

CENTRAL CONNECTICUT STATE UNIVERSITY

Senate Motion Number PS-R-03-11-2003

University Senate Motion

59

TO: President Richard Judd
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with Library Faculty Evaluation for renewal, tenure, promotion is presented to you for your consideration. Two additional copies are included for your use. assessment

2. This motion was adopted by the University Senate on November 17, 2003

3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.

4. Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.

a) By 11/21/03, Senate action reported to the President of University.
(Date)

(Within five school days of the session in which they are adopted).

b) By 12/8/03, President of the University to return the motion to the
(Date)

President of the Senate. (Within 10 school days of its receipt).

1/20/03 Don J. Judd
(Date) President, University Senate

ENDORSEMENT:

TO: President of the University Senate

FROM: President Richard Judd

1. Motion Approved [Signature]

2. Motion Disapproved _____
(Explanatory statement must be appended)

3. Action "is deferred" _____

4. Resolution Noted _____

5. Other _____

12/3/03
Date

[Signature]
President

- a. Sen. Marlor informed the Senate that Senate Resolution FS-92-B-10 "Evaluation and recommendation for renewal, tenure, promotional assessment" does not reflect current contract language as written in Article 8.3.1 through 8.8.1.5 for Library faculty and should be brought up to date. Whereas the criteria is the same, their order/weight has been rearranged.
- b. Proposed Motion: "That the current FS-92-10-B Revision of April 1992 changed to be consistent with article 8.3.1". (See attached revision

Motion: Sen. Marlor

Second: Martin-Troy
Passed Unanimously

**EVALUATION AND RECOMMENDATION FOR RENEWAL, TENURE,
PROMOTION OR PROFESSIONAL ASSESSMENT**

For each category of evaluation and recommendation, one (1) original signed by the DEC and faculty member evaluated and two (2) copies of the signed original.

I. DATA:

Faculty Member Date

Department

Professional Assessment: Years of Service at CCSU
Promotion: Years of Service at CCSU and at other universities
Renewals: Years of Service at CCSU
Tenure: Years at CCSU and credited years granted at initial appointment

Present Rank Years at Present Rank

Requested Rank

Type of recommendation: Renewal
 Promotion
 Tenure

Type of Evaluation: Annual (for non-tenured faculty)
 Professional Assessment
(Sexennial for tenured faculty)

- Eligibility for Promotion: Appropriate degree and specified years in rank
- 10 years in current rank (Article 5.4)
- Substantially comparable credentials and/or experience (Article 5.3.5)

II. EVALUATION INSTRUCTIONS (Article 4.11.9)

The criterion for evaluating and recommending full-time members shall be the quality of activity, including keeping current in one's field, within each of the categories listed below, weighed in the order listed:

1. Load credit activity for which the member receives load credit or the equivalent, e.g. one or more of the following; teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function specified in the letter or appointment or subsequent extension or modifications of such appointment, or identified in a letter of agreement.
2. Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication
3. Productive service to the department and university
4. Professional activity; e.g. attendance and participation in conferences and workshops, membership service in appropriate professional organizations and professional activity in the community.
5. Years in rank.

III. EVALUATION NARRATIVE: COMPLETE FOR ALL EVALUATIONS AND RECOMMENDATIONS. In the Evaluation Narrative, address each of the categories listed in Section II of this form. The fifth category, years in rank, applies only to the promotion recommendation.

See attached

IV. RECOMMENDATION (For Renewal, Tenure and/or Promotion)

Departmental Evaluation Committee: (Please type names and sign at right)

Date:

_____	_____
_____	_____
_____	_____
_____	_____

Faculty Member Acknowledges Receipt of this Evaluation:

_____	_____
-------	-------

Within five (5) working days, the faculty member evaluated may append comments which will be attached to this report.

Reviewed by _____
(Name/Title)

Reviewed by _____
(President)

NAME:

INVENTORY OF DOCUMENTS CONSIDERED FOR:

<u>No.</u>	<u>Description of Item</u>	<u>Source</u>	<u>Date Entered In File</u>
------------	----------------------------	---------------	-----------------------------

Proposed amendment to FS-92-10-B Revision of April, 1992

**EVALUATION AND RECOMMENDATION FOR RENEWAL, TENURE,
PROMOTION OR PROFESSIONAL ASSESSMENT FOR LIBRARIANS**

For each category of evaluation and recommendation, one (1) original signed by the DEC and faculty member evaluated and two (2) copies of the signed original.

I. DATA:

Faculty Member Date

Department

Professional Assessment: Years of Service at CCSU
Promotion: Years of Service at CCSU and at other universities
Renewals: Years of Service at CCSU
Tenure: Years at CCSU and credited years granted at initial appointment

Present Rank Years at Present Rank

Requested Rank

Type of recommendation: Renewal Promotion Tenure
Type of Evaluation: Annual (for non-tenured faculty)
 Professional Assessment (Sexennial for tenured faculty)

Eligibility for Promotion: Appropriate degree and specified years in rank
 10 years in current rank (Article 5.4)
 Substantially comparable credentials and/or experience (Article 5.3.5)

II. EVALUATION INSTRUCTIONS (article 8.3.1)

The criterion for evaluating and recommending full-time librarians shall be the quality of activity, including keeping current in one's field, within each of the categories listed below, weighed in the order listed:

1. Load credit activity for which the member receives load credit or the equivalent, e.g. one or more of the following; teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function specified in the letter or appointment or subsequent extension or modifications of such appointment, or identified in a letter of agreement.

2. Professional activity; e.g. attendance and participation in conferences and workshops, membership service in appropriate professional organizations and professional activity in the community.

3. Productive service to the department and university

4. Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication

5. Years in rank.

III. EVALUATION NARRATIVE: COMPLETE FOR ALL EVALUATIONS AND RECOMMENDATIONS. In the Evaluation Narrative, address each of the categories listed in Section II of this form. The fifth category, years in rank, applies only to the promotion recommendation.

See attached

IV. RECOMMENDATION (For Renewal, Tenure and/or Promotion)

Departmental Evaluation Committee: (Please type names and sign at right)

Date:

_____	_____
_____	_____
_____	_____
_____	_____

Faculty Member Acknowledges Receipt of this Evaluation:

_____	_____
-------	-------

Within five (5) working days, the faculty member evaluated may append comments which will be attached to this report.

Reviewed by _____
(Name/Title)

Reviewed by _____
(President)

NAME:

INVENTORY OF DOCUMENTS CONSIDERED FOR:

<u>No.</u>	<u>Description of Item</u>	<u>Source</u>	<u>Date Entered In File</u>
------------	----------------------------	---------------	-----------------------------