

Southern Connecticut State University

FACULTY SENATE

February 12, 2020 | 12:10 p.m. | Connecticut Hall Seminar Room

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Southern Connecticut State University
FACULTY SENATE

AGENDA

February 26, 2020

12:10 p.m.

Connecticut Hall – Seminar Room

- I. Approval of Minutes of Previous Meeting held on February 12, 2020
- II. Announcements
- III. Guests
 - a. Dr. Olcay Yavuz: “SCSU Campus-wide Technology Need Assessment Results for Developing Hybrid/Online College Courses.” (approx. 1:30 p.m.)
- IV. President’s Report
- V. Updates: President Bertolino and Provost Prezant
- VI. Standing Committees
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- VII. Reports of Special Committees
 - a. UCF
 - b. Graduate Council
 - c. Ad Hoc Committee for 2+2 Program
 - d. Ad hoc Committee for Newer Faculty Workshop
- VIII. Unfinished Business
 - a. Technology Committee: Candidate Information Form.
- IX. New Business
 - a. Resolution Regarding Recommending Certain Material Benefits to Retiring Faculty
 - b. Finance: Revisions to the Faculty Creative Activity Grants Procedure
 - c. Notice: Faculty Senate Constitution and Bylaws revisions

Executive Committee Meeting: Ten minutes following adjournment
Remaining Spring 2020 meetings: March 11, April 1, April 15, April 29, May 6.

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF FEBRUARY 12, 2020

<https://inside.southernct.edu/faculty-senate/meetings>

The 9th meeting of the Faculty Senate AY 2019-2020 was held on February 12, 2020 at 12:10 p.m. in the Seminar Room of Connecticut Hall.

Attendance

Dave Allen <i>Accounting</i> 6/9	Matthew Ouimet <i>Counseling</i> 9/9	Sandip Dutta <i>Finance</i> 3/9	Robert Forbus <i>Marketing</i> 6/9	David Pettigrew <i>Philosophy</i> 6/9	Angela Lopez-Velasquez <i>Special Education</i> 7/9
William Farley <i>Anthropology</i> 6/9	Natalie Starling <i>Counseling & School Psychology</i> 9/9	Peter Latchman <i>Health & Movement Sciences</i> 8/9	Joe Fields <i>Mathematics</i> 8/9	Binlin Wu <i>Physics</i> 5/9	Douglas Macur <i>Theatre</i> 5/9
Jeff Slomba <i>Art</i> 8/9	Beena Achhpal <i>Curriculum & Learning</i> 5/9	Robert Gregory <i>Health & Movement Sciences</i> 8/9	Klay Kruczek <i>Mathematics</i> 9/9	Jon Wharton <i>Political Science</i> 7/9	Luke Eilderts <i>World Languages & Literatures</i> 9/9
Kevin Siedlecki <i>Athletics</i> 8/8	Maria Diamantis <i>Curriculum & Learning</i> 8/9	Tom Radice <i>History</i> 9/9	Jonathan Irving* <i>Music</i> 0/9	Michael Nizhnikov <i>Psychology</i> 7/9	
Sarah Crawford <i>Biology</i> 7/9	Dushmantha Jayawickreme <i>Earth Science</i> 9/9	Darcy Kern* <i>History</i> 4/9	Frances Penny <i>Nursing</i> 8/9	Kate Marsland <i>Psychology</i> 8/9	Cindy Simoneau* <i>Undergraduate Curriculum Forum</i> 8/9
Mina Park <i>Business Information Systems</i> 6/8	Sanja Grubacic <i>Economics</i> 7/9	Yan Liu <i>Information & Library Science</i> 5/9	Joanne Roy <i>Nursing</i> 1/1	William Faraclas <i>Public Health</i> 8/9	Cynthia O'Sullivan <i>Graduate Council</i> 4/9
Jeff Webb <i>Chemistry</i> 9/9	Peter Madonia <i>Educational Leadership</i> 4/9	Jerry Dunklee <i>Journalism</i> 9/9	Obiageli Okwuka <i>Part-time Faculty</i> 8/9	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 8/9	Aidan Coleman <i>Student Government Association</i> 6/9
Barbara Cook <i>Communication Disorders</i> 9/9	Mike Shea <i>English</i> 8/9	Parker Fruehan <i>Library Services</i> 9/9	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 7/9	Dr. Joe Bertolino <i>SCSU President</i>
Derek Taylor <i>Communication, Media & Screen Studies</i> 8/9	Paul Petrie <i>English</i> 9/9	Jacqueline Toce <i>Library Services</i> 9/9	Mary Ellen Minichiello* <i>Part-time Faculty</i> 6/9	Stephen Monroe Tomczak <i>Social Work</i> 9/9	
Mohammad T. Islam* <i>Computer Science</i> 5/9	Matthew Miller <i>Environment, Geography & Marine Studies</i> 9/9	Carol Stewart <i>Management, International Business & Public Utilities</i> 6/9	Walter Stutzmann <i>Part-time Faculty</i> 8/9	Cassi Meyerhoffer <i>Sociology</i> 1/1	
Guests: R. Prezant (Provost) C. Bielitz (AA)	B. Kale (Dean A&S) M. Singh (Dean Grad)	J. Edstrom (Enrollment Mgt) D. Reiman (IT)	M. Kingan (Institutional Advancement) T. Broliar (IT)	S. Hegedus (Dean EDU)	

An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called meeting to order at 12:10 p.m.

I. Announcements

1. M. Shea: 2020 Faculty Advisory Committee Conference: The Challenges to Public Higher Education in the Era of Globalization. O'Neill/Feldman Center, Westside Campus. Western Connecticut State University. April 3, 2020, 8:00 am – 4:00pm.

II. Minutes of the previous meeting held on January 29, 2020 were accepted as distributed.

<https://inside.southernct.edu/faculty-senate/meetings>

III. President's Report

<https://inside.southernct.edu/faculty-senate/meetings>

IV. Standing Committees

1. Academic Policy (P. Petrie): Minutes received; no announcements.
2. Elections (K. Kruczek): Faculty will begin receiving emails alerting them when a student withdraws from a course after the add/drop period.
3. Finance (W. Faraclas): Minutes received; clarification on AAUP-Travel funds period: funds begin on the first day of the academic year and run until the day before the beginning of the next academic year.
4. Personnel Policy (N. Starling): Minutes received; no announcements.
5. Rules (D. Weiss for R. Gregory): Minutes received; Bylaws and constitution are going through their final revisions. Once finished, the committee will join Academic Policy and begin working on P&T issues.
6. Student Policy (K. Marsland): Minutes received; no announcements.
7. Technology (P. Fruehan): Minutes received; Shared modifications to the Candidate Information Form (CIF) to bring it in line with the version that Digital Measures (DM) produces.
 - a. D. Weiss **asked if there were any objections to moving the discussion on the CIF under New Business.** Hearing none, **the motion was tabled.**

V. New Business

1. K. Kruczek and J. Wharton: Presentation on (Full-time) Faculty Opinion Survey of Administrative Effectiveness (see presentation/data slides after minutes).
 - a. Presented data and shared their interpretations; acknowledged that more faculty participation would have produced more robust reporting; shared that for the vice-president offices, not enough data to interpret accurately, many responses indicated that the respondent did not have enough knowledge to rate the offices' effectiveness.
 - b. Questions/comments from Senators included:
 - i. What are the next steps?
 - ii. What can we do to improve communication between faculty and administration?
 - iii. How can we interpret the low response rate for some schools/colleges? How can we interpret the low response rate or the number of "not enough information" responses?
 - iv. How was the survey created? Was there consultation with the administration? What is the history of this tool?

- v. President Bertolino: thanked K. Kruczek and J. Wharton for their work and analysis, and Faculty leadership for engaging in the survey. Asked that the body think about the goals of the exercise, as well as its possible impact on the University and wider community. Shared that he initially struggled with the clarity of purpose however felt that ultimately the survey provided useful information. Looking forward, asked that the Faculty Senate consider engaging in a conversation about future surveys, their goals, and their outcomes. Asked body to consider looking at leadership across campus, administration and faculty together.

VI. Guests

1. Dr. Helen Marx and Dr. Olcay Yavuz: Global Education Advisory Committee (GEAC) presentation on American Council on Education (ACE) 2017-2019 Internationalization Laboratory Report (see presentation slides after minutes).

VII. Adjournment

- Adjourned at 1:54 p.m.

L. Eilderts
Secretary

DOCUMENTS TO ACCOMPANY MINUTES (FEBRUARY 12, 2020 MEETING)

American Council on Education (ACE) 2017-2019 Internationalization Laboratory Report



Southern Connecticut
State University

AMERICAN COUNCIL ON EDUCATION (ACE) 2017-2019 INTERNATIONALIZATION LABORATORY REPORT

SOUTHERN CONNECTICUT STATE UNIVERSITY

Dr. Helen Marx, GEAC Chair
Dr. Olcay Yavuz, Data Reporter
Dr. Erin Heidkamp, IOE Director
Dr. Sobeira Latorre
Dr. Angela Lopez-Velasquez
Dr. Elena Schmitt
Dr. Jean Breny
Dr. Antoinette Towle
Dr. Allison Wall
Dr. Chulguen Yang

Dr. Charles Baraw
Dr. James Aselta
Dr. Marian Evans
Dr. Louise Shaw
Dr. Kely Mabry
Dr. Xiaomei Yang
Dr. Zheni Wang
Ms. Sarah Hammond
Ms. Brooke Mercaldi

SCSU Faculty Senate Presentation, February 12, 2020



Southern Connecticut
State University

Purpose and Background of The Report Dr. Helen Marx, GEAC Chair

Associate Vice President for Academic Affairs Dr. Ilene Crawford and Director of the Office of International Education Dr. Erin Heidkamp secured approval from President Bertolino and Provost Prezant to participate in the 2017-19 ACE Internationalization Laboratory (see Appendix 1: The ACE Internationalization Laboratory) because the ACE IL experience presented SCSU with the opportunity to assess the international activities in which Southern's students, faculty, and staff currently engage in the context of new senior leadership at SCSU and a mission, a strategic plan, and a strategic enrollment management plan that explicitly name internationalization goals.

APPENDIX 1: AMERICAN COUNCIL ON EDUCATION (ACE) INTERNATIONALIZATION LABORATORY "CIGE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION"

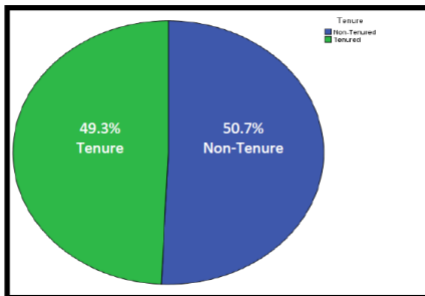
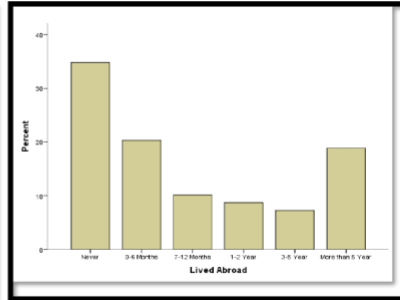
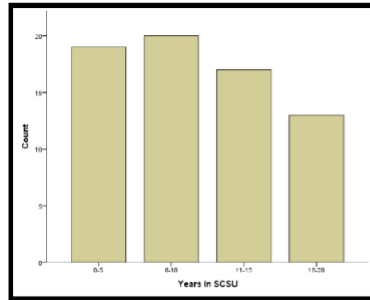




- International Partnership and Field Studies at SCSU
- Faculty Engagement in International Issues
- Resources and Support for Internationalization
- Technology, Global Awareness and Internationalization
- General Attitudes Towards Internationalization Data Summary
- International and Global Learning Activities
- Lecturers and Research Scholars from Abroad
- Study Abroad Programs at SCSU
- International Work and International Students at SCSU
- International Grants and Scholar Programs
- Curriculum and Training for International Students at SCSU
- Faculty Policies and Practices for International Education

SCSU FACULTY PERCEPTION DATA

Dr. Olcay Yavuz





Faculty Perception on International Education

Resources and Support for Internationalization

My department/college/school encourages me to participate in study abroad programs.

		Response Total	Response Percent
Strongly disagree		12	17%
somewhat disagree		6	8%
neither agree nor disagree		35	49%
somewhat agree		10	14%
strongly agree		8	11%



General Overview Faculty Perception on International Education

- Unaware: 15%**
- Knowledge Ready: 35%**
- Perform Ready: 40%**
- Impact Ready: 10%**



RECOMMENDATIONS

Dr. Helen Marx, GEAC Chair

1. HIRE AN INTERNATIONAL RECRUITMENT COORDINATOR (ACE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION TARGET AREAS: 1] ADMINISTRATIVE LEADERSHIP, STRUCTURE, AND STAFFING; 2] STUDENT MOBILITY)

1A. COMMIT SCHOLARSHIP/ASSISTANTSHIP FUNDS TO SUPPORT INTERNATIONAL STUDENT RECRUITMENT/FACILITATE PARTNERSHIP BUILDING WITH EDUCATIONAL RECRUITMENT AGENCIES

RECOMMENDATIONS

2. ADDITIONAL STRATEGIES TO INCREASE INTERNATIONAL (F-1) STUDENT RECRUITMENT, ENROLLMENT, AND RETENTION (ACE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION TARGET AREAS: 1] ADMINISTRATIVE LEADERSHIP, STRUCTURE, AND STAFFING; 2] STUDENT MOBILITY)

2A. ENHANCE STUDENT ENGAGEMENT, CO-CURRICULAR LEARNING AND UTILIZATION OF SUPPORT SERVICES FOR INTERNATIONAL STUDENTS (ACE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION TARGET AREA: CURRICULUM, CO-CURRICULUM, AND LEARNING OUTCOMES)

RECOMMENDATIONS




3. IMPLEMENT FACULTY SUPPORT MECHANISMS FOR CAMPUS INTERNATIONALIZATION (ACE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION TARGET AREA: FACULTY POLICIES AND PRACTICES)

4. ALIGN INSTITUTIONAL ASPIRATIONS OF INTERNATIONALIZATION WITH UNIVERSITY CURRICULUM (ACE MODEL FOR COMPREHENSIVE INTERNATIONALIZATION TARGET AREA: FACULTY POLICIES AND PRACTICES)

THE OFFICE OF INTERNATIONAL EDUCATION

Dr. Erin Heidkamp



 <p>INBOUND J-1/F-1</p> <p>COMING TO SOUTHERN! LEARN MORE</p>	 <p>STUDY ABROAD</p> <p>EXPERIENCING THE WORLD! LEARN MORE</p>	 <p>INTER- NATIONAL</p> <p>EARN A DEGREE AT SOUTHERN LEARN MORE</p>	 <p>FACULTY RESOURCES</p> <p>FACULTY & DEPARTMENT RESOURCE LEARN MORE</p>
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ACE IL LEADERSHIP TEAM AND SUBCOMMITTEE MEMBERSHIP

Leadership Team

Dr. Ilene Crawford, Assoc. Vice President for Academic Affairs
 Dr. Erin Heidkamp, Director, Office of International Education
 Dr. Helen Marx, Associate Professor, Curriculum and Learning, Faculty Director,
 Academic Advising
 Dr. Luke Eilderts, Associate Professor, World Languages and Literatures
 Alexis Haakonsen, Director, Undergraduate Admissions
 Lisa Galvin, Director, Graduate Admissions
 Admission and Retention Working Group (partial overlap with SEMP-C International
 Recruitment Working Group)
 Dr. Lisa Galvin, Director of Graduate Admissions
 Dr. Erin Heidkamp, Director, Office of International Education
 Registration and Credit Transfer Procedure Information Provided by:
 Dr. Terri Bennett, Director, LEP Advisement and Policy
 Alicia Carroll, Registrar
 Student Affairs Working Group:
 Katie D'Oliveira, Director, Academic Success Center
 Dr. Diane Morgenthaler, Director, Granoff Health Center
 Sal Rizza, Director, New Student and Sophomore Programs

Global Education Advisory Council Working Group:

Dr. Helen Marx, Associate Professor, Curriculum and Learning
 Dr. Peter Bodo, Professor, Economics and Finance
 Dr. Mehdi Hossain, Assistant Professor, Marketing
 Dr. Kelly Mabry, Associate Professor, Communication Disorders
 Dr. Sobeira Latorre, Associate Professor, World Languages and Literatures
 Dr. Angela Lopez-Velasquez, Associate Professor, Curriculum and Learning
 Dr. Andrew Smyth, Professor, English
 Dr. Antoinette Towle, Associate Professor, Nursing
 Dr. Charles Baraw, Associate Professor, English
 Dr. Jean Breny, Professor, Public Health
 Dr. Allison Wall, Assistant Professor, Management
 Dr. Chulguen Yang, Associate Professor, Management / MGT Information Systems
 Dr. Yan Wei, Assistant Professor, Special Education and Reading
 Dr. Nicholas Edgington, Associate Professor, Biology
 Dr. Elaine Martin, Professor, Nursing
 Dr. Louise Shaw, Assistant Professor, Special Education and Reading
 Dr. Marian Evans, Associate Professor, Public Health
 Dr. Han Yu, Associate Professor, Finance
 Dr. Elena Schmitt, Professor, World Languages and Literature
 Dr. James Aselta, Professor, Accounting

AMERICAN COUNCIL ON EDUCATION (ACE) 2017-2019 INTERNATIONALIZATION LABORATORY REPORT

SOUTHERN CONNECTICUT STATE UNIVERSITY

Dr. Helen Marx, GEAC Chair
Dr. Olcay Yavuz, Data Reporter
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Dr. Zheni Wang
Ms. Sarah Hammond
Ms. Brooke Mercaldi





**(Full-Time) Faculty Opinion Survey of
Administrative Effectiveness**

February 10, 2020



- During the 2018 - 2019 academic year, the Personnel Policy Committee (PPC) drafted a Faculty Opinion Survey of Administrative Effectiveness.
- Before dissemination of the survey, members of the Faculty Senate Executive Committee and members of the administration met to discuss the purpose of a Faculty Opinion Survey of Administrative Effectiveness, its contents, and the desired outcomes.
- Based on these meetings, the PPC modified the survey.
- President Diamantis announced the survey and sent the survey link to all full-time faculty on April 11, 2019.
- The results were analyzed during the fall 2019 semester by the Elections Committee.

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- Faculty responses to executive level and dean positions are based on a survey pool of 168 respondents
- More than $\frac{1}{2}$ of that pool were unresponsive to knowing certain VP and CIO roles
- Hence, only President, Provost, AVP-AA, VP-SA, SGPS, and deans data are provided.

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- Depending on their time at SCSU, the percentage of faculty satisfied with SCSU ranged from 67% (those here 11 – 20 years) and 77% (those here less than 10 or over 20 years here).
- For the President, overall faculty find him to be 50 – 70% effective in said areas.
- For the Provost, overall faculty find him to be 38 – 57% effective in said areas.
- For VP's, faculty find them to be 43 – 60% effective in said areas (many respondents had insufficient knowledge of the roles of VP's).



- Arts and Sciences faculty are evenly divided about their dean.
- Business faculty feel their dean is effective (although only 6 faculty responded).
- Health and Human Services found their dean to be effective.
- Faculty reported higher percentages of insufficient knowledge and had mixed opinions about the effectiveness of the Dean of Education and the School of Graduate and Professional Studies.



- We need more consistent participation from each college.
- Many faculty members are not familiar with the responsibilities and daily work of administrators, so it may be difficult for faculty to accurately evaluate administrators.
- Not surprisingly, the results varied for each administrator.



SURVEY DEMOGRAPHICS

A&S	BUS	EDU	HHS	Lib	Couns	Athl	Total
88/229 (38.4%)	8/50 (16%)	25/54 (46.3%)	38/92 (41.3%)	5	1	1	166

Years Employed		
1 to 10 years	11 to 20 years	20+ years
71	55	40

Race Identity			
White	Black or African American	Asian	Latinx
131	8	8	5



OVERALL SATISFACTION

	Highly Satisfied	Somewhat Satisfied	Somewhat Unsatisfied	Highly Unsatisfied	Total #
All	28.57%	45.24%	17.86%	8.33%	168
A&S	24.42%	52.33%	12.79%	10.47%	86
BUS	42.86%	28.57%	0.00%	28.57%	7
EDU	28.00%	44.00%	20.00%	8.00%	25
HHS	36.84%	36.84%	21.05%	5.26%	38
# years					
0 – 10	29.58%	47.89%	14.08%	8.45%	71
11 – 20	24.07%	42.59%	25.93%	7.41%	54
21+	35.00%	42.50%	12.50%	10.00%	40

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UNIVERSITY PRESIDENT

Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Engages in Shared Governance					
16.41%	42.19%	12.50%	11.72%	17.19%	128
Advocates for the Needs of the University					
17.83%	34.11%	9.30%	9.30%	29.46%	129
Supports Student Retention					
23.08%	46.92%	13.85%	3.85%	12.31%	130
Responds to Faculty Needs					
13.28%	34.38%	25.00%	17.19%	10.16%	128
Promotes a Positive Working Environment					
24.22%	42.19%	12.50%	15.63%	5.47%	128

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Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Engages in Shared Governance					
13.60%	32.80%	24.00%	16.00%	13.60%	125
Advocates for the Academic Vision					
17.07%	39.84%	12.20%	14.63%	16.26%	123
Maintains Accessibility to the Faculty					
22.13%	30.33%	19.67%	17.21%	10.66%	122
Responds to Faculty Needs					
10.57%	31.71%	21.14%	26.02%	10.57%	123

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Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Treats Faculty with Fairness					
15.70%	33.06%	14.88%	23.14%	13.22%	121
Supports Teaching Mission					
16.26%	34.15%	18.70%	18.70%	12.20%	123
Supports Creative Activity					
20.49%	34.43%	18.03%	15.57%	11.48%	122
Supports Service					
11.57%	26.45%	22.31%	23.97%	15.70%	121
Promotes a Positive Working Environment					
14.88%	29.75%	18.18%	25.62%	11.57%	121

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Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Engages in Shared Governance					
18.49%	29.41%	9.24%	9.24%	33.61%	119
Implements Solutions to University-Wide Problems					
18.80%	25.64%	11.97%	6.84%	36.75%	117
Responds to Faculty Needs					
16.95%	27.97%	11.86%	11.86%	31.36%	118
Promotes a Positive Working Environment					
19.33%	28.57%	10.92%	11.76%	29.41%	119

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Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Engages in Shared Governance					
20.00%	30.91%	4.55%	5.45%	39.09%	110
Advocates for the Needs of the Students					
45.05%	21.62%	4.50%	1.80%	27.03%	111
Functions in a Way that Supports Student Persistence					
36.04%	27.03%	3.60%	5.41%	27.93%	111
Responds to Faculty Needs					
24.32%	24.32%	7.21%	7.21%	36.94%	111
Promotes a Positive Working Environment					
34.55%	24.55%	3.64%	5.45%	31.82%	111

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Note: Results for All Faculty

Very Effective	Effective	Minimally Effective	Ineffective	Insufficient Knowledge to Rate	Total #
Responds Respectfully to Inquiries from the Faculty					
9.91%	20.72%	17.12%	9.91%	42.34%	111
Maintains Accessibility to the Faculty					
11.82%	21.82%	14.55%	12.73%	39.09%	110
Communicates an Academic Vision for Grad. Education					
8.26%	18.35%	13.76%	22.94%	36.70%	109
Demonstrates Willingness to Implement Solutions					
15.89%	18.69%	7.48%	6.54%	42.99%	107
Functions in a Way that Supports Student Success					
9.17%	19.27%	11.93%	20.18%	39.45%	109

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Note:

VE = Very Effective; E = Effective; ME = Minimally Effective;
I = Ineffective; IK = Insufficient Knowledge to Rate

	VE	E	ME	I	IK	Total #
Engages in Shared Governance						
A&S	19.35%	33.87%	12.90%	24.19%	9.68%	62
BUS	60.00%	20.00%	20.00%	0.00%	0.00%	5
EDU	0.00%	38.46%	30.77%	23.08%	7.69%	13
HHS	51.72%	24.14%	13.79%	10.34%	0.00%	29
Communicates an Academic Vision for the College						
A&S	14.75%	26.23%	21.31%	27.87%	9.84%	61
BUS	60.00%	20.00%	20.00%	0.00%	0.00%	5
EDU	7.69%	23.08%	30.77%	23.08%	15.38%	13
HHS	65.52%	17.24%	13.79%	3.45%	0.00%	29

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Note:

VE = Very Effective; E = Effective; ME = Minimally Effective;
I = Ineffective; IK = Insufficient Knowledge to Rate

	VE	E	ME	I	IK	Total #
Maintains Accessibility to the Faculty						
A&S	29.51%	26.23%	16.39%	19.67%	8.20%	61
BUS	60.00%	20.00%	0.00%	20.00%	0.00%	5
EDU	7.69%	0.00%	30.77%	23.08%	38.46%	13
HHS	75.00%	14.29%	10.71%	0.00%	0.00%	28
Responds to Faculty Needs						
A&S	22.95%	18.03%	24.59%	27.87%	6.56%	61
BUS	40.00%	40.00%	0.00%	20.00%	0.00%	5
EDU	7.69%	0.00%	30.77%	23.08%	38.46%	13
HHS	55.71%	31.03%	6.90%	6.90%	0.00%	29

16 / 19

Note:

VE = Very Effective; E = Effective; ME = Minimally Effective;
I = Ineffective; IK = Insufficient Knowledge to Rate

	VE	E	ME	I	IK	Total #
Treats the Faculty with Fairness						
A&S	29.51%	19.67%	11.48%	31.15%	8.20%	61
BUS	33.33%	33.33%	16.67%	16.67%	0.00%	6
EDU	7.69%	7.69%	30.77%	7.69%	46.15%	13
HHS	55.71%	31.03%	6.90%	6.90%	0.00%	29
Supports Teaching Mission						
A&S	26.23%	27.87%	14.75%	19.67%	11.48%	61
BUS	50.00%	25.00%	25.00%	0.00%	0.00%	4
EDU	7.69%	61.54%	7.69%	15.38%	7.69%	13
HHS	60.17%	28.57%	10.71%	0.00%	0.00%	28

17 / 19

Note:

VE = Very Effective; E = Effective; ME = Minimally Effective;
I = Ineffective; IK = Insufficient Knowledge to Rate

	VE	E	ME	I	IK	Total #
Supports Creative Activity						
A&S	25.42%	28.81%	16.95%	16.95%	11.86%	59
BUS	50.00%	0.00%	50.00%	0.00%	0.00%	6
EDU	21.43%	28.57%	35.71%	7.14%	0.00%	14
HHS	65.52%	27.59%	3.45%	3.45%	0.00%	29
Supports Service						
A&S	20.00%	28.33%	11.67%	23.33%	16.67%	60
BUS	40.00%	20.00%	40.00%	0.00%	0.00%	5
EDU	0.00%	46.15%	30.77%	23.08%	0.00%	13
HHS	62.07%	17.24%	17.24%	3.45%	0.00%	29

18 / 19

Note:

VE = Very Effective; E = Effective; ME = Minimally Effective;
I = Ineffective; IK = Insufficient Knowledge to Rate

	VE	E	ME	I	IK	Total #
Dean Promotes a Positive Working Environment						
A&S	19.67%	27.87%	18.03%	18.03%	26.23%	61
BUS	60.00%	0.00%	20.00%	20.00%	0.00%	5
EDU	0.00%	30.77%	15.38%	53.85%	0.00%	13
HHS	65.52%	17.24%	10.34%	6.90%	0.00%	29

19 / 19

MINUTES OF THE STANDING COMMITTEES

ACADEMIC POLICY COMMITTEE

19 Feb 2020

Present: Allen, Farley, Forbus, Jayawickreme, Okwuka, Pettigrew, Petrie (chair), Siedlecki

- Received and discussed reports on CSU and other institutions' P&T processes, with particular attention to three questions:
 - a) What are the stages or stops in the process? (In other words, who does the evaluating, and in what sequence?)
 - b) What gets evaluated? (What are the categories or content of the evaluation?)
 - c) What's in the file? (What kinds and quantities of evidence are required or suggested?)
- Devised a plan for soliciting information and opinion from P&T stakeholders (newer faculty, DECs, chairs, P&T committee, AAUP, deans and provost) via focus groups centering on a) presentation of an array of 3 different P&T schemes ranging from our current process to a radically stripped down alternative, and b) questions about what works well and what could be improved in our present process.

Respectfully submitted,
Paul R. Petrie (chair)

ELECTIONS COMMITTEE

Minutes for the week of February 18th, 2020

- We had an online discussion concerning the current draft of the resolution on Indigenous Peoples' Day.
- We have evoked the assistance of Dr. Stephen Amerman to help shape the resolution.

Respectfully submitted,
K. Kruczek

FINANCE COMMITTEE

Meeting Minutes (Unapproved) February 19, 2020

Present: William Faraclas, Sanja Grubacic, Carol Stewart

Absent: Mohammad Tariqul Islam, Marie Diamantis

1. Minutes of February 5th were approved with the minor correction: Carol Stewart's name was left of those committee members who were present
2. Bill worked on a draft copy of the Faculty Creative Research Grant instructions/application to propose adding/editing the following:
 - a. **Statement on Applicant Eligibility** – Discussion on the following sentence “*Faculty on unpaid leave are not eligible to apply*”. Since the application due date is the first Weds in October with the project start date the following July 1st (of the following year) – should this sentence be revised to allow faculty on unpaid leave to apply? Bill will take this discussion to the Executive Committee.
 - b. **Procedures for Review of the Proposals by the University Grants Committee** – Discussion on increasing the number of SCSU grant members from 7 to 10 members. The breakdown would increase as well: four (4) from Arts & Sciences, one increased to two on the following (2) from Education, (2) from Health and Human Services and (2) from Business.
 - c. **Proposal Components and Rules for Submission** –
 - i. Award (#3): This section was revised to propose awards can be received in one of three ways: 1) a stipend to support research time; 2) as a spending account (P-card) to support research materials, services and/or travel; or 3) a combination of stipend and spending account
 - ii. Budget: This section repeats the Award section above
 - iii. Discussion on clarity of spending funds. If someone misjudges or miscalculates the dollar amount needed for materials, any excess left over is forfeited. For example, a faculty member estimates \$100 needed for transcription services only uses \$70, the remaining balance left of \$30 will be forfeited if not spent.
 - d. **Joint proposal condition (#7)**: Proposal to add \$2500 award *will be divided equally between faculty who filed it*. Also, “joint proposals *must* specific the individual contributions and adequate level of participation...”
 - e. **Number of proposals in which a given faculty participates (#8)**: Proposal to add “*during each application year*” to the sentence.
3. The Finance Committee proposes to change/extend the FCARG:
 - a. Deadline date (application submission date) from the 1st Wednesday in October to the 1st Wednesday in December
 - b. Grants Committee recommendations date from 2nd Monday in November to last Monday in February
 - c. SCSU Provost approves recommendations from the 1st Monday in December to the last Friday before Spring Break

PERSONNEL POLICY COMMITTEE

February 19, 2020

Engleman Hall – Room C-024

Members: Toce, Jacqueline; Crawford, Sarah; Slomba, Jeffrey; Lopez-Velasquez, Angela (minutes); Tomczak, Stephen; Shea, Michael; Meyerhoffer, Cassi (absent); Adams, Gregory (absent -sabb.), Starling, Natalie (chair)

12:10pm

Approval of Minutes: PPC Meeting Minutes of February 5, 2020

- Minutes approved by all present PPC members.

ANNOUNCEMENTS/OLD BUSINESS:

- Committee met with Provost & FS President

University-wide credit load

- Committee set goal for construction of Resolution by April 15th to give senators time to bring back to departments

Adjourned 1:58pm

RULES COMMITTEE

February 19, 2020

Present: Robert Gregory (Heath and Movement Studies), Matthew Miller (Environment, Geography and Marine Science), Jeffrey Webb (Chemistry), Paul Levatino (Social Work-Marriage and Family Therapy) (minutes)

Absent: none

Robert Gregory Called the meeting to Order at 12:15PM

Topic	Discussion	Action Item
Chair charge for the meeting	<p>The chair called the group order and presented a vision of past tasks of the rules committee:</p> <p>The constitution and by-laws are with the executive committee for additional review. The chair reports that there are small changes and suggestions coming forward, however there are no substantial changes at this point in time.</p>	<p>None</p> <p>The by-laws can be approved by the senate by vote. After by-laws approval, the Constitution will move forward with a faculty referendum vote. The RC chair will investigate and liaison with the committee responsible for that forthcoming task.</p>
	<p>The committee is evaluating charges involving Promotion and Tenure, and perhaps renewal. The group discussed realistic work expectations based on its composition size (4 members) and potential charges.</p> <p>The chair introduced a new subject: The RC was asked to make recommendation around whether it is advantageous for a faculty candidate for P or T to be able to continue to add materials to a file after the “sealing deadline.” The sealing deadline is currently a fluid deadline with candidates eligible to add to materials after formal “sealing.”</p>	<p>The RC agreed that it is cleaner if a file is consistently reviewed with identical content along the P&T process. Therefore, the RC recommends that applicants get a hard deadline.</p>
	<p>Candidates’ withdrawal of P & T file. A candidate can withdraw a file for promotion in the current language. The RC was tasked with a recommendation whether language should include language to withdraw an application. The RC recommended that a candidate could withdraw a file for tenure under a caveat outlined in the action criteria to left.</p>	<p>RC chair will check with Union representative to ensure this recommendation does not impact any other contract language.</p>

	The committee was asked to review whether a faculty member of one rank going for P & T should be allowed to submit a letter for another faculty member of a different rank going up for P & T.	The committee was tied 2 in favor, two against this rule.
	The committee reviewed a request that the language in the P & T process II, P. item 4 page 9, re: <i>Each candidate may also include supporting letters from colleagues inside or outside of his/her department.</i> A proposal was put forward to change to: "Each candidate shall include"	The committee unanimously voted to keep the language as is.
	The committee reviewed a request for clarification re: Faculty Senate reconsider the statement that a faculty member may have supporting letters from any colleague provided they do not play a formal role in <i>"their"</i> P & T process."	The RC agreed to support the faculty senate review this language and make the language clearer.
	Would it be possible for Faculty Senate to review the process of the opportunity to appear personally before representatives of the P & T Committee? Are there procedures that ensure all interviews are conducted with consistency from candidate to candidate? What actions might be taken should a candidate feel that questions posed were not relevant to the evaluation of the file? What consideration is given to candidates who opt out of the interview process?	While the RC is unaware of specific inconsistencies in the interview process, we recommend the P&T committee members look at ways to ensure consistency throughout the process including, and not limited to, standardized questions to candidates.
Motion to Adjourn	Motion to adjourn was made and passed at 1:37PM	Motioned seconded Meeting adjourned

Respectfully Submitted, Paul Levatino

STUDENT POLICY COMMITTEE

February, 2020 Minutes

Present: J. Dunklee, M. Nizhnikov, M. Dodge, M. Ouimet, K. Marsland

1. Meeting called to order at 12:30
2. Discussed revisions to Academic Misconduct Policy in response to feedback from the Dean Tetreault.
3. Discussed the use of SAT scores in the admissions process with Alick Letang, Director of Admissions and Julie Edstrom, Associate Vice President for Enrollment Management.
4. The committee will meet with representatives from Math on March 5th and English on March 25th to discuss the use of SAT scores for placement purposes.
5. Pending New Business:
 - a. Access to feminine products
 - b. Latin honors for Transfer Students
 - c. Plagiarism policy
 - d. Student Field Trips faculty liability concern
6. Meeting Adjourned at 1:50

Respectfully submitted by K. Marsland

TECHNOLOGY COMMITTEE

February 19, 2020

Present: J. Fields, P. Fruehan, P. Latchman, D. Macur, R. Radice, W. Stutzman, B. Wu.

Absent: S. Dutta, Y. Liu, D. Taylor

Call to Order: 12:16 p.m.

Old Business

- Updates on Digital Renewal
 - Discussed ongoing development and issues that are being resolved.
- Updates on CIF Changes
 - Will be presented again at upcoming full Senate meeting.
- Digital Sabbatical
 - Walter spoke to Karen M. who said this is possible to implement in Blackboard. Due to ongoing implementation of digital P&T it would not be possible to have this process be automated. Could be future development after P&T is complete. Will be able to setup as an organization in Bb and have the applicant add and remove people as necessary.
- LMS Evaluation
 - LMS RFP is a system office driven process. Bo Z. is representing SCSU. They currently have all the participants they need for testing D2L, Canvas and Blackboard.

New Business

- Guideline Document for Online Teaching
 - The committee reviewed the 2013 Online Committee Recommendations. It is unclear whether this had Senate approval. Parker will do some research to see if it was a motion or resolution at the Senate. Depending on the prior Senate action this will affect how we proceed with a new or revised document.
 - Reviewed the proposed CHHS Online Teaching Policy
 - There are a number of concerns re: this policy – training requirements, how to handle office hours, auditing of required contact hours, course caps & recommended student response times.
 - Discussion of how a policy can address the various methodologies/pedagogy of online teaching (e.g. synchronous, a-synchronous, hybrid, flipped, etc.)
 - Suggestion for procedures on creating an online class, or how to convert a traditional course to online.
 - What about access to lecture recording equipment?
 - Will require some resources from Administration to support
 - The committee will invite members of various committees that have reviewed this topic to discuss how Senate might address the issues in a resolution
 - Goal is to have something drafted for approval by end of this semester

Dismissed at 1:05 p.m.

SPECIAL COMMITTEES

UNDERGRADUATE CURRICULUM FORUM (UCF)

On Thursday, Feb. 13, 2020 the Undergraduate Curriculum Forum approved the following motions:

a. Motion: The LEP Assessment Coordinator be authorized to convene the affinity groups.

b. Approve changes to the catalog for Double Baccalaureate:

DOUBLE BACCALAUREATE FOR ALL OTHER MAJORS

By the ~~end of the junior year~~ completion of 90 credits, the student who wishes to be a candidate for a double baccalaureate (a B.A. degree and a B.S. degree) ~~should~~ shall file a **Contract for Double Baccalaureate** with the Registrar's Office which must be ~~a Contract for Double Baccalaureate~~ approved by the chairpersons of both departments ~~concerned, and by the Provost~~.

~~The contract form is available in the Registrar's Office, Wintergreen Building, and on the Registrar's Office website.~~ Approval to enroll in this demanding ~~attempt this extraordinary~~ program is granted only to students whose cumulative GPA is 3.0 or higher at the time of application. ~~To graduate with both degrees, the~~ The student must ~~agree to~~ complete a minimum of 150 credits and maintain a cumulative GPA of at least 3.0 in order to be eligible to continue each term. ~~and satisfy the Liberal Education Program for both degrees~~ Failure to meet these requirements will result in the student being required to return ~~be returned~~ to a single degree program.

No report

Wednesday, Feb. 19, 2020

Attendance: Co-Chairpersons: Dr. Barbara Cook, CMD, and Dr. Jonathan Wharton, PSC; Dr. Craig Hlavac, Associate Dean of College of Arts & Sciences; Dr. James Simon; adjunct JRN faculty; Pam Mikaelian, accounting office; Frank LaDore, Director of Transfer Student Services (replacing S. Marcelynas); Aidan Coleman, SGA representative-at-large; Cindy Simoneau, UCF Chairperson.

Barbara Cook and Jonathan Wharton met with the provost to discuss 2+2 programs at community colleges. The co-chairs said the earliest a pilot program could be implemented would be Fall 2021.

The committee met with representatives of the departments of Recreation, Tourism & Sport Management, Curriculum and Learning and Accounting Department about the possibility of participating in pilot 2+2 programs on some community college campuses.

Dr. Adam Goldberg, chairperson of Curriculum and Learning, said the Early Childhood Program would be interested in participating. He said he taught EDU 200 at Housatonic last spring. Goldberg said students wishing to remain on their campus would need to be taught 24-30 credits + PSY courses + 18 credits in another area since students are IDS. Now they are teaching about 5 courses online. A few more could be developed.

Cook mentioned the Provost reported Quinebag Valley Community College in Danielson, was interested in SCSU's pre-school certification program. Goldberg said the state of Connecticut has delayed implementation of that certification until 2029, and he would be willing to talk with them. However, he advised a pilot program would be better paired with its early childhood degree program.

Dr. Jim MacGregor, chairperson of RTSM, and Dr. Kevin McGinniss discussed their varied existing plans to offer programming at community colleges. They have been working with Gateway and Housatonic since 2016 on sport management degree. They said that department is committed to pushing ahead with making a degree happen at CCs. They said they are prepared to offer completely online or onsite options. The issue is offer LEP courses. They have also had discussions with faculty at Norwalk and Northwestern.

They also are considering making hospitality and management into its own degree. Eleven of the 12 CC have some version of hospitality programming.

Dr. Janet Phillips, chairperson Department of Accounting, said she did not see a fit for that department at this time. Phillips said the School of Business departments is very busy preparing for accreditation review in the next few years. Phillips said accounting has many pre-reqs for its courses and, other than at the intro level, few offered online. She said more online offerings are in MGT, and that program is less stacked than ACC. The committee will contact MGT and MKT. MIS 370 is being offered at CCs.

Cindy Simoneau met with Sociology Chairperson Dr. Jessica Kenty-Drane about the possibility of programming on Criminology. Kenty-Drane said sociology is not interested in participating at this time due to full-time faculty shortfalls and its inability to offer the same opportunity of choice in courses at the CC as it does at SCSU. Also, the department currently enrolls many of these transferring students so does not see a big enrollment gain for all the commitment required.

FOR FUTURE: Craig Hlavac will meet with psychology to see if there is interest. Contacts are being made to meet with community college partner representatives.

Timeline for the remainder of the Spring 2020 semester for the committee:

January 2020: establish committee and meet with administration: Associate Vice-Provost Ilene Crawford and Provost Robert Prezant

February 2020: Determine interested SCSU faculty and programs and meet to learn of potential opportunities and barriers

March 2020: Determine interest of students at the following community colleges: Gateway, Housatonic, Norwalk, Northwestern, Quinebaug, and Naugatuck Valley

April 2020: Identify financial and other resource needs, including financial aid impact and other student services

April 29th, 2020: Report to the Faculty Senate

AD HOC COMMITTEE FOR NEWER FACULTY WORKSHOP

No report.

Administration Updates

Administration Report – February 26, 2020

- Searches: There have been strong pools of applicants for the vast majority of the 33 tenure track faculty searches this year. More than half of these searches have already been filled by very strong applicants. The search for a Dean of Arts and Sciences and the Associate Vice President for Academic affairs also drew large and very strong pools of applicants. The results of those searches will be announced imminently.
- Fine arts program is ranked number 8 in country for bachelors students who, after one year of graduation are employed and have the highest starting salary and lowest debt. (starting salary median is \$33,600); number one on the list is California Polytechnic State University San Luis Obispo, number two is Cornell University and number three is Univ. Maryland College Park.
- The BA in Economics is being moved from the Department of Political Science back to the Department of Economics and Finance in the School of Business.
- With Kathy Yalof retiring there will be a shift of personnel in the Provost's Office. For at least the next six months, Linda Robinson will move into Kathy's vacated position as Coordinator of Academic Resources and Maryanne Boyen will move into Linda's position as Administrative Assistant to the Provost.
- The System Office has created a Task Force to help bring the four CSUs higher profiles in the state. Committees for this task force are examining issues of retention, enrollment, marketing, alumni, finances, fate of students who leave one of the CSUs, and distinctness of each CSU.
- A rolling document of peer reviewed publications is being created thanks to Rebecca Hedreen in the Library. This will extend into past decades but a listing of over 600 such publication for the past three years is also being bound into organized booklet.
- Reminder: The Visiting Scholars Program remains up and running. If you are not yet participating and would like to, please contact Colleen Bielitz, AVP for Strategic Initiatives and Outreach.
- We just launched the Office for Online Learning, a link designed to allow access to all services related to design, deliver, and support of online courses. Connecting to the site brings you to the appropriate support for online issues; this shared Academic Affairs and Information Technology effort is available at { HYPERLINK "<https://inside.southernct.edu/online-learning>" }. Thanks to Trever Brolliar and Bogdan Zamfir for creating this site.

DOCUMENTS / MOTIONS / RESOLUTIONS FOR REVIEW

February 26, 2020 meeting

Candidate Information Forms (Coaches/Instructional Faculty/Librarians & Counselors)

**CANDIDATE INFORMATION FORM
ATHLETIC TRAINERS**

Name	Department		
APPLYING FOR	YR EMPLOYED	YRS IN RANK	PRIOR SERVICE CREDIT (CBA 4.4.2)

ACADEMIC BACKGROUND		
[Degree at Institution], [Name of Institution]	[Year Completed]	[Emphasis/Discipline/Major]

ATHLETIC TRAINING EXPERIENCE			
DATES	INSTITUTION	SPORT/ DEPARTMENT	RANK
[Start Year - End Year]	[Institution/Organization]	[Department]	[Title/Role]

OTHER WORK EXPERIENCE		
DATES	PLACE	POSITION
[Start Year - End Year]	[Institution/Organization]	[Title/Role]

MANAGEMENT OF THE HEALTHCARE OF STUDENT ATHLETES

Including: risk management and injury prevention; recognition and evaluation of injuries/illnesses; injury treatment and disposition; rehabilitation; organization and administration of services; coordination of services with other sport medicine professionals; and education and counseling student athletes.

DATES	SUMMARY DESCRIPTION OF ACTIVITY (DETAILS IN FILE)

**DEMONSTRATED LEVEL OF CARE AND
PROFESSIONALISM WHEN INTERACTING WITH
STUDENT ATHLETES**
(DETAILS AND TESTIMONALS IN FILE)

**RECORD OF CONTINUED EDUCATIONAL GROWTH AND
SERVICE TO THE PROFESSION**

DATES	DESCRIPTION OF ACTIVITY/ATTENDANCE, ETC.

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS [Date] 5

CANDIDATE INFORMATION FORM COACHES

Name	Department		
APPLYING FOR	YR EMPLOYED	YRS IN RANK	PRIOR SERVICE CREDIT (CBA 4.4.2)

ACADEMIC BACKGROUND		
[Degree at Institution], [Name of Institution]	[Year Completed]	[Emphasis/Discipline/Major]

COACHING EXPERIENCE			
DATES	INSTITUTION	SPORT	RANK
[Start Year - End Year]	[Institution/Organization]	[Department]	[Title/Role]

OTHER WORK EXPERIENCE		
DATES	PLACE	POSITION
[Start Year - End Year]	[Institution/Organization]	[Title/Role]

ADMINISTRATION AND CONDUCT OF ASSIGNED SPORT

(e.g., adherence to institutional policies and applicable external rules governing the sport, fund raising, budget management, general program organization and administration).

DATES	SUMMARY DESCRIPTION OF ACTIVITY (DETAILS IN FILE)

RELATIONSHIP WITH STUDENT ATHLETES

(e.g., recruitment of qualified student athletes, maintenance of acceptable graduation rates as established by the institution and team management)

v. 2.0 approved by FS [Date] 3

**RECORD OF STUDENT ATHLETES IN COMPETITIVE
PERFORMANCE**

(e.g., program development, record of successful competitions)

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS [Date] 5

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

PLEASE CHECK ONE: <input type="checkbox"/> YES <i>or</i> <input type="checkbox"/> NO

v. 2.0 approved by FS [Date] 6

CANDIDATE INFORMATION FORM INSTRUCTIONAL FACULTY

Name	Department		
APPLYING FOR	YR EMPLOYED	YRS IN RANK	PRIOR SERVICE CREDIT (CBA 4.4.2)

ACADEMIC BACKGROUND		
[Degree at Institution], [Name of Institution]	[Year Completed]	[Emphasis/Discipline/Major]

ACADEMIC EXPERIENCE			
DATES	INSTITUTION	DEPARTMENT	RANK
[Start Year - End Year]	[Institution/Organization]	[Department]	[Title/Role]

OTHER WORK EXPERIENCE		
DATES	PLACE	POSITION
[Start Year - End Year]	[Institution/Organization]	[Title/Role]

LOAD CREDIT INFORMATION (FOR PAST FIVE YEARS)

TERM	COURSE OR ACTIVITY	FACULTY LOAD CREDITS
[Semester and Year Term] [mic Year]	[Type of Non-Teaching Workload Credit (reassigned time)]	Credits Per Semester
[Semester] [Year]	[Course Prefix] [Course Number] [Section Number] [Course Name]	[Number of Faculty Load Credits]

v. 2.0 approved by FS {DAC } {Date }

CREATIVE ACTIVITY

BOOKS/PUBLICATIONS/PAPERS/PRESENTATIONS/EXHIBITS/GRANTS/ETC.

Date	Type	Complete Citation

v. 2.0 approved by FS {DATE }

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS {DATE }

PROFESSIONAL ATTENDANCE & PARTICIPATION

ATTENDANCE AT CONFERENCES & WORKSHOPS

PROFESSIONAL CONFERENCE PARTICIPATION

--

WORKSHOP ATTENDANCE

--

ORGANIZATIONAL MEMBERSHIPS / POSITIONS HELD

--

OTHER PROFESSIONAL ACTIVITIES

--

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

PLEASE CHECK ONE:	<input type="checkbox"/> { FORMCHECKBOX } YES	or	<input type="checkbox"/> { FORMCHECKBOX } NO
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v. 2.0 approved by FS {DATE }

CANDIDATE INFORMATION FORM COUNSELING AND LIBRARY FACULTY

Name	Department		
APPLYING FOR	YR EMPLOYED	YRS IN RANK	PRIOR SERVICE CREDIT (CBA 4.4.2)

ACADEMIC BACKGROUND		
[Degree at Institution], [Name of Institution]	[Year Completed]	[Emphasis/Discipline/Major]

LIBRARY/ACADEMIC EXPERIENCE			
DATES	INSTITUTION	DEPARTMENT	RANK
[Start Year - End Year]	[Institution/Organization]	[Department]	[Title/Role]

OTHER WORK EXPERIENCE		
DATES	PLACE	POSITION
[Start Year - End Year]	[Institution/Organization]	[Title/Role]

v. 2.0 approved by FS {DAC }
{DAC }

LOAD CREDIT INFORMATION (FOR PAST FIVE YEARS)

TERM	COURSE OR ACTIVITY	FACULTY LOAD CREDITS
[Semester and Year Term] [mic Year]	[Type of Non-Teaching Workload Credit (reassigned time)]	Credits Per Semester
[Semester] [Year]	[Course Prefix] [Course Number] [Section Number] [Course Name]	[Number of Faculty Load Credits]

v. 2.0 approved by FS {DAC } {Date }

PROFESSIONAL ATTENDANCE & PARTICIPATION

ATTENDANCE AT CONFERENCES & WORKSHOPS

PROFESSIONAL CONFERENCE PARTICIPATION

--

WORKSHOP ATTENDANCE

--

ORGANIZATIONAL MEMBERSHIPS / POSITIONS HELD

--

OTHER PROFESSIONAL ACTIVITIES

--

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS {DATE }

CREATIVE ACTIVITY

BOOKS/PUBLICATIONS/PAPERS/PRESENTATIONS/EXHIBITS/GRANTS/ETC.

Date	Type	Complete Citation

v. 2.0 approved by FS {DATE }

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

PLEASE CHECK ONE:	<input type="checkbox"/> FORMCHECKBOX } YES	<i>or</i>	<input type="checkbox"/> FORMCHECKBOX } NO
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v. 2.0 approved by FS {DAE }

Resolution Regarding Recommending Certain Material Benefits to Retiring Faculty

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

RESOLUTION REGARDING RECOMMENDING CERTAIN MATERIAL BENEFITS TO RETIRING FACULTY

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, academic excellence relies on contributions of the faculty to the life of the University; and

Whereas, certain material benefits could facilitate the continuation of strong ties between retired faculty and the University; and

Whereas these strong ties would be beneficial to both the faculty and the University; now, therefore, be it

Resolved,

That the following material benefits will be provided to all voluntarily retiring faculty members: university computer account, library privileges, invitations to university functions, faculty parking privileges and inclusion on the mailing lists for all university publications.

And *Resolved,* That these policies shall take effect at the beginning of the fall 2020 semester.

Revisions to the Faculty Creative Activity Research Grants Procedure

Southern CT State University Faculty Creative Activity Research Grants Application Guidelines

Project Performance Period: July 1 to June 30

General Provisions

These guidelines are intended to guide application and distribution of the research grant fund created by Faculty Senate Resolution S-10-03, Proposal Concerning University Support of Creative Activity, approved April 26, 2010/revised November 9, 2011, and February xx, 2020.

Composition of the University Grants Committee

Faculty Creative Activity Research Grants (FCARG) are screened by a University Grants Committee, comprising 7 elected faculty members: three (3) from the College of Arts and Sciences; one (1) from the College of Education; one (1) from the College of Health and Human Services; one (1) from the School of Business, and one (1) at-large member.

There shall be three alternate members elected by the faculty. Alternates shall take the place of voting members under the following circumstances:

- a. when a voting member is applying for a FCARG that year; or,
- b. when a voting member resigns; or,
- c. under other circumstances, such as prolonged absence, as evaluated by the committee.

Statement on Applicant Eligibility

FCARG applicants must be tenured or tenure-track members of the faculty and should intend to remain on the faculty for the duration of the grant-supported activity, including the project reporting phase. If the position is vacated during the period of the grant-supported activity, the awardee will be required to repay the grant to the University. Faculty receiving or applying for CSU-AAUP Research Grants are eligible to apply, as are faculty planning sabbatical leaves. A member of the University Grants Committee may not serve on the committee during a year when applying for a FCARG.

A faculty member may apply for a grant while on unpaid leave. However, an awardee who takes unpaid leave for more than one semester during the performance period must apply to the Faculty Senate Executive Committee to be approved to retain the grant. If the member does not apply, or if the Executive Committee denies the request, the member must repay any amount of the grant already received.

Performance Period

Application is made in the fall semester of each *academic* year for grant funding in the *following fiscal* year. The fiscal year is the *performance period*.

Guidelines

These guidelines detail the following aspects of the competition: Funding Priorities; Proposal Review Criteria; Procedures for Review of the Proposals by the University Grants Committee; Proposal Components and Rules for Submission; Final Report from awardees and Calendar.

Funding Priorities

The program seeks quality proposals that enhance the educational mission, visibility, and research stature of Southern Connecticut State University. For the purposes of this grant competition a broad definition of research is adopted. Research is defined as any scholarship activity which results in one or more of the following: 1) the creation of new knowledge in a particular discipline, including making connections across

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traditional fields (i.e., multidisciplinary research); 2) the application of disciplinary/multidisciplinary knowledge, methodologies, and/or insights to problems of individuals or groups in the broader society; 3) the production of creative works in the arts; and 4) research in student learning within a discipline or area of learning. Curriculum development and faculty development projects will not be funded by the FCARG program; projects in those areas are best suited for programs supported under sections 9.6 and 10.6.5 of the CSU-AAUP contract.

In addition, proposals submitted to this research program should take into account one or more of the following aspects of faculty research:

1. Establish new research (in the broad definition of the previous paragraph) at the university
2. Support faculty in the continuation and completion of meritorious research
3. Encourage the development of projects with potential for external funding

Proposal Review Criteria

The University Grants Committee shall use the following criteria to rate the quality and completeness of the proposals submitted:

1. Significance: Presentation of a well-focused and worthy purpose in the context of previous research
2. Work Plan: An appropriate and feasible methodology and a plan of action and/or conditions that will result in the accomplishment of the objectives of the project in the context of the particular area of research. The plan must be appropriate to the nature and area of research described in the proposal and may include a timeline accordingly.
3. Outcomes: Likelihood of achieving significant outcomes such as publications in refereed journals, conference presentations, performances, exhibitions, or other means of dissemination of research results. Submission of a proposal to an external agency for funding is a legitimate and encouraged outcome.

Procedures for Review of the Proposals by the University Grants Committee

Faculty Creative Activity Research Grant proposals are reviewed by the University Grants Committee in a three-level process that includes screening, scoring and evaluating the budget. To ensure that decisions are made on the basis of merit, and not on financial impact, the Committee shall complete screening and scoring of applications and then rank them in descending order. Evaluation of budgets for applications with spending accounts shall not take place until after the ranking of applications has been completed.

LEVEL-ONE REVIEW (SCREENING)

After full discussion and deliberation on grant applications using the criteria in Funding Priorities and Proposal Review Criteria, the committee shall conduct an initial yes/no vote on each grant application via secret ballot. Applications receiving a majority “yes” vote in the level-one review ballot shall constitute the pool of applications to be scored and ranked in the level-two review process (described below); applications receiving a majority “no” vote in the level-one review ballot shall be eliminated from further consideration.

LEVEL-TWO REVIEW (SCORING)

For each application remaining in the pool of active applications after level-one review, each member of the grants committee will be asked to assign a score from "1" for weak to "5" for excellent for each of the items 1 to 3 listed in the Proposal Review Criteria section. The combined scores should produce a total proposal score ranging from a low of 21 to a high of 105. The University Grants Committee will meet to review and discuss these applications and scores as the basis for determining the final ranking according to which proposals are recommended for funding.

LEVEL-THREE REVIEW (BUDGET EVALUATION)

After applications have been ranked, the committee shall calculate the cost of each proposal according to the direct expenses listed and the fringe charged for stipends. The fringe rate will be obtained from the Office of the Provost prior to the level-three review. The number of awards will be determined by how many

applications, in order of rank, can be funded by the amount of the FCARG allocation established annually by the Provost in consultation with the Faculty Senate President.

Proposal Components and Rules for Submission

To be considered, grant proposals shall be submitted electronically and must contain the following components and adhere to the following rules:

1. **Cover sheet with abstract and sign off:** Please use the exact format shown in Appendix A.1. This form must be signed electronically and dated by each participating faculty member.
2. **Proposal narrative:** The narrative shall be organized using headings 1 to 3 of the Proposal Review Criteria (**Significance; Work Plan; Outcomes**). The narrative should be limited to 1200 words in up to five pages of printed text using Times New Roman 12-point (or equivalent) font, in double-spaced paragraphs and one-inch page margins. For added space allocation permitted in joint proposals please see number 7 below. Cover page, curriculum vita(e), and other appendices do not count towards the narrative word and page limits. To maintain the page limit, appendices with graphics and similar elements are recommended only for cases when they are considered a crucial and necessary part of the application. Additional appendices may be attached at the writer's discretion and should be labeled Appendix B, C, etc. Optional appendices will not be scored and reviewers will be free to judge their relevance in support of the narrative. Submissions are scored by a group of peer faculty who are not necessarily specialists in the specific discipline of the proposal. Therefore, the proposal should give enough specific information on the significance of the research and the soundness of the methodology in the context of the particular discipline to allow a reasonable review. A brief outline of related research undertaken by the applicant and/or others will help the reviewers understand the significance of the project.

3. **Award type and budget, where appropriate:**

Award type. Awards are given in the amount of \$2,500 per proposal. Awards may be received in one of three ways:

- a. **as a stipend to support research time,**
- b. **as a spending account to support research materials, services and/or travel, or**
- c. **partly as a stipend and partly as a spending account, divided according to figures presented in the proposal.**

The proposal must indicate which of the three types of awards is being sought.

Budget. Budgetary information required in the proposal is dependent on the type of award to be received:

- a. **For a stipend-only proposal, budgetary information is not required.**
- b. **For a spending account-only proposal, a simple budget totaling no more than \$2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.**
- c. **For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.**

4. **Two-page curriculum vita(e):** Please include brief vita(e) of no more than two pages highlighting educational background, professional experiences, and scholarly accomplishments of participant(s). Curriculum vita(e) in excess of the two-page limit per faculty will be disregarded.
5. **Human subjects and vertebrate animals:** Research involving either human subjects or the use of vertebrate animals must be indicated on the proposal cover sheet. Once a project is funded, the awardee(s) must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The appropriate

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committee should be contacted for information on submission procedures and timing. In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained. The review of the proposal will include notification to the university regarding the need for compliance according to the procedures mandated by the IRB or IACUC. Failure to obtain the proper approval may result in termination of the award and recovery of funding. Letters of approval from the IRB or IACUC must be attached to the final report.

6. **Joint proposal conditions:** A joint proposal may be submitted by two or more members of the faculty and may be funded at the standard limit of \$ 2,500 per proposal under the conditions specified above. A stipend awarded for a joint proposal shall be divided equally between or among the faculty who filed it. Joint proposals must specify the individual contributions and adequate level of participation by each of the faculty members participating in the collaboration. In order to allow space for this description, the five-page proposal limit is increased by one additional page (up to 240 additional words of double-spaced printed text) per additional faculty member participating in the collaboration.
7. **Number of proposals in which a given faculty participates:** A faculty member may submit only one proposal (individually or collaboratively) during each application year.
8. **Eligibility note:** A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.
9. **Proposal checklist**
For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this form with your application.
10. **Final report**

A final report highlighting the scholarly accomplishments resulting from the grant is due 90 days after the completion of the performance period for a funded project. Reports of joint projects must reflect the individual contributions of participating faculty members.

Important Notices

- Proposals failing to adhere to any of the items, 1-10 above, will not be reviewed.
- Proposals will not be returned.
- Funded proposals may be made available for examination by interested parties.
- A lack of compliance with programmatic or fiscal reporting requirements related to this program will be handled in accordance with University procedures.

Faculty Creative Activity Research Grants Calendar

By the end of the first week of the fall semester, the Faculty Senate President shall publish a calendar for the current "Application Period," which shall be distributed to the faculty by email and be posted on the Faculty Senate web page.

AY [20xx] Faculty Creative Activity Research Grants Calendar

Application Deadline

Monday of final examination week in the fall semester, by 4:00 PM.

Applications **shall** be submitted online to the Office of Faculty Development. *No proposals will be accepted after the closing date and time.*

Committee Recommendations

Last Friday of February by 4:00 PM

SCSU University Grants Committee submits recommendations for funding to the Faculty Senate and the University Provost.

Provost's Announcement

Third Thursday in March

SCSU Provost approves recommendations and announces awards.

Final Project Report

By September 28, 90 days after the performance period, the principal contact for each project shall submit electronically a report describing the results of the research, including the contributions of each participating faculty member, to the Office of Faculty Development

**Appendix A.1:
Faculty Creative Activity Research Grant Proposal Cover Sheet for [performance period]**

<p>Information for Principal Contact:</p> <p>Last Name: _____</p> <p>First Name: _____</p> <p>Department: _____</p> <p>Campus Address: _____</p> <p>Email Address: _____</p> <p>Campus Phone Number: _____</p> <p>Funding Request: _\$ _____ (maximum \$2,500)</p> <p>Amount to be received as a stipend: ___ \$ _____</p> <p>Amount to be received as a spending account: \$ _____</p> <p>Is this a Joint Proposal? { FORMCHECKBOX } Yes { FORMCHECKBOX } No</p> <p>If "Yes," please fill in information for co-proposers (add separate sheets if needed):</p> <p>Name _____ Email _____ Department _____</p> <p>Name _____ Email _____ Department _____</p>
--

Please mark the one disciplinary grouping in which this project best fits (for informational purposes only):

{ FORMCHECKBOX } Fine Arts and Humanities { FORMCHECKBOX } Social Sciences, Business and Education

{ FORMCHECKBOX } Life and Physical Sciences, Mathematics { FORMCHECKBOX } Computer Science, Engineering and Technology

Project Title:

ABSTRACT (Limit: 100 words)

IRB/IACUC Statement

(If "yes" to either question please see Section 5, p. 3 of the program guidelines)

YES NO

{ FORMCHECKBOX } { FORMCHECKBOX } Does your research involve human beings as research participants?

{ FORMCHECKBOX } { FORMCHECKBOX } Does your research involve vertebrate animals?

Sign-Off Statement (Must be signed individually by each faculty applicant; please add separate sheets if needed)

I hereby acknowledge my understanding that lack of compliance with the required format and terms in the Faculty Creative Activity Research Grant Guidelines may result in the proposal being disqualified without review.

Signature

Date

Signature

Date

{PAGE }

Signature

Date

Appendix A.2: PROPOSAL CHECKLIST

Please utilize the following checklist to ensure that all critical parts of the application have been included in the following order and within the basic guidelines:

{ FORMCHECKBOX }

1. Cover Sheet

- a. All the following boxes are marked appropriately
 - i. Is this a Joint Application?
 - ii. What research category are you applying for?
 - iii. IRB/IACUC statement boxes
- b. Abstract is 100 words or less
- c. The form is signed and dated by each participating faculty member.

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2. Narrative

- a. Text is double-spaced, in Times New Roman 12-pt or equivalent font, with 1” margins.
- b. The narrative is no longer than 1200 words (for joint proposals, up to 240 additional words in one page are permitted per additional participating faculty member).
- c. The narrative includes the following sections: Significance, Work Plan, and Outcomes. For joint proposals, an additional double-spaced page is permitted per participating faculty member.
- d. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes).

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3. Curriculum vita(e)

Vita is no more than 2 pages per applicant

{ FORMCHECKBOX }

4. Amount to be received by stipend (must be divided equally amount recipients)

Recipient	Name	Amount
Principal contact		
Co-proposer 1		
Co-proposer 2		
	TOTAL	

5. Spending Account Budget

- a. **For a stipend-only proposal, budgetary information is not required.**
- b. **For a spending account-only proposal, a simple budget totaling no more than \$2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.**
- c. **For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.**

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**Southern CT State University Faculty Creative Activity Research Grants
Application Guidelines ~~for 2020-2021~~**

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Project Performance Period: July 1 to June 30.

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General Provisions

These guidelines are intended to guide application and distribution of the research grant fund created by Faculty Senate Resolution S-10-03, Proposal Concerning University Support of Creative Activity, approved April 26, 2010/revised November 9, 2011, and February xx, 2020.

Composition of the University Grants Committee

Faculty Creative Activity Research Grants (FCARG) are screened by a University Grants Committee, comprising 7 elected faculty members: ~~three (3) from the College of Arts and Sciences; one (1) from the College of Education; one (1) from the College of Health and Human Services; one (1) from the School of Business, and one (1) at-large member.~~

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There shall be three alternate members elected by the faculty. Alternates shall take the place of voting members under the following circumstances:

- a. when a voting member is applying for a FCARG that year; or,
- b. when a voting member resigns; or,
- c. under other circumstances, such as prolonged absence, as evaluated by the committee.

Statement on Applicant Eligibility

FCARG applicants must be tenured or tenure-track members of the faculty and should intend to remain on the faculty for the duration of the grant-supported activity, including the project reporting phase. If the position is vacated during the period of the grant-supported activity, the awardee will be required to repay the grant to the University. Faculty receiving or applying for CSU-AAUP Research Grants are eligible to apply, as are faculty planning sabbatical leaves. ~~A member of the University Grants Committee may not serve on the committee during a year when applying for a FCARG.~~

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~~A faculty member may apply for a grant while on unpaid leave. However, an awardee who takes unpaid leave for more than one semester during the performance period must apply to the Faculty Senate Executive Committee to be approved to retain the grant. If the member does not apply, or if the Executive Committee denies the request, the member must repay any amount of the grant already received.~~

Performance Period

Application is made in the fall semester of each academic year for grant funding in the following fiscal year. ~~The fiscal year is the performance period.~~

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Guidelines

These guidelines detail the following aspects of the competition: Funding Priorities; Proposal Review Criteria; Procedures for Review of the Proposals by the University Grants Committee; Proposal Components and Rules for Submission; ~~Final Report from awardees~~ and Calendar.

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Funding Priorities

The program seeks quality proposals that enhance the educational mission, visibility, and research stature of Southern Connecticut State University. For the purposes of this grant competition a broad definition of research is adopted. Research is defined as any scholarship activity which results in one or more of the following: 1) the creation of new knowledge in a particular discipline, including making connections across traditional fields (i.e., multidisciplinary research); 2) the application of disciplinary/multidisciplinary knowledge, methodologies, and/or insights to problems of individuals or groups in the broader society; 3) the production of creative works in the arts; and 4) research in student learning within a discipline or area of learning. Curriculum development and faculty development projects will not be funded by the FCARG program; projects in those areas are best suited for programs supported under sections 9.6 and 10.6.5 of the CSU-AAUP contract.

In addition, proposals submitted to this research program should take into account one or more of the following aspects of faculty research:

1. Establish new research (in the broad definition of the previous paragraph) at the university
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Proposal Review Criteria

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1. Significance: Presentation of a well-focused and worthy purpose in the context of previous research
2. Work Plan: An appropriate and feasible methodology and a plan of action and/or conditions that will result in the accomplishment of the objectives of the project in the context of the particular area of research. The plan must be appropriate to the nature and area of research described in the proposal and may include a timeline accordingly.
3. Outcomes: Likelihood of achieving significant outcomes such as publications in refereed journals, conference presentations, performances, exhibitions, or other means of dissemination of research results. Submission of a proposal to an external agency for funding is a legitimate and encouraged outcome.

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Faculty Creative Activity Research Grant proposals are reviewed by the University Grants Committee in a three-level process that includes screening, scoring and evaluating the budget. To ensure that decisions are made on the basis of merit, and not on financial impact, the Committee shall complete screening and scoring of applications and then rank them in descending order. Evaluation of budgets for applications with spending accounts shall not take place until after the ranking of applications has been completed.

LEVEL-ONE REVIEW (SCREENING)

After full discussion and deliberation on grant applications using the criteria in Funding Priorities and Proposal Review Criteria, the committee shall conduct an initial yes/no vote on each grant application via secret ballot. Applications receiving a majority “yes” vote in the level-one review ballot shall constitute the pool of applications to be scored and ranked in the level-two review process (described below); applications receiving a majority “no” vote in the level-one review ballot shall be eliminated from further consideration.

LEVEL-TWO REVIEW (SCORING)

For each application remaining in the pool of active applications after level-one review, each member of the grants committee will be asked to assign a score from “1” for weak to “5” for excellent for each of the items 1 to 3 listed in the Proposal Review Criteria section. The combined scores should produce a total proposal score ranging from a low of 21 to a high of 105. The University Grants Committee will meet to review and discuss these applications and scores as the basis for determining the final ranking according to which proposals are recommended for funding.

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LEVEL-THREE REVIEW (BUDGET EVALUATION)

After applications have been ranked, the committee shall calculate the cost of each proposal according to the direct expenses listed and the fringe charged for stipends. The fringe rate will be obtained from the Office of the Provost prior to the level-three review. The number of awards will be determined by how many applications, in order of rank, can be funded by the amount of the FCARG allocation established annually by the Provost in consultation with the Faculty Senate President.

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Proposal Components and Rules for Submission

To be considered, grants proposal shall be submitted electronically and must contain the following components and adhere to the following rules:

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1. **Cover sheet with abstract and sign off.** Please use the exact format shown in Appendix A.1. This form must be signed electronically and dated by each participating faculty member.

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2. **Proposal narrative:** The narrative shall be organized using headings 1 to 3 of the Proposal Review Criteria (Significance; Work Plan; Outcomes). The narrative should be limited to 1200 words in up to five pages of printed text using Times New Roman 12-point (or equivalent) font, in double-spaced paragraphs and one-inch page margins. For added space allocation permitted in joint proposals please see number 7 below. Cover page, curriculum vita(e), and other appendices do not count towards the narrative word and page limits. To maintain the page limit, appendices with graphics and similar elements are recommended only for cases when they are considered a crucial and necessary part of the application. Additional appendices may be attached at the writer's discretion and should be labeled Appendix B, C, etc. Optional appendices will not be scored and reviewers will be free to judge their relevance in support of the narrative. Submissions are scored by a group of peer faculty who are not necessarily specialists in the specific discipline of the proposal. Therefore, the proposal should give enough specific information on the significance of the research and the soundness of the methodology in the context of the particular discipline to allow a reasonable review. A brief outline of related research undertaken by the applicant and/or others will help the reviewers understand the significance of the project.

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3. **Award type and budget, where appropriate:**

Award type. Awards are given in the amount of \$2,500 per proposal. Awards may be received in one of three ways:

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a. as a stipend to support research time,

b. as a spending account to support research materials, services and/or travel, or

c. partly as a stipend and partly as a spending account, divided according to figures presented in the proposal.

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The proposal must indicate which of the three types of awards is being sought.

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Budget. Budgetary information required in the proposal is dependent on the type of award to be received:

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a. For a stipend-only proposal, budgetary information is not required.

b. For a spending account-only proposal, a simple budget totaling no more than \$2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.

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c. For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.

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4. **Two-page curriculum vita(e):** Please include brief vita(e) of no more than two pages highlighting educational background, professional experiences, and scholarly accomplishments of participant(s). Curriculum vita(e) in excess of the two-page limit per faculty will be disregarded.

5. **Human subjects and vertebrate animals:** Research involving either human subjects or the use of vertebrate animals must be indicated on the proposal cover sheet. Once a project is funded, the awardee(s) must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The appropriate committee should be contacted for information on submission procedures and timing. In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained. The review of the proposal will include notification to the university regarding the need for compliance according to the procedures mandated by the IRB or IACUC. Failure to obtain the proper approval may result in termination of the award and recovery of funding. Letters of approval from the IRB or IACUC must be attached to the final report.

6. **Joint proposal conditions:** A joint proposal may be submitted by two or more members of the faculty and may be funded at the standard limit of \$ 2,500 per proposal under the conditions specified above. A stipend awarded for a joint proposal shall be divided equally between or among the faculty who filed it. Joint proposals must specify the individual contributions and adequate level of participation by each of the faculty members participating in the collaboration. In order to allow space for this description, the five-page proposal limit is increased by one additional page (up to 240 additional words of double-spaced printed text) per additional faculty member participating in the collaboration.

7. **Number of proposals in which a given faculty participates:** A faculty member may submit only one proposal (individually or collaboratively) during each application year.

8. **Eligibility note:** A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.

9. Proposal checklist

For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this form with your application.

10. Final report

A final report highlighting the scholarly accomplishments resulting from the grant is due 90 days after the completion of the performance period for a funded project. Reports of joint projects must reflect the individual contributions of participating faculty members.

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Important notices

- Proposals failing to adhere to any of the items, 1-10 above, will not be reviewed.
- Proposals will not be returned.
- Funded proposals may be made available for examination by interested parties.
- A lack of compliance with programmatic or fiscal reporting requirements related to this program will be handled in accordance with University procedures.

Faculty Creative Activity Research Grants Calendar

By the end of the first week of the fall semester, the Faculty Senate President shall publish a calendar for the current "Application Period," which shall be distributed to the faculty by email and be posted on the Faculty Senate web page.

AY _____ Faculty Creative Activity Research Grants Calendar
Application Deadline Monday of final examination week in the fall semester, by 4:00 PM.
Applications shall be submitted online to the Office of Faculty Development. No proposals will be accepted after the closing date and time.
Committee Recommendations Last Friday of February by 4:00 PM.
SCSU University Grants Committee submits recommendations for funding to the Faculty Senate and the University Provost.
Provost's Announcement Third Thursday in March.
SCSU Provost approves recommendations and announces awards.
Final Project Report By September 28, 90 days after the performance period, the principal contact for each project shall submit electronically a report describing the results of the research, including the contributions of each participating faculty member, to the Office of Faculty Development.

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Appendix A.1:
Faculty Creative Activity Research Grant Proposal Cover Sheet for [performance period]

Information for Principal Contact:
 Last Name: _____
 First Name: _____
 Department: _____
 Campus Address: _____
 Email Address: _____
 Campus Phone Number: _____
 Funding Request: \$ _____ (maximum \$2,500)
 Amount to be received as a stipend: \$ _____
 Amount to be received as a spending account: \$ _____
 Is this a Joint Proposal? { FORMCHECKBOX } Yes { FORMCHECKBOX } No
 If "Yes," please fill in information for co-proposers (add separate sheets if needed):
 Name _____ Email _____ Department _____
 Name _____ Email _____ Department _____

Please mark the one disciplinary grouping in which this project best fits (for informational purposes only):
 { FORMCHECKBOX } Fine Arts and Humanities { FORMCHECKBOX } Social Sciences, Business and Education
 { FORMCHECKBOX } Life and Physical Sciences, Mathematics { FORMCHECKBOX } Computer Science, Engineering and Technology

Project Title:

ABSTRACT (Limit: 100 words)

IRB/IACUC Statement
 (If "yes" to either question please see Section 5, p. 3 of the program guidelines)
 YES NO
 { FORMCHECKBOX } { FORMCHECKBOX } Does your research involve human beings as research participants?
 { FORMCHECKBOX } { FORMCHECKBOX } Does your research involve vertebrate animals?

Sign-Off Statement (Must be signed individually by each faculty applicant; please add separate sheets if needed)
 I hereby acknowledge my understanding that lack of compliance with the required format and terms in the Faculty Creative Activity Research Grant Guidelines may result in the proposal being disqualified without review.

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Appendix A.2: PROPOSAL CHECKLIST

Please utilize the following checklist to ensure that all critical parts of the application have been included in the following order and within the basic guidelines:

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1. Cover Sheet

- a. All the following boxes are marked appropriately
 - i. Is this a Joint Application?
 - ii. What research category are you applying for?
 - iii. IRB/IACUS statement boxes
- b. Abstract is 100 words or less
- c. The form is signed and dated by each participating faculty member.

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2. Narrative

- a. Text is double-spaced, in Times New Roman 12-pt or equivalent font, with 1" margins.
- b. The narrative is no longer than 1200 words (for joint proposals, up to 240 additional words in one page are permitted per additional participating faculty member).
- c. The narrative includes the following sections: Significance, Work Plan, and Outcomes. For joint proposals, an additional double-spaced page is permitted per participating faculty member.
- d. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes).

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3. Curriculum vita(e)

Vita is no more than 2 pages per applicant.

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4. Amount to be received by stipend (must be divided equally amount recipients)

Recipient	Name	Amount
Principal contact		
Co-proposer 1		
Co-proposer 3		
	TOTAL	

5. Spending Account Budget

- a. For a stipend-only proposal, budgetary information is not required.

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Notice: Faculty Senate Constitution and Bylaws revisions (current versions, revised versions, version with track changes highlighted)

August 26, 2019
FS Approved 4/19/13

Southern Connecticut State University
Faculty Senate
CONSTITUTION

I. Functions

The Faculty Senate shall be the representative body of the faculty, deriving its authority from the faculty as per the Collective Bargaining Agreement. Its primary function shall be to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. Each member of the Senate shall be responsible for proposing changes in the policies and procedures of the University leading to this end. The Senate shall consider such proposals and take appropriate action.

II. Membership

- A. All members of the instructional faculty bargaining unit shall be eligible to serve in and to vote for members of the Senate. All full-time members shall have the right to proportional representation in the Senate by department or by grouping of departments, as specified in below. All part-time members shall have the right to representation in the Senate, and shall be considered a single unit.
- B. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a change in representation. These actions of the Senate Secretary and the Rules Committee shall be subject to approval by the Senate.
- C. The Senate shall consist of the following:
1. Full-time faculty (not on special appointments) representatives elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
 2. Four representatives elected by and from the part-time faculty following election procedures of the Senate. No more than one of these part time representatives shall come from any one department.
 3. The Immediate Past President of the Senate.
 4. The President of the University, as an ex-officio, nonvoting member.
- D. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit, to elect one or more Senators to represent them, provided a majority of members of each department so agree. Any department may opt

to terminate their membership in a previously agreed-upon voting unit, by so notifying the other department(s) in the unit. Any department that joins with another, or that alters a previous arrangement shall so notify the Secretary of the Faculty Senate, in writing, by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

- E. Prior to April 1, the Secretary of the Faculty Senate shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary of the Senate in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year. A full-time faculty member having responsibilities in more than one voting unit shall indicate in writing to the Senate, by February 1, if he or she wishes to change his or her voting unit.
- F. Voting units for full-time faculty members shall use the following election procedures:
 - 1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election.
 - 2. The Faculty Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators.
- G. Part-time faculty shall use the following election procedures:
 - 1. The Faculty Senate Elections Committee shall conduct the election.
 - 2. There shall be no more than one Senator elected from any department.
 - 3. The Faculty Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators.
- H.
 - 1. Approximately one third of the members shall be elected each year.
 - 2. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in H.3 or H.4 or I.
 - 3. In any given year, the Senate may assign two-year terms to some Senate seats. Such assignments may be made only to improve the rotational balance of the Senate or of a particular voting unit.
 - 4. The term of office of any Senator presenting a voting unit whose structure has changed pursuant to Article D shall be deemed to terminate as of the beginning of the next academic year.
- I. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (F or G) at the time such vacancies occur.

- J. Recall of Senate members by their voting unit shall require a two-thirds vote by secret written ballot of the total voting unit.

III. Officers

- A. The officers of the Faculty Senate shall be President, Immediate Past President, Treasurer, and Secretary.

1. President of the Senate

- a. She/he shall be elected by the Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The election shall be conducted by the Chair of the Elections Committee, or, if the Chair is a candidate or nominator, the Elections Committee elects a person to conduct the election. Voting shall be by secret written ballot with a majority vote required for election. If a majority vote is not received on the first ballot, a run-off vote will be conducted between the top two vote getters. The secret ballot for electing a president shall be conditioned upon having more than one candidate. The Chair shall appoint teller(s) to collect and count the ballots. The President shall take office with the beginning of the following academic year.
- b. The President of the Senate may succeed himself or herself, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President of the Senate.
- c. In the absence of the President, the Immediate Past President shall preside over the Senate. If the Immediate Past President is unable to preside, the Secretary of the Senate shall call the Senate to order to elect a presiding officer (pro-tem). If the President, the Immediate Past President and the Secretary are not present, then a member of the executive committee will preside.
- d. If the President is unable to complete the term, the Immediate Past President shall preside over the Senate and the chair of the Elections Committee shall hold an election for a new president. In the absence of the Immediate Past President and the chair of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order: Academic Policy, Finance, Personnel Policy, Rules, Student Policy, Technology. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.

2. Immediate Past President

- a. She/he shall remain as a voting member of the Senate one year after his/her term as President has expired, even if his/her term as Senator has expired, and he/she has not been re-elected. If the President of the Senate is re-elected, the office of Immediate Past President shall be vacant.

3. Secretary of the Senate

- a. She/he shall be appointed annually by the President of the Senate from among the members of the Senate.

4. Treasurer of the Senate

- a. She/he shall be elected to a one-year term as the second order of business at the last regularly scheduled meeting of the Spring semester. Voting shall be by secret written ballot if there is more than one nominee; a majority vote is required for election. The Treasurer shall take office with the beginning of the following academic year.
- b. The Treasurer of the Senate may succeed himself/herself, but shall serve no more than three consecutive one-year terms. Any Senator who will be a Senator the following academic year is eligible to be elected as Treasurer of the Senate.

B. Removal of Officers

A motion to remove from office any Senate officer shall be introduced by a petition bearing the signatures of not less than 25% of the Senate membership. The petition shall state the grounds for removal of the officer(s).

A motion to remove from office any Senate officer may be introduced at any regular or special meeting of the Senate, but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Senate membership for passage.

IV. Meetings

- A. Regular meetings of the Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Senate and shall be published.
- B. Special meetings may be called by the President of the Senate as the need arises. Special meetings shall be called by the President, or by the Secretary of the Senate, at the request of at least one-quarter of the Senate members. The calls to such meetings must be issued at least one week in advance and the purpose stated.
- C. With the consent of the Senate visitors may be afforded the privilege of the floor.
- D. While a substantive motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable, and shall prevail provided one-fourth of the Senators present concur. The subsequent proportional vote shall be by roll call with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

V. Minutes

Approved minutes of the meetings shall be posted on the Faculty Senate website.

VI. Faculty Referendum

The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special appointments) at the request of the Senate. The Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a referendum. All referenda require a minimum of 200 faculty votes to be valid and results will be decided by a simple majority of those voting.

VII. Faculty Initiative for Senate Action

A. The Senate shall be bound to consider for enactment proposals which:

1. have been petitioned for a minimum of 40 faculty (full- and/or part-time), or,
2. have been recommended by a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum with respect to any action taken by or refusal to act upon by the Senate. Signatures of a minimum of 40 faculty (full- and/or part-time) are required for this petition and for a referendum to take place. The conditions in VI must also be met.

VIII. Changes in the Constitution and By-Laws

A. Recommendations for changes in the Constitution shall be made at a regular or special meeting of the Faculty Senate, provided:

1. The Senate members have received written notice of each of the proposed changes, and the forthcoming vote, at least one week prior to the meeting; and
2. The vote takes place when two-thirds or more of the Senate membership is present.
3. Two-thirds or more of those present must vote to approve the changes.

B. Recommended changes in the Constitution, approved by the Faculty Senate, shall be presented to the faculty for a vote following the procedure in section VI.

C. Changes in the By-Laws may be made at a regular or special meeting of the Faculty Senate, with the approval of two-thirds majority of the Senate membership provided that the conditions in VIII A, 1 and 2 have been met.

Southern Connecticut State University
Faculty Senate
Constitution

I. Functions

The Faculty Senate is the representative body of the faculty, deriving its authority from the faculty and the Collective Bargaining Agreement. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. To this end, the members of the Faculty Senate are responsible for representing their constituent units and are entitled to propose new policies and procedures and revisions to existing policies and procedures of the University. The Faculty Senate shall consider such proposals and take appropriate action.

II. Membership

A. The Faculty Senate shall consist of the following:

1. Representatives from the full-time faculty (not on special appointments), athletic trainers, and coaches elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
2. Four representatives elected by and from the part-time faculty following election procedures of the Faculty Senate. No more than one of these part-time representatives shall come from any one department.
3. The immediate Past President of the Faculty Senate.
4. The President of the University, as an *ex officio*, nonvoting member.

B. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit and elect one or more Senators to represent it, provided a majority of the members of each department agree. Any department may opt to terminate its membership in a previously agreed-upon voting unit by notifying the other department(s) in the unit. Any department that joins with another department, or that alters a previous arrangement with another department, shall notify the Secretary of the Faculty Senate in writing by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

C. All members of the bargaining unit shall be eligible to serve in and to vote for members of the Faculty Senate. All full-time members shall have the right to proportional representation in the Faculty Senate by their voting unit, as specified above. All part-time members shall have the right to representation in the Faculty Senate as specified above, and shall be considered a single voting unit.

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- D. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a change in representation. These actions of the Secretary and the Rules Committee shall be subject to approval by the Faculty Senate.

III. Officers

- A. The officers of the Faculty Senate shall be President, immediate Past President, Secretary, and Treasurer.

1. President

- a. The Faculty Senate President shall be elected by the Faculty Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The Faculty Senate President shall take office with the beginning of the following academic year.
- b. The Faculty Senate President may be reelected, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President.
- c. In the absence of the Faculty Senate President, the immediate Past President shall preside over the Faculty Senate. If the immediate Past President is unable to preside, the Faculty Senate Secretary shall call the Faculty Senate to order to elect a presiding officer (*pro tem*). If the President, the immediate Past President, and the Secretary are not present, then a member of the Executive Committee shall preside.
- d. If the Faculty Senate President is unable to complete the term, the immediate Past President shall preside over the Faculty Senate and the Chairperson of the Elections Committee shall hold an election for a new President. In the absence of the immediate Past President and the Chairperson of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order: Academic Policy Committee Chairperson, Finance Committee Chairperson, Personnel Policy Committee Chairperson, Rules Committee Chairperson, Student Policy Committee Chairperson, and Technology Committee Chairperson. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.

2. Past President

- a. The Past President shall remain a voting member of the Faculty Senate one year after the end of the final term as President, even if that member's term as Senator has expired, and the member has not been re-elected. If the President of the Faculty Senate is re-elected, the office of Past President shall be vacant.

3. Secretary

- a. The Secretary shall be appointed annually by the Faculty Senate President from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

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- b. If the Secretary is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

4. **Treasurer**

- a. The Treasurer shall be elected to a one-year term as the second order of business at the last regularly scheduled meeting of the Spring semester. The Treasurer shall take office with the beginning of the following academic year.
- b. The Treasurer may serve successive terms, but shall serve no more than three consecutive one-year terms. Any Senator who will be a Senator the following academic year is eligible to be elected as Treasurer.
- c. If the Treasurer is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

B. **Removal of Officers**

- 1. A motion to remove any Faculty Senate officer from office shall be introduced by a petition presented to the Executive Committee of the Faculty Senate bearing the signatures of not less than 25% of the Faculty Senate membership. The petition shall state the grounds for removal of the officer(s).
- 2. A motion to remove any Faculty Senate officer from office shall be presented at the next regular or special meeting of the Faculty Senate, but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Faculty Senate membership for passage.

IV. Meetings

- A. Meetings of the Faculty Senate shall be open to the public to the extent required by law.
- B. Regular meetings of the Faculty Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Faculty Senate and shall be posted on the Faculty Senate website.
- C. Special meetings may be called by the Faculty Senate President as the need arises. Special meetings shall be called by the President or by the Faculty Senate Secretary at the request of at least one-quarter of the Faculty Senate membership. The calls to such meetings must be issued at least one week in advance and the purpose stated.
- D. The approved minutes of Faculty Senate meetings and President's reports presented at Faculty Senate meetings shall be posted on the Faculty Senate website.

V. Faculty Referendum

- A. The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special

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appointments) at the direction of the Faculty Senate. The Faculty Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a faculty referendum. All referenda require a minimum of 200 faculty votes to be valid and the results are decided by a simple majority of those voting.

VI. Faculty Initiative for Faculty Senate Action

- A. The Faculty Senate shall be bound to consider for enactment proposals which:
 - 1. Have been petitioned for by a minimum of 40 faculty members (full- and/or part-time), or,
 - 2. Have been recommended by the bargaining unit at a meeting announced and open to all members of the bargaining unit.
- B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum on any action taken by the Faculty Senate or proposal on which the Faculty Senate has refused to act. Signatures of a minimum of 40 faculty members (full- and/or part-time) are required for this petition and for a referendum to take place. Such petitions must specifically state the action desired. The conditions in Section V must also be met.

VII. Changes in the Faculty Senate Constitution and Bylaws

- A. Revising the Faculty Senate Constitution is a four-step process, requiring announcement, approval by the Faculty Senate, approval by the University Faculty via referendum, and approval by the University President.
 - 1. A vote to propose changes to the Faculty Senate Constitution may be taken either at a regular or special meeting of the Faculty Senate, provided:
 - a. The Faculty Senate membership has received written notice of each of the proposed changes and the forthcoming vote at least one week prior to the meeting; and
 - b. Two-thirds or more of the Faculty Senate membership is present.
 - 2. A two-thirds majority vote of the Faculty Senate membership present is needed to approve the proposed changes.
 - 3. Recommended changes in the Faculty Senate Constitution that are approved by the Faculty Senate shall be presented to the faculty for a vote following the referendum procedure in Section V.
 - 4. Recommended changes in the Faculty Senate Constitution that are approved by the faculty referendum shall be presented to the University President for approval
- E. Changes in the Faculty Senate Bylaws may be made at either a regular or special meeting of the Faculty Senate, with the approval of a two-thirds majority of the Faculty Senate membership provided that the conditions in Section VII, Parts A.1 and A.2 have been met.

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Southern Connecticut State University
Faculty Senate
Constitution

I. Functions

The Faculty Senate is the representative body of the faculty, deriving its authority from the faculty and the Collective Bargaining Agreement. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. To this end, the members of the Faculty Senate are responsible for considering their constituent needs and are entitled to propose new policies and procedures and revisions to existing policies and procedures of the University. The Faculty Senate shall consider such proposals and take appropriate action.

II. Membership

A. The Faculty Senate shall consist of the following:

1. Representatives from the full-time faculty (not on special appointments), athletic trainers, and coaches elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
2. Four representatives elected by and from the part-time faculty following election procedures of the Faculty Senate. No more than one of these part-time representatives shall come from any one department.
3. The Immediate Past President of the Faculty Senate.
4. The President of the University, as an *ex officio*, nonvoting member.

B. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit and elect one or more Senators to represent it, provided a majority of the members of each department agree. Any department may opt to terminate its membership in a previously agreed-upon voting unit by notifying the other department(s) in the unit. Any department that joins with another department, or that alters a previous arrangement with another department, shall notify the Secretary of the Faculty Senate in writing by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

C. All members of the bargaining unit shall be eligible to serve in and to vote for members of the Faculty Senate. All full-time members shall have the right to proportional representation in the Faculty Senate by their voting unit, as specified above. All part-time members shall have the right to representation in the Faculty Senate as specified above, and shall be considered a single voting unit.

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~~D. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a challenge in representation. These actions of the Secretary and the Rules Committee shall be subject to approval by the Faculty Senate.~~

III. Officers

A. The officers of the Faculty Senate shall be President, ~~immediate Past President, Secretary, and Treasurer,~~

1. ~~President~~

a. ~~The Faculty Senate President shall be elected by the Faculty Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The Faculty Senate President shall take office with the beginning of the following academic year.~~

b. ~~The Faculty Senate President may be re-elected, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President.~~

c. ~~In the absence of the Faculty Senate President, the immediate Past President shall preside over the Faculty Senate. If the immediate Past President is unable to preside, the Faculty Senate Secretary shall call the Faculty Senate to order to elect a presiding officer (pro tem). If the President, the immediate Past President, and the Secretary are not present, then a member of the Executive Committee shall preside.~~

d. ~~If the Faculty Senate President is unable to complete the term, the immediate Past President shall preside over the Faculty Senate and the Chairperson of the Elections Committee shall hold an election for a new President. In the absence of the immediate Past President and the Chairperson of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order: Academic Policy Committee Chairperson, Finance Committee Chairperson, Personnel Policy Committee Chairperson, Rules Committee Chairperson, Student Policy Committee Chairperson, and Technology Committee Chairperson. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.~~

2. ~~Past President~~

a. ~~The Past President shall remain a voting member of the Faculty Senate one year after the end of the final term as President, even if that member's term as Senator has expired, and the member has not been re-elected. If the President of the Faculty Senate is re-elected, the office of Past President shall be vacant.~~

3. ~~Secretary~~

a. ~~The Secretary shall be appointed annually by the Faculty Senate President from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.~~

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b. If the Secretary is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

4. Treasurer.

a. The Treasurer shall be elected to a one-year term as the second order of business at the last regularly scheduled meeting of the Spring semester. The Treasurer shall take office with the beginning of the following academic year.

b. The Treasurer may serve successive terms, but shall serve no more than three consecutive one-year terms. Any Senator who will be a Senator the following academic year is eligible to be elected as Treasurer.

c. If the Treasurer is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

B. Removal of Officers

1. A motion to remove any Faculty Senate officer from office shall be introduced by a petition presented to the Executive Committee of the Faculty Senate bearing the signatures of not less than 25% of the Faculty Senate membership. The petition shall state the grounds for removal of the officer(s).

2. A motion to remove any Faculty Senate officer from office shall be presented at the next regular or special meeting of the Faculty Senate, but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Faculty Senate membership for passage.

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A. Meetings of the Faculty Senate shall be open to the public to the extent required by law.

B. Regular meetings of the Faculty Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Faculty Senate and shall be posted on the Faculty Senate website.

C. Special meetings may be called by the Faculty Senate President as the need arises. Special meetings shall be called by the President or by the Faculty Senate Secretary at the request of at least one-quarter of the Faculty Senate membership. The call to such meetings must be issued at least one week in advance and the purpose stated.

D. The approved minutes of Faculty Senate meetings and President's reports presented at Faculty Senate meetings shall be posted on the Faculty Senate website.

V. Faculty Referendum

A. The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special

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While a substantive motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable, and shall prevail provided one-fourth of the Senators present concur. The subsequent proportional vote shall be by roll call with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

Minutes

Approved minutes of the meetings shall be posted on the Faculty Senate website.

appointments) at the direction of the Faculty Senate. The Faculty Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a faculty referendum. All referenda require a minimum of 200 faculty votes to be valid and the results are decided by a simple majority of those voting.

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VI. Faculty Initiative for Faculty Senate Action

A. The Faculty Senate shall be bound to consider for enactment proposals which:

1. Have been petitioned for by a minimum of 40 faculty members (full- and/or part-time), or,
2. Have been recommended by the bargaining unit at a meeting announced and open to all members of the bargaining unit.

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B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum on any action taken by the Faculty Senate or proposal on which the Faculty Senate has refused to act. Signatures of a minimum of 40 faculty members (full- and/or part-time) are required for this petition and for a referendum to take place. Such petitions must specifically state the action desired. The conditions in Section V must also be met.

VII. Changes in the Faculty Senate Constitution and Bylaws

A. Revising the Faculty Senate Constitution is a four-step process, requiring announcement, approval by the Faculty Senate, approval by the University Faculty via referendum, and approval by the University President.

1. A vote to recess changes to the Faculty Senate Constitution may be taken either at a regular or special meeting of the Faculty Senate, provided:

a. The Faculty Senate membership has received written notice of each of the proposed changes and the forthcoming vote at least one week prior to the meeting; and

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b. Two-thirds or more of the Faculty Senate membership is present.

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2. A two-thirds majority vote of the Faculty Senate membership present is needed to approve the proposed changes.

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3. Recommended changes in the Faculty Senate Constitution that are approved by the Faculty Senate shall be presented to the faculty for a vote following the referendum procedure in Section V.

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4. Recommended changes in the Faculty Senate Constitution that are approved by the faculty referendum shall be presented to the University President for approval.

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E. Changes in the Faculty Senate Bylaws may be made at either a regular or special meeting of the Faculty Senate, with the approval of a two-thirds majority of the Faculty Senate membership provided that the conditions in Section VII, Parts A, 1 and A, 2 have been met.

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Southern Connecticut State University
Faculty Senate
By-Laws

I. Membership in Voting Units¹

- A. Given below are qualifications which restrict the meaning of the terms *full-time faculty member*, *part-time faculty member*, *voting unit member*, and *department member*. These qualifications shall be used in resolving questions of membership in any department or voting unit and shall be observed universally in all matters of University Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come within the Faculty Senate's purview.
1. A full-time faculty member is any member who has a full-time faculty appointment at the University and is covered by the AAUP bargaining unit. A part-time faculty member is any member who has a part-time appointment at the University and is covered by the AAUP bargaining unit.
 2. Every full-time faculty member shall be designated as a member of one, and only one, voting unit (academic department). Full-time program directors, counselors, librarians, and coaches or non-instructional athletic trainers shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).
 3. If a full-time faculty member has responsibilities of more than six semester hours per semester in a department, he/she shall be considered a member of that department, unless he/she has an agreement in writing with the department in question that he/she is on loan to that department.
 4. If a full-time faculty member has responsibilities of six semester hours per semester in each of two departments, he/she must choose which of these he/she wishes to be considered a member of, and must communicate this decision in writing to each of the departments concerned and to the appropriate dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed and until he/she makes application and receives written permission from the department and appropriate dean(s) involved.
 5. Any full-time department member may transfer to another department provided that he/she communicates his/her decision in writing to the departments and appropriate dean(s) involved and receives their permission. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed or teaching assignments change.
- B. Realignments and Required Elections
1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any alignments of departments into larger voting units.
 2. Prior to April 30, departments and/or voting units shall hold elections for Senator(s) in the number required to represent the new constituency according to the Faculty Senate Constitution. The names of those elected shall be reported in writing to the Faculty Senate Secretary, who shall inform the Faculty Senate of these election results at the beginning of the following academic year.

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, librarians, counselors, and coaches/non-instructional athletic trainers.

Changes in representation created by the election shall be effective at the beginning of the following academic year.

II. Quorum

All official Faculty Senate business including voting requires a quorum. Not less than 50% of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

III. Rules of Order

The current edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Senate except when it is not consistent with these By-Laws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body (subject to the majority approval of the Executive Committee).~~¶¶~~The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

IV. Order of Business

- A. Meetings of the Faculty Senate shall be open to the public.
- B. The Order of Business at regular meetings of the Faculty Senate shall be:
 - 1. Guest Speaker(s) (Position of guest speaker(s) within the order of business may be changed at the discretion of the Senate President)
 - 2. Approval of Minutes of the preceding Faculty Senate meeting
 - 3. Faculty Senate President's report
 - 4. Reports of Faculty Senate Standing Committees (if necessary)
 - 5. Reports of Faculty Senate Special Committees (if necessary)
 - 6. Old Business
 - 7. New Business
- C. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary who shall forward the requests to the Faculty Senate Executive Committee for consideration.
- D. Guest speakers shall normally be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The Faculty Senate shall invite the University President and Chief Academic Officer to address at least one Faculty Senate meeting each academic year.
- E. The Order of Business may be changed by agreement of a simple majority of the Faculty Senate.

V. Rules of Procedure

The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.

- A. The Orders of the Day including resolutions and minutes of the preceding meeting, insofar as possible, shall be written, reproduced, and delivered to Senators at least two days prior to the meeting at which they are to be presented.
- B. The Faculty Senate President's report shall summarize all items relevant to the business of the Faculty Senate. Faculty Senate Committee reports shall summarize to the Faculty Senate items that were discussed

in committee meetings and shall include any material that will inform the Faculty Senate on the issues. The report may be written or presented orally during Faculty Senate meetings. The report shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there is no objection from the floor.

- C. The Faculty Senate shall consider and discuss any recommendation or resolution from a Faculty Senate Standing Committee, Faculty Senate Ad-Hoc Committee, All-University Committee, Undergraduate Curriculum Forum, Graduate Council, a petition from at least 40 faculty (full- and/or part-time) members, or a petition resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.
- D. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to change Faculty Senate documents that were previously approved by the University President (or which seek funds, resources, or cooperation from the University Administration) shall be sent as resolutions for approval. Other resolutions may be for information. When the Faculty Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Faculty Senate's recommendation. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include an explanation. The University President shall note resolutions for information.
- E. Faculty Senate members shall have the right to participate in discussions of the Faculty Senate and vote on Faculty Senate motions. The University President is an ex-officio, nonvoting member of the Faculty Senate with the right to participate in discussions of the Faculty Senate. Visitors to the Faculty Senate and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in discussions of the Faculty Senate when recognized by Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.
- F. When any policy statement or document developed by the Faculty Senate, or any Faculty Senate Committee, is to be communicated to the University Administration or the Board of Regents, it shall be written and communicated to all Senators prior to the next Faculty Senate meeting.

VI. Voting

- A. Voting and debate will follow the guidelines of Roberts Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes and must agree upon the result.
- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may move for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion shall prevail provided one-fourth of the Senators present concur. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the President of the Faculty Senate shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot, a run-off vote will be conducted between the top two vote-getters. The election of the Treasurer shall follow the same procedure as the election for the President.

- D. Upon the request of any Faculty Senate member, voting on any motion shall be by secret ballot. At least two members of the Elections Committee shall conduct the ballot. In the absence of members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

VII. Faculty Senate Committees

Committees of the Faculty Senate include the following:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

A. The Executive Committee shall meet after each Faculty Senate meeting.

1. Membership:

- President of the Faculty Senate (Chairperson)
- Secretary of the Faculty Senate (Secretary)
- Chairperson (or Co-chairpersons) of the Faculty Senate Standing Committees
- Immediate Past-President of the Faculty Senate

2. Purpose:

- To establish a calendar of Faculty Senate meetings.
- To establish the agenda of each Faculty Senate meeting.
- To continually review policies and procedures.
- To maintain liaison with the Administration of the University.
- To initiate Faculty Senate action.
- To preserve and interpret Faculty Senate documents.
- To determine eligibility to Faculty Senate All-University committees.
- To assign work to each Faculty Senate Standing committee.
- To advise the Faculty Senate President and other members of the Executive Committee on matters of the Faculty Senate.

B. During the first Faculty Senate meeting of the academic year, the Faculty Senate President shall assign each senator (excepting the University President and Faculty Senate Treasurer) to a Faculty Senate Standing Committee. The Faculty Senate President and Faculty Senate Secretary may serve on Faculty Senate Standing Committees if they so choose. It is recommended that no Faculty Senate Standing Committee shall have fewer than six members, except the Elections Committee, which shall have at least three members. To ensure an equitable distribution of membership, the Faculty Senate President may re-assign any Senator to another Faculty Senate Standing Committee. After each Faculty Senate Standing Committee has been formed, a Committee Chairperson (and if it is deemed necessary, a Co-chairperson) shall be elected from the committee membership. The Committee Chairperson (or Co-chairperson) may succeed himself or herself, but shall serve no more than three consecutive terms unless no other committee member is willing or able to serve as chairperson. Should the standing committee deem it necessary to select Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson if she or he is: (a) the Faculty Senate President; (b) the Faculty Senate Secretary; or, (c) Chairperson (or Co-chairperson) of another Faculty Senate Standing Committee. Each committee member shall have an equal vote in all committee business. During semesters, Faculty Senate Standing Committees shall meet bi-weekly during those weeks when the full Faculty Senate does not meet. To accomplish Faculty Senate business in a timely

manner, the Faculty Senate Executive Committee may assign work to any Faculty Senate Standing Committee as needed including work that is not normally the purview of the committee assigned. The Faculty Senate committees and their purviews include the following:

1. Academic Policy Committee
Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.
 2. Personnel Policy Committee
Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.
 3. Student Policy Committee
Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. This committee will also maintain liaison with student government and other student organizations involved with student policies.
 4. Finance Committee
Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. This committee will maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.
 5. Elections Committee
Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.
 6. Rules Committee
Purview: all matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. To request and receive annual reports from All-University Committees on behalf of the Faculty Senate and to make recommendations to the Faculty Senate based upon those reports. To act as an appeals board, which reviews committee membership guidelines and procedures, and insures equal representation for all departments.
 7. Technology Committee
Purview: all matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. This committee will maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.
- C. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.
1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees should normally be appointed by the Faculty Senate President in consultation with the Faculty Senate Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Faculty Senate Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Faculty

Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.

2. All-University Committees are those that the Faculty Senate has established to perform specific on-going tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility, and length of term for its members. Faculty serving on All-University committees shall be elected by the full-time faculty in elections administered by the Faculty Senate Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Faculty Senate Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.
3. The Undergraduate Curriculum Forum (UCF) is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum.
4. The Graduate Council is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum.

VIII. Accountability of Senators

- A. Members are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate webpage.
- B. Members may be excused from Faculty Senate meetings by the Faculty Senate President (or her/his designee) and from Faculty Senate Standing Committee meetings by the Committee Chairperson (or Co-chairperson).
- C. All Faculty Senate members are expected to read the documents on the agenda before each Faculty Senate or Faculty Senate Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Faculty Senate Standing Committee meetings.
- D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Faculty Senate Standing Committee meetings for that semester.

IX. Revisions to the By-Laws

- A. Revisions of the By-Laws shall be initiated by the Executive Committee or a motion made by a member of the Faculty Senate.
- B. By-Laws shall be approved according to the guidelines in the Faculty Senate Constitution.

Faculty Senate Revised and Approved:
May 8, 2019

Southern Connecticut State University
Faculty Senate
Bylaws

I. Membership in Voting Units¹

- A. This section defines the terms *full-time member*, *part-time member*, *voting unit member*, and *department member*. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:
1. A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.
 2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).
 3. A full-time faculty member who has responsibilities of more than six semester hours per semester in a department shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.
 4. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).
 5. Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

6. A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.
7. The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.

B. Realignments of Voting Units

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.

II. Election of Senators

- A.** Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

B. Voting units for full-time members shall use the following election procedures:

1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.

C. The voting unit for part-time faculty shall use the following election procedures:

1. The Faculty Senate Elections Committee shall conduct the election.
2. There shall be no more than one Senator elected from any department.
3. Those candidates with the highest vote counts shall fill vacant part-time seats.

D. Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.
2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.
3. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.

- E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.
- F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.
- G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. Accountability of Senators

- A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.
- B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).
- C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.
- D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. Quorum

- A. All official Faculty Senate business including voting requires a quorum. Fifty percent (50%) of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

V. Rules of Order

- A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

VI. Order of Business

- A. The order of business at regular meetings of the Faculty Senate shall be:
1. Announcements relevant to the Faculty Senate
 2. Approval of the minutes of the preceding Faculty Senate meeting
 3. Faculty Senate President's report
 4. Reports of Faculty Senate Standing Committees
 5. Reports of Faculty Senate Special Committees
 6. Unfinished business
 7. New business
 8. Guest speaker(s): the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.
- B. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration.
- C. Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.
- D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

- A. The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.
1. The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.
 2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.
 3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council; petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.
5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

- A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.
- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.
- D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of

members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

IX. Faculty Senate Committees

A. The Faculty Senate shall have the following standing committees:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.

1. Membership:

- President of the Faculty Senate (Chairperson)
- Secretary of the Faculty Senate (Secretary)
- Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
- Immediate Past President of the Faculty Senate

2. Purpose and Purview:

- To establish a calendar of Faculty Senate meetings.
- To set the agenda for each Faculty Senate meeting.
- To continually review policies and procedures.
- To maintain liaison with the Administration of the University.
- To initiate Faculty Senate action.
- To preserve and interpret Faculty Senate documents.
- To determine eligibility to Faculty Senate All-University committees.
- To assign work to each Faculty Senate Standing Committee.
- To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
- To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
- To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
- To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.

C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

1. The Faculty Senate Standing Committees and their purviews include the following:

a. Academic Policy Committee

Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

b. Elections Committee

Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

c. Finance Committee

Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.

f. Student Policy Committee

Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

g. Technology Committee

Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

D. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.
2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.
3. The Undergraduate Curriculum Forum is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

4. The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.

X. Revisions to the Bylaws

- A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.
- B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.

DRAFT

Southern Connecticut State University,
Faculty Senate
Bylaws

I. Membership in Voting Units¹

A. This section defines the terms full-time member, part-time member, voting unit member, and department member. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:

1. A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.

2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).

3. A full-time faculty member who has responsibilities of more than six semester hours per semester in a department shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.

4. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments, must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

5. Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

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Deleted: faculty...member is any member who has a full-time faculty...appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. A part-time...full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty member is any member who has a part-time appointment at the University... and is covered by the AAUP bargaining unit. ... [2]

Deleted:) Full-time...or a group of two or more academic departments). Every full-time program directors, counselors, librarians, and coaches...rector, counselor, librarian, coach, or non-instructional athletic trainers ... [3]

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6. ~~A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.~~

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7. ~~The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.~~

B. ~~Realignments of Voting Units~~

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1. ~~Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.~~

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II. ~~Election of Senators~~

A. ~~Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit thus notified shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation, other than the filling of vacancies arising during mid-year, shall be effective at the beginning of the following academic year.~~

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~~Interpretation: Membership in the Faculty Senate~~

~~Deleted: therein shall include only full-time and part-time teaching faculty, librarians, counselors, and coaches/non-instructional athletic trainers.¶ Changes in representation created by the election~~

B. ~~Voting units for full-time members shall use the following election procedures:~~

1. ~~Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.~~

C. ~~The voting unit for part-time faculty shall use the following election procedures:~~

1. ~~The Faculty Senate Elections Committee shall conduct the election.~~

2. ~~There shall be no more than one Senator elected from any department.~~

3. ~~Those candidates with the highest vote counts shall fill vacant part-time seats.~~

D. ~~Term of office~~

1. ~~Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.~~

2. ~~In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.~~

3. ~~The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.~~

E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.

F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.

G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. Accountability of Senators

A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.

B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).

C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.

D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. Quorum

A. All official Faculty Senate business including voting requires a quorum. ~~Fifty percent (50%) of the voting membership constitutes a quorum.~~ The Faculty Senate Secretary shall determine whether a quorum is present.

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V. Rules of Order

A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is ~~inconsistent with these By-Laws and any special rules of order the Faculty Senate may adopt.~~ The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) being a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, ~~(d) advise Faculty Senate members about the use of parliamentary procedure.~~

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VI. Order of Business

- A.** The order of business at regular meetings of the Faculty Senate shall be:
- Announcements relevant to the Faculty Senate.
 - Approval of the minutes of the preceding Faculty Senate meeting.
 - Faculty Senate President's report
 - Reports of Faculty Senate Standing Committees
 - Reports of Faculty Senate Special Committees
 - Unfinished business
 - New business
 - Guest speaker(s); the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.
- B.** Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration.
- C.** Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.
- D.** The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

- A.** The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.
- The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.
 - The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.
 - The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council, petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

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5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an ex officio, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions, visitors, and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

- A. Voting and debate will follow the guidelines in Roberts' Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.
- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.
- D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of

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- President of the Faculty Senate (Chairperson)
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C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may assign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

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Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

b. Elections Committee

Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

c. Finance Committee

Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balance of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

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- Deleted: and Faculty Senate Treasurer) to
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Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all academic units.

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f. Student Policy Committee
Purview: All matters of policy pertaining to students; e.g., admissions, academic standards, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

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g. Technology Committee
Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

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D. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

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1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.

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~~Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.~~
~~Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.~~

2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.

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3. The Undergraduate Curriculum Forum is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

~~4. The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.~~

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~~X. Revisions to the Bylaws~~

~~A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.~~

~~B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.~~

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~~
Members are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate webpage.
~~

~~Members may be excused from Faculty Senate meetings by the Faculty Senate President (or her/his designee) and from Faculty Senate Standing Committee meetings by the Committee Chairperson (or Co-chairperson).
~~

~~All Faculty Senate members are expected to read the documents on the agenda before each Faculty Senate or Faculty Senate Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Faculty Senate Standing Committee meetings.
~~

~~Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Faculty Senate Standing Committee meetings for that semester.
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Faculty Senate Revised and Approved:
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SOUTHERN CONNECTICUT STATE UNIVERSITY

Spring 2020 SCSU Campus-wide Technology Need Assessment Results: Developing Hybrid/Online College Courses

Faculty Senate Presentation

Dr. Olcay Yavuz

Assistant Professor of Educational Leadership & Policy Studies

February 26, 2020



SOUTHERN CONNECTICUT STATE UNIVERSITY

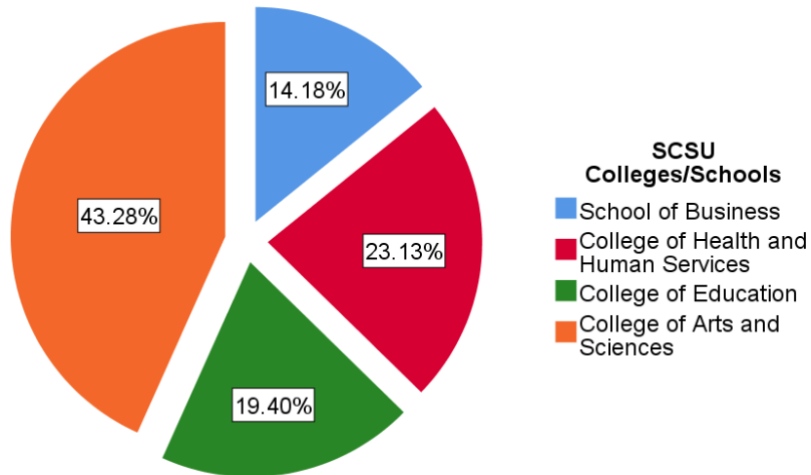
Background & Team

Faculty Development Grant Team	Advisors and Presenters
<ul style="list-style-type: none">College of Education: Dr. Olcay YavuzThe College of Health and Human Services: Dr. Cheryl GreenThe College of Arts and Sciences: Dr. Christopher BudnickSchool of Business: Dr. Younjun Kim	<p>Dr. Stephen Hegedus Dr. Elizabeth Kelley Rhoades Bogdan Zamfir Dr. Laurant Tucker Dr. Barbara Aronson Dr. John G. McVerry Dr. Trever Broliar Dr. Younhee Lee</p>

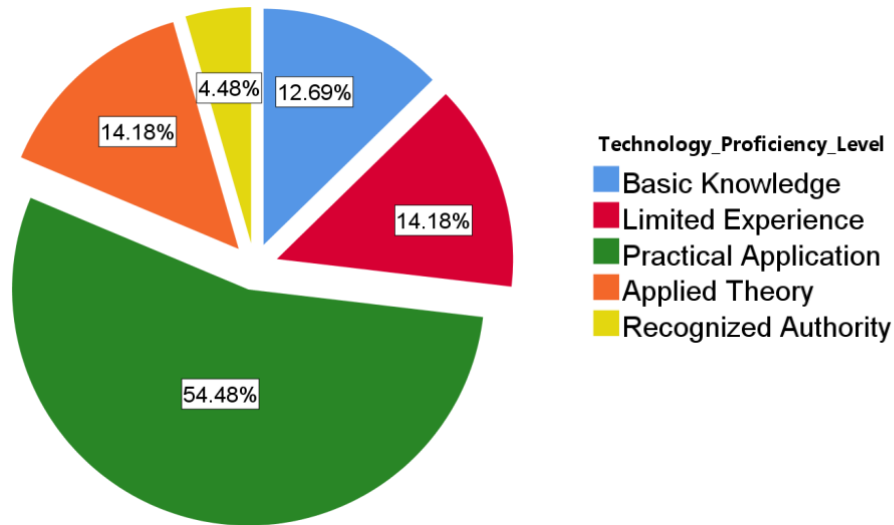
SCSU Faculty Need Assessment: Developing Hybrid/Online College Courses

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| 1. Video Record Edit | 11. Socrative Online Assessment |
| 2. Using iPads Apple Pencils | 12. EdPuzzle Interactive Videos |
| 3. Google Forms | 13. Online Hybrid Course Design |
| 4. PearDeck Formative Assessment | 14. Office 365 Suite Teams |
| 5. Using SMART Board | 15. Interactive Online Discussions |
| 6. Built in Student Learning | 16. Web Conference |
| 7. Blackboard Learn | 17. Faculty Technology Mentoring Support |
| 8. Flipping Out FlipGrid | 18. Summer Online Course Development Faculty Academy |
| 9. Classroom Recording | |
| 10. UDL Collaborative Technology | |

Participants (N=134)



Technology Proficiency Level (N=134)



SCSU Faculty Technology Training Interest (Cluster I)

Faculty Development Workshops	School of Business	College of Health and Human Services	College of Education	College of Arts and Sciences	SCSU Total
Online Hybrid Course Design	2.68	2.58	2.85	2.67	2.69
Interactive Online Discussions	2.58	2.52	2.88	2.50	2.59
Flipping Out FlipGrid	2.53	2.68	2.38	2.41	2.49
Video Record Edit	2.58	2.58	2.62	2.31	2.47
Classroom Recording	2.42	2.58	2.65	2.28	2.44
Summer Online Course Development Faculty Academy	2.37	2.42	2.54	2.43	2.44

SCSU Faculty Technology Training Interest (Cluster II)

	School of Business	College of Health and Human Services	College of Education	College of Arts and Sciences	SCSU Total
Faculty Development Workshops					
Blackboard Learn	2.42	2.29	2.50	2.43	2.41
Faculty Technology Mentoring Support	2.37	2.32	2.42	2.22	2.31
Web Conference	2.32	2.32	2.54	2.10	2.27
Built in Accessibility for Student Learning	2.58	2.19	2.46	2.09	2.25
PearDeck Formative Assessment	2.32	2.45	2.12	2.09	2.21
Office 365 Suite Teams	2.37	2.06	2.62	2.03	2.20

SCSU Faculty Technology Training Interest (Cluster III)

	School of Business	College of Health and Human Services	College of Education	College of Arts and Sciences	SCSU_ Total
Faculty Development Workshops					
Using iPads Apple Pencils	2.37	2.19	2.42	2.02	2.19
Google Forms	2.42	2.10	2.15	2.10	2.16
EdPuzzle Interactive Videos	2.42	2.26	1.96	2.10	2.16
UDL Collaborative Technology	2.26	2.29	2.23	1.95	2.13
Socrative Online Assessment	2.42	2.42	1.96	1.95	2.13
Using SMART Board	2.42	2.00	2.15	2.00	2.09



Multi-Level Approach Building a University-wide Infrastructure to Support Faculty to Develop Hybrid/Online College Courses



SOUTHERN CONNECTICUT STATE UNIVERSITY





SOUTHERN CONNECTICUT STATE UNIVERSITY



**Spring 2020 SCSU Campus-wide Technology Need Assessment Results:
Developing Hybrid/Online College Courses**

Faculty Senate Presentation

**College of Education: Dr. Olcay Yavuz (PI)
The College of Health and Human Services: Dr. Cheryl Green
The College of Arts and Sciences: Dr. Christopher Budnick
School of Business: Dr. Younjun Kim**

February 26, 2020

Southern Connecticut State University
Faculty Senate
CONSTITUTION

I. Functions

The Faculty Senate shall be the representative body of the faculty, deriving its authority from the faculty as per the Collective Bargaining Agreement. Its primary function shall be to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. Each member of the Senate shall be responsible for proposing changes in the policies and procedures of the University leading to this end. The Senate shall consider such proposals and take appropriate action.

II. Membership

- A. All members of the instructional faculty bargaining unit shall be eligible to serve in and to vote for members of the Senate. All full-time members shall have the right to proportional representation in the Senate by department or by grouping of departments, as specified ~~in~~ below. All part-time members shall have the right to representation in the Senate, and shall be considered a single unit.
- B. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a change in representation. These actions of the Senate Secretary and the Rules Committee shall be subject to approval by the Senate.
- C. The Senate shall consist of the following:
 - 1. Full-time faculty (not on special appointments) representatives elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
 - 2. Four representatives elected by and from the part-time faculty following election procedures of the Senate. No more than one of these part time representatives shall come from any one department.
 - 3. The Immediate Past President of the Senate.
 - 4. The President of the University, as an ex-officio, nonvoting member.
- D. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit, to elect one or more Senators to represent them, provided a majority of members of each department so agree. Any department may opt

to terminate their membership in a previously agreed-upon voting unit, by so notifying the other department(s) in the unit. Any department that joins with another, or that alters a previous arrangement shall so notify the Secretary of the Faculty Senate, in writing, by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

- E. Prior to April 1, the Secretary of the Faculty Senate shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary of the Senate in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year. A full-time faculty member having responsibilities in more than one voting unit shall indicate in writing to the Senate, by February 1, if he or she wishes to change his or her voting unit.
- F. Voting units for full-time faculty members shall use the following election procedures:
 - 1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election.
 - 2. The Faculty Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators.
- G. Part-time faculty shall use the following election procedures:
 - 1. The Faculty Senate Elections Committee shall conduct the election.
 - 2. There shall be no more than one Senator elected from any department.
 - 3. The Faculty Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators.
- H.
 - 1. Approximately one third of the members shall be elected each year.
 - 2. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in H.3 or H.4 or I.
 - 3. In any given year, the Senate may assign two-year terms to some Senate seats. Such assignments may be made only to improve the rotational balance of the Senate or of a particular voting unit.
 - 4. The term of office of any Senator presenting a voting unit whose structure has changed pursuant to Article D shall be deemed to terminate as of the beginning of the next academic year.
- I. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (F or G) at the time such vacancies occur.

- J. Recall of Senate members by their voting unit shall require a two-thirds vote by secret written ballot of the total voting unit.

III. Officers

- A. The officers of the Faculty Senate shall be President, Immediate Past President, Treasurer, and Secretary.

- 1. President of the Senate

- a. She/he shall be elected by the Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The election shall be conducted by the Chair of the Elections Committee, or, if the Chair is a candidate or nominator, the Elections Committee elects a person to conduct the election. Voting shall be by secret written ballot with a majority vote required for election. If a majority vote is not received on the first ballot, a run-off vote will be conducted between the top two vote getters. The secret ballot for electing a president shall be conditioned upon having more than one candidate. The Chair shall appoint teller(s) to collect and count the ballots. The President shall take office with the beginning of the following academic year.
- b. The President of the Senate may succeed himself or herself, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President of the Senate.
- c. In the absence of the President, the Immediate Past President shall preside over the Senate. If the Immediate Past President is unable to preside, the Secretary of the Senate shall call the Senate to order to elect a presiding officer (pro-tem). If the President, the Immediate Past President and the Secretary are not present, then a member of the executive committee will preside.
- d. If the President is unable to complete the term, the Immediate Past President shall preside over the Senate and the chair of the Elections Committee shall hold an election for a new president. In the absence of the Immediate Past President and the chair of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order. Academic Policy, Finance, Personnel Policy, Rules, Student Policy, Technology. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.

- 2. Immediate Past President

- a. She/he shall remain as a voting member of the Senate one year after his/her term as President has expired, even if his/her term as Senator has expired, and he/she has not been re-elected. If the President of the Senate is re-elected, the office of Immediate Past President shall be vacant.

3. Secretary of the Senate

- a. She/he shall be appointed annually by the President of the Senate from among the members of the Senate.

4. Treasurer of the Senate

- a. She/he shall be elected to a one-year term as the second order of business at the last regularly scheduled meeting of the Spring semester. Voting shall be by secret written ballot if there is more than one nominee; a majority vote is required for election. The Treasurer shall take office with the beginning of the following academic year.
- b. The Treasurer of the Senate may succeed himself/herself, but shall serve no more than three consecutive one-year terms. Any Senator who will be a Senator the following academic year is eligible to be elected as Treasurer of the Senate.

B. Removal of Officers

A motion to remove from office any Senate officer shall be introduced by a petition bearing the signatures of not less than 25% of the Senate membership. The petition shall state the grounds for removal of the officer(s).

A motion to remove from office any Senate officer may be introduced at any regular or special meeting of the Senate, but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Senate membership for passage.

IV. Meetings

- A. Regular meetings of the Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Senate and shall be published.
- B. Special meetings may be called by the President of the Senate as the need arises. Special meetings shall be called by the President, or by the Secretary of the Senate, at the request of at least one-quarter of the Senate members. The calls to such meetings must be issued at least one week in advance and the purpose stated.
- C. With the consent of the Senate visitors may be afforded the privilege of the floor.
- D. While a substantive motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable, and shall prevail provided one-fourth of the Senators present concur. The subsequent proportional vote shall be by roll call with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

V. Minutes

Approved minutes of the meetings shall be posted on the Faculty Senate website.

VI. Faculty Referendum

The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special appointments) at the request of the Senate. The Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a referendum. All referenda require a minimum of 200 faculty votes to be valid and results will be decided by a simple majority of those voting.

VII. Faculty Initiative for Senate Action

- A. The Senate shall be bound to consider for enactment proposals which:
 - 1. have been petitioned for a minimum of 40 faculty (full- and/or part-time), or,
 - 2. have been recommended by a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.
- B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum with respect to any action taken by or refusal to act upon by the Senate. Signatures of a minimum of 40 faculty (full- and/or part-time) are required for this petition and for a referendum to take place. The conditions in VI must also be met.

VIII. Changes in the Constitution and By-Laws

- A. Recommendations for changes in the Constitution shall be made at a regular or special meeting of the Faculty Senate, provided:
 - 1. The Senate members have received written notice of each of the proposed changes, and the forthcoming vote, at least one week prior to the meeting; and
 - 2. The vote takes place when two-thirds or more of the Senate membership is present.
 - 3. Two-thirds or more of those present must vote to approve the changes.
- B. Recommended changes in the Constitution, approved by the Faculty Senate, shall be presented to the faculty for a vote following the procedure in section VI.
- C. Changes in the By-Laws may be made at a regular or special meeting of the Faculty Senate, with the approval of two-thirds majority of the Senate membership provided that the conditions in VIII A, 1 and 2 have been met.

Southern Connecticut State University
Faculty Senate
Constitution

I. Functions

The Faculty Senate is the representative body of the faculty, deriving its authority from the faculty and the Collective Bargaining Agreement. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. To this end, the members of the Faculty Senate are responsible for representing their constituent units and are entitled to propose new policies and procedures and revisions to existing policies and procedures of the University. The Faculty Senate shall consider such proposals and take appropriate action.

II. Membership

A. The Faculty Senate shall consist of the following:

1. Representatives from the full-time faculty (not on special appointments), athletic trainers, and coaches elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
2. Four representatives elected by and from the part-time faculty following election procedures of the Faculty Senate. No more than one of these part-time representatives shall come from any one department.
3. The immediate Past President of the Faculty Senate.
4. The President of the University, as an *ex officio*, nonvoting member.

B. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit and elect one or more Senators to represent it, provided a majority of the members of each department agree. Any department may opt to terminate its membership in a previously agreed-upon voting unit by notifying the other department(s) in the unit. Any department that joins with another department, or that alters a previous arrangement with another department, shall notify the Secretary of the Faculty Senate in writing by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

C. All members of the bargaining unit shall be eligible to serve in and to vote for members of the Faculty Senate. All full-time members shall have the right to proportional representation in the Faculty Senate by their voting unit, as specified above. All part-time members shall have the right to representation in the Faculty Senate as specified above, and shall be considered a single voting unit.

- D. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a change in representation. These actions of the Secretary and the Rules Committee shall be subject to approval by the Faculty Senate.

III. Officers

- A. The officers of the Faculty Senate shall be President, immediate Past President, Secretary, and Treasurer.

1. President

- a. The Faculty Senate President shall be elected by the Faculty Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The Faculty Senate President shall take office with the beginning of the following academic year.
- b. The Faculty Senate President may be reelected, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President.
- c. In the absence of the Faculty Senate President, the immediate Past President shall preside over the Faculty Senate. If the immediate Past President is unable to preside, the Faculty Senate Secretary shall call the Faculty Senate to order to elect a presiding officer (*pro tem*). If the President, the immediate Past President, and the Secretary are not present, then a member of the Executive Committee shall preside.
- d. If the Faculty Senate President is unable to complete the term, the immediate Past President shall preside over the Faculty Senate and the Chairperson of the Elections Committee shall hold an election for a new President. In the absence of the immediate Past President and the Chairperson of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order: Academic Policy Committee Chairperson, Finance Committee Chairperson, Personnel Policy Committee Chairperson, Rules Committee Chairperson, Student Policy Committee Chairperson, and Technology Committee Chairperson. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.

2. Past President

- a. The Past President shall remain a voting member of the Faculty Senate one year after the end of the final term as President, even if that member's term as Senator has expired, and the member has not been re-elected. If the President of the Faculty Senate is re-elected, the office of Past President shall be vacant.

3. Secretary

- a. The Secretary shall be appointed annually by the Faculty Senate President from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

- b. If the Secretary is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

4. Treasurer

- a. The Treasurer shall be elected to a one-year term as the second order of business at the last regularly scheduled meeting of the Spring semester. The Treasurer shall take office with the beginning of the following academic year.
- b. The Treasurer may serve successive terms, but shall serve no more than three consecutive one-year terms. Any Senator who will be a Senator the following academic year is eligible to be elected as Treasurer.
- c. If the Treasurer is unable to complete the term, the Faculty Senate President shall appoint a replacement from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

B. Removal of Officers

- 1. A motion to remove any Faculty Senate officer from office shall be introduced by a petition presented to the Executive Committee of the Faculty Senate bearing the signatures of not less than 25% of the Faculty Senate membership. The petition shall state the grounds for removal of the officer(s).
- 2. A motion to remove any Faculty Senate officer from office shall be presented at the next regular or special meeting of the Faculty Senate, but may not be voted upon until the following regular meeting. This motion shall require the affirmative votes of two-thirds of the total Faculty Senate membership for passage.

IV. Meetings

- A. Meetings of the Faculty Senate shall be open to the public to the extent required by law.
- B. Regular meetings of the Faculty Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Faculty Senate and shall be posted on the Faculty Senate website.
- C. Special meetings may be called by the Faculty Senate President as the need arises. Special meetings shall be called by the President or by the Faculty Senate Secretary at the request of at least one-quarter of the Faculty Senate membership. The calls to such meetings must be issued at least one week in advance and the purpose stated.
- D. The approved minutes of Faculty Senate meetings and President's reports presented at Faculty Senate meetings shall be posted on the Faculty Senate website.

V. Faculty Referendum

- A. The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special

appointments) at the direction of the Faculty Senate. The Faculty Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a faculty referendum. All referenda require a minimum of 200 faculty votes to be valid and the results are decided by a simple majority of those voting.

VI. Faculty Initiative for Faculty Senate Action

- A. The Faculty Senate shall be bound to consider for enactment proposals which:
 - 1. Have been petitioned for by a minimum of 40 faculty members (full- and/or part-time), or,
 - 2. Have been recommended by the bargaining unit at a meeting announced and open to all members of the bargaining unit.
- B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum on any action taken by the Faculty Senate or proposal on which the Faculty Senate has refused to act. Signatures of a minimum of 40 faculty members (full- and/or part-time) are required for this petition and for a referendum to take place. Such petitions must specifically state the action desired. The conditions in Section V must also be met.

VII. Changes in the Faculty Senate Constitution and Bylaws

- A. Revising the Faculty Senate Constitution is a four-step process, requiring announcement, approval by the Faculty Senate, approval by the University Faculty via referendum, and approval by the University President.
 - 1. A vote to propose changes to the Faculty Senate Constitution may be taken either at a regular or special meeting of the Faculty Senate, provided:
 - a. The Faculty Senate membership has received written notice of each of the proposed changes and the forthcoming vote at least one week prior to the meeting; and
 - b. Two-thirds or more of the Faculty Senate membership is present.
 - 2. A two-thirds majority vote of the Faculty Senate membership present is needed to approve the proposed changes.
 - 3. Recommended changes in the Faculty Senate Constitution that are approved by the Faculty Senate shall be presented to the faculty for a vote following the referendum procedure in Section V.
 - 4. Recommended changes in the Faculty Senate Constitution that are approved by the faculty referendum shall be presented to the University President for approval
- E. Changes in the Faculty Senate Bylaws may be made at either a regular or special meeting of the Faculty Senate, with the approval of a two-thirds majority of the Faculty Senate membership provided that the conditions in Section VII, Parts A.1 and A.2 have been met.

Southern Connecticut State University
Faculty Senate
Constitution

I. Functions

The Faculty Senate is the representative body of the faculty, deriving its authority from the faculty and the Collective Bargaining Agreement. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority. The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth. To this end, the members of the Faculty Senate are responsible for representing their constituent units and are entitled to propose new policies and procedures and revisions to existing policies and procedures of the University. The Faculty Senate shall consider such proposals and take appropriate action.

II. Membership

A. The Faculty Senate shall consist of the following:

1. Representatives from the full-time faculty (not on special appointments), athletic trainers, and coaches elected from within each voting unit as specified below, at the rate of one for every fifteen full-time members (including special appointments) or fraction thereof, with an additional representative for each succeeding fifteen full-time members (including special appointments) or fraction thereof. There shall be no minimum size for a voting unit.
2. Four representatives elected by and from the part-time faculty following election procedures of the Faculty Senate. No more than one of these part-time representatives shall come from any one department.
3. The immediate Past President of the Faculty Senate.
4. The President of the University, as an *ex officio*, nonvoting member.

B. The full-time members of each department (Athletics, Counseling, Library Services, and each academic department) shall be entitled to representation as a voting unit. Two or more departments may opt to form a single voting unit, and elect one or more Senators to represent it, provided a majority of the members of each department agree. Any department may opt to terminate its membership in a previously agreed-upon voting unit by notifying the other department(s) in the unit. Any department that joins with another department, or that alters a previous arrangement with another department, shall notify the Secretary of the Faculty Senate in writing by February 1. Changes in such affiliations shall become effective at the beginning of the following academic year.

C. All members of the bargaining unit shall be eligible to serve in and to vote for members of the Faculty Senate. All full-time members shall have the right to proportional representation in the Faculty Senate by their voting unit, as specified above. All part-time members shall have the right to representation in the Faculty Senate as specified above, and shall be considered a single voting unit.

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D. The Faculty Senate Secretary shall certify the members of voting units at the beginning of each academic year. The Faculty Senate Rules Committee shall act as an appeals board for a change in representation. These actions of the Secretary and the Rules Committee shall be subject to approval by the Faculty Senate.

III. Officers

A. The officers of the Faculty Senate shall be President, immediate Past President, Secretary, and Treasurer.

1. President

- a. The Faculty Senate President shall be elected by the Faculty Senate as the first order of business at the last regularly scheduled meeting of the Spring semester. The Faculty Senate President shall take office with the beginning of the following academic year.
- b. The Faculty Senate President may be reelected, but shall serve no more than three consecutive terms. Any Senator who will be a Senator in the following academic year is eligible to be elected as President.
- c. In the absence of the Faculty Senate President, the immediate Past President shall preside over the Faculty Senate. If the immediate Past President is unable to preside, the Faculty Senate Secretary shall call the Faculty Senate to order to elect a presiding officer (pro tem). If the President, the immediate Past President, and the Secretary are not present, then a member of the Executive Committee shall preside.
- d. If the Faculty Senate President is unable to complete the term, the immediate Past President shall preside over the Faculty Senate and the Chairperson of the Elections Committee shall hold an election for a new President. In the absence of the immediate Past President and the Chairperson of the Elections Committee, the election shall be conducted by a member of the Executive Committee according to the following order: Academic Policy Committee Chairperson, Finance Committee Chairperson, Personnel Policy Committee Chairperson, Rules Committee Chairperson, Student Policy Committee Chairperson, and Technology Committee Chairperson. If the vacancy occurs before the Executive Committee is elected, a member of the past Executive Committee shall preside as specified in the previous sentence.

2. Past President

- a. The Past President shall remain a voting member of the Faculty Senate one year after the end of the final term as President, even if that member's term as Senator has expired, and the member has not been re-elected. If the President of the Faculty Senate is re-elected, the office of Past President shall be vacant.

3. Secretary

- a. The Secretary shall be appointed annually by the Faculty Senate President from among the members of the Faculty Senate subject to the majority approval of the Executive Committee.

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IV. Meetings

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B. Regular meetings of the Faculty Senate shall be held at least monthly during the academic year. The dates and times of the meetings shall be determined by the Executive Committee of the Faculty Senate and shall be posted on the Faculty Senate website.

C. Special meetings may be called by the Faculty Senate President as the need arises. Special meetings shall be called by the President or by the Faculty Senate Secretary at the request of at least one-quarter of the Faculty Senate membership. The calls to such meetings must be issued at least one week in advance and the purpose stated.

D. The approved minutes of Faculty Senate meetings and President's reports presented at Faculty Senate meetings shall be posted on the Faculty Senate website.

V. Faculty Referendum

A. The Elections Committee shall conduct faculty referenda of the full-time faculty (not on special

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appointments) at the direction of the Faculty Senate. The Faculty Senate may also include part-time faculty and/or faculty on special appointments by a majority vote before a faculty referendum. All referenda require a minimum of 200 faculty votes to be valid and the results are decided by a simple majority of those voting.

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VI. Faculty Initiative for Faculty Senate Action

A. The Faculty Senate shall be bound to consider for enactment proposals which:

1. Have been petitioned for by a minimum of 40 faculty members (full- and/or part-time), or,
2. Have been recommended by the bargaining unit at a meeting announced and open to all members of the bargaining unit.

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B. Any faculty member may petition the Faculty Senate to conduct a faculty-wide referendum on any action taken by the Faculty Senate or proposal on which the Faculty Senate has refused to act. Signatures of a minimum of 40 faculty members (full- and/or part-time) are required for this petition and for a referendum to take place. Such petitions must specifically state the action desired. The conditions in Section V must also be met.

VII. Changes in the Faculty Senate Constitution and Bylaws

A. Revising the Faculty Senate Constitution is a four-step process, requiring announcement, approval by the Faculty Senate, approval by the University Faculty via referendum, and approval by the University President.

1. A vote to propose changes to the Faculty Senate Constitution may be taken either at a regular or special meeting of the Faculty Senate, provided:

a. The Faculty Senate membership has received written notice of each of the proposed changes and the forthcoming vote at least one week prior to the meeting; and

b. Two-thirds or more of the Faculty Senate membership is present.

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2. A two-thirds majority vote of the Faculty Senate membership present is needed to approve the proposed changes.

3. Recommended changes in the Faculty Senate Constitution that are approved by the Faculty Senate shall be presented to the faculty for a vote following the referendum procedure in Section V.

4. Recommended changes in the Faculty Senate Constitution that are approved by the faculty referendum shall be presented to the University President for approval

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Southern Connecticut State University
Faculty Senate
By-Laws

I. Membership in Voting Units¹

A. Given below are qualifications which restrict the meaning of the terms *full-time faculty member*, *part-time faculty member*, *voting unit member*, and *department member*. These qualifications shall be used in resolving questions of membership in any department or voting unit and shall be observed universally in all matters of University Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come within the Faculty Senate's purview.

1. A full-time faculty member is any member who has a full-time faculty appointment at the University and is covered by the AAUP bargaining unit. A part-time faculty member is any member who has a part-time appointment at the University and is covered by the AAUP bargaining unit.
2. Every full-time faculty member shall be designated as a member of one, and only one, voting unit (academic department). Full-time program directors, counselors, librarians, and coaches or non-instructional athletic trainers shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).
3. If a full-time faculty member has responsibilities of more than six semester hours per semester in a department, he/she shall be considered a member of that department, unless he/she has an agreement in writing with the department in question that he/she is on loan to that department.
4. If a full-time faculty member has responsibilities of six semester hours per semester in each of two departments, he/she must choose which of these he/she wishes to be considered a member of, and must communicate this decision in writing to each of the departments concerned and to the appropriate dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed and until he/she makes application and receives written permission from the department and appropriate dean(s) involved.
5. Any full-time department member may transfer to another department provided that he/she communicates his/her decision in writing to the departments and appropriate dean(s) involved and receives their permission. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed or teaching assignments change.

B. Realignments and Required Elections

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any alignments of departments into larger voting units.
2. Prior to April 30, departments and/or voting units shall hold elections for Senator(s) in the number required to represent the new constituency according to the Faculty Senate Constitution. The names of those elected shall be reported in writing to the Faculty Senate Secretary, who shall inform the Faculty Senate of these election results at the beginning of the following academic year.

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, librarians, counselors, and coaches/non-instructional athletic trainers.

Changes in representation created by the election shall be effective at the beginning of the following academic year.

II. Quorum

All official Faculty Senate business including voting requires a quorum. Not less than 50% of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

III. Rules of Order

The current edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Senate except when it is not consistent with these By-Laws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body (subject to the majority approval of the Executive Committee). The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

IV. Order of Business

- A. Meetings of the Faculty Senate shall be open to the public.
- B. The Order of Business at regular meetings of the Faculty Senate shall be:
 - 1. Guest Speaker(s) (Position of guest speaker(s) within the order of business may be changed at the discretion of the Senate President)
 - 2. Approval of Minutes of the preceding Faculty Senate meeting
 - 3. Faculty Senate President's report
 - 4. Reports of Faculty Senate Standing Committees (if necessary)
 - 5. Reports of Faculty Senate Special Committees (if necessary)
 - 6. Old Business
 - 7. New Business
- C. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary who shall forward the requests to the Faculty Senate Executive Committee for consideration.
- D. Guest speakers shall normally be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The Faculty Senate shall invite the University President and Chief Academic Officer to address at least one Faculty Senate meeting each academic year.
- E. The Order of Business may be changed by agreement of a simple majority of the Faculty Senate.

V. Rules of Procedure

The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.

- A. The Orders of the Day including resolutions and minutes of the preceding meeting, insofar as possible, shall be written, reproduced, and delivered to Senators at least two days prior to the meeting at which they are to be presented.
- B. The Faculty Senate President's report shall summarize all items relevant to the business of the Faculty Senate. Faculty Senate Committee reports shall summarize to the Faculty Senate items that were discussed

in committee meetings and shall include any material that will inform the Faculty Senate on the issues. The report may be written or presented orally during Faculty Senate meetings. The report shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there is no objection from the floor.

- C. The Faculty Senate shall consider and discuss any recommendation or resolution from a Faculty Senate Standing Committee, Faculty Senate Ad-Hoc Committee, All-University Committee, Undergraduate Curriculum Forum, Graduate Council, a petition from at least 40 faculty (full- and/or part-time) members, or a petition resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.
- D. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to change Faculty Senate documents that were previously approved by the University President (or which seek funds, resources, or cooperation from the University Administration) shall be sent as resolutions for approval. Other resolutions may be for information. When the Faculty Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Faculty Senate's recommendation. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include an explanation. The University President shall note resolutions for information.
- E. Faculty Senate members shall have the right to participate in discussions of the Faculty Senate and vote on Faculty Senate motions. The University President is an ex-officio, nonvoting member of the Faculty Senate with the right to participate in discussions of the Faculty Senate. Visitors to the Faculty Senate and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in discussions of the Faculty Senate when recognized by Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.
- F. When any policy statement or document developed by the Faculty Senate, or any Faculty Senate Committee, is to be communicated to the University Administration or the Board of Regents, it shall be written and communicated to all Senators prior to the next Faculty Senate meeting.

VI. Voting

- A. Voting and debate will follow the guidelines of Roberts Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes and must agree upon the result.
- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may move for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion shall prevail provided one-fourth of the Senators present concur. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the President of the Faculty Senate shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot, a run-off vote will be conducted between the top two vote-getters. The election of the Treasurer shall follow the same procedure as the election for the President.

- D. Upon the request of any Faculty Senate member, voting on any motion shall be by secret ballot. At least two members of the Elections Committee shall conduct the ballot. In the absence of members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

VII. Faculty Senate Committees

Committees of the Faculty Senate include the following:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

- A. The Executive Committee shall meet after each Faculty Senate meeting.

1. Membership:
 - President of the Faculty Senate (Chairperson)
 - Secretary of the Faculty Senate (Secretary)
 - Chairperson (or Co-chairpersons) of the Faculty Senate Standing Committees
 - Immediate Past-President of the Faculty Senate
2. Purpose:
 - To establish a calendar of Faculty Senate meetings.
 - To establish the agenda of each Faculty Senate meeting.
 - To continually review policies and procedures.
 - To maintain liaison with the Administration of the University.
 - To initiate Faculty Senate action.
 - To preserve and interpret Faculty Senate documents.
 - To determine eligibility to Faculty Senate All-University committees.
 - To assign work to each Faculty Senate Standing committee.
 - To advise the Faculty Senate President and other members of the Executive Committee on matters of the Faculty Senate.

- B. During the first Faculty Senate meeting of the academic year, the Faculty Senate President shall assign each senator (excepting the University President and Faculty Senate Treasurer) to a Faculty Senate Standing Committee. The Faculty Senate President and Faculty Senate Secretary may serve on Faculty Senate Standing Committees if they so choose. It is recommended that no Faculty Senate Standing Committee shall have fewer than six members, except the Elections Committee, which shall have at least three members. To ensure an equitable distribution of membership, the Faculty Senate President may re-assign any Senator to another Faculty Senate Standing Committee. After each Faculty Senate Standing Committee has been formed, a Committee Chairperson (and if it is deemed necessary, a Co-chairperson) shall be elected from the committee membership. The Committee Chairperson (or Co-chairperson) may succeed himself or herself, but shall serve no more than three consecutive terms unless no other committee member is willing or able to serve as chairperson. Should the standing committee deem it necessary to select Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson if she or he is: (a) the Faculty Senate President; (b) the Faculty Senate Secretary; or, (c) Chairperson (or Co-chairperson) of another Faculty Senate Standing Committee. Each committee member shall have an equal vote in all committee business. During semesters, Faculty Senate Standing Committees shall meet bi-weekly during those weeks when the full Faculty Senate does not meet. To accomplish Faculty Senate business in a timely

manner, the Faculty Senate Executive Committee may assign work to any Faculty Senate Standing Committee as needed including work that is not normally the purview of the committee assigned. The Faculty Senate committees and their purviews include the following:

1. Academic Policy Committee
Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.
 2. Personnel Policy Committee
Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.
 3. Student Policy Committee
Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. This committee will also maintain liaison with student government and other student organizations involved with student policies.
 4. Finance Committee
Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. This committee will maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.
 5. Elections Committee
Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.
 6. Rules Committee
Purview: all matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. To request and receive annual reports from All-University Committees on behalf of the Faculty Senate and to make recommendations to the Faculty Senate based upon those reports. To act as an appeals board, which reviews committee membership guidelines and procedures, and insures equal representation for all departments.
 7. Technology Committee
Purview: all matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. This committee will maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.
- C. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.
1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees should normally be appointed by the Faculty Senate President in consultation with the Faculty Senate Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Faculty Senate Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Faculty

Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad--hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.

2. All-University Committees are those that the Faculty Senate has established to perform specific on-going tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility, and length of term for its members. Faculty serving on All-University committees shall be elected by the full-time faculty in elections administered by the Faculty Senate Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Faculty Senate Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.
3. The Undergraduate Curriculum Forum (UCF) is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum.
4. The Graduate Council is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum.

VIII. Accountability of Senators

- A. Members are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate webpage.
- B. Members may be excused from Faculty Senate meetings by the Faculty Senate President (or her/his designee) and from Faculty Senate Standing Committee meetings by the Committee Chairperson (or Co-chairperson).
- C. All Faculty Senate members are expected to read the documents on the agenda before each Faculty Senate or Faculty Senate Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Faculty Senate Standing Committee meetings.
- D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Faculty Senate Standing Committee meetings for that semester.

IX. Revisions to the By-Laws

- A. Revisions of the By-Laws shall be initiated by the Executive Committee or a motion made by a member of the Faculty Senate.
- B. By-Laws shall be approved according to the guidelines in the Faculty Senate Constitution.

Faculty Senate Revised and Approved:
May 8, 2019

Southern Connecticut State University
Faculty Senate
Bylaws

I. Membership in Voting Units¹

- A. This section defines the terms *full-time member*, *part-time member*, *voting unit member*, and *department member*. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:
1. A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.
 2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).
 3. A full-time faculty member who has responsibilities of more than six semester hours per semester in a department shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.
 4. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).
 5. Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

6. A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.
7. The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.

B. Realignments of Voting Units

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.

II. Election of Senators

- A.** Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

- B.** Voting units for full-time members shall use the following election procedures:

1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.

- C.** The voting unit for part-time faculty shall use the following election procedures:

1. The Faculty Senate Elections Committee shall conduct the election.
2. There shall be no more than one Senator elected from any department.
3. Those candidates with the highest vote counts shall fill vacant part-time seats.

- D.** Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.
2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.
3. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.

- E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.
- F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.
- G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. Accountability of Senators

- A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.
- B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).
- C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.
- D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. Quorum

- A. All official Faculty Senate business including voting requires a quorum. Fifty percent (50%) of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

V. Rules of Order

- A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

VI. Order of Business

- A. The order of business at regular meetings of the Faculty Senate shall be:
 1. Announcements relevant to the Faculty Senate
 2. Approval of the minutes of the preceding Faculty Senate meeting
 3. Faculty Senate President's report
 4. Reports of Faculty Senate Standing Committees
 5. Reports of Faculty Senate Special Committees
 6. Unfinished business
 7. New business
 8. Guest speaker(s): the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.
- B. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration.
- C. Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.
- D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

- A. The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.
 1. The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.
 2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.
 3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council; petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.
5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

- A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.
- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.
- D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of

members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

IX. Faculty Senate Committees

A. The Faculty Senate shall have the following standing committees:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.

1. Membership:

- President of the Faculty Senate (Chairperson)
- Secretary of the Faculty Senate (Secretary)
- Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
- Immediate Past President of the Faculty Senate

2. Purpose and Purview:

- To establish a calendar of Faculty Senate meetings.
- To set the agenda for each Faculty Senate meeting.
- To continually review policies and procedures.
- To maintain liaison with the Administration of the University.
- To initiate Faculty Senate action.
- To preserve and interpret Faculty Senate documents.
- To determine eligibility to Faculty Senate All-University committees.
- To assign work to each Faculty Senate Standing Committee.
- To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
- To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
- To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
- To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.

C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

1. The Faculty Senate Standing Committees and their purviews include the following:

a. Academic Policy Committee

Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

b. Elections Committee

Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

c. Finance Committee

Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.

f. Student Policy Committee

Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

g. Technology Committee

Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

D. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.
2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.
3. The Undergraduate Curriculum Forum is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

4. The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.

X. Revisions to the Bylaws

- A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.
- B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.

DRAFT

Southern Connecticut State University
Faculty Senate
Bylaws

I. Membership in Voting Units¹

A. This section defines the terms *full-time member*, *part-time member*, *voting unit member*, and *department member*. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:

1. A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.
2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department, or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).
3. A full-time faculty member who has responsibilities of more than six semester hours per semester in a department, shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.
4. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments, must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).
5. Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

¹ Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

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Deleted: Given below are qualifications which restrict the meaning of...his section defines the terms *full-time faculty member*, *part-time faculty member*, *voting unit member*, and *department member*. These qualifications...definitions shall be used in resolving...o resolve questions of membership in any department or voting unit and shall be observed universally in all matters of University Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come within ... [1]

Deleted: faculty member is any member who has a full-time faculty appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. A part-time...full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty member is any member who has a part-time appointment at the University ... and is covered by the AAUP bargaining unit. ... [2]

Deleted:). Full-time ... or a group of two or more academic departments). Every full-time program directors, counselors, librarians, and coaches...irector, counselor, librarian, coach, or non-instructional athletic trainers ... [3]

Deleted: If a... full-time faculty member who has responsibilities of more than six semester hours per semester in a department, he/she...shall be considered a member of that department, unless he/she has...here is an agreement in writing with the department in question ...hat he/she ...he faculty member is on loan to that department. ... [4]

Deleted: If a... full-time faculty member who has responsibilities of six semester hours per semester in each of two departments, he/she...must choose which of these he/she wishes ...o be considered a member of, ...ssigned to one of the two departments and must communicate this decision in writing to each of the...oth affected departments concerned...and to the appropriate dean...ean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, a...he faculty member may not alter his/her...his choice until at least three years have elapsed and until he/she makes application and receives...ithout written permission from the department...affected departments and appropriate dean...ean(s) involved. ... [5]

Deleted: he/she communicates his/her decision... request is communicated in writing to the affected departments and appropriate dean(s) involved and receives their ...ermission...is received from the departments and dean(s). Having made such a choice, a...change in home department, the faculty member may not alter his/her choice until ... [6]

6. A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.

Deleted: least three years have elapsed or

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7. The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.

B. Realignments of Voting Units

Deleted: and Required Elections

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.

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II. Election of Senators

A. Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

Deleted: 30, departments and/or voting units shall hold elections for Senator(s) in the number required to represent the new constituency according to the Faculty Senate Constitution. The names of those elected shall be reported in writing to

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¶ Interpretation: Membership in the Faculty Senate

Deleted: therein shall include only full-time and part-time teaching faculty, librarians, counselors, and coaches/non-instructional athletic trainers. ¶ Changes in representation created by the election

B. Voting units for full-time members shall use the following election procedures:

1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.

C. The voting unit for part-time faculty shall use the following election procedures:

1. The Faculty Senate Elections Committee shall conduct the election.

2. There shall be no more than one Senator elected from any department.

3. Those candidates with the highest vote counts shall fill vacant part-time seats.

D. Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.

2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.

3. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.

E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.

F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.

G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. Accountability of Senators

A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.

B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).

C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.

D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. Quorum

A. All official Faculty Senate business including voting requires a quorum. ~~Fifty percent (50%)~~ of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

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V. Rules of Order

A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is ~~inconsistent~~ with these Bylaws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, ~~(d) advise Faculty Senate members about the use of parliamentary procedure.~~

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VI. Order of Business

- A. The order of business at regular meetings of the Faculty Senate shall be:
 - 1. Announcements relevant to the Faculty Senate
 - 2. Approval of the minutes of the preceding Faculty Senate meeting
 - 3. Faculty Senate President's report
 - 4. Reports of Faculty Senate Standing Committees
 - 5. Reports of Faculty Senate Special Committees
 - 6. Unfinished business
 - 7. New business
 - 8. Guest speaker(s): the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.
- B. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration.
- C. Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.
- D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

- A. The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.
 - 1. The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.
 - 2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.
 - 3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council, petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

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4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration, shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.

5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.

B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.

D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of

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members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

IX. Faculty Senate Committees

A. The Faculty Senate shall have the following standing committees:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

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B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.

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1. Membership:

- President of the Faculty Senate (Chairperson)
- Secretary of the Faculty Senate (Secretary)
- Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
- Immediate Past President of the Faculty Senate

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2. Purpose and Purview:

- To establish a calendar of Faculty Senate meetings.
- To set the agenda for each Faculty Senate meeting.
- To continually review policies and procedures.
- To maintain liaison with the Administration of the University.
- To initiate Faculty Senate action.
- To preserve and interpret Faculty Senate documents.
- To determine eligibility to Faculty Senate All-University committees.
- To assign work to each Faculty Senate Standing Committee.
- To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
- To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
- To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
- To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.

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C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

1. The Faculty Senate Standing Committees and their purviews include the following:

a. Academic Policy Committee

Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

b. Elections Committee

Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

c. Finance Committee

Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

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Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.

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f. Student Policy Committee

Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

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g. Technology Committee

Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

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D. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

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1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.

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Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.¶

2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility, and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.

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3. The Undergraduate Curriculum Forum is a permanent, autonomous, Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

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4. The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.

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X. Revisions to the Bylaws

A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.

B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.

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<#>Members are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate webpage.¶~~

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<#>Members may be excused from Faculty Senate meetings by the Faculty Senate President (or her/his designee) and from Faculty Senate Standing Committee meetings by the Committee Chairperson (or Co-chairperson).¶~~

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<#>Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Faculty Senate Standing Committee meetings for that semester.¶~~

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