

## **Southern Connecticut State University**

### **PROCEDURES FOR FORMING A DEPARTMENT EVALUATION COMMITTEE**

#### **INTRODUCTION**

This document describes the procedures for forming a Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC)<sup>1</sup> for purposes of evaluating faculty for Renewal, Promotion and Tenure, Professional Assessment, and Sabbatical Leave. The DEC's roles and functions in evaluating faculty members are described in individual documents governing the respective types of evaluation.

#### **A. Formation of Elected Department Evaluation Committees**

1. For teaching faculty, counselors, librarians, athletic trainers, and coaches, departments shall provide faculty input on the evaluation of department candidates. Department evaluations for renewal, promotion and tenure, and professional assessment 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). Also, any department that does not already have a committee evaluating department members' sabbatical leave applications shall be allowed to designate its Department Evaluation Committee as the body to evaluate department members' sabbatical leave applications.

2. Each department shall either establish an elective DEC or form a hardship DEC via the Hardship DEC Pool, depending on its ability to meet the following criteria.

##### a. Elective DEC.

1) Each department having at least three eligible members shall form an elective DEC.

2) Department members ineligible to serve on an elective DEC include:

- a) Untenured person or for Coaches and Athletic Trainers full time members who have not completed three years of service.
- b) The Department Chairperson.
- c) Any other department member who, after submitting a written request due to extenuating circumstances, has been granted a waiver by the Department Chairperson with approval of the Provost. Department members seeking waivers shall request them by the following deadlines:

- i. Renewals: within five days of the candidates' deadline for being notified by the DEC in writing that they will be evaluated.
- ii. Promotion & Tenure: within five days of the candidates' deadline for notifying the DEC and Department Chairperson in writing that they will be applying for promotion or tenure.
- iii. Professional Assessment: within five days of the candidates' deadline for being notified by the DEC in writing that they will be evaluated.

3) Department members serving on an elected DEC shall recuse themselves under the following conditions:

- a) When the DEC is conducting evaluations for promotion or tenure, DEC members applying for promotion or serving as elected regular or alternate members on the University-wide

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<sup>1</sup> The Counseling Faculty Evaluation Committee (CFEC) serves as Department Evaluation Committee (DEC) for Counseling Faculty. Hereafter where the term DEC is used, it also refers to the CFEC. See Article 7.3.2 of the Collective Bargaining Agreement.

Promotion and Tenure Committee--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate being considered for promotion or tenure--shall recuse themselves from all DEC business pertaining to either promotion or tenure but shall be allowed to participate in all other DEC business.

- b) When the DEC is conducting evaluations for professional assessment, DEC members being evaluated for professional assessment--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate undergoing professional assessment--shall recuse themselves from all DEC business pertaining to professional assessment but shall be allowed to participate in all other DEC business.
  - c) When the DEC is conducting evaluations for sabbatical leave, DEC members applying for sabbatical leave--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate applying for sabbatical leave--shall recuse themselves from all DEC business pertaining to sabbatical leave but shall be allowed to participate in all other DEC business.
  - d) If recusals in any of these processes cause the DEC to fall below the minimum number of three (3) members, eligible department members shall be elected to replace the recused member, as determined by department bylaws or policy.
- 4) If the granting of waivers or the need for recusals creates a hardship for the department, the department shall be allowed to request that the Provost declare a hardship after the official deadline, giving the department access to the Hardship DEC Pool.

## B. Formation of Hardship Department Evaluation Committees

### 1. Hardship DEC Pool

- a. By May 1st, any department with more than three members eligible to serve on a DEC shall submit to the Office of Human Resources at least 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."
  - 1) Departments with more than four members eligible to serve on a DEC may be asked by the Office of Human Resources to submit additional names to serve as DEC member-at-large, depending on need.
  - 2) Departments with three or fewer members eligible to serve on a DEC shall be allowed to use their discretion about submitting a name.
  - 3) 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 or sabbatical leave).
  - 4) Each faculty member in the pool shall be eligible to serve on at most one DEC in a given year.
- b. If, by May 15th, the Chairperson of any department with at least four members eligible to serve on a DEC has not submitted a name, the Office of Human Resources shall appoint an eligible member to the pool.

## 2. Hardship DEC

- a) Any department with fewer than three members eligible to serve on a DEC qualifies as a “hardship case.” In such cases, the Department Chairperson shall notify the University Provost in writing no later than June 15th of the number of DEC members-at-large needed to bring the department DEC to three eligible members.
- b) 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 shall verify in writing that a hardship has been declared and the Office of Human Resources shall provide the Department Chairperson a list of all Hardship DEC Pool members who are available at that time.
- c) 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 tenured or tenure-track faculty through secret written ballot. 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 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.
- d) Recognizing the distinctive nature of the work that librarians, counselors, athletic trainers, and coaches provide, hardship DEC’s for these departments shall include at least one counselor or librarian, respectively. If this is not possible, the Office of Human Resources 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 B.2.c.
- e) Each faculty member in the pool shall be eligible to serve on at most one DEC in a given year.
- f) Within two weeks of the first day of the academic year (no later than Sept. 7th), the Office of Human Resources shall notify the Department Chairperson in writing of the Hardship DEC membership.
- g) 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.