the entire period since their last promotion or initial appointment, whichever is more recent.

d. Tenure Review.

- i. Load Credit Activity. Faculty must demonstrate effective teaching in traditional and/or online classrooms.
- ii. Creative Activity. Faculty must document significant progress on their active and sustained creative scholarly activities as described in b. ii above.
- iii. Productive Service Activity. Faculty must demonstrate service to the Department and the University as in b. iii above.
- iv. Professional Activity. Faculty will maintain memberships appropriate to their area of expertise and document attendance at local, regional, national and international conferences as in b. iv above.
- v. Those who seek tenure will provide documentation of their professional activities for the entire period since their first year.
- vi. Candidates are invited to solicit external reviewers for their creative activity.

e. Professional (6th year) Assessment

- i. The primary purpose of the 6th year assessment is to evaluate the load credit activity, creative scholarly activity, service, and professional activity of the Faculty member under review.
- ii. Faculty will document their activities during the year since their last review through a portfolio that includes sections on: load credit activity (including samples of student opinion surveys from at least four classes subsequent to the last evaluation), creative activity, productive service to the Department and the University, and ongoing professional activities.

III. Observation of Teaching by Faculty Colleagues

- a. The Accounting Department considers the classroom teaching to be critically important. Class visits will be made by members of the DEC, department chair or other peers. Peer evaluations should be included in the portfolio in the section on Load Credit Activity.

IV. Student Opinion Surveys

- a. Faculty being assessed will provide student opinion surveys as required by the type of assessment. Portfolios should include a completed set of Department Student Survey Forms and a statistical summary of the results. A narrative reflecting upon their implications for teaching in the future should accompany each set of student opinion surveys and statistical summary.

V. Portfolio Contents

Each candidate for promotion, tenure or 6th year evaluation shall complete in a single dossier a succinct, comprehensive, uniformly formatted summary of his or her accomplishments. The dossier must have a table of contents. It is recommended that each dossier contain the following:

- a. A current curriculum vitae.
- b. All evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU that have been written in the previous five years should be included;
- c. A narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages).
- d. A section labeled "Load Credit Activity" containing:
 - i. A brief introductory narrative (if desired),
 - ii. A summary of distribution of load credit for the period under evaluation,
 - iii. A numerical summary of responses to student evaluation survey questions for all courses taught in the review period as well as copies of all written responses, and
 - iv. Peer teaching evaluations.
- e. A section labeled "Creative Activity" containing:
 - i. A brief introductory narrative (if desired),
 - ii. A list of creative works organized with subheadings as suggested i.e. peer reviewed publication, invited publications, presentations with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress by showing the dates,
 - iii. A copy of each published article or presentation abstract
 - iv. A description of the journal from the online Cabells directory.
- f. A section labeled "Productive Service to the Department and University" containing:
 - i. A brief introductory narrative (if desired),
 - ii. A list of Direct Service organized with subheadings (Department, School of Business, University),
 - iii. A list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix.
- g. A section labeled "Professional Activity" containing;
 - i. A brief introductory narrative (if desired), and
 - ii. A list of activities organized using subheadings.
- h. A copy of the Departmental guidelines.

Please see the Faculty Senate Promotion and Tenure Policy for Tenure-track Teaching Faculty adopted October 22, 2007 for further details and suggested items in section VI Implementation. This document is available on-line at:

<http://www.ccsu.edu/facsenate/Final%20Draft,%20P%20and%20T%20Policy.htm>

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