

Promotion and Tenure Committee

MISSION

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BY-LAWS

1. Purpose of the Committee

The purpose of the University Promotion and Tenure Committee is to evaluate candidates for promotion and tenure and to make recommendations to the Provost regarding the granting of promotion and tenure in accordance with this document.

2. Structure of the Committee

- a. There shall be a single Promotion and Tenure Committee for teaching faculty, library faculty, counselors, and coaches, hereafter referred to collectively as "faculty."
- b. The committee shall consist of eleven members: one Professor and one Associate Professor from each of the four academic schools (Arts and Sciences, Business, Education and Professional Studies, and Engineering and Technology), and three Professors (or equivalent rank for librarians, counselors, and coaches) elected at-large. No department may have more than **one member** serve on the committee in a given year. All members must be tenured and must have completed a minimum of six years full-time service with the University.
- c. No person shall serve as a member of the Promotion and Tenure Committee in the academic year in which he/she applies for promotion or tenure.
- d. In the event that an elected committee member is unable to serve, the person with the next highest vote total from the appropriate rank and school will assume that position if that person received at least 20% of the votes cast in the election. This provision shall take effect:
 - When a voting member resigns.
 - Under other circumstances, such as prolonged illness, or when a committee member is absent from a significant number of committee deliberations as determined by the committee.

e. When no replacement member from the appropriate rank and school is available from among the candidates in the last election, the CCSU-AAUP President and Faculty Senate President shall jointly select a replacement from the appropriate rank and school, with the chairperson of the Promotion and Tenure Committee to act as a tie-breaker in the event that the two presidents can not agree.

3. Terms

Members of the committee shall serve two-year terms. Members may not serve consecutive terms.

4. Election of Members of the Committee

a. The Elections Committee of the Senate has the responsibility for gathering nominations, verifying the acceptance of all nominees, constructing the ballot, and conducting the faculty elections for this Committee. The Elections Committee shall preserve all the voting records for two years.

b. Nominations shall be solicited and elections shall be held as soon as practicable in the fall semester, with elections to be completed no later than October 16.

c. If a department has a member who will be serving on the committee for the current academic year (including a member who will be serving the second year of a his/her term, and also including a member who is assuming a position on the committee under article 2d or article 2e), then no member of that department may be a candidate for election to the committee unless the aforementioned member resigns.

d. Members shall be elected by the full-time faculty members of the AAUP Bargaining Unit of the University. All such faculty members are eligible to vote for all positions on the committee.

e. Elections shall be conducted to assure staggered terms, as follows. Professors from the schools of Arts and Sciences and Engineering and Technology, and Associate Professors from the schools of Education and Professional Studies and Business shall be elected in even years, and Professors from the Schools of Education and Professional Studies and Business and Associate Professors from the Schools of Arts and Sciences and Engineering and Technology shall be elected in odd years. Two at-large Professors shall be elected in even years, and one in odd years.

f. The ballot shall contain at least two nominees (from the appropriate rank and school when applicable) for each position up for election. All candidates shall be identified on the ballot by their rank and school.

g. The ballot shall be organized into two groups of candidates, one containing Professors and one containing Associate Professors. Voters shall be instructed to

vote for the appropriate number of candidates: in even years, four Professors and two Associate Professors; in odd years, three Professors and two Associate Professors. Ballots containing votes in excess of the number specified shall be discarded.

h. The winners of the school-specific positions shall be the candidates from those schools receiving the most votes. The winners of the at-large positions shall be the candidates receiving the most votes once the school-specific winners are removed from the pool.

i. If two or more members of the same department would be elected to the committee under the provisions of article 4h, then only the member of the department with the highest number of votes receives a position on the committee. The other members are removed from the pool, and the positions are given to the nominee with the highest number of votes from the appropriate school and rank.

j. In the case of a tie, the Elections Committee will conduct run-off elections until a candidate emerges with a majority vote.

5. Organization

The Committee shall meet and organize itself at the call of the President of the University. The Committee shall elect a chairperson and shall establish the following: procedures for examining and discussing each candidate's file and arranging an opportunity for each candidate to appear before the Committee; the method of voting; and the form of the recommendation. All such decisions shall be consistent with the terms of the BOT/CSU-AAUP contract and the University promotion and tenure document.

6. Functions and Responsibilities

a. The committee shall examine and discuss each candidate's file. It may decide to solicit additional written information about the candidate from any other source. Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications of such appointment as provided under section 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for promotion or tenure. The committee shall not accept or consider any information other than that present in the candidate's file, except as provided by the candidate at the time of appearance before the committee or solicited by the committee.

b. No individual letters of recommendation for tenure or promotion shall be written by a Promotion and Tenure Committee member while serving on the committee.

c. The candidate shall be given an opportunity to appear before the committee prior to making its decision and respond in writing to any committee solicited material.

- d. The committee will act in full accord with the letter and spirit of CCSU's Affirmative Action policies against discrimination.
- e. The committee shall forward the completed candidate file to the Provost together with its own recommendation.
- f. Committee members, when not meeting as a committee, shall treat as confidential the information in any candidate's file and the committee's deliberations and votes.
- g. The Promotion and Tenure Committee shall each April present to the Senate and faculty a statistical summary of the year's promotion and tenure cases, including breakdowns by gender and by race and ethnicity, and an evaluation of the year's process. The Committee shall use data provided by the University administration, including the gender and race and ethnicity categories used by the administration, in preparation of the report. The Committee shall be mindful of privacy concerns; if, in the judgment of the Committee, breakdown of the data by gender or by race and ethnicity compromises individual identity of candidates, the Committee may combine minority categories and/or report data combined for periods of up to five years rather than just the current year. The report shall be followed by at least one open faculty forum. The President and/or Provost and the Deans should be involved in the public evaluation of the process.

7. Criteria for Promotion and Tenure Recommendation

The Promotion and Tenure Committee shall follow the same criteria for tenure and promotion recommendations as set forth in the current BOT/CSU-AAUP Contract, based on the categories listed.