

**Central Connecticut State University
Department of Special Education**

By-Laws

Article 1: Duties of the Committee

1. Department Evaluation Committee
 - a. Membership shall consist of 2 to 4 tenured faculty and may include the Department Chairperson. At the last faculty meeting of each academic year, the department will, by majority vote, determine whether DEC will be comprised of 2 to 4 members. Members will be elected by the department at that time.
 - b. Department Evaluation Committee chairperson will be elected annually by the members of DEC at its first meeting.
 - c. The Department Chairperson may serve as the DEC chairperson.
 - d. No member of the department shall serve on the DEC in an academic year in which he/she is to be evaluated or considered for promotion.
2. Responsibilities of Department Evaluation Committee Chairperson:
 - a. Calls DEC meetings with consultation with Department Chairperson.
 - b. Notifies membership of meetings.
 - c. Appoints the recorder of minutes.
 - d. Acts as departmental and University wide official spokesperson for DEC on all matters relating to DEC and communication of all external transactions to membership.
 - e. Will circulate to DEC members, committee narrative drafts for final approval.
 - f. Notify faculty in writing of contractual time lines.
3. Responsibilities of Department Evaluation Committee:
 - a. Department Evaluation Committee shall evaluate and make written recommendations concerning renewal, tenure, professional assessment, promotion, and sabbatical leave in accordance with current BOT/AAUP contract guidelines.
 - b. Mentoring and observation:

All non-tenured faculty will be assigned a mentor.

 - i. The mentor will be a tenured faculty member of the department on the DEC.
 - ii. The role of the mentor is as follows:
 - a. To meet on a regular basis with the non-tenured faculty.
 - b. To assist in orienting the faculty to his/her position and responsibilities.

- c. To provide guidelines in developing a creative activities agenda.
- d. and to provide feedback on teaching effectiveness.

iii. Observations of teaching of non-tenured faculty

A review of the non-tenured faculty member's teaching shall include observations made by two DEC faculty members. One will be the faculty's mentor. For the observation process, the process will include a pre-observation conference between the non-tenured faculty member and each individual faculty observer; a post-observation conference. The DEC believes this 3-step procedure is important for providing feedback and assistance to the non-tenured faculty member.

The DEC chair will ask the non-tenured faculty member for a set of dates during which to conduct the observations. The DEC chair will then arrange for two members to observe the non-tenured faculty member (on separate occasions). Prior to the observations, the non-tenured faculty member must submit to the DEC chair pertinent syllabi and a personal philosophy statement about teaching.

The DEC members will observe three primary areas: 1) mastery of teaching (including use of a variety of pedagogical approaches); 2) classroom environment/interactions/rapport; and 3) mastery of content.

c. In matters of course evaluation the faculty shall be bound by the BOT/AAUP contract.

- 1. Each faculty member will utilize a student evaluation of faculty form which would be administered at the end of each semester for each year.

d. Department Evaluation Committee shall make recommendations to the department chair concerning professional assessments and reappointments of part-time faculty.

- 1. After the part-time faculty member instructs the same course for three semesters or;
- 2. After the part-time faculty member instructs a new course for the first time or;
- 3. As requested by the Department Chairperson.

e. The Department Evaluation Committee shall use the quality of teaching as the primary criteria for professional assessment and reappointment of part-time faculty.

- 1. Each part-time faculty member will submit a syllabus and course objectives at the beginning of the semester for each course.

2. Each part-time faculty member will submit to the Chairperson of the DEC a course evaluation. The evaluation document will consist of the special education form presently in use.

f. Submission of Materials by Non-Tenured Faculty, Faculty for Promotion and Tenure, and for 6th year professional assessment for submission by the DEC and others.

1. Administrative unit: In general, a file that is submitted by a faculty member for review by the DEC should begin with a section on the faculty member. This section should include:

- a. Faculty member's personal narrative.
- b. Summary of load credit activity.
- c. Summary of creative activity.
- d. Summary of service.
- e. Summary of professional activity.
- f. Curriculum vita.

This beginning section may also include:

- a. Years in rank.
- b. Dean's previous letter(s) of recommendation.
- c. President's previous letter of appointment.
- d. President's previous letter of renewal.
- e. Letters of recommendation.

2. Organizing sections: Following this introductory section, the remainder of the file should be organized under 4 categories: Load credit activity or creative activity, service and professional activity. Not only is the DEC looking for strong evidence of growth and quality in each of these 4 areas, but DEC members are very interested in the reflections made by the faculty member on their own work and growth. For these purposes, each of the 4 categories should provide a "full story."

- a. Teaching- the faculty member should submit:
 1. Reflective statement which focuses on philosophy, particular goals for teaching, approaches to professional growth and development; most recent revisions of the syllabi; summary of own learning; teaching responsibilities and record of teaching; clear explanation of and rationale for instructional approaches; activities undertaken to improve teaching.
 2. Complete syllabi.
 3. Examples of course materials.
 4. Examples of student work.

5. Unsolicited student letters.
 6. Summary of the student evaluations (quantitative and qualitative data). Summary table; not original documents and representative comments from students.
 - a. Summaries of all peer evaluations and recommendations.
- b. Scholarship/Creative Activity- The faculty member should submit:
1. Reflective statement about his/her creative activity agenda and goals; how this agenda contributes to faculty member's own growth, to the department, and to the profession.
 2. Copies of all activity—may include articles, books, manuals, conference papers, grant applications, electronic or media-based formats, etc.
 3. Include a clear explanation of the review process for each creative piece (peer review).
 4. Presentation at local/national/international conferences in discipline per academic year.
 5. Evidence of providing expert witness at due process hearings.
- c. Service—The faculty member should submit:
1. A reflective statement about his/her service work to the department, the school, the university, the community and to the profession.
 2. Clear, specific explanation of his/her contributions to the department, the school, the university, the community and to the profession, including leadership roles.
 3. The DEC is specifically interested to learn from the faculty member how he/she has contributed to the department as a whole. In other words, how has the faculty member been a contributing productive member of the department team, working collaboratively and collegially to further common goals.

4. Reflective Summary—The non-tenured faculty member should close his/her review file with a reflective summary and goal statement. What does he/she plan to accomplish over the next 3 years? What particular areas of growth does he/she plan to address and how?
- d. Professional activity includes evidence of other participation and /or leadership in professional community (local/national/international organizations/committees).
 1. A reflective statement about his/her professional activity to the field of special education.
 2. Participate in or leadership in professional community.
 - e. Observations of Teaching of Non-Tenured Faculty:

A review of a non-tenured faculty member's teaching shall include observations made by two DEC faculty members. The process will include a pre-observation conference between the non-tenured faculty member and the faculty observer; the observer will submit a written report to DEC chair. The DEC believes this procedure is important for providing feedback and assistance to the non-tenured faculty member.
 - f. Tenure/Promotion:

The distinction between tenure and promotion is that tenure is based on the candidate's potential. The candidate should be able to demonstrate positive growth in all four areas of evaluation. Their teaching should demonstrate a reflective practitioner who modifies and enhances the curriculum as needed. The candidate should have a research agenda and have progressed in producing artifacts that reflect the agenda (presentations and possible publications). The candidate should be becoming active in the college community, serving on committees at least at the department and college levels. The candidate should be able to demonstrate being active in their field (attends conferences, membership in

professional organizations, and professional activity in the community).

Promotion is based on products. The candidate's teaching evaluation should reflect that the candidate has mastered their subject area. The candidate's creative activities agenda should be well developed with evidence of scholarly growth, through publications, conference paper presentations at state, national and international conferences, grant applications and electronic media formats. These should be clear contributions to the department, school, university, and community, with the candidate assuming some leadership roles.

D. The DEC

1. Procedures of Department Evaluation Committee:
 - a. The committee shall not function with more than one member absent.
 - b. All meetings and written transactions shall be closed and confidential. Any DEC member found in violation of this will be suspended from further participation in DEC that year.
 - c. The DEC chair will notify all faculty members who are eligible for renewal, promotion, tenure and professional assessment.
 - d. For every category of evaluation, the DEC chair will notify faculty of deadlines for the submission of documents to DEC, as well as the deadlines established by the University.
 - e. Pursuant to its evaluation responsibilities, DEC will initiate its evaluation only with the data submitted by the candidate.
 - f. If the data is deemed insufficient, DEC may request further data from the candidate.
 - g. DEC will not consult the candidate's personnel file without written permission of the candidate.
 - h. Any additional data brought to the committee's attention will be shared with the candidate and the opportunity will be provided for the candidate to respond.
 - i. All decisions will be reached by majority vote.
 - j. The DEC evaluation committee will highlight those aspects of performance agreed upon by the majority of the committee.

- k. Copies of the DEC evaluation will be sent to the candidate.
- l. Copies of the DEC evaluation will be sent to the dean of the School of Education and Professional Studies.
- m. Relative to renewal, promotion, tenure, professional assessment, and sabbatical leave, all candidate documentation will appropriately be forwarded with DEC's evaluation.
- n. DEC shall act in accordance with the provisions and criteria outlined in the BOT/AAUP contract.

Article II

A. Revision of By-Laws

- 1. These by-laws may be amended by a majority vote of department members at any department meeting providing that such amendments shall have been distributed in writing and discussed at a previous departmental meeting.