

ADVISORY COMMITTEE FOR CSU PROFESSORSHIP

BYLAWS

Functions and Responsibilities

Pursuant to article 5.6 of the current CSU-AAUP/BOT contract (2007-16), the Committee advises the President on the nomination of members for the title "CSU Professor." Rights and privileges of the CSU Professorship are described in article 5.6.

Membership

Five members of the tenured AAUP faculty are elected by the full time AAUP faculty of the University in the spring of each year. Membership must include faculty from at least two of the University's four schools, with no more than one member from any department. Current CSU Professors from CCSU shall be invited to consult with the committee as non-voting members, but shall not be obliged to do so.

Procedures

The Committee shall organize itself annually in September, electing a Chairperson. CCSU is entitled to three CSU Professorships. If there is a vacancy in a given year, the Committee shall convene and proceed according to the procedures that follow; if there is no vacancy, the Committee shall meet at its discretion or if directed to meet by the President of the Faculty Senate.

1. By October 15 the Committee shall invite nominations from AAUP members, administrative faculty and administrators.
 - a. The call for nominations shall include the text of the relevant section of the current CSU-AAUP/BOT contract defining eligibility for and perquisites of the CSU Professorship.
 - b. All nominees must have at least ten years' service at CCSU.
 - c. Nominations, to be submitted to the Chairperson of the Committee, shall include:
 - i. Nominee's full name
 - ii. Nominee's department affiliation
 - iii. Affirmation that the nominee has agreed to accept the nomination
 - iv. A short statement about the nominee's qualifications for the CSU Professorship
 - d. Self-nominations shall be accepted.
 - e. Nominations shall be due by November 15.
2. Immediately following the closing date for nominations, the Committee shall send to each nominee a request for the materials listed below. Materials, to be submitted to the Chairperson of the Committee, shall be due one month after the issuance of the request. All materials shall be submitted in electronic format unless the Committee agrees otherwise.
 - a. A personal narrative detailing the nominee's professional career, academic or creative accomplishments, intellectual foundations or philosophy, or anything else the nominee deems relevant.
 - b. The nominee's curriculum vitae.

- c. A selection of creative work that the nominee believes to be representative of a significant contribution to his or her field, such as a chapter of a book, a peer-reviewed scholarly article, a musical recording, a set of photographs, or some other substantial work appropriate to the nominee's field. The Committee may, at its discretion, impose a length limit on submissions.
 - d. Names of five on-campus references, three of whom must be from outside the nominee's department, who can attest to the nominee's standing in the CCSU community in terms of teaching and service (individual referees need not each be able to attest to both teaching and service). At least one referee should have observed the nominee's teaching and be familiar with his or her teaching evaluations, and should be identified as such. Nominees should confirm the referees' willingness and ability to submit written statements to the Committee within three weeks upon request. The Committee will choose three referees—at least one from the nominee's department and one from outside the department, and including the referee familiar with the nominee's teaching—and request written statements from them, to be submitted within three weeks.
 - e. Names and contact information for five off-campus referees in the nominee's field of scholarly or creative activity who are qualified to assess the nominee's contribution to the field. If the nominee is selected as a finalist, the Committee will contact three of the five referees and ask them to submit letters assessing the nominee's standing within his or her field of expertise. Nominees should verify that the referees will, if asked, be willing and able to write such letters. Off-campus referees need not be able to speak to the nominee's teaching or service, but may do so if they wish.
- 3. The Committee shall thoroughly evaluate each nominee's personal statement, CV, submitted creative work, and statements from on-campus referees. The Committee shall then confer and select finalists in a number appropriate to the number of nominations received and the quality of the materials submitted, ideally between three and five (if more than one vacancy is to be filled, more finalists may be selected). The Committee shall determine its own reasonable evaluation criteria, and shall strive for consensus; if unable to reach consensus, the committee shall determine and implement a method of voting. Once finalists have been identified,
 - a. The Committee shall notify finalists of their status no later than February 1.
 - b. Upon being notified of their status, each finalist shall be invited to schedule an interview with the Committee to be held between March 1 and March 10.
 - c. At the interviews, the finalists shall be given an opportunity to address the Committee, and the Committee shall be able to ask questions of the finalists. Questions need not be uniform among all finalists, but should be appropriate to the materials submitted, and should be agreed upon in advance by the Committee (though extemporaneous follow-up questions are permitted).
 - d. Letters from external referees shall be requested no later than February 1, and shall be due no later than February 21.
- 4. After conducting the interviews and carefully reviewing the letters from external referees, the Committee shall confer and select a nominee to recommend to the President. The Committee shall determine its own reasonable selection criteria, and shall strive for consensus; if unable to reach consensus, the committee shall determine and implement a

method of voting. Once a nominee is chosen, the Chairperson of the Committee or his/her designee on the Committee shall write a letter explaining the Committee's support for the nominee to accompany its recommendation to the President; the letter shall be vetted and approved by the entire Committee. The Committee shall make its recommendation to the President no later than April 1.