Computer Science Department
Guidelines for candidates seeking tenure and promotion
Revised 11/1/10
As approved in Department Meeting on November 11, 2010

All non-tenured faculty will submit portfolios of their work annually to the Departmental Evaluation Committee according to the dates established in the AAUP/BOT contract. The department will assign a mentor to each new faculty member based on the consent of both persons. The candidate and the mentor will meet at least once a month to discuss the candidate's progress in the four areas indicated in the P&T guidelines. If either the candidate or the mentor feels that the candidate would benefit from extended conversations with other members of the university faculty, the mentor should make every effort to help the candidate identify and meet those members. The sections outlined below are intended to identify what materials should be included in the portfolio each year as well as identifying a sequence of steps over the pre-tenure period.

The portfolio will be divided into four major sections.

I Administrative summary. This section should include:
- Summary of load credit activity
- Summary of scholarship and creative activity
- Summary of service
- Summary of professional activity
- Curriculum vitae
- Previous letters of appointment and DEC statements may be included

II Load Credit Activity:
- This section should include a statement of teaching philosophy.
- Statistical and verbal summaries of course evaluations for every course taught should be presented in a comprehensible and well-organized format. Verbal summaries should include verbatim comments made by students on evaluation forms. These summaries should be complete, but not redundant.
- The candidate should demonstrate innovative use of media to support student learning and document scholarship of teaching.
- Copies of the syllabi of each course taught should be included. When new courses have been developed, the rationale should be included along with the syllabi.
- Results of regular peer evaluations of classroom teaching shall be included in this section of the portfolio. DEC committee members will serve as observer and evaluators.
- Samples of outstanding student work may also be included.
- Unsolicited letters from students may also be included in this section.
- Reassigned time will be evaluated according to the purpose for which it was given.

III Creative Activity
- The candidate is expected to continue developing areas of scholarly and creative interest at CCSU.
- The candidate is expected to contribute papers to peer-reviewed, discipline-related journals or conferences and to present at regional and national conferences.
- The Department recognizes that engaging in such creative activity in the face of a heavy teaching load represents challenges and therefore has not a specific number of types of creative activity works it requires for tenure and promotion. In keeping with the contract, quality rather than quantity is the measure of creative activity. The Department recognizes the value of publishing in a variety of peer-reviewed venues deemed appropriate to a member's subfield.
- These documents and other forms of evidence should be cumulative over the period and the final tenure and/or promotion portfolio should reflect this.
- The candidate is expected to seek internal and external funding through grants to support their scholarly activities.

IV Productive service to the department and university
- The candidate should serve on university and departmental committees as assigned.
- The candidate should participate in accreditation and assessment activities required by the university and ABET.
- The candidate is encouraged to become actively involved in leadership in computer science-related projects designed to benefit the department or the university.

V Professional Activity
- Professional activity is defined as activity that serves each person's wider profession i.e. artificial intelligence, visualization. These activities tend to enhance the skills and reputation of the candidate, the department and the relevant profession.
- The candidate should belong to and become an active participant in at least one professional association.
- The candidate is encouraged to become actively involved in computer science-related projects in the local area.

Faculty seeking promotion to associate professor or full professor will submit a portfolio as above with evidence in each section to show continuing performance and growth in all categories.