

SOUTHERN CONNECTICUT STATE UNIVERSITY
PROFESSIONAL ASSESSMENT OF FACULTY

AUTHORIZATION FOR PROCEDURES

According to the C.B.A. 4.12, each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC, in an effort to assist, schedules the assessment in less than (6) years, or (b) the affected member requests more frequent assessment.

INTRODUCTION

Three precepts shall guide the implementation of this document:

1. All processes and procedures are designed to reflect the spirit of shared governance.
2. Assessments shall be based on the measurement of academic and professional excellence in order to best serve the university community.
3. Faculty rights of due process shall be safeguarded at each step described below.

The process of professional assessment is intended to initiate a dialogue between the DEC and department tenured faculty members. This six-year review is designed to provide an opportunity for faculty to reflect on the successes and challenges that they have had since their last formal review and to provide the DEC with evidence so that they may measure effectiveness in the four categories. Since all members to be reviewed under professional assessment are tenured, the process of this assessment focuses on the continued professional growth of the member since their last assessment. For this reason, the DEC is required to measure the member's effectiveness in the four categories of evaluation. It is expected that members will fully participate in this process with a reflective and honest representation of their work at the university.

Materials to be submitted should be kept minimal, as this is not meant to mirror the Promotion and Tenure process but evidence of performance in all four categories shall be provided. Members are encouraged to provide materials that are clear and concise.

STANDARDS FOR PROFESSIONAL ASSESSMENT

A. Eligibility

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 years, or (b) the affected member requests more frequent assessment. A professional assessment is due six years from the last application for promotion, or from the last professional assessment, whichever is later.

Members submitting a file for promotion whether in their assessment year or not, are not required to submit materials for professional assessment until another six year period has passed.

B. Categories of Evaluation

The DEC is required to assess each member in the four categories of evaluation listed below and shall request in writing that each member submit a concise self-assessment that reflects the members' professional activity in the four categories of evaluation during the last six years. Members shall include a completed "Member Information Sheet" or updated CV, that highlights the member's effectiveness in the four categories, and teaching faculty shall submit the summary sheets for student opinion surveys for the previous two-year period.

The four categories are:

1. Professional Competence/ Teaching Load.
2. Creative Activity.
3. Service to the Department and University.
4. Professional Participation.

C. Member's Role in Professional Assessment

1. Each member shall identify activities for each of the four categories of evaluation. Members shall use a Member Information Sheet or updated CV to represent these activities. Members will be asked for evidence in Category 1 (Load Credit). For teaching faculty this shall consist of two years of summary sheets for student opinion surveys.
2. Each member shall submit a concise statement of self-assessment of professional activities over the last six years. This statement should be double-spaced and kept to three to six pages.
3. A member may request an interview with the DEC, if the DEC fails to make a formal invitation.

D. The Role of the DEC¹ in Professional Assessment

¹ Some departments such as Counseling do not have a DEC. Instead, the Director's evaluation replaces the DEC and Chair evaluations.

1. The DEC is required to assess each member in the four categories of evaluation. In addition to reviewing materials supplied by the member, the DEC members will observe the member's classroom teaching, or for non-teaching faculty some other evaluation reflecting load credit activity. The DEC shall request an interview with the member.
2. The DEC in their letter of evaluation shall comment on the member's effectiveness in each of the four categories. Each recommendation will be signed by all members of the DEC. A DEC member may attach a signed minority report.

This letter will be sent directly to the member, who will have four days to append comments.

3. DEC members shall always treat as confidential the evaluative information submitted and considered. Any communication between a DEC member and a member under review, about the review, shall occur only in the context of a DEC meeting.
4. While the member's materials are in the possession of the DEC, said body shall be responsible for the security of the file.
5. The DEC shall forward the member's materials with their letter to the Chairperson. A copy of the DEC evaluation shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

E. Department Chairperson's Role in the Evaluation Process.

1. Any chairperson who is being reviewed under professional assessment in a given year may not review another member's materials for professional assessment.
2. The Chairperson in his/her letter of evaluation shall comment on the member's effectiveness in the four categories of evaluation. This letter will be sent directly to the member who will have four days to append comments.
3. While the member's materials are in the possession of the Chair, he/she will be responsible for the security of the materials.
4. The Chairperson will forward the member's materials with their letter to the Dean. A copy of the Chairperson's evaluation shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

F. Appropriate Deans' Role in the Evaluation Process

1. The Dean shall review materials forwarded by the Chair.
2. Evidence of a thoughtful review of the member's performance will be summarized in a letter that will be provided to the member, who will have four days to append comments.
3. While the member's materials are in the possession of the Dean, he/she will be responsible for the security of the materials.
4. The Dean will forward the member's materials and his/her letter of review to the Provost. A copy of the Dean's review shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member's personnel file.

G. Provost's Role in the Evaluation Process

² For Librarians, it is the Library Director that performs the role of the Dean. For Counselors, it is the Dean of Student Affairs, and for Coaches it is the Athletic Director

1. The Provost will review materials submitted by the Dean and provide a review of the assessment, which will be forwarded to the member and a copy will be sent to the Office of Human Resources and Labor Relations and placed along with member's comments in the member's personnel file.
2. While the member's materials are in the possession of the Provost, he/she will be responsible for the security of the materials.
3. Supporting documents will then be returned by January 31st to the DEC for disposal, unless the member requests the return of the materials.

Southern Connecticut State University

PROFESSIONAL ASSESSMENT

Please refer to Article 4.12 in the Collective Bargaining Agreement for details regarding Professional Assessment.

PROFESSIONAL ASSESSMENT CALENDAR

The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fell on weekends or holidays.

- Aug. 30 The department Chairperson shall notify the DEC in writing of professional assessment evaluations to be conducted.
- Sept. 2 The DEC shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC prior to the making of its recommendation.
- Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining his/her personnel file.
- Sept.2 Office of Human Resources shall make available to the DEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
- Sept. 16 Members to be assessed will submit their professional assessment materials to the DEC.
(Deadline extended to Sept. 23 due to Hurrican Irene)
- Oct. 7 The DEC shall transmit its written evaluation with supporting reasons to the member, who shall have four days to append comments.
- Oct. 12 The DEC shall transmit its written evaluation with supporting reasons to the department Chairperson, together with materials submitted to and considered by it, subject to Article 4.12 of the Collective Bargaining Agreement.
- Oct. 20 The department Chairperson shall transmit a copy of his/her evaluation with supporting reasons to the member, who shall have four days to append comments.
- Oct. 25 The department Chairperson shall transmit his/her evaluation with supporting reasons to the appropriate Dean together with all materials submitted to and considered by him/her subject to Article 4.12 of the Collective Bargaining Agreement.
- Dec. 12 The Dean shall review and consider all of the material submitted and transmit his/her written review to the member, who shall have four days to append comments.
- Dec. 16 The Dean shall forward his/her review along with all of the previously submitted material, to the Provost- subject to Article 4.12 of the Collective Bargaining Agreement.
- Feb. 1 The Provost shall provide a written review of the assessments and will forward his/her review to the member.
- Feb. 15 Supporting documents will then be returned by January 29 to the DEC for disposal, unless the member requests the return of the materials. All assessments and the Provost's review, along with the member's comments, will be placed in the member's personnel file.