

DEC Workshop



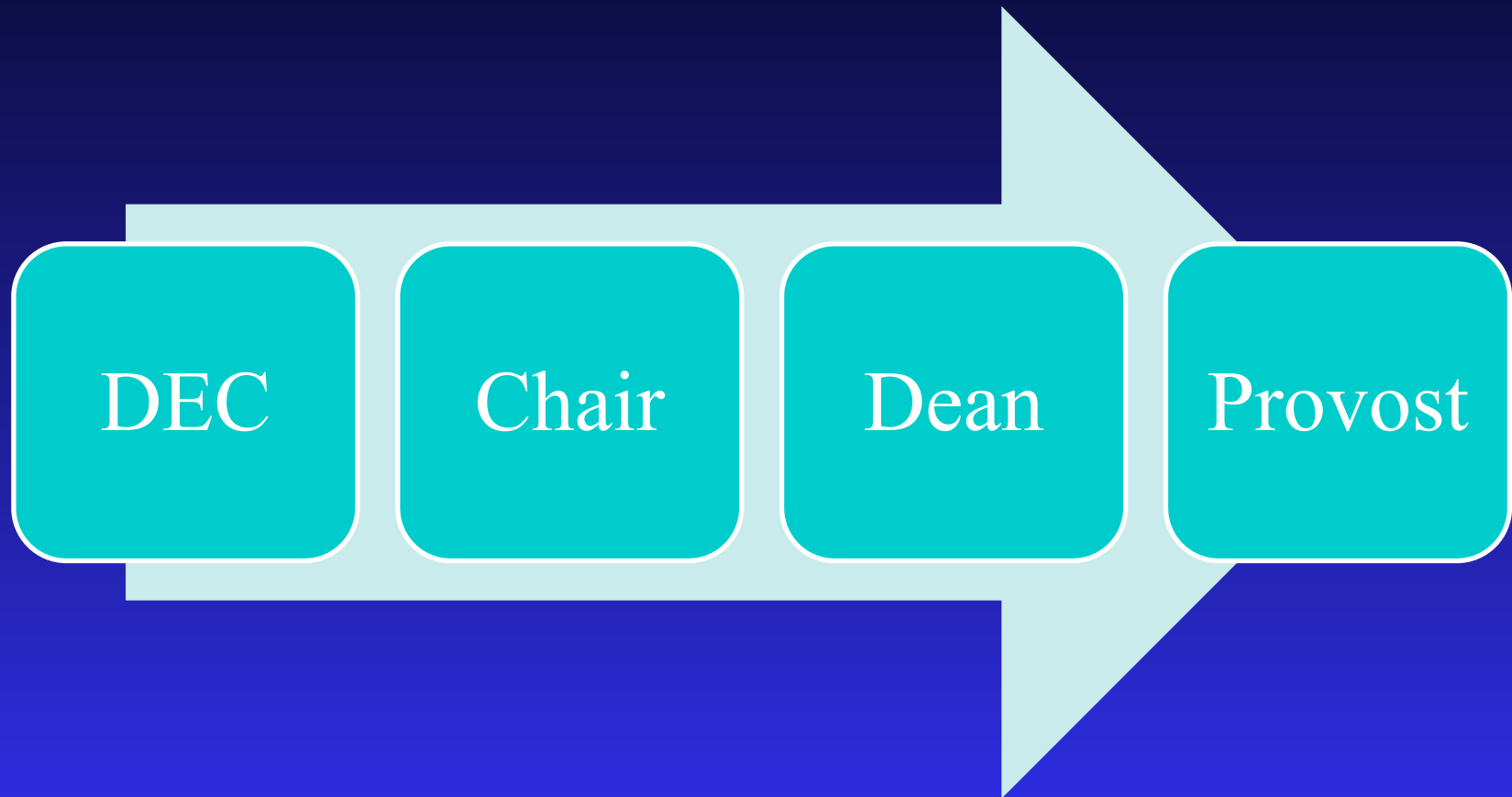
Evaluation Procedure

- There is only one evaluation procedure leading to recommendations regarding promotion, tenure and renewal for full-time members in accordance with procedures developed by the Faculty Senate and approved by the President.

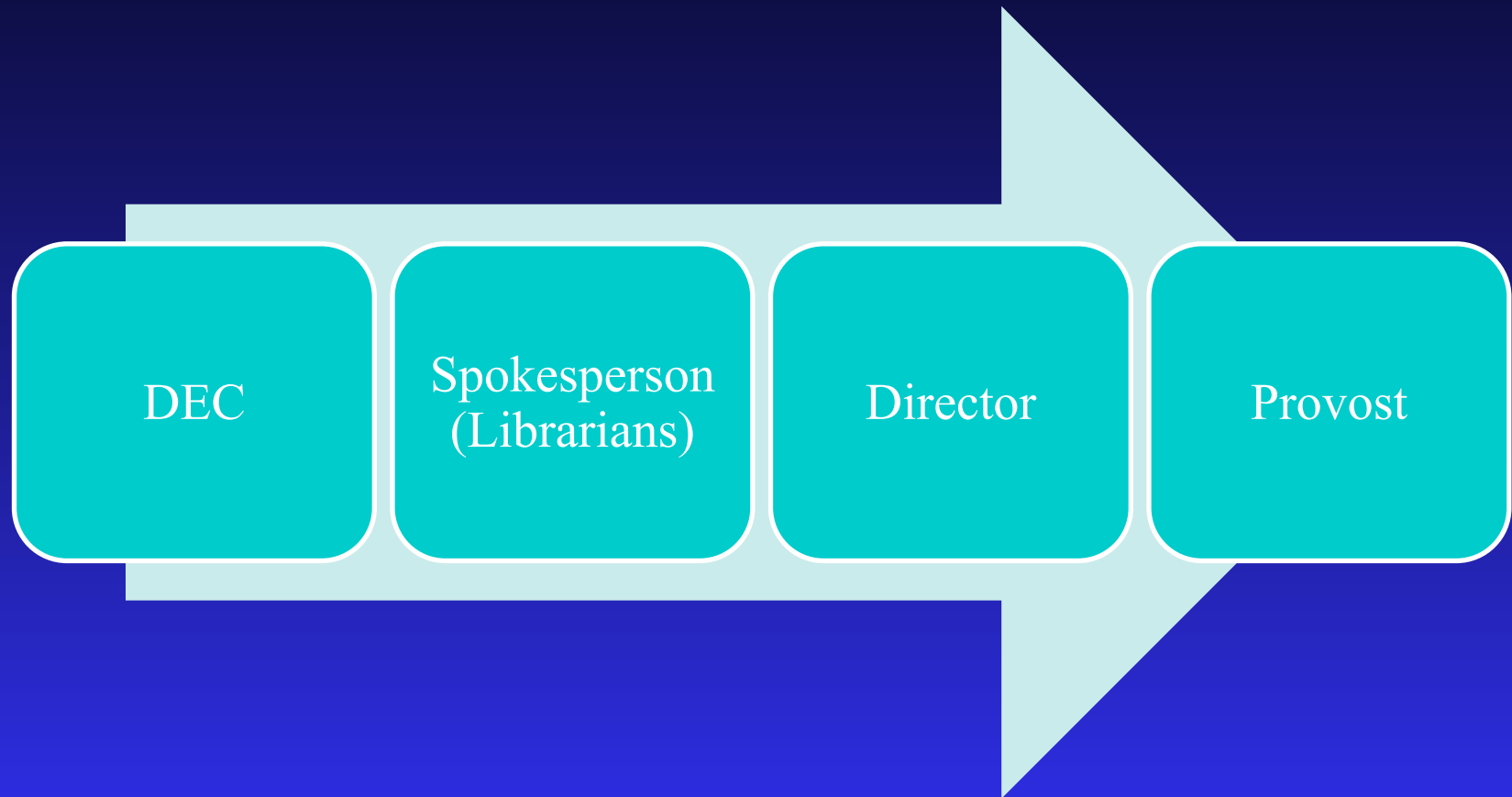
The Evaluation Process

- Counselors, Librarians, Athletic Coaches/Trainers, and Teaching Faculty are evaluated for:
 - ◆ Renewal
 - ◆ Tenure (Coaches/Trainers not eligible)
 - ◆ Promotion
 - ◆ Professional Assessment

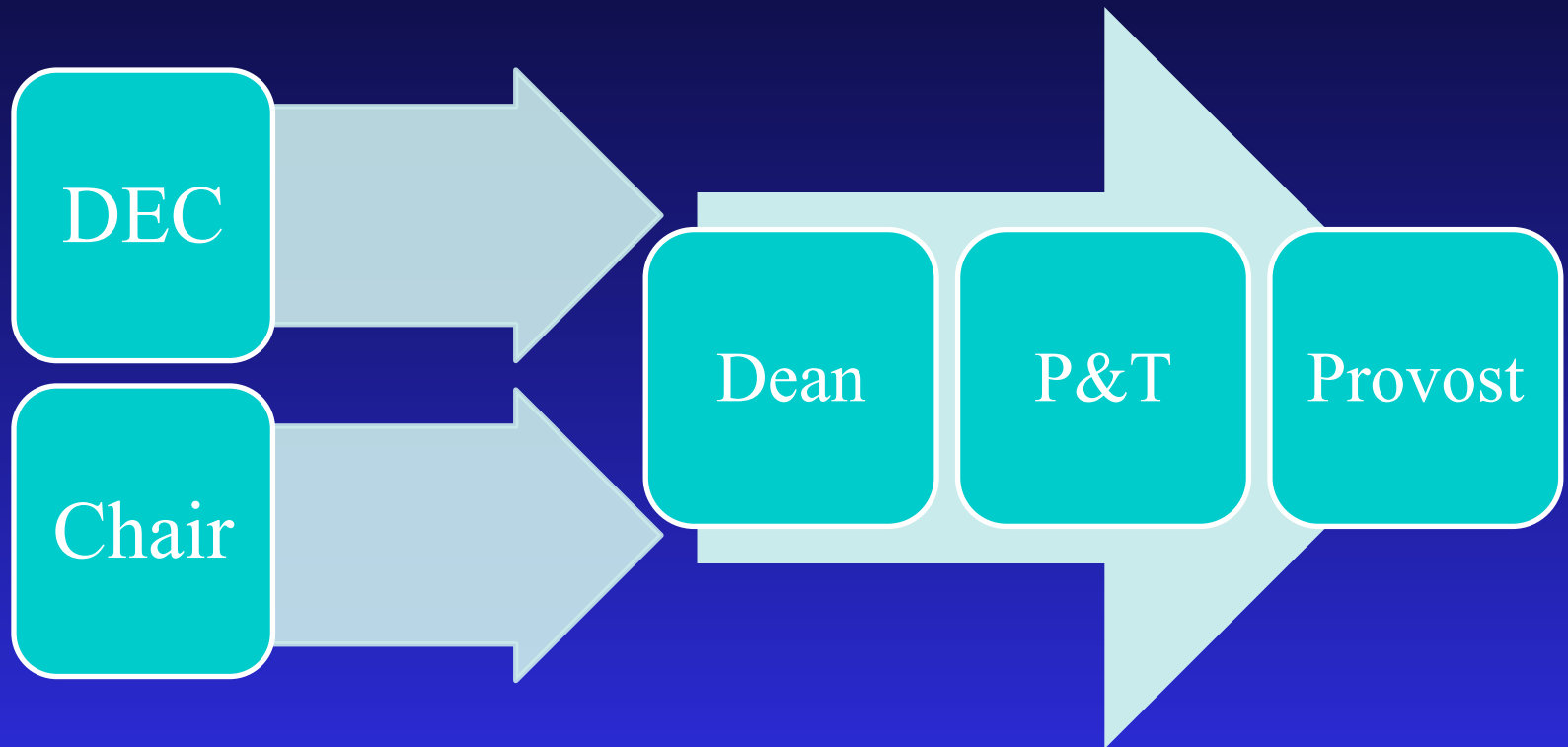
Routing for Renewal (teaching faculty)



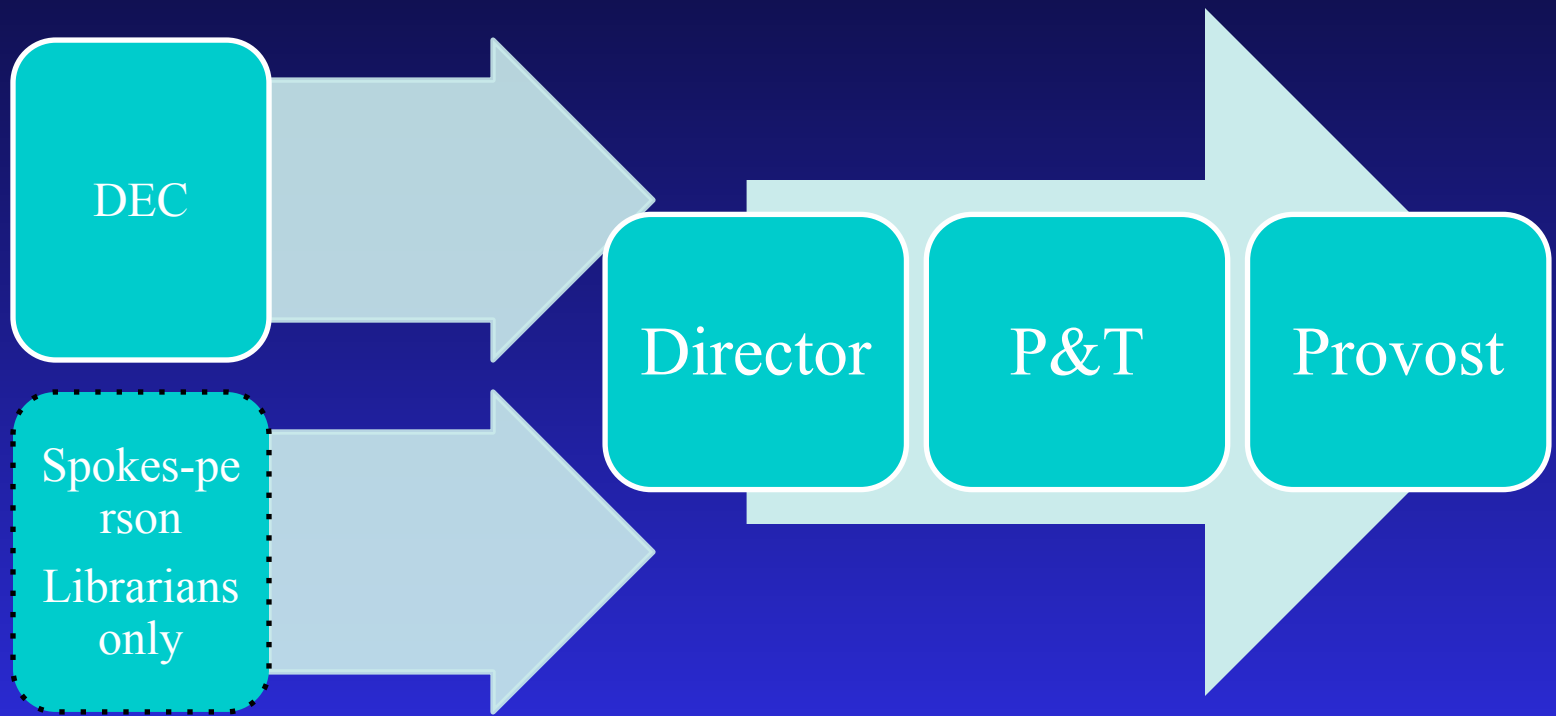
Routing for Renewal (Counselors and Librarians)



Routing for Promotion and Tenure (teaching faculty)



Routing for Promotion and Tenure (Counselors and Librarians)



The Role and Responsibilities of the DEC

What is the DEC?

- The elected dept evaluation committee (DEC) conducts evaluations for renewals, promotion, and tenure.
- Only tenured members may serve on the DEC; minimum of 3 members – hardship DEC.
- Request in writing for a “hardship” DEC goes to the University President and Provost before June 15th. HR will provide the department with the membership of the hardship DEC.

DEC Ethics

- In no case shall a member under consideration for promotion serve on the DEC during any deliberations on promotion.

How Does the DEC know Who to Evaluate?

- Human Resources (HR) provides lists of faculty to assist the Department Chair and DECs in determining eligibility for renewal, promotion, and tenure, as well as professional assessments for tenured faculty.

The Written Evaluation (4.11.10)

- After deliberations, the DEC must make a written evaluation and recommendation with supporting reasons based upon the evaluation criteria.
- Each recommendation must be signed by all members of the DEC.
- If a DEC member elects to write a minority report, it must be appended to the DEC's report.

The Written Evaluation contd.

- Recommendations for renewal shall include a summary statement, using one of the following phrases:
 - ◆ “Do Not Recommend”
 - ◆ “Recommend with Some Reservation”
 - ◆ “Recommend”
 - ◆ “Strongly Recommend”
 - ◆ “Very Strongly Recommend”

The Written Evaluation contd.

Recommendations for promotion and tenure shall include a summary statement, using “recommend” or “do not recommend” with no qualifying language. Separate letters are needed for promotion and tenure.

Evaluations should be candidly and clearly written. They should include:

- Specific examples illustrating the quality of performance.
- Constructive, specific suggestions for improvement where needed.
- Practical guidance for how to address any concerns identified by the DEC.

Important Points

- Be honest.
- A negative recommendation should not come as a surprise to the candidate.
- Follow the contractual procedures, the Faculty Senate's calendar, and your Departmental Bylaws.

- Stay away from rumor, hearsay, and innuendo
- Gratuitous, subjective evaluations of character or personality (as opposed to the contractual evaluation standards) have no place in the process.
- Collegiality is not a criteria.
- DEC members should only communicate their findings to people who have an interest in the matter, the candidates.

Transmittal to the Member

(teaching faculty)

- A copy of the Evaluation and recommendation from the DEC, Chairperson, and Dean, with supporting reasons/evidence, must be given to the member on the defined dates of the FS Calendar. The candidate has **four** days to append any comment to the evaluation and upload both documents (as needed) to the Digital file.

Transmittal to Member

(Counselors and Librarians)

- A copy of the DEC, Spokesperson, and Director Evaluation and recommendation, with supporting reasons, must be given to the member 4 days prior to transmitting the next evaluative body.
- A member shall have 4 days to append comment to the evaluation and upload both documents (as needed) to the Digital file.

Transmittal to the Chairperson (Spokesperson) *renewal only*

- In the case of renewal the DEC must transmit its written evaluation and recommendations with supporting reasons to the candidate and the candidate shall upload recommendation to their file. The Faculty Senate calendar must be adhered to. If any date is missed, then an email notification to Trudy Milburn, Natalie Starling, and Linda Cunningham must be sent immediately.

Transmittal to the Dean or Director

- In accordance the dates in the Faculty Senate documents, the DEC, in the cases of promotion and tenure, and the Chairperson must transmit their written evaluation and recommendations with supporting reasons to candidate. The candidate will upload the documents (with any needed response) on their digital evaluation file and the next evaluator will receive the file automatically.

The Roll of the Dean or Director

Promotion and Tenure

- A copy of the Dean or Director's evaluation and recommendation shall be sent to the member directly, who will have 4 days to respond (if needed) and upload the documents to their digital file.

Continued...

- The University P&T Committee will automatically receive access to the digital file, on the date specified in the Faculty Senate calendar document.

Sealing of the P&T Files

- Each candidate shall have the opportunity to meet virtually via Zoom, with P&T members and “close” their file on Thursday, December 15 and Friday, December 16 of Fall semester. At that time, candidates can :
 - ◆ examine virtually their files and ensure that contents are in the proper order
 - ◆ add additional materials to their files

Continued...

- ◆ Candidates will receive email communication from the P&T Chair to schedule an interview: 1/11 (W); 1/12 (R); 1/13 (F); or Tuesday 1/17/2023.
- ◆ Candidates will receive email notification from the P&T Chair to email their Candidate Information Form for distribution to the 15 P&T members.

University wide Promotion and Tenure Committee - Interview

- Candidates will have the opportunity to appear before P&T members and present any updates after the Sealing of their file and before the committee's deliberations.
- By March 2, the University wide P&T Committee will submit via email, their recommendations to the Provost, simultaneously informing the candidate.

The Role of the Provost

- The Provost consults with the President, takes required action and informs the member by deadline dates in the Faculty Senate documents.

- End of P&T informational session

The Member and Renewal or Professional Assessment

- In accordance with the date specified in the Faculty Senate documents, the DEC Chairperson will inform each person the fact and purpose of the evaluation, the opportunity to submit materials and the opportunity to appear before the DEC.

The Member and Promotion

- In accordance with the date specified in the Faculty Senate documents the DEC must notify faculty who meet the standards for promotion in Article 5.
- Candidates wishing to be considered for promotion must notify the DEC Chair and Dept. Chair in writing (email acceptable) by date specified in the Faculty Senate documents.
- Supporting evidence shall be included for those seeking promotion under comparable standards.
(5.3.3)

The Member and Tenure

- In accordance with the date specified in the Faculty Senate document, the DEC must notify faculty in their 6th year that a tenure decision is mandatory.
- Candidates prior to their 6th year wishing to be considered for tenure must notify the DEC chair in writing (email acceptable).

Notice of Withdrawal

- A candidate may withdraw after the promotion or tenure process starts.
- A withdrawal waives all claims for promotion during that year.



Eligibility for Promotion –

**Check the Faculty Senate Document at
https://inside.southernct.edu/sites/default/files/inline-files/2022%2005%2002%20P%20%26%20T%20Procedures_Revisions_4_22_22_clean%20copy.pdf**

Eligibility for Promotion cont.

■ **Associate** –

- ◆ Doctorate or terminal degree plus at least five years experience at rank of assistant or above.

■ **Professor** –

- ◆ Doctorate or terminal degree plus at least 8 years of full time service including at least 5 years at rank of assistant or above.

What Candidates must include

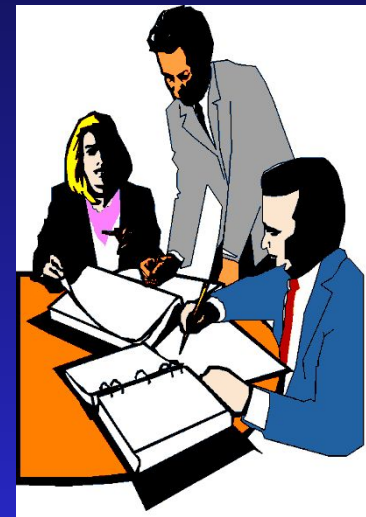
- Candidate information sheet.
- Original letter of appointment.
- Evaluation letters from previous steps
- CV (if desired)
- Personal Statement (recommended)
- Copies of syllabi (recommended)
- Evidence of primary load credit activity (required)

What Candidates must include cont

- Physical documentation of creative activity (highly recommended)
- Copies of university-tabulated student opinion surveys

What Must the DEC Consider?

- The DEC must consider all materials supplied by the candidate, and may solicit additional information pertinent to the categories of evaluation, however, the information must be in writing and a copy of the materials must be supplied to the candidate.



Evaluation Criteria and Categories



Quality is Key

Has the Department defined “Quality” in the evaluation categories?

- The DEC must understand and apply the criteria in the CBA.
- The DEC must have a collective understanding of what constitutes evidence of quality in each category
- The DEC should provide explanation of what is valuable to the specific department/discipline for each category

The criterion for evaluation shall be the quality of service in the following categories for teaching faculty

- Load credit activity (weight = 10)
teaching as well as non-teaching assignments as part of credit load (fully explained)
- Creative activity (weight = 5)

Criterion for Teaching faculty cont

- Productive Service to the Department and University (weight = 4)
- Professional Attendance and Participation (weight = 2)
- Years in rank (for promotion ONLY).

Categories of Evaluation for Counselors and Librarians

- Load credit activity (weight = 10)
 - ◆ Quality of Professional Competence
- Professional attendance and Participation (weight = 5)
- Productive Service to the Department and University (weight = 4)
- Creative activity (weight = 2)
- Years in rank.

- Any special conditions in the appointment letter must also be considered in the evaluation process.



Access to Personnel Files

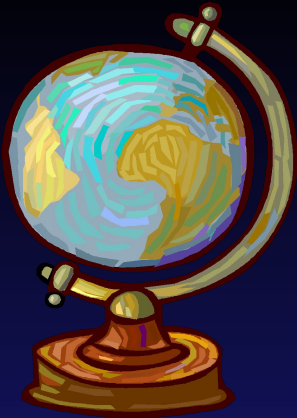
- DEC members may review the personnel files (HR office) of members to be evaluated.
- Files will contain all prior evaluations for renewal, promotion and tenure.
- Call the HR office to arrange a time to review the files.
- Members should review their own files periodically.

Appropriate Information

- The DEC shall seek and use appropriate information relating to all elements of the member's duties.
- Peer review through observation of load credit activity
- Data from student opinion surveys.

Student Opinion Surveys

- The evaluation should be administered by a third party and as approved by the department, thus included in the By Laws.
- Students must be appraised of the process and assured the completed survey will not be viewed by the instructor until after grades are posted.



Questions?

