

**Southern Connecticut State University**

**RENEWAL PROCEDURES FOR FACULTY**

**INTRODUCTION**

Three precepts, which should guide the implementation of this document are:

1. All processes and procedures have been designed to reflect the spirit of shared governance.
2. Deliberations be based on the identification and promotion of academic and professional excellence in order to best serve the university community, and
3. Faculty rights of due process be safeguarded at each step described below.

**PART I - AUTHORIZATION FOR PROCEDURES**

The Faculty Senate, in agreement with the President of the University, establish these procedures, including the attached Addendum (for coaching faculty) consistent with the Collective Bargaining Agreement<sup>1</sup>, to govern the promotion and tenure processes at Southern Connecticut State University. Due dates in this document represent contractually mandated deadlines as stipulated in the Collective Bargaining Agreement. The dates that apply for the current academic year are those listed in the calendar (Parts V and VI) of this document.

**PART II - STANDARDS FOR RENEWAL**

A. Eligibility

All persons who hold a probationary appointment (full-time service prior to the acquisition of tenure) will be evaluated for renewal of appointment. The probationary period shall not exceed six years of service in the university, provided that all six years fall within the same ten-year period. Those persons who have previously received timely notice of non-renewal or who hold a final appointment are not evaluated for renewal of appointment. Those persons in the penultimate year are not evaluated for renewal as their tenure evaluation renders the renewal process superfluous. During the first through fifth non-tenured years, a member's appointment shall be deemed renewed unless written notice of non-renewal is given to the member as indicated in Articles 4.9.1, 4.9.2 and 4.9.3 of the Collective Bargaining Agreement. Please note, however, that those persons applying for tenure prior to the penultimate year, or applying for promotion prior to tenure, also need to be evaluated for renewal, and should consult with their DEC to determine whether submitting a renewal file in addition to the tenure or promotion file is required by the DEC.

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<sup>1</sup> "Collective Bargaining Agreement", when used in this document, refers to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees for the Connecticut State University, August 2007 - August 2011

## B. Criterion

### 1. Introduction

The fundamental quality to be considered by all who evaluate a candidate is academic excellence, as defined by a process of shared governance. Only the categories outlined should be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

Academic excellence is the criteria for evaluating and recommending full-time members. Academic excellence is determined by the quality of activity within each of the categories listed below, including keeping current in one's field. All individuals and bodies evaluating a member 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 of the Collective Bargaining Agreement shall be considered in the evaluation process. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the Collective Bargaining Agreement shall be considered throughout the evaluation process on a case-by case basis.

### 2. Categories of Evaluation

#### a. Teaching or Professional Competence (Load Credit or the Equivalent)

This category encompasses one or more of the following for which the member receives load credit or the equivalent: teaching, advising for which load credit is given, chairing a department, directing, conducting research under research reassigned time, student supervision, or any other function specified in the letter of appointment or subsequent extension or modifications of such appointment (see Article 4.7 of the Collective Bargaining Agreement) or identified in a letter of agreement (see Article 10.4 of the Collective Bargaining Agreement).

#### b. Creative Activity

This category encompasses creative activity appropriate to one's field for example, delivering papers at professional conferences, production/ performance of artistic works, research, grant activity, study and publication. Although this list is not meant to be exhaustive, it is meant to reflect the potential variety of activities that may be included under Creative Activity. Any of these areas may represent significant creative activity.

#### c. Productive Service to the Candidate's Department and University

This category encompasses constructive participation in such activities as departmental meetings and activities, school or university committees, data-gathering, self-study and evaluation, and advising students regarding program planning.

#### d. Professional Attendance and Participation

This category encompasses attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and professional activity in the community that is reflective of professional expertise.

### **PART III -- STRUCTURE AND PROCEDURES**

#### **A. Initiation of Evaluation Process**

1. It shall be the responsibility of the department Chairperson to initiate all renewal evaluations by notifying the DEC in writing prior to the date indicated in the appropriate calendar of the renewal evaluations to be conducted.
2. Each non-tenured full-time member in the first year of appointment shall receive written evaluation of performance during the second semester of service after completing a full semester of service in accordance with the schedule specified in Part IV. Thereafter, there shall be an annual written evaluation unless the member has previously received timely notice of non-renewal or is on a final appointment (see Part II.A).

#### **B. Faculty Member's Role in the Evaluation Process**

1. When the member is informed by the DEC of the fact and purpose of the evaluation, the member should expeditiously meet with the Office of Human Resources and Labor Relations for the purpose of examining his/her personnel file. If the candidate has a concern about materials in his/her file, the candidate should meet with a representative of the Provost. The member and the representative of the Provost should agree on materials pertinent to the evaluation in order that copies may be prepared for the DEC. In the event agreement is not possible, the matter shall be decided by the Provost, or his/her designee. The member may then prepare rebuttal materials for presentation to the DEC with other materials. The Office of Human Resources shall have copies prepared of materials selected from the personnel file. These copies shall then be forwarded to the DEC. The letter of transmittal shall list the materials forwarded.
2. All candidates must include in their file, a copy of their original letter of appointment and any subsequent modifications. If the candidate does not have the original letter of appointment they must meet obtain a copy from the Office of Human Resources and Labor Relations. See Article 4.7 of the Collective Bargaining Agreement
3. The member to be evaluated shall submit a file with supporting materials and statements pertinent to the criteria specified for evaluation. This file shall include information on load credit, or the equivalent, for the period of service at SCSU. For teaching members, this information should include the titles of courses taught (with load credit received), and an itemization of other activities for which load credit was received by semester and evidence of student evaluations. This file should be available to both the department Chairperson and DEC for use in completing all renewal evaluations.
4. The member may also include:
  - a. Supporting letters from colleagues within or outside of the member's department.
  - b. Other supporting materials which might include books, articles and research publications; documentation of conference presentations; documentation of exhibition or performance of artistic work; outside contributions to the community; and university committee assignments, etc. The dates of all activities and/or publications shall be included.
  - c. Statement regarding years in rank and/or time in service.
5. The member shall not include any letters of recommendation specifically addressing the renewal process, separate from the official letters mandated by renewal procedures, from any person who has a formal role in renewal: DEC members, Chair, Dean of the member's school, Provost and President.
6. The member shall have an opportunity to appear personally before the DEC prior to the DEC's recommendation.

7. The member shall have an opportunity to examine his/her file at each stage of the evaluation process, e.g. after the DEC, Chair and Dean (or equivalent, for counselors, librarians and coaches) have each completed their letters of evaluation. At these times, the member may place in the file a rebuttal, and/or any additional materials in support of his/her application for renewal.

C. Department Role in the Evaluation Process

1. For teaching faculty, librarians and coaches, departments shall provide faculty input on the evaluation of department members. Department evaluations, shall be conducted by the Department Evaluation Committee (DEC) and shall be independent of any other evaluation (e.g., those of the Chairperson and Dean).
2. Each Department must establish an elective DEC, or form a hardship DEC via the DEC Hardship Pool, depending on its ability to meet the following criteria.
  - a. Elective DEC.
    - 1) Each department having at least three eligible members must form an elective DEC.
    - 2) Members of the department who are ineligible to serve on an elective DEC include:
      - a) Person(s) who have not been granted tenure.
      - b) The Department Chairperson.
      - c) Person(s) who serve as an elected regular or alternate member of the University wide Promotion and Tenure Committee
      - d) Immediate family (i.e., spouse, child, parent, domestic partner) of any candidate being considered for promotion, tenure or professional assessment.
      - e) Any other member of a department who after submitting a written request due to extenuating circumstances, has been granted a waiver by the Department Chairperson with approval of the Provost. Waivers must be requested within five days of the candidate's deadline for notifying the DEC and Chairperson in writing that they will be applying for promotion or tenure.
      - f) If the granting of waivers creates a hardship for the department, the department may request that the Provost declare a hardship after the official deadline, giving them access to the Hardship Pool.
  - b. Hardship DEC Pool
    - 1) By May 1<sup>st</sup>, any department that has more than three eligible DEC members shall submit to the Office of Human Resources and Labor Relations a minimum of one name of a tenured department member who has been elected by majority vote of the department to serve a one-year term in the Hardship DEC Pool as "DEC member-at-large."
      - a. Departments with more than four eligible members may be asked to submit additional names to serve as DEC member-at-large, depending on need.

- b. Departments with three or fewer eligible members may submit a name at their discretion.
    - c. Tenured chairpersons are eligible to serve in the Hardship DEC Pool except in those cases where they are undergoing similar evaluation (promotion or professional assessment).
    - d. Each faculty member in the pool shall be eligible to serve on at most one DEC in a given year.
  - 2) If, by May 15<sup>th</sup>, the Chairperson of any Department with at least four eligible DEC members has not submitted a name, the Office of Human Resources and Labor relations shall appoint an eligible member to the pool.
- c. Hardship DEC
- 1) Any department that has fewer than three eligible members to serve on a DEC qualifies as a “hardship case.” In such cases, the Department Chairperson shall notify the University President in writing no later than June 15<sup>th</sup> of the need for as many DEC members-at-large as would bring the department DEC to three eligible members.
  - 2) The University President in conjunction with the Provost shall declare a DEC hardship after receiving such written notification from a Department Chairperson. By the first day of the academic year (established yearly by the Collective Bargaining Agreement calendar), the Provost will verify in writing that a hardship has been declared and the Office of Human Resources and Labor Relations provide a list to the Department Chairperson of all members of the Hardship DEC Pool who are available at that time.
  - 3) Within one week of the first day of the academic year, each eligible department shall make choices from the Hardship DEC Pool by majority vote of its full-time faculty. In making its selections, the department should be guided by the desire for 1) disciplinary expertise and 2) professional objectivity. However, it is understood that disagreement with department judgment on these two criteria is not a grievable matter. The Department Chairperson shall submit to the Office of Human Resources and Labor Relations a ranked list of its choices, numbering at least twice as many as the vacancies on its DEC. Pool members chosen by the department shall be assigned to that Hardship DEC in the order requested, subject to availability, which shall be determined by filling department requests in the order received.
  - 4) Recognizing the distinctive nature of the work that librarians, counselors and coaches provide, hardship DEC’s for these departments (regarding Counseling— only if the Director decides to use a DEC and a DEC hardship is needed) shall include at least one counselor or librarian, respectively. If this is not possible, the Office of Human Resources and Labor Relations in consultation with members of the department(s) shall attempt to utilize tenured counselors or librarians, respectively, from the other universities in the CSU system to meet this requirement. If this is not possible, additional members of the DEC shall be selected as specified in Article III.C.2.c.3.
  - 5) Each faculty member in the pool shall be eligible to serve on at most one DEC in a given year.
  - 6) Within two weeks of the first day of the academic year (no later than Sept. 7<sup>th</sup>), Office of Human Resources and Labor Relations shall notify the Department Chairperson in writing of the membership of the Hardship DEC.

- 7) In the event that the above procedures fail to produce a hardship DEC, the matter shall be referred to the Senate Executive Committee who shall provide a resolution that ensures due process for the candidate.

### 3. Procedures

- a. The DEC shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Promotion and Tenure Procedures for Faculty document. The DEC shall also conduct evaluations as requested by the department Chairperson. The evaluations shall be in written form and contain supporting reasons for each category of evaluation.
- b. By the dates specified in Parts IV, V, and VI (the Calendars of this Document) 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 materials to the DEC, and (3) the opportunity to appear personally before the DEC prior to the DEC's recommendation.
- c. In making its peer evaluations for renewal, the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Peer review through class observation is a useful tool in conjunction with assessment of teaching material and is particularly encouraged for pre-tenure members. For full-time members who are engaged in classroom teaching the DEC shall obtain and use the data from a written student opinion survey instrument. For full-time members who are engaged in other duties, the DEC shall seek and use appropriate information.
- d. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement, should be considered in the evaluation process for renewal.
- e. By October 1 of each academic year the Office of Human Resources and Labor Relations shall make available to the DEC the personnel files of those members to be evaluated, subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
- f. All recommendations on promotion and tenure shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2. Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation should reflect the DEC's professional judgment and opinion as well as information of a factual type. A copy of all recommendations including supporting reasons shall immediately be sent to the member.
- g. These recommendations shall be transmitted by the dates specified in Parts IV, V, and VI to the department Chairperson for appropriate action together with all materials submitted to and considered by the DEC. A copy of all recommendations including supporting reasons shall immediately be sent to the member. The letter of transmittal shall list the materials forwarded. The member may append comments to the renewal evaluation prior to four days before the date the department Chairperson must forward the file to the Dean.
- h. Each recommendation shall be signed by all members of the DEC. A DEC member may attach a signed minority report to indicate the following:
  - 1) The report may agree with the Committee's evaluation but consider the recommendation too weak.
  - 2) The report may agree with the Committee's evaluation but consider the recommendation too strong.

- 3) The report may agree with the ranking of the Committee for reasons other than those offered by the Committee recommendation.
- 4) The report may disagree with the Committee evaluation and/or ranking.

If a DEC member elects to write a minority report, it shall be signed and appended to the Committee report. A copy of the DEC's recommendations including supporting reasons and any minority reports shall be sent to the candidate upon issuance and a copy shall be placed in the member's personnel file.

- i. Department members while serving on the DEC shall not write any independent recommendations for any department candidates.
- j. A copy of all DEC evaluations and recommendations shall be forwarded directly to the Office of Human Resources and Labor relations to be placed in the member's personnel file.
- k. DEC members shall always treat as confidential the evaluative information submitted and considered, and the DEC's deliberation and votes. Such confidentiality does not apply to disclosures concerning procedures in a formal hearing by a Grievance Committee. Any communication between the candidate and a DEC member about the file or the DEC recommendation shall occur only in the context of a DEC meeting.
- l. The DEC may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this or other university documents.
- m. Any materials generated by the DEC shall be kept and secured in the DEC files for one year. Such materials shall only be available for a formal hearing by a Grievance Committee. If there is a grievance in progress the file shall be kept until the grievance is adjudicated.
- n. While the candidate's file is in the possession of the DEC, said body shall be responsible for the security of the file. See III. H. 2

#### D. Department Chairperson's Role in the Evaluation Process

1. The department Chairperson shall conduct evaluations as scheduled by the Collective Bargaining Agreement and the Renewal Assessment Procedures for Faculty document. In no case, however, shall a Chairperson being considered for renewal participate in the renewal evaluation. The department Chairperson shall initiate all renewal evaluations as specified in Parts III.A.1 above. A Chairperson scheduled for an evaluation shall not provide a written evaluation for himself/herself.
2. While the candidate's file is in the possession of the Chair, he/she shall be responsible for the security of the file. See III. H.
3. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided under Article 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for renewal.
4. The department Chairperson shall review all renewal evaluations and annual evaluations of non-tenured members received from the DEC. After reviewing and considering the DEC's evaluation, together with all materials forwarded by the DEC, the department Chairperson shall make his/her own evaluation and recommendations. All recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.B.2 Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation should

reflect the Chair's professional judgment and opinion as well as information of a factual type. A copy of all recommendations shall expeditiously be sent to the member who shall be provided at least four (4) days to append comments before the evaluation and all the other material in the file are sent to the appropriate Dean.

5. A copy of all department Chairperson evaluations and recommendations shall be forwarded directly to Office of Human Resources and Labor Relations to be placed in the member's personnel file.

E. Appropriate<sup>2</sup> Dean's Role in the Evaluation Process

1. The appropriate Dean shall review all renewal evaluations and annual evaluations of non-tenured members referred to him/her by department Chairpersons. After reviewing and considering the evaluations and members' comments, they shall be forwarded, with recommendations to the Provost for appropriate action. At this time, a copy of the appropriate Dean's recommendation shall be placed in the member's personnel file and a copy sent to the member. The member shall be provided at least four (4) days to append comments before the assessment and all other material in the file are sent to the Provost.

The appropriate Dean shall review all renewal evaluations and annual evaluations of non-tenured members referred to him/her by department Chairpersons.

2. At this point in the renewal process, the security of the files shall be the responsibility of the Dean.
3. After reviewing and considering the evaluations and members' comments, they shall be forwarded, with recommendations to the Provost for appropriate action. All recommendations on renewal shall be in writing, with supporting reasons, addressing each of the categories of evaluation. See II.A.2 Recommendations shall include a summary using one of the following "Do Not Recommend;" "Recommend with Some Reservation;" "Recommend;" "Strongly Recommend;" or "Very Strongly Recommend." This evaluation should reflect the Dean's professional judgment and opinion as well as information of a factual type. A copy of all recommendations including supporting reasons shall immediately be sent to the member. The member shall be provided at least four (4) days to append comments before the assessment and all other material in the file are sent to the Provost.
4. At this time, a copy of the appropriate Dean's recommendation shall be placed in the member's personnel file and a copy sent to the member. The member shall be provided at least four (4) days to append comments before the assessment and all other material in the file are sent to the Provost.
5. All official evaluations (those of the DEC, the Chairperson, and the appropriate Dean) shall be placed into the candidate's file by the appropriate Dean prior to the Dean's transference of the files to the Provost so that one complete file is transferred.

F. Provost's Role in the Evaluation Process

1. The Dean will forward the file along with his/her recommendation to the Provost who, in consultation with the President, shall be responsible for making the final recommendation to the Board of Trustees. The Provost shall send a copy of his/her recommendation to the candidate.

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<sup>2</sup> For librarians, the Library Director applies, counselors the Director of Counseling, and coaches the Athletic Director

G. Grievance Procedures

Any faculty member who feels that the prescribed procedures and obligations have in some way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

#### **PART IV -- FIRST YEAR RENEWAL OF APPOINTMENT CALENDAR**

Dates for first year appointees Starting in January are in brackets.

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

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| Dec. 1<br>[Sept. 8]   | The department Chairperson shall notify the DEC in writing of first year renewal evaluations to be conducted.  |
| Dec. 8<br>[Sept. 15]  | The DEC Chairperson 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.<br><br>Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining his/her personnel file. |
| Jan. 20<br>[Sept. 23] | Candidates shall submit their renewal file to the DEC.   |
| Jan. 27<br>[Oct. 3]   | The DEC shall transmit its written recommendations with supporting reasons to the member, who may append comments within four days.  |
| Jan. 31<br>[Oct. 7]   | The DEC shall transmit its written recommendations with supporting reasons to the department Chairperson, together with all materials submitted to and considered by it subject to Article 4.11.10 of the <u>Collective Bargaining Agreement</u> .   |
| Feb. 6<br>[Oct. 14]   | The department Chairperson shall transmit his/her written recommendations with supporting reasons to the member, who may append comments within four days.   |
| Feb. 10<br>[Oct. 18]  | The department Chairperson shall transmit his/her recommendations with supporting reasons to the appropriate Dean together with all materials submitted to and considered by him/her subject to Article 4.11.11 of the <u>Collective Bargaining Agreement</u> .  |
| Feb. 16<br>[Oct. 21]  | The Dean shall review and consider all of the material submitted and make a recommendation with supporting reasons. The recommendation shall be submitted to the member who may append comments within four days.  |
| Feb. 24<br>[Oct. 25]  | The Dean shall transmit his/her recommendations with supporting reasons to the Provost, subject to Article 4.11.12 of the <u>Collective Bargaining Agreement</u> .   |
| Mar. 1<br>[Nov. 1]    | Provost informs candidate of recommendation.   |

## PART V -- SECOND YEAR OR LATER RENEWAL OF APPOINTMENT CALENDAR

Dates for second year or later appointees starting in January are in brackets.

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

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| Jan. 23<br>[Sept. 8]  | The department Chairperson shall notify the DEC in writing of second year or later renewal evaluations to be conducted.  |
| Jan. 27<br>[Sept. 15] | The DEC Chairperson 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.<br><br>Each member to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining his/her personnel file. |
| Feb. 2 1<br>[Oct.3]   | Candidates shall submit their renewal file to the DEC.   |
| March 2<br>[Oct. 14]  | The DEC shall transmit its written recommendations with supporting reasons to the member, who may append comments within four days.  |
| March 6<br>[Oct. 18]  | The DEC shall transmit its written recommendations with supporting reasons to the department Chairperson together with all materials submitted to and considered by it subject to Article 4.11.10 of the <u>Collective Bargaining Agreement</u> .  |
| March 16<br>[Oct. 26] | The department Chairperson shall transmit his/her written recommendations with supporting reasons to the member, who may append comments within four days.   |
| March 29<br>[Oct. 31] | The department Chairperson shall transmit his/her recommendations with supporting reasons to the appropriate Dean together with all materials submitted to and considered by him/her subject to Article 4.11.11 of the <u>Collective Bargaining Agreement</u> .  |
| April 27<br>[Nov. 11] | The Dean shall review and consider all of the material submitted and make a recommendation with supporting reasons. The recommendation shall be submitted to the member who may append comments within four days.  |
| May 1<br>[Nov. 15]    | The Dean shall transmit his/her recommendations with supporting reasons to the Provost, subject to Article 4.11.12 of the <u>Collective Bargaining Agreement</u> .   |
| May 31<br>[Dec. 31]   | Provost informs candidate of recommendation.   |

## **PART VI -- INTERPRETATION, AMENDMENT, IMPLEMENTATION, AND REVIEW**

### **A. Interpretation and Implementation**

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, another by the President of the University, and a third selected by the other two members. A two-thirds vote shall decide an issue.

### **B. Amendment**

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

- C. This Document shall take effect after adoption by a majority of faculty voting, in a faculty-wide referendum, and by the President of the University.

### **D. Review of this Document**

This Document shall be reviewed by the Faculty Senate at the end of every three years after its initial adoption.

## ADDENDUM

Language in the Collective Bargaining Agreement regarding the status of coaches and trainers govern their hiring and evaluation in CSU. Pursuant to a supplemental agreement between the Board of Trustees and CSU-AAUP, this language will apply only to coaches and not to trainers at SCSU. This new language necessitates some modest modification of local procedures, which will affect relatively few individuals. The following modifications of the document apply to any coach who satisfies the definition in Article 6.1 of the CBA:

1. Throughout the document, any references to "the (appropriate) Dean(s)" shall be construed to refer to or include the Athletic Director; for members holding 12-month rather than 10-month appointments, any reference to a semester shall be construed to refer to a half-year.
2. Part II.A.2, B.2, C.2: The criteria for evaluation of coaching are as stated in Article 6.8 of the Collective Bargaining Agreement, with the categories enumerated in Article 6.8.1 - 6.8.5 weighted in the order presented; for those who have received load credit for teaching, their teaching should be evaluated pursuant to the existing language of the document, with a relative weight in the highest category proportional to the fraction of load credit assigned to teaching.
3. Part III.F.2.a: Full-time coaches and trainers are included in the term "faculty".

In addition, the following modifications of the document apply (only) to any coach who (1) was hired on or after January 1, 1994, or (2) was hired prior to January 1, 1994, is untenured, and has elected pursuant to Article 6.2.3 of the CBA to change his/her status to the non-tenure track:

4. Throughout the document, any reference to tenure, probationary appointment, probationary period, or professional assessment does not apply.
5. Part II.A.1: The minimum conditions for promotion are those stated in Article 6.3 of the Collective Bargaining Agreement.
6. Part II.C.1: Each person who holds a term appointment is eligible for evaluation for renewal of appointment.
7. Part III.A.3.b: Each full-time member in the first year of appointment shall receive written evaluation of performance during the second semester (half-year) of service after completing a full semester (half-year) of service in accordance with the schedule specified in Part VI. Thereafter, there shall be an annual written evaluation.