



## **ADVISORY COMMITTEE FOR CSU PROFESSORSHIP**

### **MISSION ]**

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.

### **[BY LAWS ]**

#### **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, associate or full professors, 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 can be elected to the committee and may be invited to consult with the committee as non-voting members, but shall not be obliged to do so. If any CSU professors are invited to consult then all must be invited.

#### **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 1 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 as teaching faculty at CCSU and be, at a minimum, tenured associate professors.
  - 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 1.
- 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 45 days 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.
  - d) Letters from three on-campus references, one of whom must be from outside the nominee's department, that 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.
  - e) Letters from 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. 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 all the 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 15.
  - b) Upon being notified of their status, each finalist shall be invited to schedule an interview with the Committee to be held by 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 should be appropriate to the materials submitted, and should be agreed upon in advance by the Committee (though extemporaneous follow-up questions are permitted).
- 4) After conducting the interviews, the Committee shall confer and select a nominee to recommend to the President. The Committee shall strive for consensus on the selection of a candidate(s); 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.

***Approved by the Faculty Senate: TBD***