* This document is intended only as a guide and should not be construed as a rubric or list of requirements.
* All guidelines in this document can be superseded by comparable standards as defined in the Collective Bargaining Agreement (CBA).
* All guidelines expect a level of activity commensurate with rank.

1. Expectations of all Faculty
   1. Hold a terminal degree in the field related to their teaching. Common terminal degrees include doctoral degrees in accounting or closely-related discipline (PhD or DBA, a graduate degree in law (LLM) and/or taxation (MST), a law degree (LLM, JD) for those teaching courses related to law or aspects related to the legal environment of business.

Additional terminal degrees may also be appropriate when the degree is closely related to the courses the faculty is teaching e.g., analytics, technology.

* 1. Develop and teach courses in their specialty areas of accounting and accounting-related fields.
  2. Engage in creative activity appropriate to their field.
  3. Provide productive service activity to the Department, School, University, and Profession.
  4. Mentor and advise students through educational goal and career planning (i.e. resume review, interview preparedness).
  5. Practice intellectual and academic honesty, to behave in a collegial and ethical manner, and to undertake creative activity endeavors in an ethical manner.
  6. In addition to the above items, contribute positively to student, Department, School, and University development; continue to grow as a professor at CCSU.

1. **Evaluation of full-time faculty members for renewal, tenure, and promotion**

Consistent with the AAUP Collective Bargaining Agreement (AAUP-CBA), load credit (e.g. teaching) is considered first, then creative activity, productive service and professional activities in order. Each of these requirements is described in detail below.

1. First Year Renewal.
   * 1. First-year faculty members will prepare a portfolio of their professional work in the format prescribed by the Faculty Senate Guidelines. First-year faculty will be evaluated primarily on their teaching.
     2. Load Credit Activity. The portfolio shall provide evidence of high-quality preparation for their teaching responsibilities and commitment to developing quality teaching practices. Evaluation of faculty will include quantitative student opinion surveys, peer teaching evaluation, unedited comments from student opinion surveys, and information regarding the course content, activities, grading, etc.
     3. Creative Activity. The Department expects new faculty to provide a well-defined research plan, which should be included in the materials submitted for renewal. The Department expects all faculty to engage in scholarly and creative activities relate to the field of Accounting and Accounting-related fields.
     4. Productive Service. First year faculty are encouraged to participate in productive service and professional activities.
     5. For clarification, comments, and concerns, faculty are encouraged to talk with the Chair of the DEC and Department Chairperson. Tenure-track faculty members will be provided with a mentor and are and encouraged to stay in contact with their mentor.
2. Annual Renewal (2nd year through 5th year renewals) for tenure-track faculty, Tenure, and Promotion Evaluation.
3. The DEC, referring to department, school, and university policies, will assess the faculty based on the materials submitted in their digital portfolio.
4. Load Credit Activity: Faculty will document their continued growth of teaching and teaching effectiveness in traditional, hybrid, and/or online classrooms and commitment to developing quality teaching practices. The portfolio shall provide evidence of high-quality preparation for their teaching responsibilities e.g., detailed syllabi, course materials, as well as a commitment to developing sound teaching practices. Evaluation of faculty will include quantitative student opinion surveys, peer teaching evaluation, unedited comments from student opinion surveys, and information regarding the course content, activities, grading, etc. (see AAUP-CBA Section 4.11.9.1).
5. Creative Activity: Faculty will document their contributions in creative activity. Creative activity efforts should contribute to improving faculty effectiveness as a teacher and scholar. The creative activity should be appropriate to the accounting and accounting-related fields such as delivering papers at professional conferences, research, study, and publications (see AAUP-CBA Section 4.11.9.2). Faculty must document significant progress on their active and sustained level of quality creative activity.
6. Productive Service Activity. Faculty will document productive service to the Department, School of Business, and the University. Productive service may be documented by membership on committees and/or letters from those who have been involved with their productive service (see AAUP-CBA Section 4.11.9.3).
7. Professional Activity. Faculty will document professional activity by maintaining memberships appropriate to their area of expertise and document attendance at local, regional, national, and international conferences. Other professional activities include consulting, reviewing papers and books, coordinating conferences and writing grant applications (see AAUP-CBA Section 4.11.9.4).
8. Contents of Portfolio: The faculty member is responsible for providing evidence and documentation in their portfolio in all four categories noted above as well as years in rank (see AAUP-CBA Section 4.11.9.5) and record of any disciplinary action (see AAUP-CBA Section 4.11.9.6) for the entire period since their last evaluation or initial appointment, whichever is more recent (See Section IV Portfolio Contents).

*Faculty members may solicit external reviewers for any of the four activities.*

1. Expectations for Promotion to Associate Professor

Faculty seeking promotion to Associate Professor must provide documentation of their activities in all contractual areas from the entire period since their last promotion or initial appointment, whichever is more recent. In addition, faculty must meet the standards specified for promotion in AAUP-CBA Sections 5.3.1-5.3.4. The Department expects growth along all contractual areas. Candidates who do not perform satisfactory in all these domains should not expect favorable recommendations.

1. Expectations for Promotion to Professor

The same qualities and criteria associated with promotion to rank of Associate Professor are applied to promotion to the rank of Professor. In this case, however, the Department looks for evidence of the professional maturation of the candidate as a teacher, scholar and colleague. During the time period since promotion to Associate Professor or initial appointment, whichever is more recent, the candidate’s record of Load Credit Activity, Creative Activity, Productive Service, and Professional Activity should be sustained and show strong evidence of continued momentum within each contractual area. Faculty members seeking promotion to Professor also must meet the standards specified for promotion in AAUP-CBA Sections 5.3.1-5.3.4.

1. Professional (6th year) Assessment
   1. Faculty members shall follow AAUP-CBA Section 4.12.

**IV. Observation of Teaching by Faculty Colleagues**

Acknowledgement of peer evaluations will be included in the portfolio in the section on Load Credit Activity. Faculty peer observations shall be performed by DEC members or their appointees during the first, third, and fifth year for tenure-track faculty. Additional observations may be performed at mutually agreed upon times. All other faculty peer observations shall be performed periodically.

**V. Portfolio Contents**

Each faculty member for annual renewal, tenure, promotion, or 6th year assessment shall complete an digital portfolio that is a succinct, comprehensive, uniformly formatted summary of his or her accomplishments within each activity. The portfolio should be organized and formatted according to the Faculty Senate Promotion and Tenure Policy for Tenure-track Teaching Faculty amended November 11, 2019. This document is available on the Faculty Senate webpage at: <https://web.ccsu.edu/facultysenate/promoandtenure.asp>

**VI. Electronic Submission of Portfolio**

Faculty will use electronic submission for materials to be considered for annual review, promotion and tenure (CSU-AAUP/BOR Contract Article 4.11) and professional (6thyear) assessment (Article 4.12). All electronic submissions will be subject to faculty senate and departmental guidelines and adhere to the deadlines in Table 1 of the CSU-AAUP/BOR Contract.