

SCSU All-University Committees
List of Committees with Purpose, Eligibility, Term and Time Involvement

1. ENROLLMENT OPERATIONS COMMITTEE

PURPOSE: Studies all aspects of the enrollment management process.
ELIGIBILITY: (a) Full-time faculty member (b) At SCSU for at least 1 year.
TERM: Maximum of 2 years per term.
TIME INVOLVEMENT: Meets every three months.

2. SCSU FOUNDATION BOARD OF DIRECTORS

PURPOSE: To raise, hold, and invest funds for the benefit of University programs. One faculty member is needed to serve as a non-voting member. (The Board of Governors now consists of 15 voting members and 4 non-voting members: faculty, student, alumni representative, and President or designee.)
ELIGIBILITY: Full-time faculty member.
TERM: Maximum of 2 years per term, to coincide with the Foundation's fiscal year, July 1 through June 30.
TIME INVOLVEMENT: Has been minimal. Meets about four times per year: September, December, March, and June.

3. UNIVERSITY ACADEMIC STANDING COMMITTEE

PURPOSE: Serves as appeals body for students placed on non-matriculated status because of continuing probationary status, grade appeals, and academic misconduct.
ELIGIBILITY: (a) Full-time teaching faculty member. (b) At SCSU for at least 1 year. (c) No 2 from the same department may serve. The committee consists of 11 members, with one representative from each school and seven at-large members.
TERM: Maximum of 3 years per term
TIME INVOLVEMENT: May be moderate at the end of each semester and at the end of each summer school session.

4. UNIVERSITY BUDGET AND PLANNING COMMITTEE

PURPOSE: To serve in an advisory capacity to the President, making recommendations concerning the University's annual funding priorities, its annual operating and capital budget requests, and its spending plan allocations. It is comprised of 14 members, 6 of whom are instructional faculty. Two will be elected from within the Faculty Senate Membership and 4 will be elected from the instructional faculty at large.
ELIGIBILITY: (a) Full-time faculty member. (b) No 2 from the same department may serve.
TERM: Maximum of 3 years per term. (Term ends 8/31)
TIME INVOLVEMENT: Meets on monthly basis during academic year, with special meetings, as needed in late spring, and light involvement during the summer.

5. UNIVERSITY FACULTY RETRAINING COMMITTEE

PURPOSE: Evaluates proposals for retraining; makes recommendations to the University President.
ELIGIBILITY: (a) Rank of Assistant Professor or above (equivalent for librarians and counselors.)
(b) Tenured. (c) Only 2 from 1 department may serve.
TERM: Maximum of 3 years per term.
TIME INVOLVEMENT: Light during evaluation period, January 20 to March 10.

6. UNIVERSITY MEDIATION COMMITTEE

PURPOSE: Assists parties to affect a resolution when there is a case of dismissal for adequate cause.
ELIGIBILITY: (a) Full-time faculty member. (b) Tenured. (c) At least 3 years at SCSU. (d) A faculty member may not serve on both the University Mediation Committee and the Terminations Hearing Committee. The committee consists of 3 members and 3 alternates.
TERM: Maximum of 2 years per term.
TIME INVOLVEMENT: Not often needed, but moderate to heavy involvement during an appeal

7. UNIVERSITY PROMOTION & TENURE COMMITTEE

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| PURPOSE: | Evaluates candidates for promotion and/or tenure; makes recommendations to the University President. |
| ELIGIBILITY: | (a) Rank of Associate Professor or above. (b) Tenured. (c) 6 years at a college or university, 3 of which must be at SCSU. (d) Only 2 from 1 department may serve. (e) No Department Chairperson, division director, DEC member, or Dean shall serve as a member or alternate on the Committee. (f) Faculty serving in administrative positions outside of their department and receiving load credit or compensation are not eligible. (g) The committee membership will be reevaluated in the fall to determine eligibility of each member. |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Heavy involvement during evaluation period, January and February, often Friday evenings. |

8. UNIVERSITY SABBATICAL LEAVE COMMITTEE

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| PURPOSE: | Evaluates candidates for sabbatical leave; makes recommendations to the University President. |
| ELIGIBILITY: | (a) Rank of Assistant Professor or above (equivalent for librarians or counselors.) (b) Tenured. (c) 6 years full time at a college or university, 3 of which must be at SCSU. (d) Department chairs may not serve. (e) Only 1 from 1 department may serve. The committee will consist of 7 members and 2 alternates |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Heavy involvement during evaluation period, November 1 through December 15. |

9. UNIVERSITY SPACE COMMITTEE

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| PURPOSE: | Makes recommendations regarding use of building space. |
| ELIGIBILITY: | (a) Full-time faculty member. |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Meets periodically September through June. |

10. UNIVERSITY TERMINATIONS HEARING COMMITTEE

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| PURPOSE: | After hearings, makes recommendation to the President, the CSU-AAUP and the member. |
| ELIGIBILITY: | (a) Full-time faculty member (b) Tenured. (c) At SCSU for at least 3 years (d) A faculty member may not serve on both the University Mediation Committee and the University Terminations Hearing Committee. The committee consists of 5 members and 3 alternates. |
| TERM: | Maximum of 2 years per term. |
| TIME INVOLVEMENT: | Not often needed, but moderate to heavy involvement during an appeal. |

11. CSU PROFESSORSHIP ADVISORY COMMITTEE

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| PURPOSE: | Advise the University President in the nomination for the title of CSU Professor. |
| ELIGIBILITY: | (a) Full-time faculty member (b) Tenured (c) Associate Professor or higher, or the equivalent for Counselors or Librarians (d) No more than 2 from any 1 department within a school and no more than 3 members belonging to any one unit (School, Library Services and Counseling) |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Moderate in the year in which an award may be given. |

12. FACULTY SCHOLAR AWARD COMMITTEE

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| PURPOSE: | Formerly known as the Research and Studies Committee, each year this committee selects a faculty member for the Faculty Scholar Award. The award is a \$2500.00 monetary award and a plaque. |
| ELIGIBILITY: | (a) Full-time faculty member. (b) Tenured. (c) 7 members, including at least 1 from each of the schools and 3 at-large |
| TERM: | Maximum of 2 years per term |
| TIME INVOLVEMENT: | Moderate. More frequently once candidate review procedures commence. |

13. UNDERGRADUATE CURRICULUM FORUM

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| PURPOSE: | Considers all undergraduate curriculum proposals. |
| ELIGIBILITY: | Full-time faculty member. |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Meets every other Thursday 9:35 - 10:50 AM. Sub-committees meet on alternate Thursdays. |

14. LIBERAL EDUCATION PROGRAM COMMITTEE

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| PURPOSE: | To oversee the LEP program by assisting with implementation, offering advice to UCF, proposing guidelines for the approval of new and revised courses for the LEP, working to solve implementation problems that arise, assisting faculty to create suitable LEP courses, assessing the effectiveness of the program, and proposing changes that would improve the program in pursuit of its goals. |
| ELIGIBILITY: | (a) Full-time teaching faculty member. (b) At SCSU for 1 year. (c) The committee will be made up of 9 people – one person from each school and 5 at-large members. (d) No 2 from the same department may serve. (e) faculty shall declare their candidacy for either a school-specific or an at-large position. |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Meets every second Thursday from 9:35-10:50 (the same as the other UCF standing committees). |

15. J. PHILLIP SMITH OUTSTANDING TEACHING AWARD COMMITTEE

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| PURPOSE: | Select the awardee(s) for the J. Phillip Smith Outstanding Teacher Award. |
| ELIGIBILITY: | (a) Tenured or tenure-track faculty member. (b) 5 faculty delegates, 1 from each of the schools and 1 at-large. (c) At SCSU for at least 2 years. (d) No 2 from the same department may serve. |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Moderate. More frequently once candidate review procedures commence. |

16. UNIVERSITY LIBRARY COMMITTEE

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| PURPOSE: | Act in an advisory role to the Provost in order to provide the best library services to the community. |
| ELIGIBILITY: | (a) Full-time faculty member. (b) 7 elected faculty delegates, 3 from Arts & Sciences, 1 from each of the other schools and 1 member at large. (c) No 2 from the same department may serve. |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Committee will meet at least twice in each semester. |

17. FACULTY DEVELOPMENT ADVISORY COMMITTEE

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| PURPOSE: | Assess the needs of faculty, recommend programs and activities for faculty to enhance instructional, scholarly, creative, and service responsibilities, and conduct evaluations of faculty development programs. Review proposals and recommend awardees for Faculty Development Activities Grants and Curriculum-Related Activities Grants. |
| ELIGIBILITY: | (a) Full-time faculty member. (b) 10 faculty delegates, 2 from each of the schools and two at-large members. |
| TERM: | Maximum of 3 years per term. |
| TIME INVOLVEMENT: | Three or four meetings per semester. More frequently once proposal review commences (November and April for Faculty Development Grants; April for Curriculum Related Grants). |

18. ROBERT E. JIRSA SERVICE AWARD COMMITTEE

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| PURPOSE: | Select a full-time faculty member for the Robert E. Jirsa Service Award, which is given to an individual who has made extraordinary contributions and demonstrated outstanding leadership in his or her service to the university. |
| ELIGIBILITY: | (a) Full-time faculty member (b) Tenured (c) 5 members, including at least one from each of the four schools. |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Moderate-to-heavy from March 1 to April 15 each academic year. |

19. THE FACULTY ACADEMIC STRATEGIC PLAN COMMITTEE (FASP)

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| PURPOSE: | Develop and review the Academic Strategic Plan for SCSU. |
| ELIGIBILITY: | (a) Full time faculty member. (b) Committee members represent, and are elected by individual schools. (d) No more than one person from each department within the school may serve. |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Meets for 2 hours every other week, with sub-committee meetings on alternate weeks. |

20. UNIVERSITY GRANTS COMMITTEE

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| PURPOSE: | To screen Faculty Creative Activity Research Grants |
| ELIGIBILITY: | (a) 7 SCSU faculty members: 4 from Arts and Sciences; 1 from each of EDU, HHS, and BUS |
| TERM: | Maximum of 3 years per term |
| TIME INVOLVEMENT: | Moderate during evaluation period, mid-March through mid-April. |

21. Board of Regents FACULTY ADVISORY COMMITTEE REPRESENTATIVE

The process to elect Southern's representative to the Faculty Advisory Committee (FAC) adheres to the FAC by-laws, which state: New members shall take office in January of even number years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous odd-number year. Newly elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming Committee members but the newly elected members will not have voting power until they take office in January.

Primary Responsibilities:

Attendance at Faculty Advisory Committee meetings. These are scheduled once a month year-round, excluding July. The meetings typically last 3 hours and usually take place on second Friday afternoons at 61 Woodland Street, Hartford (call-in capabilities exist).

Attendance at SCSU's Senate meetings to report FAC activity:

Attendance at Board of Regents meetings for legislatively mandated reports to the Board. These reports take place twice a year. The BOR meets in different locations, and BOR meetings are typically at least 2.5 hours long.

Attendance for legislatively mandated report to the Higher Education and Employment Committee of the Connecticut Legislature:

Once a year.

Additional responsibilities:

- The members of the FAC have agreed to volunteer to attend various BOR subcommittee meetings and report back to the FAC. Currently, FAC members attend the Academic and Student Affairs Committee meetings, the Audit Committee, the Finance and Infrastructure Committee, and the Executive Committee.
- The FAC is regularly asked to designate its members to serve on various committees undertaking certain BOR projects: the Students First initiative, the community college consolidation, search advisory committees, TAP initiatives, etc.
- Select members of the FAC are also members of the Transfer and Articulation Policy Coordinating Council. That committee meets infrequently.
- Though it hasn't met for over a year, a CSU Faculty Leadership group consisting of Senate Presidents, FAC members, AAUP chapter presidents, CSU-AAUP officers, and curriculum committee chairs has been in existence since January 2011. This committee meets multiple times a year for planning purposes. These meetings are typically on Saturdays and last most of the day.

22. GLOBAL EDUCATION ADVISORY COMMITTEE

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| PURPOSE: | Provide guidance to the Director of International Programs in the planning and implementation of global education initiatives as well as procedures relating to global education at SCSU. Review and offer feedback to faculty developing new summer abroad and reciprocal exchange programs. Serve as a forum for exchange of information regarding the development of global education initiatives on campus. Use existing and find new sources of student and faculty funding to establish and operate summer study abroad programs and reciprocal exchange programs. Develop new global education courses. Influence and operationalize the SCSU strategic plan in regard to global education |
| ELIGIBILITY: | (a) Full-time faculty member. (b) two faculty representatives from each of A&S, HHS, EDU, and BUS. |
| TERM: | Maximum of Two years |
| TIME INVOLVEMENT: | Approximately 3 full committee meetings per semester of 1-2 hours each, with varied additional time for individual and small group members' work on specific designated committee projects or tasks, for a total expected time commitment of 20-30 hours per semester. |