PROMOTION AND TENURE GUIDELINES
Department of Economics
Revised September 2012

I. Promotion Procedures
The process of promotion and tenure of faculty in the Department of Economics is governed by the Collective Bargaining Agreement. Candidates for promotion and tenure should familiarize themselves with that document, in particular articles 4 and 5 of the Agreement. The Department Evaluation Committee (DEC) is responsible for making recommendations on 1) promotion in rank and 2) the granting of tenure. Additional guidance and requirements specific to the Department of Economics follow.

II. Amendment Procedures
Amendments to this document must be approved by a majority of the Economics Department Faculty. Proposed amendments must be made available to the Economics Department Faculty at least one (1) week before taking a vote.

III. Mentoring
Each new faculty member will be assigned a more experienced faculty member as a mentor. The mentor will initiate contact with the new faculty member as soon as possible after the new faculty member begins employment. The mentor will assist the new faculty member in (1) understanding the evaluation criteria described in the above guidelines, (2) developing plans to help the new faculty member meet goals related to those guidelines, and (3) maneuvering through the review process.

IV. Faculty Evaluation Procedures
In addition to its responsibility for making recommendations on promotion and tenure, the DEC is responsible for conducting periodic evaluations of load-credit activity, field-appropriate creative activity, departmental and university productive service activities, and professional activity of the tenure-track faculty. The evaluations are based upon the criteria and evidence described in sections IV and V below. A written evaluation will be included in the candidate’s dossier for promotion and/or tenure.

The performance of tenure-track faculty members must be evaluated every academic year. Evaluations must be conducted for tenured faculty once every 6 years. A faculty member may request more frequent evaluations, if he or she wishes to do so. A request for an evaluation must be made in writing to the Chair of the DEC.

IV.A. Procedures for Evaluation of Load-Credit Activity
When evaluating a faculty member's load-credit activities, the DEC will:

- Meet with the faculty member under review and discuss teaching objectives and any other matters that the faculty member feels are relevant. This meeting shall take place before the fall class visitations.
• Review student course evaluations and any other documentation provided in the dossier.
• Review course syllabi and other course materials compiled by the faculty member for the evaluation.
• Conduct class visitations. DEC and faculty member will identify a three-week period within which class visitations will occur. Each member of the DEC will attend at least one class in the fall semester before the Thanksgiving break. At the request of the candidate, DEC members will attend at least one class in the spring semester before the Spring break. Candidates shall receive their evaluations from DEC members within two weeks after the class visit takes place.

Non-teaching load credit activity, such as research reassigned time and department chairperson duties, will also be evaluated. All of the above will be incorporated into the final DEC evaluation.

IV.B. Procedures for Evaluation of Field-Appropriate Creative Activity
When evaluating a faculty member's creative activity, the DEC will:
• Meet with the faculty member under review and discuss his or her objectives related to creative activity and any other matters that the faculty member feels are relevant. This meeting shall take place before the fall class visitations.
• Review publications, working papers, and any other relevant materials compiled by the faculty member for the evaluation of his or her creative activity.

All of the above will be incorporated into the final DEC evaluation.

IV.C. Procedures for Evaluation of Productive Service to the Department and University
When evaluating a faculty member's productive service activities to both the Department and the University, the DEC will:
• Meet with the faculty member under review and discuss service objectives and any other matters that the faculty member feels are relevant. This meeting shall take place before the fall class visitations.
• Review the relevant evidence compiled by the faculty member for the evaluation of his or her productive service to the Department and University.

All of the above will be incorporated into the final DEC evaluation.

IV.D. Procedures for Evaluation of Professional Activity
When evaluating a faculty member's professional activities, the DEC will:
• Meet with the faculty member under review and discuss objectives for professional activities and any other matters that the faculty member feels are relevant. This meeting shall take place before the fall class visitations.
• Review the relevant evidence compiled by the faculty member for the evaluation of his or her professional activity.

All of the above will be incorporated into the final DEC evaluation.
V. Promotion and Tenure Criteria

The DEC will evaluate the candidate in the following areas in order of priority: (1) load-credit activity, (2) creative activity appropriate to the field of economics, (3) productive service to the Department and University, (4) professional activity, and (5) years in rank. The evaluation criteria used by the DEC are described below.

First-year faculty members will be evaluated primarily on their load-credit activities, particularly teaching. With respect to research, the Department expects a well-defined research plan, as well as evidence that creative activities are in process or under review. With respect to service, the Department expects a minimal level of service contributions.

Candidates for tenure and/or promotion to Associate Professor and Full Professor must meet Departmental standards of excellence in load-credit activity, field-appropriate creative activity, Departmental and University productive service activity, and professional activity. There should be unmistakable evidence that the individual has progressed professionally and will continue to do so. There should be a very clear indication, based on documentation, which may include outside peer evaluations, that the candidate has in fact attained satisfactory levels of accomplishment that the Economics Department demands from its members.

Achievements of a candidate for tenure and for promotion to the rank of Associate Professor should be commensurate with those of professional economists who have attained that rank in comparable academic institutions with the same load-credit activity requirements. In evaluating a candidate for the rank of Full Professor, the DEC will employ demanding standards that require continued achievement beyond that necessary for promotion to Associate Professor. Achievements of a candidate for the rank of Full Professor should be commensurate with those of professional economists who have attained that rank in comparable academic institutions with the same load-credit activity requirements.

V.A. Criteria for Evaluation of Load-Credit Activity

The Economics Department strives for excellence in teaching. When evaluating load-credit activity, the DEC will carefully consider the candidate’s contribution to the Economics Department based on its soundness, rigor, quality, depth, and applicability to the level of the students. It is also important that the candidate seeks and displays continued growth in her or his teaching effectiveness. To meet expectations in load-credit activity, the candidate will achieve some of the following:

- Strong peer evaluations submitted by the DEC. The assessment of the committee will follow the procedures outlined in Section IV above.
- Superior results on teaching evaluations by students.
- Documentation of newly developed courses.
- Direction of Master’s and undergraduate honors theses and independent student research papers.
- Publication of teaching materials.

In addition, the DEC will consider the following: the creation of new courses; teaching excellence awards; curriculum development grants; letters of support describing the candidate’s experience in rank from a non-CSU
faculty at a higher rank; supplementary readings and other teaching materials; and supervision of undergraduate and/or graduate research. Other items, such as exams and assignments, will be considered by the DEC in determining if the candidate meets or exceeds the satisfactory standard. The Department will also consider other forms of load-credit activity besides teaching, such as research-reassigned time.

V.B. Criteria for Evaluation of Field-Appropriate Creative Activity

One of the Department’s objectives is to advance the body of economic knowledge through the production and publication of original creative activity. In general, to meet expectations in field-appropriate creative activity the candidate should clearly demonstrate that he or she is capable of producing original creative work of a consistently high quality suitable for publication. To meet this objective the candidate typically will have 1) established a successful program of creative activity in his or her field; and 2) provided evidence that contributions to the Economics Department are likely to continue beyond promotion and/or tenure.

Refereed and peer-reviewed creative activities are well-respected by the Department and weighted more heavily. In evaluating creative activity, the DEC will carefully consider all aspects of the candidate’s research program and weigh the tradeoffs between the types of evidence provided. Positive reports from editors handling submitted papers and/or external peer reviews of unpublished work may be viewed as important evidence in cases in which the candidate has relatively few published creative works.

While the following list is not exhaustive, to meet expectations in field-appropriate creative activity the candidate will achieve some of the following:

- Articles published or accepted for publication in journals, including publications in field, regional, and/or general journals
- Positive referee reports for papers under review at such journals combined with a request from the editor that the paper be resubmitted upon revision
- Publication of textbooks, scholarly books or book chapters
- Research grants that lead to technical reports or studies
- Conference volumes
- Presentations at conferences
- Presentations and papers on the scholarship of teaching and learning economics
- Internal and external grants (or submitted grant applications with explanation of current stage)
- Published book reviews

To meet expectations for promotion to Full Professor, the candidate should show substantial and consistent growth and progress in terms of the quality of the candidate’s creative activity. In evaluating the candidate’s creative activity, the DEC will carefully consider all aspects of the candidate’s program and weigh the tradeoffs between the types of evidence provided.
V.C. Criteria for Evaluation of Productive Service to the Department and University

The productive service category includes activities to benefit the Department, the University, and the community. In evaluating service, the DEC takes into account the quantity and the quality of the faculty member’s activities and assesses the candidate’s effort, leadership, and the value or importance of his or her service activities. To meet expectations, the candidate should have actively participated in the service responsibilities assigned by the Chair of the Economics Department. To meet expectations for tenure and promotion to Associate Professor, the candidate will be consistently engaged in activities that are considered to be direct service, and activities considered to be service as a representative of CCSU. While not exhaustive, the following lists provide examples of such activities:

DIRECT SERVICE:

Academic advising; administrative support work (e.g., school-wide governance, admissions reviews, accreditation and assessment work, etc.); committee work at the department, school, university, and system levels; service as a committee officer; contributions to enhance equal opportunity and cultural diversity on campus; involvement with student organizations, residences, etc.; Omicron Delta Epsilon International Honor Society; and other direct service activities up to the discretion of the DEC.

SERVICE AS A REPRESENTATIVE OF CCSU (limited to activities that use the candidate’s professional expertise):

Expert witness testimony; outreach and service to schools and other educational organizations; participation in community affairs; service to business and industry; service to citizen/client groups; service to government agencies; service to public and private organizations; and other service activities as a representative of CCSU up to the discretion of the DEC.

To meet expectations for promotion to Full Professor, the candidate will be consistently and increasingly engaged in activities that are considered to be direct service, and activities considered to be service as a representative of CCSU.

V.D. Criteria for Evaluation of Professional Activity

In evaluating professional activity, the DEC takes into account the quantity and the quality of the faculty member’s activities, and assesses the candidate’s effort, leadership, and the value or importance of his or her professional activities.

To meet expectations for promotion to Associate Professor and tenure, the candidate should display active participation in professional activities. While not exhaustive, the following list provides examples of such activities: active participation in professional and learned societies; attendance at conferences and/or seminars; service as a chairperson and/or discussant at conference sessions; membership in professional and learned societies; organization of conferences or serving on conference committees; organization of sessions within conferences;
To meet expectations for promotion to Full Professor, the candidate will display a continued and growing level of participation in professional activities.

VI. Promotion and Tenure Dossier

The Department encourages candidates for promotion and/or tenure to organize their portfolios according to the general format set forth in the Faculty Senate Promotion and Tenure Policy for Tenure-track Teaching Faculty. Each portfolio should contain the following:

1. a current curriculum vitae;
2. at least the previous five years’ (or as many years as the candidate has been at CCSU if fewer than five years) evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU;
3. a narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages);
4. a section labeled "Load Credit Activity" containing
   a. a brief introductory narrative (if desired),
   b. a summary of distribution of load credit for the period under evaluation,
   c. statistical summaries of student opinion survey data for the period concerning the evaluation, and
   d. original peer teaching evaluations;
5. a section labeled "Creative Activity" containing
   a. a brief introductory narrative (if desired), and
   b. a list of creative works organized with subheadings as suggested in the appendix and with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress;
6. a section labeled "Productive Service to the Department and University" containing
   a. a brief introductory narrative (if desired),
   b. a list of Direct Service organized with subheadings as suggested in the appendix, and
   c. a list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix;
7. a section labeled "Professional Activity" containing
   a. a brief introductory narrative (if desired), and
   b. a list of activities organized using subheadings as suggested in the appendix; and
8. a copy of the Departmental guidelines