

# FACULTY HANDBOOK

## CENTRAL CONNECTICUT STATE UNIVERSITY

### CHAPTERS 7 AND 8



## Chapter 7. Renewal, Promotion, Tenure, Renewal, and Professional Assessment Procedures

At CCSU, procedures for renewal, promotion, tenure, and assessment of AAUP faculty are found primarily in three documents:

1. The CSU-AAUP/BOR Collective Bargaining Agreement (CBA);
2. The CCSU Faculty Senate's Promotion and Tenure Policy for Tenure-Track Faculty;
3. Departmental Guidelines

All AAUP faculty members should carefully study these three documents. Any questions should be directed to the CCSU-AAUP office, the Human Resources Department, your department chair, and the chair of your DEC.

Every fall, the Office of Academic Affairs, the Human Resources Department, CCSU-AAUP, and the CCSU Faculty Senate collaborate to present a workshop for anyone applying for promotion or tenure. In addition, the CCSU-AAUP website contains information about promotion and tenure.

### 7.1. CSU-AAUP-BOR Collective Bargaining Agreement

An electronic copy of the CBA can be found at the CCSU-AAUP website.

The following articles of the contract contain information that is pertinent to the renewal, promotion, tenure, and professional assessment processes. All full-time AAUP faculty members should be thoroughly familiar with the ones relevant to their position. Note that only full-time teaching faculty, librarians, and counselors can receive a "regular appointment" (tenured or tenure-track). Full-time coaches and athletic trainers instead receive definite term appointments, which cannot lead to tenure.

Articles pertinent to renewal, promotion, tenure and assessment are excerpted below for your convenience. Please refer to the Collective Bargaining Agreement for full and up-to-date details.

- **4.3.** Tenure shall be defined as the right of a member currently holding tenure or the right of an eligible member to continuous employment in the member's university, which may be terminated only for causes as cited in Article 16 or upon reaching retirement. Tenure applies only to full-time members.
- **4.4 Award of Tenure.** The award of tenure shall be selective and conditioned upon positive recommendation through the review process described in Article 4.11 and predicated upon departmental goals consistent with institutional plans and needs. Under the circumstances where a President believes the negative recommendation of a member constitutes an extraordinary injustice, the President may recommend tenure. The probationary period (full time service prior to the acquisition of tenure) shall not exceed seven (7) years of service in the university provided that all seven (7) years fall within the same ten (10) year period, except when it is extended, as specified in Article 4.4.4.
  - **4.4.1.** Up to three years' full-time service in any accredited colleges and universities may be applied toward the probationary period by written agreement of the concerned parties at the time of the member's initial appointment, or not later than the end of the first semester of a member's probationary service. Such credit for prior service shall not affect notice requirements under Article 4.9.
  - **4.4.2.** Notice of award of tenure shall be made in writing by letter described in Appendix B of this Agreement.
  - **4.4.3.** When a tenured member leaves the bargaining unit for any other non-management position within the University, conditions of return, if any, shall require consultation with the department and written agreement of member, CSU-AAUP and the CSCU President or designee. Any resulting agreement shall prevail over the provisions of any future CSU-AAUP Agreement. Tenured members of the bargaining unit appointed to administrative positions (Deans or above) shall retain tenure rights.

- **4.4.4.** Faculty in tenure-track appointments may submit a request to extend the probationary period in writing to the appropriate dean or director. In no instance will the stoppage of the tenure clock exceed more than 12 months in any single application, up to a maximum of 24 months total during a faculty member's probationary period. Decisions regarding requests to stop the tenure clock will not be subject to the grievance procedure. This process will not include instances covered by 13.2.3.
- **4.5 Conditions of Tenure.** The purpose of the system of tenure is the protection of academic freedom. It remains incumbent upon the member to maintain and improve professional competence, professional growth, and the excellence which occasioned the grant of tenure to the member. To that end, professional evaluations shall be an integral part of the maintenance and improvement of professional competence, growth and excellence. Consistent with the above, sabbatic and other forms of leave shall be granted as provided under the terms of this Agreement.

It is recognized that an occasion may arise where it becomes in the best interests of Connecticut State University to facilitate the tenured member's acquisition of new skills in order to meet the changing needs of Connecticut State University. Institutional tenure shall not be a bar to temporary exchange of faculty between universities, if the member(s) so agree(s) and the universities so consent. Nothing in this Agreement shall prevent the transfer of a member from one university of the system to another university in the system, if the member so agrees, the University so consents, and the departments involved are consulted. No member may be transferred to another university in the system if such a transfer would result in the involuntary separation of a member in the receiving university. A tenured member who is offered and accepts a teaching position in another university in the system shall receive tenure in the new university. The parties recognize that a university is placed under no obligation by these provisions to receive a member previously employed in another university in the system. (See also 5.4, 5.19)

- **4.8.3. Final Appointments.** A final appointment shall be made subsequent to a decision to discontinue a member on regular appointment in the second (2nd) through fifth (5th) year of service, or subsequent to a negative tenure decision in the sixth (6th) year of credited service. Such appointment shall be for one (1) year and may be given only in this situation. The letter of appointment shall include the statement, "this is a final appointment pursuant to the current collective bargaining agreement carrying with it no expectation of reappointment."
- **4.11 Evaluation of Full-time Members for Renewal, Tenure and Promotion**

- **4.11.1 Evaluation Procedure.** There shall be only one (1) evaluation procedure leading to recommendations regarding promotion, tenure and renewal of full-time members as follows: in accordance with procedures developed by the Senate and approved by the President in an expeditious manner, evaluations of teaching members shall be conducted by the Department Evaluation Committee (DEC) of which the Department Chairperson may be a member, ex-officio, and by the University-wide Promotion and Tenure Committee.

Department chairpersons who are not members of the DEC shall submit a separate evaluation which may either be submitted to the DEC for its deliberations or, if so determined by the Senate, submitted as a separate document added to the DEC's evaluation forwarded to the appropriate Dean, with a copy issued simultaneously to the member. In no case, however, shall a department Chairperson being considered for promotion participate in the promotion evaluation process; being considered for tenure participate in the tenure evaluation process; or being considered for renewal participate in the renewal evaluation process. A copy of any DEC evaluation and recommendation with supporting reasons shall be given to the member upon issuance. Senate procedures developed pursuant to this article shall satisfy each of the minimum standards set forth in Article 4.11 and may not be inconsistent with this Agreement. Copies of such procedures shall be given to the CSU-AAUP, the administration and all full-time members.

Annually the Chief Human Resources Officer shall provide computer generated reports to assist department evaluation committees in determination of member eligibility for renewal, promotion, tenure and related personnel actions.

- **4.11.2 Evaluation for Renewal.** Each full-time member on an initial probationary appointment shall receive written evaluation of performance and a corresponding recommendation during the second (2nd) semester of service (after completing a full semester of service) in accordance with the schedule specified in Article 4.11.

Thereafter, there shall be an annual written evaluation and recommendation as required by the term of the appointment, unless the member has previously received timely notice of non-renewal or is on a final appointment (see Article 4.9), or has resigned effective prior to or at the end of an appointment. The format for these evaluations shall be proposed by the Senate and approved by the President.

- **4.11.2.1 Evaluation for Tenure.** A full-time member may be considered for tenure in any year of the probationary period if the member so requests. Denial of tenure prior to the sixth (6th) year of service shall not prejudice subsequent applications for tenure and in no case shall be construed as a ground for termination of employment, but the evaluatory material shall be available as part of the record. The DEC must evaluate a non-tenured full-time member for tenure in the member's sixth (6th) year of credited service. Evaluations shall be completed, and all recommendations shall be forwarded to the President in accordance with the schedule in Table 1. The President shall notify the affected member of the Board of Regents' tenure decision by the appropriate date specified in Table 1.
- **4.11.3 Evaluation for Promotion.** On the basis of available information, by September 15 of each year, the DEC shall inform any full-time members of their department who meet the standards specified for promotion (see Articles 5.3.1 - 5.3.4). A member wishing to be considered for promotion shall so indicate in writing by September 25, to the Department Chairperson and the DEC Chairperson. In addition, a promotion recommendation for an eligible member may be initiated by the DEC (see also Article 5.3.5). A member may withdraw after the commencement of the promotion process and shall thereby waive all claims for that year.
- **4.11.4 DEC Membership.** The membership of the DEC shall include only tenured members of the department. If in the judgment of the Provost, this provision works a hardship on a department, the Senate in agreement with the Provost shall determine procedures for resolving the problem, but in no case shall persons under consideration for promotion serve on the DEC during any deliberations on promotion.
- **4.11.5.** The evaluation schedule for those full-time members who are not appointed at the beginning of a semester shall follow the evaluation schedule of full-time members employed at the beginning of the semester closest to their appointment date. By the appropriate date specified in Article 4.11, the DEC chairperson shall inform in writing each full-time member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit material to the DEC, and (3) the opportunity to appear personally before the DEC prior to the DEC's recommendation.
- **4.11.6.** By October 1 of each academic year the President or designee shall make available to the DEC the personnel file of those full-time members to be evaluated subject to the provisions of Article 4.14.2.
- **4.11.7.** In making its peer evaluations for renewal, promotion, and tenure the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Peer review through observation of load credit activity should normally be a part of evaluations, especially in pre-tenure evaluations. For full-time members who are engaged in classroom teaching, the DEC shall obtain and use the data from a written student survey instrument. For full-time members who are engaged in other duties or have assignments in more than one department, the DEC shall seek and use appropriate information relating to all elements of the member's duties.
- **4.11.8 Student Opinion Survey.** The practice of conducting student opinion surveys of teaching faculty (see Article 4.11.7) shall be continued using evaluation instruments and a procedure for administering them that are designed or approved by the department. The procedure for collecting, routing, and disposition of the surveys shall be recommended by the Senate and approved by the

President and shall include the requirements that:

1. The evaluation shall be administered by a third party; and
2. Students shall be apprised of the survey process and assured the completed survey will not be viewed by the instructor until all grades have been posted.

It is understood that members may use evaluation forms in addition to the approved instrument.

- **4.11.9 Evaluation Criterion and Categories.** It is recognized that faculty work outside specific requirements identified in this Agreement by maintaining and updating professional skills through activities such as review of professional journals, participation in curricular revisions, course updating, pursuit of research, publication and other scholarly activities.

The criterion for evaluating and recommending full-time teaching faculty shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 4.11.9.1–4.11.9.5). All individuals and bodies evaluating members shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure. (See Article 6.8 – Coaches Evaluation Criterion; Article 6.9 – Non-Instructional Athletic Trainer Evaluation Criterion; Article 7.3 – Counselor Evaluation Criterion; and Article 8.3 – Librarian Evaluation Criterion.)

- \* **4.11.9.1.** Load credit activity for which the member receives load credit or the equivalent, e.g. one or more of the following: teaching, department chairperson, division director, research, student supervision, or any other function specified in the letter of appointment or subsequent extension or modifications of such appointment (see Article 4.7), or identified in a letter of agreement (see Article 10.4).
- \* **4.11.9.2.** Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication.
- \* **4.11.9.3.** Productive service to the department and university.
- \* **4.11.9.4.** Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
- \* **4.11.9.5.** Years in rank.
- \* **4.11.9.6.** Record of any disciplinary action in the member's personnel file at the time of the evaluation.
- **4.11.10.** Following deliberations the DEC shall make a written evaluation and recommendation with supporting reasons based on the above criterion. Each recommendation shall be signed by all members of the DEC. If a DEC member elects to write a minority report, it shall be appended to the Committee report. A copy of the DEC's recommendation including supporting reasons shall be sent to the affected member upon issuance and a copy shall be placed in the member's personnel file.
- **4.11.11.** By the appropriate date specified in Table 1, the DEC shall transmit its written evaluation and recommendations with supporting reasons to the appropriate academic dean, together with all materials submitted to and considered by the DEC (see Articles 4.14.1, 4.14.2.7, and 4.14.2.8).
- **4.11.12.** By the appropriate date specified in Table 1, the appropriate academic dean shall review and consider all of the material submitted and make a recommendation based primarily on that material. Copies of any other material shall be provided to the evaluatee and the members of the DEC. A copy of the Dean's recommendation shall be sent to the affected member upon issuance and a copy placed in the member's personnel file. Recommendations for tenure and/or promotion, along with all of the previously submitted material, shall be transmitted to the University-wide Promotion and Tenure Committee. Recommendations for renewal shall be similarly transmitted

to the Chief Academic Officer. A copy of any recommendation of the Chief Academic Affairs Officer also shall be provided to the affected member.

- **4.11.13.** Each university shall have a promotion and tenure committee composed of members elected from among full-time members. Committee composition and procedures shall be determined in accord with local rules as specified by the senate and approved by the president except that (1) membership shall be restricted to tenured associate and full professors and (2) no more than two members from an academic department shall serve on the committee in any given academic year.

Any member being considered for promotion or tenure shall be given an opportunity to appear before the committee prior to its recommendation to the Provost. By the appropriate date specified in Table 1, the Promotion and Tenure Committee shall make a recommendation to the Provost after considering all previously submitted material and recommendations. A copy of the University-wide Promotion and Tenure Committee recommendation shall be sent to the affected member upon issuance, and a copy shall be placed in the member's personnel file.

- **4.11.14** By the appropriate date specified in Table 1, the Provost, following consultation with the President, shall make recommendations for promotion and tenure to the Board informing the member at the same time.

A Provost who disagrees with the recommendation of the Promotion and Tenure Committee and who denies tenure after completion of the member's sixth (6th) year of service, shall provide the member and that committee with a written explanation. A Provost who disagrees with the recommendation of the Committee and recommends tenure shall provide the Committee with an explanation. The Provost's explanation shall be held in confidence by the Committee subject to applicable statutes.

If the Provost is the ultimate decision-maker and disagrees with two (2) of the three (3) evaluative entities (DEC, Dean, and Promotion and Tenure Committee) and denies tenure in the penultimate year of service, the President shall review and may alter the Provost's decision prior to the date specified in Table 1 on which the Board announces its tenure actions. The affected member shall be informed of the President's decision at the same time.

- **4.11.15.** By the appropriate date specified in Table 1, the Board shall announce its promotion and tenure actions and inform affected members promptly.
  - **4.11.16.** All dates specified in this section shall be accelerated when necessary to meet the standards of notice in Article 4.9.
- **4.12. Professional Assessment.** Each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC, in an effort to assist, schedules the next assessment in less than six (6) years, or (b) the affected member requests more frequent assessment. The DEC shall honor such requests. The purpose of this assessment shall be to measure the member's teaching effectiveness, and/or primary professional function, service to the department and university, scholarship and professional activity in order to further the member's professional growth. This assessment shall be made by the DEC in accordance with procedures developed by the Senate and approved by the President pursuant to Article 5.10, and in accordance with Articles 4.11.6 - 4.11.9 of this Agreement.

Professional assessments shall follow a schedule recommended by the Senate and approved by the President. A DEC may schedule an increased frequency of assessment only on the occasion of a regularly scheduled assessment. Information developed by the DEC for promotion and tenure evaluations may be used for professional assessments. Where this is the university practice, another assessment shall not be required for six (6) years. All assessments completed by a DEC will be reviewed by the member, who shall be provided at least two (2) days to append comment before the assessment is sent to the appropriate Dean. All assessments which have been reviewed by the member will be sent promptly to the Dean along with all materials reviewed by the DEC and any comments from the member. The Provost will review the assessment after the Dean.

Assessments reviewed by the Provost will be placed along with member comments in the member's

personnel file. After placement of the assessment in the member's file, supporting documents will be returned to the DEC for disposal. The format for these assessments shall be proposed by the Senate and approved by the President.

- **6.8 Evaluation Criterion and Categories for Coaches.** The criterion for evaluation shall be the quality of service in the following categories:

- **6.8.1.** Administration and conduct of the assigned sport (e.g., adherence to institutional policies and applicable external rules governing the sport, fund raising, budget management, general program organization and administration).
- **6.8.2.** Relationship with student athletes (e.g., recruitment of qualified student athletes, maintenance of acceptable graduation rates as established by the institution and team management).
- **6.8.3.** Record of student athletes in competitive performance (e.g., program development, record of successful competitions).
- **6.8.4.** Productive service to the department and University.
- **6.8.5.** Years in rank.
- **6.8.6.** Record of any disciplinary action in the member's personnel file at the time of the evaluation.

- **6.9. Evaluation Criterion and Categories for Non-Instructional Athletic Trainers.**

The criterion for evaluating non-instructional athletic trainers shall be the quality of performance, within each of the categories listed below. All individuals and bodies evaluating non-instructional athletic trainers shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process.

- **6.9.1.** Management of the health care of student athletes, including: risk management and injury prevention; recognition and evaluation of injuries/illnesses; injury treatment and disposition; rehabilitation; organization and administration of services; coordination of services with other sport medicine professionals; and education and counseling student athletes.
- **6.9.2.** Demonstrated level of care and professionalism when interacting with student athletes.
- **6.9.3.** Record of continued educational growth and service to the profession.
- **6.9.4.** Productive service to the department and the University.
- **6.9.5.** Years in rank.
- **6.9.6.** Record of any disciplinary action in the member's personnel file at the time of the evaluation.

- **7.3.1 Evaluation Criterion and Categories for Counseling Faculty.**

The criterion for evaluating and recommending full-time counseling faculty shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 7.3.1.1 – 7.3.1.6). All individuals and bodies evaluating counseling faculty shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure.

- **7.3.1.1.** Load Credit Activity –See Article 7.1.
- **7.3.1.2.** Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
- **7.3.1.3.** Productive service to the department and university.
- **7.3.1.4.** Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.

- **7.3.1.5.** Years in rank.
- **7.3.1.6.** Record of any disciplinary action in the member's personnel file at the time of the evaluation.

• **8.3.1 Evaluation Criterion and Categories for Librarians.**

The criterion for evaluating and recommending full-time librarians shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 8.3.1.1 – 8.3.1.6). All individuals and bodies evaluating librarians shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure.

- **8.3.1.1.** Load credit activity – Professional effectiveness in providing library services.
  - **8.3.1.2.** Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
  - **8.3.1.3.** Productive service to the department and university.
  - **8.3.1.4.** Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.
  - **8.3.1.5.** Years in rank.
  - **8.3.1.6.** Record of any disciplinary action in the member's personnel file at the time of the evaluation.
- **13.2.3.** When sick leave continues for more than eight (8) weeks, the time spent on sick leave, rounded to the nearest number of semesters, shall not be considered a period of service for purposes of eligibility for tenure.

Table 7.1: Evaluation Process Due Dates

STEP	1st Year Renewals		2nd or Later Year Renewals		Penultimate Year Tenure Candidates		Promotion Promotion	Professional Assessment
	Aug.	Jan.	Aug.	Jan.	Aug.	Jan.	All	Art 4.12
A	Jan20	Sep15	Mar1	Sep15	Sep15	Sep15	Sep15	
B							Sep25	
C	Feb1	Oct1	Mar15	Oct1	Oct1	Sep20	Oct1	Oct1
D	Feb10	Oct10	Mar30	Oct20	Oct20	Oct10	Oct20	Nov1
E	Feb20	Oct20	Apr15	Nov15	Nov15	Nov1	Nov15	Dec1
F	Feb25	Oct25	May1	Dec1	Dec18	Nov13	Dec18	Feb1
G					Mar5	Nov25	Mar5	
H	Mar1	Nov1	May31	Dec31	Apr15	Nov30	Apr15	Mar1
I					May31	Dec31	May31	
Step	Description							
A	DEC receives (See Article 4.11.1) and reviews records and notifies members who meet promotion standards or otherwise must be evaluated.							
B	Candidate informs the department Chairperson and DEC Chairperson in writing of desire to be considered for promotion.							
C	DEC Chairperson informs candidates in writing of evaluation process (See Article 4.11.5).							
D	Candidate submits relevant materials for consideration to DEC.							
E	DEC submits evaluations and appropriate recommendations to the Dean.							
F	Dean submits recommendations.							
G	University-wide Promotion and Tenure Committee submits recommendations to the Provost.							
H	Provost takes required action and informs candidate.							
I	Board awards tenure/promotions.							



## **7.2. CCSU Promotion and Tenure Policy for Tenure-track Teaching Faculty**

This policy was adopted by the Central Connecticut State University Faculty Senate on October 22, 2007 and amended on September 22, 2008, May 10, 2010, April 28, 2014, October 27, 2014, September 25, 2017, and November 11, 2019.

### **I. Non-discrimination and Respect.**

The promotion and tenure process shall be conducted in a non-discriminatory fashion; with respect for individual career, group, and disciplinary differences; with respect for the expertise of faculty in evaluating peers; and with maximum transparency regarding standards and practices consistent with privacy of individual candidates. In keeping with the policy of Central Connecticut State University, unlawful or arbitrary discrimination is prohibited in all determinations regarding promotion and tenure. No decisions may discriminate against any individual with respect to race, color, religion, sex, national origin, age, political opinions, sexual orientation, physical disability, or any other conditions established by the law.

### **II. Departmental Guidelines and Mentoring.**

#### **II.A. Departmental guidelines.**

Each Department shall develop written guidelines to assist faculty in following the procedures for promotion and tenure, taking into account faculty discipline or disciplines, and interdisciplinary work where appropriate, in conformity with the standards provided by the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University System (hereinafter "Collective Bargaining Agreement"). Departmental guidelines shall be distributed to all new tenure-track faculty members.

#### **II.B. Departmental guidelines review.**

Departmental guidelines for promotion and tenure shall be reviewed by CSU-AAUP, appropriate members of the CCSU administration and the Faculty Senate for the sole purpose of checking consistency with the Collective Bargaining Agreement and Faculty Senate-approved policies on promotion and tenure, and then forwarded to the Provost and respective Dean.

#### **II.C. Departmental guidelines archiving.**

Departmentally approved and administratively reviewed Departmental guidelines shall be deposited with the Faculty Senate and the Connecticut State University American Association of University Professors office, which are the repositories from which Departmental guidelines shall be made available to other departments on request.

#### **II.D. Departmental guidelines modification.**

Any modifications to Departmental guidelines shall be initiated by the relevant Department and follow the above procedure.

#### **II.E. Departmental mentoring programs.**

Each Department shall establish a mentoring program for junior faculty. Departmental mentoring programs shall be supported at the University-wide level by regular workshops for Department Evaluation Committee members and for junior faculty.

### **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 dis-

couraged 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.

Note: The 2016-2021 CSU-AAUP Collective Bargaining Agreement establishes a new category to be considered in promotion and tenure evaluations: “Record of any disciplinary action in the member’s personnel file at the time of the evaluation.” While the applicant for promotion or tenure is not obliged to include information in his/her portfolio that he/she does not wish to include, and a DEC is not obliged to seek out this information if it is not included, the candidate should be aware that the personnel file is available to a variety of individuals involved in the promotion and tenure process (DEC, dean, provost). If the candidate has a record of disciplinary action in his/her personnel file at the time of evaluation, he/she is advised to add to the portfolio a section labeled “Disciplinary Action” that includes the relevant record and the candidate’s explanation of it, if any. If the candidate has no such record at the time of evaluation, he/she is advised to include in the portfolio a section labeled “Disciplinary Action” and note that no such record is present in his/her personnel file.

### **III.B. Supporting materials.**

Each candidate’s portfolio should include supporting material for items listed in the summary dossier, organized into four separate dossiers according to the evaluative categories identified in the Collective Bargaining Agreement (load credit activity, creative activity, productive service to the Department and University, and

professional activity). Lists of potential categories for inclusion as supporting material for the four evaluative categories are included as an appendix to this policy.

**III.B.1 Supporting material for load credit activity.** Supporting materials for load credit activity should include a summary of distribution of load credit (including courses taught, reassigned time, etc.), a statistical summary of student opinion surveys, a reproduction of written comments from student opinion surveys, and original peer teaching evaluation letters. The list in the appendix to this policy includes potential additional categories of material for inclusion.

**III.B.2 Supporting material for creative activity.** The summary section should present how the candidate has fulfilled Section 4.11.9.2 of the Collective Bargaining Agreement: “Creative activity appropriate to one’s field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication.” CCSU recognizes and values all four broad categories of scholarship identified by Ernest Boyer in *Scholarship Reconsidered: Priorities of the Professorate* (1990): discovery of knowledge, integration of knowledge, application of knowledge, and the scholarship of teaching. Standards for assessing creative activity of candidates shall reflect realistic expectations for faculty consistent with the twelve load hour teaching load, with the understanding that candidates who receive load credit for research reassigned time or sabbatical leave may be expected to establish proportionally stronger records in this area. Creative activity should be appropriate to the individual’s field or fields, including interdisciplinary work. This section shall present all relevant bibliographical information, including inclusive page numbers and dates. Candidates for full professor shall clearly explain what they produced before and after their last promotion. The list in the appendix to this policy includes potential additional categories of material for inclusion.

**III.B.3 Supporting material for productive service to the Department and University.** This section should be divided into two parts: a) direct service and b) service as a representative of CCSU. The latter section should be limited to activities that use the candidate’s professional expertise. The list in the appendix to this policy includes potential categories of material for inclusion.

**III.B.4 Supporting material for professional activity.** The list in the appendix to this policy includes potential categories of material for inclusion.

## **IV. The Evaluation Process.**

### **IV.A. Overview of the evaluation process.**

The candidate portfolios provide documentation of accomplishments at Central Connecticut State University. When evaluating these portfolios, each Department Evaluation Committee, Department Chair, Dean, and the Promotion and Tenure Committee should use consistent reporting formats.

### **IV.B. Faculty right to rebuttal.**

Each faculty member shall see and sign his/her own Professional Assessment form and/or form for Tenure and/or Promotion before it is (they are) transmitted to the appropriate Dean. The faculty member’s signature does not indicate either approval or disapproval. If the faculty member disagrees with the evaluation/assessment/ recommendation, he/she may append a reply to the evaluation/assessment/ recommendation within five working days.

### **IV.C. Communication between levels regarding disagreement.**

In the case of disagreement at a higher level, consultation shall occur with the previous level before the recommendation is forwarded. That is, if a Dean disagrees with a Department recommendation, that Dean shall meet with the Department Evaluation Committee and Department Chair before forwarding a recommendation to the Promotion and Tenure Committee; if the Promotion and Tenure Committee disagrees with a Dean’s recommendation, the committee shall meet with that Dean before forwarding a recommendation to the President. Finally, if the President (or designee) disagrees with the Promotion and Tenure Committee

recommendation, the President (or designee) shall meet with that committee before issuing a final decision. In the case of disagreement with or need for clarification from any other level, consultation is permitted.

#### **IV.D. Department Evaluation Committees.**

All Department Evaluation Committee letters should be evaluative and shall demonstrate internal consistency within the Department. Department Evaluation Committee letters evaluating candidates shall refer to Departmental guidelines and shall be organized according to the evaluative categories (load credit activity, creative activity, productive service to the Department and University, and professional activity). Department Evaluation Committees should normally evaluate classroom teaching through peer evaluations. Department Evaluation Committees shall evaluate each candidate in each evaluative category as exceeds expectations, meets expectations, or does not meet expectations, and shall give each candidate an overall evaluation of recommend or do not recommend.

#### **IV.E. Deans.**

Deans shall evaluate each candidate in each evaluative category (load credit activity, creative activity, productive service to the Department and University, and professional activity) as exceeds expectations, meets expectations, or does not meet expectations, and shall give each candidate an overall evaluation of recommend or do not recommend.

#### **IV.F. Promotion and Tenure Committee.**

The Promotion and Tenure Committee letter on each candidate shall provide, at the very least, a summary evaluation (i.e., exceeds, meets or does not meet expectations) of the candidate's performance in each evaluative category (load credit activity, creative activity, productive service to the Department and University, and professional activity), and shall give each candidate an overall evaluation of recommend or do not recommend.

### **V. Electronic Submissions of Portfolios.**

#### **V.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).

#### **V.B.**

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

#### **V.C.**

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

#### **V.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.

#### **V.E.**

DEC members and other members of the university community who access an electronic portfolio in the course of their review shall treat said portfolio as they would treat any confidential document. These individuals may make copies of parts of the portfolio if needed in order to review it, but the copies shall be destroyed once the evaluation process is completed, and no later than June 30. The university administration may keep copies of portfolios as needed to comply with legal requirements. Faculty members should be aware that their portfolios are public records, subject to the Freedom of Information Act.

## Appendix. Possible categories for inclusion in candidate portfolios.

The subheadings listed alphabetically and unranked below are indicative, not prescriptive or exhaustive. Candidates will not necessarily be expected to have accomplishments in every subheading; instead, they will use the applicable headings, including headings that might be applicable but that are not listed below, on the lists of activities in each evaluative category to organize their accomplishments. These lists are in addition to required materials listed in the policy. Portfolios and curricula vitae should be clearly organized with different categories and subcategories of activity clearly delineated and listed. Candidates are encouraged to discuss portfolio organization with Department Evaluation Committee members, especially in cases in which they are uncertain as to where to list an activity.

- Load Credit Activity

- Teaching:

- \* Course syllabi
    - \* Course materials (handouts, exams, etc.)
    - \* Curriculum development grants
    - \* Electronic enhancement of courses
    - \* Interdisciplinary course(s) taught
    - \* New course(s) introduced
    - \* Online courses taught
    - \* Service learning courses, pedagogies, and activities developed and/or taught
    - \* Software developed for teaching purposes
    - \* Special projects developed for a course
    - \* Student opinion surveys (numerical/averaged)
    - \* Student opinion surveys (written comments/typed)
    - \* Teaching excellence presentations
    - \* Teaching philosophy
    - \* Other . . .

- Other load activity:

- \* Administrative responsibilities for which reassigned time was provided
    - \* Assessment activities for which reassigned time was provided
    - \* Research activities for which reassigned time was provided
    - \* Sabbatical leave
    - \* Other . . .

Details of these other load activities may be cross-referenced and included in the appropriate other assessment categories.

- Creative Activity

- Applications of research and technology
  - Articles and book chapters (peer-reviewed, non-peer-reviewed)
  - Books
  - Edited volumes
  - Exhibitions (juried, non-juried)

- Externally funded grants Internal grants
- Ongoing creative activity program or programs
- Patents
- Performances (juried, non-juried)
- Presentations and papers on teaching or community engagement
- Presentations at conferences
- Research reports to external sponsors, agencies, or community partners
- Submitted manuscripts or grant applications (with explanation of current stage)
- Other ...
- Productive Service to the Department and University
  - Direct Service:
    - \* Academic advising
    - \* Administrative support work (e.g., school-wide governance, admissions reviews, accreditation and assessment work, etc.)
    - \* Committee work at department, school, university, and system levels; service as a committee officer should be noted.
    - \* Contributions to enhance equal opportunity and cultural diversity on campus
    - \* Involvement with student organizations, residences, etc.
    - \* Other ...
  - Service as a representative of CCSU (limited to activities that use the candidate's professional expertise):
    - \* Expert witness testimony
    - \* Outreach and service to schools and other educational organizations
    - \* Participation in community affairs
    - \* Service to business and industry
    - \* Service to citizen/client groups
    - \* Service to government agencies
    - \* Service to public and private organizations
    - \* Other ...
- Professional Activity
  - Active participation in professional and learned societies
  - Attending conferences or seminars
  - Chairing conference sessions
  - Membership in professional and learned societies
  - Organizing conferences or serving on conference committees
  - Organizing sessions within conferences
  - Serving as a peer reviewer or juror for journals, granting agencies, etc.
  - Other ...

### **7.3. Departmental Guidelines**

The CCSU Faculty Senate Promotion and Tenure Policy calls for each Department to “develop written guidelines to assist faculty in following the procedures for promotion and tenure, taking into account faculty discipline or disciplines, and interdisciplinary work where appropriate, in conformity with the standards provided by” the Collective Bargaining Agreement. These Departmental Guidelines are archived at the CCSU Faculty Senate website.

## Chapter 8. Emergency Procedures

This chapter presents information about what to do in the case of an emergency. For more detailed information about campus safety, please consult the CCSU Public Safety web page.

### 8.1. Campus Safety Pamphlet

In 2013, the Faculty Senate Ad Hoc Committee on Campus Safety created a four-page pamphlet titled *Campus Safety at CCSU: What You can do to Report, Prevent and Respond to Violence and the Potential for Violence*. For your convenience, this pamphlet can be found on the next four pages.

In addition, the University has created an Emergency Procedures poster, which can be found in classrooms throughout the campus. For your convenience, this poster is reproduced on the page after the pamphlet.



# Campus Safety at CCSU:

## What You can do to Report, Prevent and Respond to Violence and the Potential for Violence

As we are all aware, campus violence - though rare - can be devastating. *There is no magic formula, but there are measures we can all take to report, prevent, and respond to actual or potential violence.* This pamphlet, which is also available online, summarizes resources available to us. Below is a summary of the four items to keep in mind:

### **1 Call 911 if you see or hear of violence that is presently occurring or is about to occur:**

- This is the ONLY emergency number for CCSU.
- Do not hesitate to call if you see or hear of an armed individual on campus, a threat to use violence against members of the community, or any other immediate or imminent danger involving the use of violence or force.
- This is the same number you would call for a medical emergency or crime.
- Do not dial the local CCSU police number, or that of the New Britain police; they will be informed immediately once you dial 911.

### **2 Call 860-832-2375 if you believe that the behavior, demeanor, or language of a member of the CCSU community presents a *serious concern* about their own or others' well-being, but does not constitute an immediate or imminent threat.**

Your call will be received at the communication center of the new Public Safety (police) building, and your concern will be directed by a dispatcher to the appropriate group from among the following (see inside for more details):

- Threat Assessment Team (TAT)
- Student Behavioral Review Team (SBRT)
- Human Resources (HR)
- Student Wellness Services (SWS)

### **3 In a campuswide emergency you may be contacted in various ways:**

- Cell phone notifications
- The external Whelen alarm system
- A banner notice on the CCSU website homepage
- Trained police officers who can provide detailed instructions

### **4 In an emergency situation you should:**

- Evacuate the building in the case of a fire alarm or other specific instructions to do so.
- Otherwise, close doors and blinds and remain quiet in your classroom or office.
- Follow the procedures "Run, Hide, or Fight" on the CCSU police website.
- Follow police instructions.

Each of these items is further explained in the following pages (pp. 2-3), along with a list of actions you can take right now to be better prepared (p. 4)

## 1 Call 911 if you see or hear of violence that is presently occurring or is about to occur:

No matter who you are or where you are, 911 is THE number to call for any emergency - police, fire, or medical.

1. 911 is the ONLY emergency telephone number that may be advertised in Connecticut.
2. ONLY the 911 dispatcher can send fire or medical personnel, in addition to police officers.
3. 911 calls are received at the City of New Britain Public Safety Answering Point (PSAP) and routed immediately to the CCSU Police Department when appropriate.
4. 911 calls made from CCSU phones ring simultaneously at the CCSU Police Department and pinpoint the location of the caller on campus.
5. The New Britain 911 routes all emergency calls to the appropriate first responder including the CCSU Police via the CCSU dispatch center, including calls made from cell phones.

## 2 Call (860) 832-2375 if you believe that the behavior, demeanor, or language of a member of the CCSU community presents a serious concern about their own or others' well-being, but does not constitute an immediate or imminent threat:

Your call will be received at the communication center of the new Public Safety (police) building, and your concern will be directed by a dispatcher to the appropriate group from among the following university groups:

1. **Threat Assessment Team (TAT):** For when a student's or employee's behavior, language, or demeanor poses a potential threat to self or others. The TAT is distinguished from SBRT's review by the greater level of concern for the immediacy or the likelihood of the potential danger.
2. **Student Behavioral Review Team (SBRT):** For when a student is exhibiting symptoms of personal distress or when a student's behavior, language, or demeanor suggests the non-immediate potential for violence to self or others. The SBRT will review the reported situation and determine the most appropriate course of action.
3. **Human Resources (HR):** For when an employee is exhibiting symptoms of distress or when an employee's actions are a concern to the well-being of self or others.
4. **Student Wellness Services (SWS):** Provides direct medical care and counseling services to students only, but will consult with faculty who are unsure about how to help a student in distress, are concerned about a student's well-being, or have other serious concerns.

### 3 In a campus wide emergency, you may be contacted in various ways:

1. **Cellphone notifications:** The university has a multi-tiered notification system (MIR3) to inform faculty and other members of the community of emergency situations, including cellphone, land line, email and text message alerts. All faculty and students – both full-time and part-time – are automatically registered. You must contact Human Resources at 860-832-1756 to change your primary number; you can add additional contact numbers at [www.ccsu.edu/ENS](http://www.ccsu.edu/ENS).
2. **The external Whelen alarm system:** The Whelen system is an external loud-speaker and alarm system that may be used in cases where mass notification is warranted. It will be tested at least once each semester, and you will be notified in advance of the test.
3. **A banner notice on the CCSU website home page:** The university webpage at [www.ccsu.edu](http://www.ccsu.edu) will be modified to carry a banner on its front page in case of an emergency. It may not be possible to update this banner as the situation unrolls, so you may want to look at local television websites for additional information. Do not call 911 solely for information.
4. **Trained police officers who can provide detailed instructions:** Follow the instructions of campus or city police officers; they have jointly trained to deal with emergency situations at the university.

### 4 In an emergency situation you should

1. **Evacuate the building only if specifically instructed to do so:** In this case, you will receive a direct order to leave the building and maintain a distance from it. Do not enter a building when you see occupants leaving. Evacuate a building when the fire alarm sounds.
2. **Otherwise, close and lock doors, draw blinds, and remain quiet in your class or office.** Measures are being taken to determine how doors are locked in various buildings and inform faculty (this may vary from building to building). Blinds on office and classroom doors leading to corridors will be installed.
3. **In an "active shooter" situation there are three basic options: RUN, HIDE, or FIGHT.** The CCSU police department recommends this procedure as the most reasonable way to act in the face of an armed intruder. Remember that others will follow the lead of employees, faculty, staff or management during an active shooter situation. For more on this, go to [www.ccsu.edu/shooter](http://www.ccsu.edu/shooter).
  1. **RUN** - Evacuate: If an escape route is accessible, attempt to evacuate the premises.
  2. **HIDE** - If evacuation / escape is not possible, find a place to hide where an active shooter is less likely to find you.
  3. **FIGHT** - Take action against the active shooter: Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt and/or incapacitate the active shooter.

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**Steps you can take immediately:**  
**Check off items as you complete them**

- ☐ 1. Update your primary emergency contact phone number by calling HR at 860-832-1756. Add additional numbers at [www.ccsu.edu/ENS](http://www.ccsu.edu/ENS). Keep your cell phone on vibrate for emergency notifications when it is in silent mode.
- ☐ 2. Make sure that this pamphlet and the information it contains is discussed at department meetings each academic year.
- ☐ 3. Make sure that part-time faculty (or staff) in your department get this pamphlet and are aware of its contents, and have updated their cellphone and other emergency information.
- ☐ 4. You can access this pamphlet online through the "safety" button on the home page of the university website at [www.ccsu.edu](http://www.ccsu.edu).
- ☐ 5. Enter 911 in the speed dial of your cell phone, if your phone does not already have this pre-set for emergencies.
- ☐ 6. Enter the phone number for issues of serious concern: 860-832-2375.
- ☐ 7. You can find out much more about "Run, Hide, or Fight" on the CCSU police web-site at [www.ccsu.edu/shooter](http://www.ccsu.edu/shooter), where a video is also available.

Additional measures are currently in development and will be communicated when completed, including a wallet card with phone numbers for handy reference; safety measures specific to each campus building; a poster outlining emergency measures for posting in offices, classrooms and hallways; and a suggested format for a paragraph on campus safety that can be included in course syllabi.

This pamphlet was produced by the Ad-Hoc Senate Committee on Campus Safety, which includes teaching faculty, administrative faculty, police officers and administrative officials. This pamphlet will be reviewed and reissued each term, and your comments and suggestions for improvement are invited.

# EMERGENCY PROCEDURES

Police/Fire/Medical	911	Information Desk	860-832-1960
CCSU Dispatch	860-832-2375	Division of Student Affairs	860-832-1601
Title IX Coordinator	860-832-1653	Student Center Info Desk	860-832-1970



## Fire/Building Evacuation

- **Dial 911**
- When the fire alarm is activated, evacuation is mandatory – leave immediately
- Do not use elevators
- Leave through nearest emergency exit
- Consider individuals with disabilities
- Close doors as you exit
- Move all personnel to a safe area away from the building



## Medical

- **Dial 911 to report the incident**
- If you are not in imminent danger, dial CCSU Public Safety Dispatch 860-832-2375
- Do not move the person unless they are in imminent danger
- Be familiar with the nearest AED and Public Access Naloxone in your building. The Dispatcher can give you pre-arrival instructions to help the victim.



## Mental Health Crisis

- **Dial 860-832-2375 to report the concern to campus police**
- Remain calm
- Provide supportive comments to demonstrate understanding
- Focus on de-escalation by being empathetic, listening without judging, and permitting verbal venting
- Avoid physical interaction
- Keep the person engaged in conversation until help arrives



## Suspicious Person/Disruptive Behavior

- **Dial 860-832-2375**
- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Do not attempt to separate the two combatants



## Power Outage

- **Dial 860-832-2375 to report the outage**
- Move students to a window or entrance area with light (if available)
- Turn off/unplug any switches or equipment that were running to avoid a surge when power is restored
- Remain in your location until an official announcement is made



## Hazardous Spill

- **Call CCSU Public Safety Dispatch 860-832-2375 to report the spill**
- Evacuate the area and close the door to the space if possible



## Active Shooter or Shelter in Place

- **Dial 911**
- Run
- Hide in a location where you can't be seen
- Fight as a last resort



## Bomb Threat

- **Dial 911 to report the incident**
- Remain calm and get as much information as possible
- Evacuate the area



## Sexual Assault

- **Dial 911 for emergency services & police**
- **Call Office for Equity & Inclusion 860-832-1652 for campus support services and reporting options**
- **Call Office for Victim Advocacy 860-832-3796**
- Consider seeking medical attention
- Know there are people on campus ready to assist you



## Suspicious Package

- **Do not use radio or cell phone within 100 feet of the package**
- Dial 860-832-2375 to report the package
- Do not touch or disturb the package



## Gas Odor

- **Evacuate the area**
- **Do not pull fire alarm**
- Call Facilities at 860-832-2301

**SEE SOMETHING? SAY SOMETHING.**