



Report of the 2023-2024 University Promotion and Tenure Committee to the Faculty Senate Central Connecticut State University April 26, 2024

1. Overview

➤ Membership

Professor: Stephen Adair (Sociology) 24

Associate Professor: Samantha Schenck (Economics) 25

Professor: Joseph Farhat (Finance) 25 - **Co-chair**

Associate Professor: Heidi Hughes (Management & Organization) 24

Professor: John Foshay (Special Education & Interventions) 25

Associate Professor: Joanne Leon (Social Work) 24 - **Co-chair**

Professor: Guy Crundwell (Chemistry & Biochemistry) 24

Associate Professor: Shushan Zhao (Computer Electronics & Graphics Technology) 25

Rank equivalent to Professor or Associate Professor: Dana Hanford (Library) 25

Professor: Namhun Lee (Manufacturing & Construction Management) 25

Professor: Susan Koski (Criminology & Criminal Justice) 24

➤ Actions Timeline

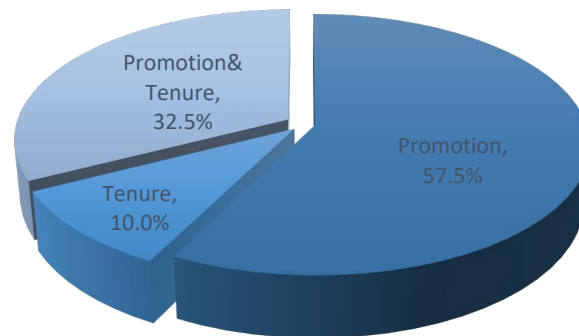
All meetings this year were virtual. The committee first met on November 13th, 2023, to receive its charge from the Provost and the President. The committee began its work on November 13th. The following table summarizes the timeline of the committee's actions:

Action	Date
Committee meeting and Co-chairs	November 13, 2023
Elections	
Committee meeting	November 20, 2023
Reader Assignments for P&T members	December 22, 2023
Full-day P&T Meeting to review candidates	February 05, 2024
Full-day P&T Meeting to review candidates	February 06, 2024
Full-day P&T Meetings with the candidates - <i>Snow day and interview were rescheduled to the 15th</i>	February 13, 2024
Full-day P&T Meetings with the candidates and deliberations	February 14, 2024
P&T Meetings with the Deans and deliberations	February 14, 2024
Full-day P&T Meetings with the candidates and deliberations	February 15, 2024
P&T recommendations submitted to the provost	February 22, 2024
Provost meeting with the P&T	April 11, 2024

➤ Candidates

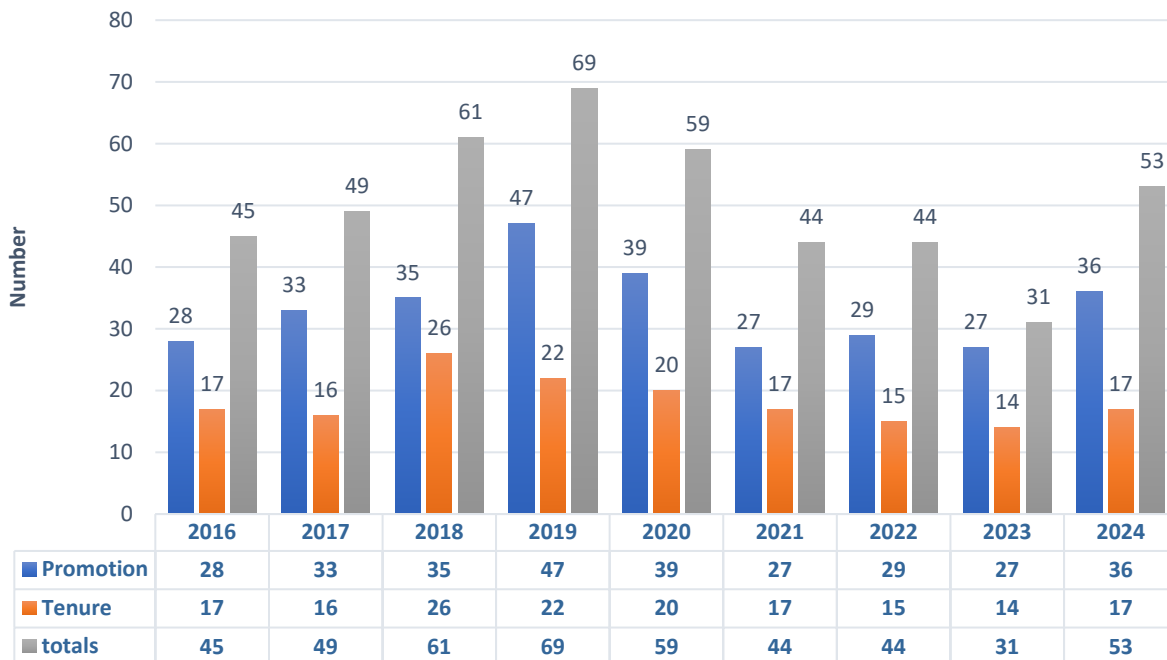
In all, we reviewed the applications of 40 members of the faculty/ librarians whose tenure and/or promotion are governed by the CSU-AAUP–BoT collective bargaining agreement (CBA). Of these,

- ✓ 4 applied for tenure only;
- ✓ 23 applied for promotion only; and
- ✓ 13 applied for both tenure and promotion.



The volume of promotion and tenure requests is generally in line with recent years:

P&T Trends 2016-2024





➤ Evaluation Procedure

All 11 committee members reviewed the materials submitted by each of the 40 candidates, DEC and Deans. Each of the eleven members of the P&T committee was assigned as a “primary reader” of the files of either seven or eight; each candidate was assigned two primary readers. Primary readers were assigned using Excel VBA macro, for the first reader allocation, we have successfully assigned external readers from outside the candidates' respective schools for all 40 candidates. This ensures an unbiased and diverse evaluation perspective. Regarding the second reader assignments, we have achieved a similar level of external involvement for 35 candidates, with their readers also being from outside their schools. However, for the remaining 5 candidates, while their second readers are from their schools, they are not from the same departments as the candidates. This arrangement was made to maintain a degree of impartiality in the evaluation process. Candidates' materials were made accessible through Interfolio OneDrive. Most of the primary reviews were conducted during December, January, and February.

Candidate interviews were conducted via Microsoft Teams on Feb 5 & Feb 6, 2024. The committee met two additional times during February. All 38 candidates met with the committee for approximately fifteen minutes. The committee also met with administrators as outlined in the CCSU Promotion and Tenure Policy for Tenure-track Teaching Faculty to discuss points of disagreement. The agenda of these meetings included dedicated time for deliberation regarding individual candidates by the committee. Final recommendations were completed on February 22, 2024, and submitted to the provost.

2. Statistical Summaries

➤ Requests by type (promotion, tenure, both) vs. School or Division

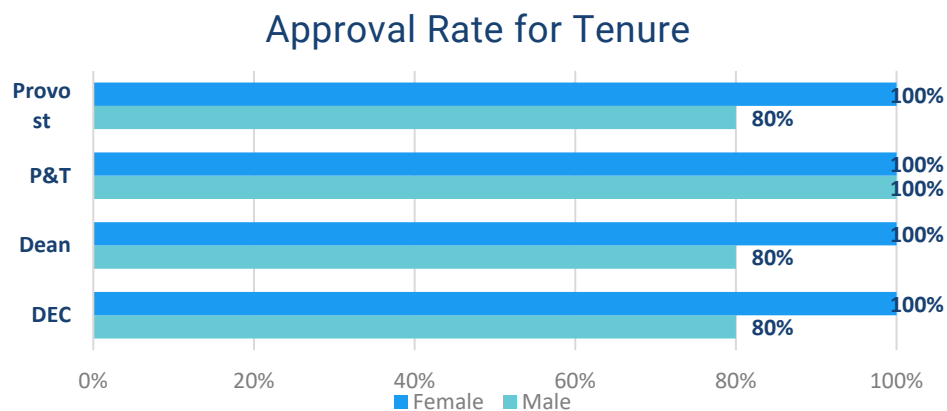
P&T	CLASS	Library	SEPS	SEST	SOB	Total
Promotion	7	1	7	7	1	23
Tenure	0	0	1	2	1	4
Promotion & Tenure	4	0	6	3	0	13
Total applicants	11	1	14	12	2	40
Total requests	15	1	20	15	2	57

➤ Recommendations by subcategory

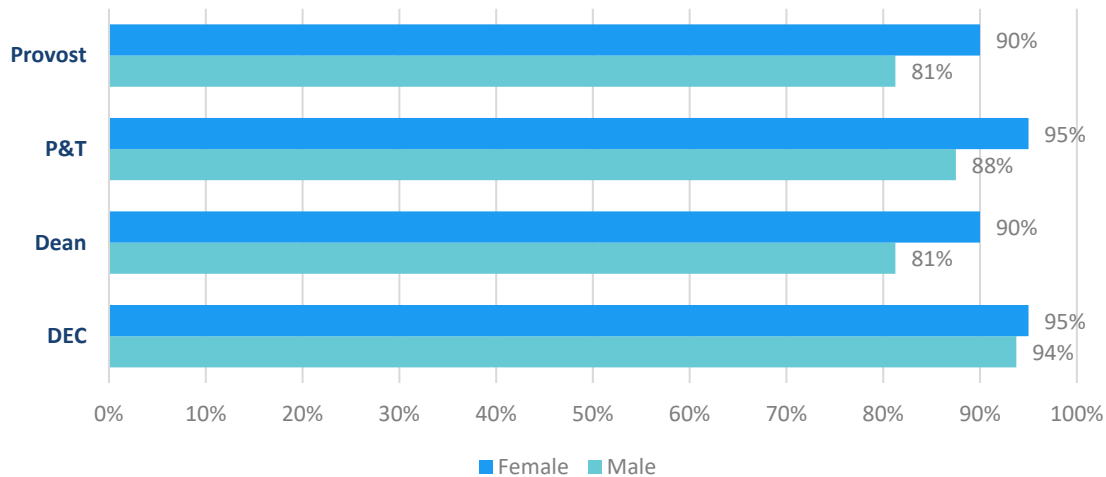
There was a high level of agreement among all four bodies making recommendations this year.

Recommendations of Departmental Evaluation Committees (DECs) were positive in 50 of 53 cases (94%); Deans made positive recommendations in 47 of 53 cases (89%); the P&T committee made positive recommendations in 49 of 53 cases (92%); and the Provost (or the applicable Vice President in the case of Athletics and Counseling) made positive recommendations in 47 of 53 cases (89%).

	Promotions									Tenure		
	To Professor/ Coach IV/ Counselor/ Librarian/Trainer IV			To Associate Professor/ Coach I,II,III/Associate Counselor/ Associate Librarian/ Trainer I, II, III			All promotion requests			All Tenure		
	M	F	Sum	M	F	Sum	M	F	Sum	M	F	Sum
Applications	12	9	21	4	11	15	16	20	36	5	12	17
Positive recommendations												
DEC	12	8	20	3	11	14	15	19	34	4	12	16
Dean	10	8	18	3	10	13	13	18	31	4	12	16
P&T	10	8	18	4	11	15	14	19	33	5	12	17
Provost	10	7	17	3	11	14	13	18	31	4	12	16



Approval Rate for Promotion



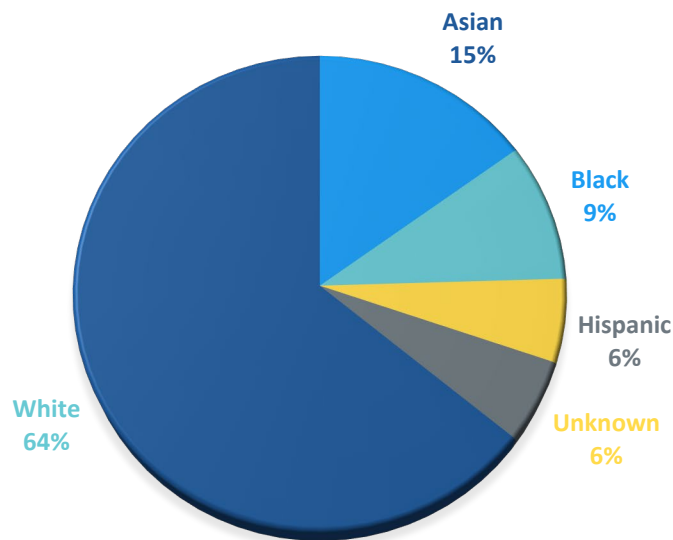
➤ Requests discussed per Section IV.C of the CCSU Promotion and Tenure Policy for Tenure-Track Teaching Faculty

	P&T committee → Dean	Provost → P&T committee
Promotion	8	
Tenure	1	
Totals	9	

➤ Itemization by Race and Ethnicity

The University Promotion and Tenure Committee bylaws stipulate that the P&T Committee submit a “statistical summary of the year's promotion and tenure cases, including breakdowns by gender and by race and ethnicity” based on “data provided by the University.”

Race/ ethnicity	Promotions			Tenure	Grand Totals
	Professor/ Coach IV/ Counselor/ Librarian/ Trainer IV	Associate Professor/ Coach I,II,III/Associate Counselor/Associate Librarian/ Trainer I, II, III	Totals		
Asian	5	2	7	1	8
Black	1	2	3	2	5
Hispanic	1	1	2	1	3
Unknown	0	1	1	2	3
White	14	9	23	11	34
Totals	21	15	36	17	53



3. Recommendations

The University Promotion and Tenure Committee Bylaws also require “an evaluation of the year’s process.”

The process of evaluation of this year’s candidates for Promotion and Tenure did not always conform to the guidelines established in the Senate’s “CCSU Promotion and Tenure Policy for Tenure-track Teaching Faculty” (last amended November 11, 2019).



Item IV. C. of the guidelines concerns communication between levels regarding disagreement. The guideline states "In the case of disagreement at a higher level, consultation shall occur with the previous level before the recommendation is forwarded." The P and T Committee is aware of one case in which a candidate received a positive recommendation from a DEC for promotion, but a negative recommendation from the Dean. The Dean did not consult with the DEC before forwarding the recommendation to the P and T Committee. When the Dean was informed of this oversight, a meeting was held to review the candidate, but that meeting occurred after the recommendation was forwarded.

A more egregious and consequential violation of Item IV. C. of the guidelines concerns the meeting between the Provost and the P and T Committee. The Provost met with the P and T Committee on Thursday, April 11th for 30 minutes (The Provost is required to inform candidates by April 15). Several candidates were discussed, but in that meeting, the Provost requested rationales from the P and T committee on those cases in which the recommendations by the P and T committee differed from either the Dean's or the DEC's recommendations. At no time during the meeting did the Provost state that she had decided or was even considering a decision that was not consistent with the P and T recommendations. On April 24th, the P and T committee was informed of the decisions made by the Provost, where the Provost disagreed with the P&T on 7 cases. Furthermore, one of the cases involved penultimate tenure.

The P and T Committee would also like to make some recommendations for improvements.

1. Both the letter and intent of Section IV.C. are clear as currently written. The first sentence, which is quoted above, is clear as written, but for further clarity, it is followed by "That is" and a description of the meetings required. In the subsequent sentences, the guidelines use the word "meet." In each instance, we recommend changing the word "meet" to "consult." In addition, consultations should include rationales for disagreements.
2. The Promotion and Tenure guidelines should be followed at all levels in the process; One Department's DEC did not rank the candidate using the required recommendations (i.e. does not meet expectations, meets expectations, exceeds expectations). If this happens during any step in the future, then the candidate's letters should be returned to the previous evaluators immediately to be rewritten such that they are compliant with the guidelines.
3. Interfolio: Provide a specific section on the form asking if the candidate is being recommended for promotion using comparable standards (CBA 5.3.5).
4. DEC's and candidates should also be reminded that their letter should explicitly address requirements for comparable standards and justification.



5. Interfolio: The system should email a copy of the P&T recommendation to the candidates rather than asking the P&T to email them individually to the candidates.
6. Any stipulated agreement by AAUP and academic affairs to delay the submission date for the Deans be conveyed to the P&T at the time of agreement.
7. Update the P&T guidelines regarding the rebuttals of the Dean's recommendation. Right now, the P&T guidelines are silent about it creating confusion among faculty and Deans.
8. Using the OneDrive folder should not be allowed as Interfolio can efficiently handle all candidates' portfolios. Allow Some faculty to use OneDrive creates inequity issues among candidates as some faculty can keep editing/updating their portfolio after the CBA deadlines.
9. Interfolio: An additional folder should be added to the portfolio to allow the candidate to post updates or rebuttals at specific times.
10. Reinstate the valuable tradition of including the P&T co-chair/chair on the panel for the P&T workshop as they have actual expertise in handling P&T cases.
11. In the Fall semester, the Provost, P&T Co-Chairs, and Faculty Senate President should collaborate to establish a clearly defined timeline for the exchange of information. This collaborative effort is essential to ensure that the Promotion and Tenure Committee can fulfill its bylaws obligation outlined in section 'g,' which mandates the presentation of annual reports to the Senate and faculty in April.
12. The Senate should revise the P&T Document "Section III. Candidate Portfolio Structure. III. A. Summary Dossier" to include the suggestion that candidates should add any stipulated agreements or memorandums of understanding made at hiring (or after) to their summary dossier.

Respectfully submitted,
on behalf of the 2023-24 University Promotion and Tenure Committee

Joesph Farhat and Joanne Leon, Co-chairs

Report approval date by the P&T committee: April 26, 2024