

**Central Connecticut State University**  
UNIVERSITY SENATE ACTION


**Senate Motion Number FS 19.20.005B**

TO: President Zulma Toro  
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with: **Option to Submit Electronic Evaluation Portfolios** is presented to you for your consideration.
2. This motion was adopted by the University Senate on **09/23/2019**.
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 **09/30/2019**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).
  - b) By **10/14/2019**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

**09/30/2019**

Date

  
\_\_\_\_\_  
Mark Jackson, President, University Senate

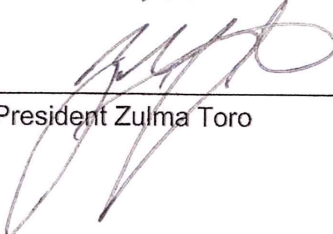
ENDORSEMENT:

TO: President of the University Senate  
FROM: President Zulma Toro

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

*\* As per my conversation with Fred Latour, I am recommending adding some language to address the fact that portfolios are public records.*

10/17/2019  
Date

  
\_\_\_\_\_  
President Zulma Toro

Whereas: A pilot program was conducted for 2018-2019 academic year (see Faculty Senate Minutes of January 28, 2019) involving only first-year renewals in participating departments and

Whereas: The results were reviewed with those departments, the DEC chairs and the deans and

Whereas: The proposed process works well enough to make it open to all 4.11 and 4.12 evaluations in 2019-2020.

Be it resolved that the faculty Senate promotion and Tenure Guidelines be amended to read:

A. CCSU shall move to electronic submissions for materials to be considered for evaluation of Full time Members for Renewal, Promotion and Tenure (CSU-AAUP/BOR Contract Article 4.11) and for Professional Assessment (Article 4.12).

B. The process for submission of materials will be overseen jointly by P&T and ITC.

C. No member will be forced to use electronic submissions, but electronic submissions must be accepted by every department.

D. All electronic submissions will be subject to faculty senate and departmental guidelines and adhere to the deadlines in Table 1 of the CSU-AAUP/BOR Contract.

E. The DEC copy of the portfolio shall be treated as confidential and no-one shall make or retain any other copies of the portfolio.

For information Purposes, the pilot worked as follows:

Member creates folder on One Drive with subfolders containing materials in support of each evaluation category. (See the attached photo for an example). Member will be responsible for creating a narrative and with following faculty senate and department guidelines regarding what goes in to each folder. Member should create a table of contents for the entire portfolio.

On or before the submission deadline, the member will share the entire folder with the DEC chair and department chair. That portfolio will be treated like a physical portfolio and nothing will be added or removed without the member's consent.

Once the DEC has completed their deliberations, they will send a signed copy of their letter and evaluation form(s) to the dean. An electronic copy of the evaluation form and letter will be placed into the portfolio along with any minority reports from the DEC, separate letters from the chair and any faculty rebuttal. The DEC will then send an email sharing the electronic portfolio with the dean.

Once the dean has completed their deliberations, the dean's letter and recommendations will be placed in the portfolio as well as communicated to the member and department in the usual way. The portfolio will then be shared electronically with the provost. The portfolio will also be shared with P&T when the member requests tenure and/or promotion.

All decision letters will be sent to the member electronically for their use in future portfolios or for their records.

Once the evaluation process is completed and no later than June 30th, the DEC copy of the portfolio will be deleted.

Changes are going to be made so that the only thing that is really digital is the member's portfolio. I propose we have the DECs, deans and provost use paper for the time being with electronic copies of their letters to go to the member to place in their portfolios. Maybe we can get IT to get the necessary workflows developed before then, but if not paper works.

The survey results from deans, dept. chairs and faculty are here:

[http://itc.ccsu.edu/wp-content/uploads/2019/04/digital\\_submissions\\_survey\\_results.pdf](http://itc.ccsu.edu/wp-content/uploads/2019/04/digital_submissions_survey_results.pdf)