

Central Connecticut State University

UNIVERSITY SENATE ACTION

Senate Motion Number FS 13.14.027B

TO: President Jack Miller

FROM: President of the University Senate

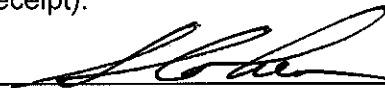
1. The attached motion of the University Senate, dealing with: **Promotion and Tenure Policy** is presented to you for your consideration.
2. This motion was adopted by the University Senate on **04/28/2014**.
3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.
4. Under the By-Laws of the University Senate, Section 3.7, the following schedule of action is to be observed.

a) By **05/05/2014**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).

b) By **05/19/2014**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

05/05/2014

Date



Stephen Cohen, President, University Senate

ENDORSEMENT:

TO: President of the University Senate

FROM: President Jack Miller

1. Motion Approved : _____ ✓
2. Motion Disapproved: _____ (Explanatory statement must be appended).
3. Action "is deferred": _____
4. Resolution Noted: _____
5. Other: _____

5/7/14
Date



President Jack Miller

III. Candidate Portfolio Structure.

III. A. Summary Dossier. Each candidate for promotion, tenure or sexennial evaluation shall complete in a single dossier a succinct, comprehensive, uniformly formatted summary of his or her accomplishments. Candidates are strongly discouraged from placing materials in the dossier or supporting materials (see below) in plastic "sleeves"; materials that cannot easily be hole-punched and placed in a three-ring binder may be placed in paper "pockets" that fit in the binders. It is recommended that each dossier contain the following:

1. a current curriculum vitae;
2. at least the previous five years' (or as many years as the candidate has been at CCSU if fewer than five years) evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU;
3. a narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages);
4. a section labeled "Load Credit Activity" containing
 - a. a brief introductory narrative (if desired),
 - b. a summary of distribution of load credit for the period under evaluation,
 - c. statistical summaries of student opinion survey data for the period concerning the evaluation, and
 - d. original peer teaching evaluations;
5. a section labeled "Creative Activity" containing
 - a. a brief introductory narrative (if desired), and
 - b. a list of creative works organized with subheadings as suggested in the appendix and with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress;
6. a section labeled "Productive Service to the Department and University" containing
 - a. a brief introductory narrative (if desired),
 - b. a list of Direct Service organized with subheadings as suggested in the appendix, and
 - c. a list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix;
7. a section labeled "Professional Activity" containing
 - a. a brief introductory narrative (if desired), and
 - b. a list of activities organized using subheadings as suggested in the appendix; and
8. a copy of the Departmental guidelines.