



OCTOBER 1, 2020

**2021/2022 TENURE/ EVALUATION LIST
AFSCME ADMINISTRATORS BARGAINING UNIT MEMBERS**

Set forth below is a listing of the status of AFSCME ADMINISTRATORS bargaining unit members insofar as the 2021-2022 contract-mandated processes are concerned. This document also contains procedural information on Tenure, Promotion, Evaluation and Sabbatical. [Click here for Promotion, Sabbatical and Tenure](#) application forms, which can be found on GCC website under Human Resources forms. Questions regarding any of the processes should be referred to Human Resources.

Name	Current Rank	Tenure	2020-2021 Evaluation Due*
Alsamraie, Abdulrhman	Professional 14		
Bryant, Lavanda	Professional 16	Tenured	
Carberry, Joseph	Professional 20		
Chambers, Sarah	Professional 19		YES
Desrosiers, John	Professional 18	Tenured	
Gard, Evelyn	Professional 19	Tenured	YES
Guante, Alfred	Professional 17		YES
Henry, Heather	Professional 18		YES
Jackson, Natasha	Professional 15		YES
Kosnoff, Kristina	Professional 16		YES
Lackey, Jamicia	Professional 17		YES
Mastropetre, Sandra	Professional 16		YES
Pallotto, Mary-Jo	Professional 16		YES
Pershad, Lutishia	Professional 18		YES
Podlas, Mark	Professional 16		YES
Prior, Roberta	Professional 19	Tenured	
Salay, Lawrence	Professional 20	Tenured	
Tolbert, Claudine	Professional 16		YES
Walsh, Pamela	Professional 18		
Zeek, Raymond	Professional 19	Tenured	YES

CONSIDERATION FOR TENURE AND OBLIGATION OF THE EMPLOYEE

Each staff member is responsible for determining eligibility under the contract. Persons who have not obtained Tenure but are interested in applying should submit their application to the President by **the first day of the Spring semester**

(January 22nd).

It is recommended that the applicant review his/her professional file since evaluative material will be viewed by the committee. A tenured appointment normally will not be offered to a member of the bargaining unit until he/she will have, by September 1 of the year such appointment is to be effective, completed six (6) years of full-time employment by the Board at the same college, at least three (3) years of which must be in the current job function. Service as a lecturer or educational assistant shall not count toward the six- year requirement, unless the President of the Connecticut State Colleges and Universities determines that all or a portion of such service should count.

TENURE COMMITTEE

The process does not provide for a committee for the consideration of the tenure process. AFSCME members may apply for Tenure directly to the President

According to the 2017 SEBAC agreement the posting of the promotional lists has ceased.

CONSIDERATION FOR PROMOTION AND OBLIGATION OF THE EMPLOYEE

Each staff member is responsible for demonstrating that he/she is fully qualified for consideration for promotion and have met the minimum qualifications. Persons who are interested in applying for promotion should indicate their intent to apply by emailing the Human Resources Office by **last day of the Fall semester (December 23rd).**

Article XII, Section 3 of the collective bargaining agreement provides that Members are eligible to apply for promotion when they believe they've met the standards for promotion. **Fulfillment of the minimum formal requirements for promotion to a higher rank or grade, as established in Schedule B Minimum qualifications of the Collective Bargaining Agreement, shall determine eligibility for promotion, but shall not guarantee a right to promotion which shall remain within the sole discretion of the President.**

Applicants are requested NOT TO SUBMIT copies of previous evaluations since these documents are already on file. Promotion applications must be submitted to the President by **the first day of the Spring semester (January 22nd).**

PROMOTION COMMITTEE

AFSCME members may apply directly to the College President for Promotion.

APPLICATIONS ARE NOT RETURNED, BE SURE TO KEEP A COPY FOR YOURSELF

SABBATICAL LEAVE ELIGIBILITY

A professional staff member on tenure track appointment will become eligible for sabbatical leave after completion of six consecutive years of full-time service at a college. Such professional staff member shall be considered for sabbatical leave during his/her sixth consecutive year of full-time service, but the sabbatical leave shall not commence until he/she has completed six years of full-time service. Once the sabbatical leave has been taken, the professional staff member shall again become eligible for sabbatical leave after six (6) additional consecutive years of full-time service following the completion of the sabbatical.

Applicants for sabbatical leave shall prepare a proposal for leave which describes the prospective activity, indicates the contribution it will make to the individual concerned and to the college and addresses all other conditions. The proposal shall be submitted to the President on a form established by the employer **no later than November 15th** of the fall semester of the year prior to the year in which the sabbatical would occur.

SABBATICAL LEAVE COMMITTEE

Subcommittees of the Sabbatical Leave Committee will be established consisting of representatives of each bargaining unit. Each subcommittee shall make the recommendation with respect to its own bargaining unit members. AFSCME members shall apply directly to the President for sabbaticals, unless they opt to apply to the committee.

***If an employee is scheduled for evaluation under the contract, the President anticipates that supervisors will evaluate each employee who applies for promotion, tenure or sabbatical leave.**

EVALUATIONS

Employees who need an evaluation are evaluated for the following timeframe: (7/1/20-6/30/21)

There shall be periodic evaluation by the employer of all members of the bargaining unit as follows:

- a) in each of their first two appointment periods.
- b) once in every three years thereafter for those on standard appointments.
- c) once in every five years thereafter for those holding tenured appointments.

This provision notwithstanding, the Board or its representative may initiate more frequent evaluation as appropriate. Required Performance Evaluations are due no later than the end of the academic year (June 30th). [Click here for Performance Evaluation forms.](#)

Employees who are not otherwise due for an evaluation this year but who are intending to apply for promotion or tenure are advised to promptly inform their supervisors and request that a new evaluation be prepared for submission with their promotion and tenure applications.

ANY ERRORS IN THIS DOCUMENT SHOULD BE REPORTED TO THE HUMAN RESOURCES OFFICE BY OCTOBER 7TH.

Disclaimer: We are governed by the Board of Regents and collective bargaining unit agreements. While we strive to provide only the most accurate of information, occasionally there inadvertently may be a technical/factual inaccuracy on a record or document that we process. In no event shall Gateway Community College be held liable for the occurrence of any such errors. Please notify Human Resources with any discrepancies.