



CENTRAL INTELLIGENCE

The Newsletter of the Central Connecticut State University American Association of University Professors

CSU-AAUP Lobby Day

By Michael Gendron, CCSU-AAUP President

As we await Governor Rell's presentation of her budget on February 4, the economic outlook of the state continues to worsen. The projected deficit for the current fiscal year, which ends on June 30, 2009, is estimated to be \$1 billion. Further, the state is estimated to be short \$8 billion dollars of a \$18 billion budget over the next two years. Cutting or taxing our way out of that hole is not possible; it must be a combination of cuts and tax increases.

How this will affect CSUS and CCSU still remains to be seen, but CSU-AAUP and CCSU-AAUP are asking all faculty to attend Lobby Day on Wednesday, March 18 to help prevent steep cuts to CSUS' budget. Although it is likely that no agency will be completely safe from cuts, faculty still need to speak directly with their legislators about what would occur if funding for instruction were cut. How would it affect enrollment? How would it affect graduation and retention rates? What do faculty at CCSU contribute to the state and to society?

We all know that we currently are being asked to make do with inadequate resources. There are not enough full-time faculty to meet the demands of all of the responsibilities we are required to do—teaching, research, advising, assessment, curriculum development, governance

and service. Part-time faculty may have to meet with students but have no office in which to meet. If the budget is cut, the pressures to make do with even less will increase significantly.

Please consider attending CSU-AAUP/SUOAF-AFSCME Lobby Day on Wednesday, March 18. A breakfast with legislators is planned from 8:30-10:30 and individual appointments with legislators will follow. If you plan to attend, please contact Ellen Benson at bensonell@ccsu.edu or (860) 832-3793.

Elections

There will be several elections taking place this spring. AAUP and SUOAF-AFSCME will be electing a representative to the Standing Advisory Committee to the Board of Governors for Higher Education (BGHE). CSU-AAUP will be electing officers, including President, Vice President, Treasurer, and Secretary. Finally, CCSU-AAUP will be electing chapter officers (President, Vice President, Secretary, Treasurer, and two at-large position) in addition to four Council members and an Alternate Council Member. Nomination forms will be distributed via campus mail. If you are interested in running for any of these offices and would like more information, please contact the CCSU-AAUP office at x23790.

All CCSU-AAUP bargaining unit members will be allowed to vote in the BGHE election, however membership is required for voting in the CCSU-AAUP and CSU-AAUP elections.

Feb. 2009

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UPCOMING EVENTS

CCSU-AAUP
Chapter Meeting &
Welcome Back Social:
Thursday, 2/5, 3:00-
7:00, CT Room

CCSU-AAUP
Executive Committee:
2/11, Noon, Mountain
Laurel Room

CCSU-AAUP Part-
time Advisory
Committee: 2/4.
Noon, Mountain
Laurel Room

Faculty Senate: 2/9 &
2/23, Vance 105, 3:00
pm

Grievance and Contract Administration Q&A

By Caryl Schiff-Greatorex

Q. *What is a Professional Assessment?*

A. Article 4.12 requires that each full-time, tenured member be evaluated every six years in order to measure the member's teaching effectiveness, and/or primary professional function, service to the department and university, scholarship and professional activity. This is done in order to further the member's professional growth.

Q. *Who conducts the Professional Assessment?*

A. Your Departmental Evaluation Committee (DEC) conducts this assessment in accordance with procedures developed by the Senate and approved by the President, pursuant to Contract Articles 4.11.6 – 4.11.9 (which include the evaluation criterion and categories for evaluation).

Q. *Can a tenured member be evaluated more frequently than every six years?*

A. Yes, if the member requests more frequent evaluation or if the DEC, in an effort to assist, schedules another assessment in less than six years.

Q. *What if I am tenured and have applied for promotion?*

A. The Contract allows for a promotion evaluation to count as a professional assessment and at Central that is the practice. Therefore, your next professional assessment will be scheduled six years from the year that you applied for promotion.

Q. *Am I permitted to append comments to my professional assessment evaluation before it is forwarded to the Dean?*

A. Yes, pursuant to Senate procedures, you have five (5) working days to append your comments.

Q. *What happens to the DEC's professional assessment evaluation?*

A. The evaluation is forwarded to the Dean with all materials reviewed by the DEC, along with any comments from the member. The Provost reviews the assessment after the Dean.

Q. *What is a Special Assessment?*

A. Special assessment is a tool that can be used to assist a member who is having difficulties performing their duties. Article 4.13 specifies the circumstances under which a member may be the subject of a special assessment and the procedures that must be followed. Special assessments are performed infrequently and often times result in a remediation plan that must be followed by the member.

Q. *Are there rules and regulations regarding my personnel file?*

A. Yes. Contract Article 4.14 addresses the contents of, access to, and maintenance of personnel files. If you have never looked at your personnel file, it is recommended that you take a walk over

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**CSU-AAUP/SUOAF-
AFSCME Lobby Day
Wednesday, March 18**

*Breakfast & Meetings with
Legislators at the State Capitol*

If you are interested in attending,
please contact Ellen Benson at
benzell@ccsu.edu or (860) 832-3793

Notes and Updates

Faculty Handbook

As part of a resolution to a sabbatic leave grievance, the Administration and CCSU-AAUP agreed to update the Faculty Handbook, which was last updated in 1996. More than one year has been spent on this project and a draft of the first five chapters of the handbook have been published on the Faculty Senate website. These chapters include an introduction to the handbook, a history of the university and CSUS, lines of communication, committees, and academic and university policies. Additional chapters of the Faculty Handbook are still in development.

Chapter Meeting

At a chapter meeting on Thursday, February 5, CSU-AAUP President Dave Walsh will provide an update on the state's economic crisis and negotiations with the state at a chapter meeting on . The meeting will be held in the Connecticut Room (Memorial Hall) at 3:00pm. Dave's presentation will be followed by a welcome back social until 7:00pm.

P&T Guidelines

The Faculty Senate's Promotion & Tenure Policy Document requires every department to develop written guidelines to assist faculty in following the procedures for promotion and tenure. Departmental guidelines are required to be submitted to the Faculty Senate by February 2, 2009. After submission, your department's guidelines will be checked for contract and policy compliance by CCSU-AAUP, the Faculty Senate, and the Administration.

Workload Study

During the months of January and February, the New England Research Center for Higher Education (NERCHE) will be conducting interviews with administrators, department chairs, and search committee chairs. In addition, surveys will be distributed to full-time faculty, part-time faculty, and other professionals by the end of February.

Grievance & Contract Admin.

(Continued from page 2)

to the Human Resources Office and ask to see the contents of your file. HR prefers that you call ahead so that they can have your file ready and waiting for you. Following are some rules to remember about the personnel file:

1. There shall be only one personnel file.
2. The file shall NOT contain any anonymous materials.
3. The file shall NOT contain any unsolicited derogatory material except pursuant to Article 4.14.9.
4. Article 4.14.1 contains a list of documents that are appropriate for placement in a members personnel file. If you have a question, please ask.
5. Personnel files shall contain a log of every instance of access to the file.
6. CSU-AAUP has access to personnel files for the purposes of carrying out its duty of fair representation.
7. A member may request a copy of materials from their personnel file at no charge.
8. Members shall be notified if derogatory material, evaluations, assessments, or records of disciplinary action are placed in their file.
9. Members may contest the accuracy, completeness, or relevancy of unsolicited derogatory material prior to placement in their file, by pursuing a grievance.
10. Contents of personnel files are private and if a file is requested by an outside party for any reason, the member shall be promptly notified.

Campus Bookstore Thanks Faculty

In December, the CCSU book buyback shattered all of the former records. The overall cash returned to our students was over \$480,000, which represents a 22% increase over last year (also the largest cash return in the CSU history). Out of this buyback, 86% of those dollars provided students at least half of the original purchase price. The end results are currently sitting on the bookstore's shelves as it has more used books than new books. The momentum the bookstore has created will allow the returning students to benefit from a lower purchase price expectation. The bookstore team is loud and proud of this achievement. *The bookstore would especially like to thank faculty for assisting them in submitting their book information in a timely manner, which helped make these achievements possible.*

Going forward, the bookstore hopes to:

1. Keep textbooks affordable and seek cheaper alternatives
2. Enhance its textbook protection plan (Lowest Price Guarantee, Buyback Guarantee, Refund Guarantee, Textbook Reservation program and putting the textbook into our student hands).
3. Continue to look for growth that will allow it to expand student employment
4. Increase awareness of its partnership as textbook sales subsidize academic budgets (Key Fact - only textbooks sold at the CCSU store provides the University with 50% of the profit)
5. Expand its student scholarships (Gutenberg Award program is now providing book loans in the name of our academic departments)

View the 2007-08
CSU-AAUP Annual Report
online at www.ccsu.edu/aaup/csu under
"Documents." If you
would prefer a printed
report, please contact
Ellen Benson at x23793
or bensonell@ccsu.edu

CCSU-AAUP Executive Committee Members for 2008-09

President: Michael Gendron (MIS)
Vice President: Jean LeFebvre (Marketing)
Secretary: Michael Terezakis (Couns. & Wellness)
Treasurer: Aram Ayalon (Teacher Education)
Past President: Cindy White (Communication)
Delegates-at-large:
 Gail Cueto (Teacher Education)
 Jason Jones (English)
CSU-AAUP Council Representatives:
 Candace Barrington (English)
 Anthony Beatman (Accounting)
 Guy Crundwell (Chemistry)
 Tom Frank (Marketing)
 Jane Hikel (English)
 George Murphy (Mathematics)
 Paul Petterson (Political Science)
CSU-AAUP Council Rep. Alt.:
 Jeffrey McGowan (Math)
Grievance and Contract Administration Committee
Chair: Donna Sims (Finance)