Southern Connecticut State University

FACULTY SENATE

March 11, 2020 | 12:10 p.m. | Connecticut Hall Seminar Room

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  Presentation (Dr. O. Yavuz): Spring 2020 SCSU Campus-wide Technology Need Assessment Results: Developing Hybrid/Online College Courses .................................................. 90
AGENDA
March 11, 2020
12:10 p.m.
Connecticut Hall – Seminar Room

I. Approval of Minutes of Previous Meeting held on February 26, 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. Standing Committees
   a. Academic Policy
   b. Elections
   c. Finance
   d. Personnel Policy
   e. Rules
   f. Student Policy
   g. Technology

VI. 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

VII. Unfinished Business
   a. Finance: Revisions to the Faculty Creative Activity Grants Procedure

VIII. New Business
   a. Faculty Senate Constitution and Bylaws revisions

Executive Committee Meeting: Ten minutes following adjournment
Remaining Spring 2020 meetings: April 1, April 15, April 29, May 6.
The 10th meeting of the Faculty Senate AY 2019-2020 was held on February 26, 2020 at 12:10 p.m. in the Seminar Room of Connecticut Hall.

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<thead>
<tr>
<th>Name</th>
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<td>Dave Allen</td>
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<td>Matthew Ouimet</td>
<td>Counseling</td>
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<tr>
<td>Sandip Dutta</td>
<td>Finance</td>
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<tr>
<td>Robert Forbus</td>
<td>Marketing</td>
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<tr>
<td>David Pettigrew</td>
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<td>Angela Lopez-Velasquez</td>
<td>Special Education</td>
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<tr>
<td>William Farley</td>
<td>Anthropology</td>
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<tr>
<td>Natalie Starling</td>
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<tr>
<td>Peter Latchman</td>
<td>Health &amp; Movement Sciences</td>
<td>8/10</td>
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<tr>
<td>Joe Fields</td>
<td>Mathematics</td>
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<tr>
<td>Binlin Wu</td>
<td>Physics</td>
<td>5/10</td>
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<tr>
<td>Douglas Macur</td>
<td>Theatre</td>
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<tr>
<td>Jeff Slomba</td>
<td>Art</td>
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<td>Klay Kruczek</td>
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<tr>
<td>Luke Eilderts</td>
<td>World Languages &amp; Literatures</td>
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<tr>
<td>Kevin Siedlecki</td>
<td>Athletics</td>
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<td>Maria Diamantis</td>
<td>Curriculum &amp; Learning</td>
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<td>Kate Marsland</td>
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<td>Deborah Weiss</td>
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<td>Mina Park</td>
<td>Business Information Systems</td>
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<td>Sanja Grubacic</td>
<td>Economics</td>
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<td>Yan Liu</td>
<td>Information &amp; Library Science</td>
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<tr>
<td>Joanne Roy</td>
<td>Nursing</td>
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<tr>
<td>William Faracas</td>
<td>Public Health</td>
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<td>Cindy Simoneau</td>
<td>Undergraduate Curriculum Forum</td>
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<tr>
<td>Jeffrey Webb</td>
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<td>Peter Madonia</td>
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<td>Jerry Dunklee</td>
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<td>Michael Dodge</td>
<td>Recreation, Tourism &amp; Sport Management</td>
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<td>Cynthia O’Sullivan</td>
<td>Graduate Council</td>
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<td>Barbara Cook</td>
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<td>Mike Shea</td>
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<td>Parker Fruhan</td>
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<td>Paul Levatino</td>
<td>Social Work</td>
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<td>Aidan Coleman</td>
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<td>Derek Taylor</td>
<td>Communication, Media &amp; Screen Studies</td>
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<td>Paul Petrie</td>
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<td>Stephen Monroe</td>
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<td>Dr. Joe Bertolino</td>
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<td>Mohammad T. Islam</td>
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<td>Matthew Miller</td>
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<td>Carol Stewart</td>
<td>Management, International Business &amp; Public Utilities</td>
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<td>Walter Stutzmann</td>
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<tr>
<td>Cassi Meyerhoffer</td>
<td>Sociology</td>
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<td>R. Prezant (Provost)</td>
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<td>I. Crawford (AA)</td>
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<td>E. Dumin (Dean, BUS)</td>
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An asterisk denotes an absence. Overall attendance recorded below each member.
Faculty Senate President D. Weiss called meeting to order at 12:11 p.m.

I. Announcements
1. N. Starling: Newer Faculty Workshop to be held March 27, 2020, from 11:30-3 p.m. in the Adanti Student Center Ballroom.
2. D. Macur: SCSU Theatre department and the Crescent Players present Red Velvet February 28 through March 7 at the Lyman Center.

II. Minutes of the previous meeting held on February 11, 2020 were accepted as distributed.
https://inside.southernct.edu/faculty-senate/meetings

III. President’s Report
https://inside.southernct.edu/faculty-senate/meetings

IV. Administration Updates (R. Prezant).

V. Standing Committees
1. Academic Policy (P. Petrie): Minutes received; committee working on putting together focus groups composed of stakeholders in the P&T process; looking to receive feedback before the close of the academic year and bring forward a resolution at the beginning of the next academic year.
2. Elections (K. Kruczek): minutes received; no additional report.
3. Finance (W. Faracas): Minutes received; no additional report.
4. Personnel Policy (N. Starling): Minutes received; no additional report.
5. Rules (R. Gregory): Minutes received; committee has turned its attention to P&T issues not being reviewed by the APC (e.g. aligning the documents).
6. Student Policy (K. Marsland): Minutes received; committee is finalizing the Academic Misconduct policy; committee reviewing feasibility of moving to an SAT-optional student application/admissions procedure.
7. Technology (P. Fruehan): Minutes received; no additional report.

VI. Special Committees
1. UCF (C. Simoneau): Reported on changes to wording in the catalog:

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 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. Failure to meet these requirements will result in the student being required to return to a single degree program.

2. Graduate Council (C. O'Sullivan): Announced the new vice-chair of the STaR committee.

3. 2+2 Ad Hoc: Report received. No additional report.

VII. Unfinished Business

1. Candidate Information Form
   a. The Faculty Senate Executive Committee moves to approve the attached Candidate Information Forms (CIFs) which will replace all previous versions of the CIF.
      i. Motion was approved. (see CIF forms at the end of the minutes).

2. Resolution on Material Rights
   a. The Faculty Senate Executive Committee moves 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.
      i. J. Dunklee moved to call the previous question. Motion seconded.
         Hearing no objection, the motion to call the previous question was approved.
      ii. Motion approved.

3. Faculty Creative Activity Research Grant (FCARG) revisions proposal (W. Faraclas):
   a. W. Faraclas presented the proposed changes to the FCARG (see resolution below).
      i. Discussion included the following revisions:
         1. Change from Faculty Senate Executive Committee to University Grants Committee if additional review needed. Add Provost recommendation since Provost is the one who makes the final decision.
         2. Change from Barbara Cook: "A faculty member may apply for a grant while on unpaid leave, anticipating a return and ability to complete the work of the grant during the performance period of the grant."
      b. Discussion was not complete and resolution will appear under unfinished business at the next meeting.
VIII. Adjournment
  • Adjourned at 1:58 p.m.

_______________________________________
L. Eilderts
Secretary
**CANDIDATE INFORMATION FORM**  
**ATHLETIC TRAINERS**

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<th>Department</th>
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**ACADEMIC BACKGROUND**

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<th>[Degree at Institution], [Name of Institution]</th>
<th>[Year Completed]</th>
<th>[Emphasis/Discipline/Major]</th>
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**ATHLETIC TRAINING EXPERIENCE**

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<td>[Title/Role]</td>
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**OTHER WORK EXPERIENCE**

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v. 2.0 approved by FS [Date]
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.

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<tr>
<th>DATES</th>
<th>SUMMARY DESCRIPTION OF ACTIVITY (DETAILS IN FILE)</th>
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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

<table>
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<th>DATES</th>
<th>DESCRIPTION OF ACTIVITY/ATTENDANCE, ETC.</th>
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v. 2.0 approved by FS [Date] 4
## SERVICE

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<td>Department</td>
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# CANDIDATE INFORMATION FORM
## COACHES

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<tr>
<th>OTHER WORK EXPERIENCE</th>
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<tr>
<td>DATES</td>
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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).

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v. 2.0 approved by FS [Date] 2
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)
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v. 2.0 approved by FS [Date]  5
RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE

PLEASE CHECK ONE:  □ YES  or  □ NO
**CANDIDATE INFORMATION FORM**  
**INSTRUCTIONAL FACULTY**

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**ACADEMIC BACKGROUND**

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**ACADEMIC EXPERIENCE**

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**OTHER WORK EXPERIENCE**

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v. 2.0 approved by FS
LOAD CREDIT INFORMATION  
( FOR PAST FIVE YEARS )

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## CREATIVE ACTIVITY

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

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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

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**ACADEMIC BACKGROUND**

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**LIBRARY/ACADEMIC EXPERIENCE**

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**OTHER WORK EXPERIENCE**

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LOAD CREDIT INFORMATION
( FOR PAST FIVE YEARS )

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**PROFESSIONAL ATTENDANCE & PARTICIPATION**

**ATTENDANCE AT CONFERENCES & WORKSHOPS**

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RECORD OF DISCIPLINARY ACTION
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PLEASE CHECK ONE:  
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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.
ACADEMIC POLICY COMMITTEE

APC Minutes—03 Mar 2020
Present: Allen, Farley, Forbus, Jayawickreme, Pettigrew, Petrie (chair)

• Led focus group discussion with university P&T Committee re: current P&T process and possibilities for reforming it.

Respectfully submitted,
Paul R. Petrie (chair)
ELECTIONS COMMITTEE

Minutes for the week of March 2nd 2020

- The committee had a series of discussions via email.
- We finalized a draft of the resolution on Indigenous Peoples’ Day, with the assistance of Dr. Stephen Amerman.
- We determined the vacancies for the Spring 2020 All-University Committee elections.
- The Spring 2020 period for self-nominations for All-University Committees will be March 11 – April 3rd (at noon). The nominations will be sent via email.
- The Spring 2020 elections will be done using Blackboard. Karen Musmanno will send out the ballots to 5 different groups (one for each college and one for “other”). The ballots will be completely anonymous, as she cannot see the user information from each ballot. The results will be sent in a CSV file to the Elections Committee at the completion of the elections (which we expect to run from April 8 – April 22nd). SelectSurvey is no longer an option.

Respectfully submitted,
K. Kruczek
March 4, 2020
Engleman Hall – Room C-024

Members: Toce, Jacqueline (1st hour attended APC meeting); Crawford, Sarah; Slomba, Jeffrey (absent); Lopez-Velasquez, Angela (minutes); Tomczak, Stephen (absent); Shea, Michael (2nd hour attended dept meeting); Adams, Gregory (sabb.); Meyerhoffer, Cassi (absent); Starling, Natalie (chair)

12:10pm
Approval of Minutes: PPC Meeting Minutes of February 19, 2020
- Minutes approved by all present PPC members.

Meeting with guest Julianne Fowler – SPAR
- Committee shared questions about current levels of faculty creative activity with respect to similar institutions (how are we doing in regards to our activity level?) and what changes in infrastructure would be needed to support potential increases in faculty creative activity.

- Through discussion, the committee made note of the following:
  - ~100 faculty (~25%) are currently using SPAR services and submitting grant proposals; approx. 400 credits of reassigned time were given across all departments in FY19 (some credits are funded externally). This level of activity is manageable through available SPAR services at this time.
  - Our institution is currently considered an “M1” University under the Carnegie Classifications for Institutions (“Masters’ Colleges and Universities – Larger Programs) and a Primarily Undergraduate Institution (PUI). SPAR drew our attention to the list of peer institutions described here
    - Why M1? We awarded almost 20 doctoral degrees per year in 2019 and 2018, which is the threshold for receiving an “R” designation, but to be classified as an R3 these would have to specifically be PhDs (we award Ed.D. and DSW degrees)
  - SPAR shared our most recent data compiled for the NSF Higher Education Survey (from FY2018; the FY2019 numbers were just submitted for the NSF deadline and will be available to the public shortly). The table of these data is included below.
    - This survey only collects information about activity coded as “Research & Development,” and thus programmatic grants and other creative activities are not included; while incomplete in this respect, the information is submitted by institutions across the country and provides a basis for comparison on many data points that are updated annually.
    - Within the table, SPAR also shared the number of full-time faculty and students at each institution; this information has been pulled from the Integrated Postsecondary Education Data System (IPEDS) which should also reflect 2018 numbers.
    - The dollar value assigned to each institution reflects the amount of funding spent in FY2018 on Research & Development across all disciplines, including the social sciences, health sciences, and the humanities; NSF defines “Research & Development” as encompassing activities such as externally-sponsored research, internally-funded university research (including release time), start-up or seed funding, equipment purchases, research training projects, and tuition remission provided to students who are doing research.
    - The basic FY2018 ranking by R&D expenditures across all US institutions who participate in the NSF Higher Education Survey can be found here
    - An assumption made in calculating the “% of FT Faculty as PIs” in the table below is that the cohort of Principal Investigators at each institution is only drawn from its full-time faculty. This may not be true across all institutions, as some may have part-time faculty, postdoctoral students, or other research staff working as PIs. It is determined by individual institutional policy.
    - SPAR also noted the number of “other personnel involved in research,” which is another data point the NSF Higher Education Survey collects each year. This helps to illustrate the support
personnel each PI may have assisting them; for example, the University of Nebraska at Omaha has 91 Principal Investigators but over 300 "Other R&D personnel".

- The committee notes that Southern falls right in the middle of the group and Southern has the highest level of R&D activity among the CSUs, and has the highest % of PIs involved in research out of all our "peer" institutions except William Paterson University and the University of Michigan at Dearborn, who both have 40% or more of their faculty involved in research using the calculation assumption described above.

<table>
<thead>
<tr>
<th>Peer Institution</th>
<th>All R&amp;D Expenditures - FY2018</th>
<th>Headcount of R&amp;D Principal Investigators</th>
<th>All Other R&amp;D Personnel (Co-PIs, Graduate Students, Undergrad Students, etc.)</th>
<th>Total FT Faculty</th>
<th>Student Population</th>
<th>% of FT Faculty as PIs</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Nebraska at Omaha</td>
<td>$12,943,000.00</td>
<td>91</td>
<td>396</td>
<td>537</td>
<td>15,432</td>
<td>17%</td>
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<tr>
<td>William Paterson University of New Jersey</td>
<td>$9,456,000.00</td>
<td>163</td>
<td>39</td>
<td>403</td>
<td>10,198</td>
<td>40%</td>
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<tr>
<td>Rhode Island College</td>
<td>$9,287,000.00</td>
<td>44</td>
<td>66</td>
<td>334</td>
<td>7,766</td>
<td>13%</td>
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<tr>
<td>University of Michigan - Dearborn</td>
<td>$8,094,000.00</td>
<td>156</td>
<td>258</td>
<td>358</td>
<td>9,460</td>
<td>44%</td>
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<tr>
<td>Montclair State University</td>
<td>$7,980,000.00</td>
<td>54</td>
<td>286</td>
<td>645</td>
<td>21,115</td>
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<tr>
<td>University of Northern Colorado</td>
<td>$5,089,000.00</td>
<td>92</td>
<td>199</td>
<td>514</td>
<td>13,437</td>
<td>18%</td>
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<tr>
<td>Southern Connecticut State University</td>
<td>$2,763,000.00</td>
<td>102</td>
<td>63</td>
<td>422</td>
<td>10,050</td>
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<tr>
<td>California State University - Chico</td>
<td>$2,452,000.00</td>
<td>35</td>
<td>122</td>
<td>551</td>
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<tr>
<td>Buffalo State - SUNY</td>
<td>$1,928,000.00</td>
<td>13</td>
<td>34</td>
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<td>9,118</td>
<td>4%</td>
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<tr>
<td>Indiana State University</td>
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<td>15</td>
<td>75</td>
<td>465</td>
<td>13,044</td>
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<tr>
<td>Central Connecticut State University</td>
<td>$1,190,000.00</td>
<td>Data N/A</td>
<td>Data N/A</td>
<td>448</td>
<td>11,822</td>
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<tr>
<td>Eastern Connecticut State University</td>
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<td>33</td>
<td>49</td>
<td>200</td>
<td>5,208</td>
<td>17%</td>
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<tr>
<td>Western Connecticut State University</td>
<td>$646,000.00</td>
<td>(Headcount only for IHEs with $1 mil+ R&amp;D)</td>
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<td>222</td>
<td>5,642</td>
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<td>Kean University</td>
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<tr>
<td>Southeast Missouri State University</td>
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<tr>
<td>Bridgewater State University</td>
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<td></td>
<td>355</td>
<td>10,990</td>
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William Paterson - Jumped from $3.01 million in 2017 to $9 million in 2018

- Committee and SPAR will look more in depth at both of these institutions (WP & UM) for models they follow, supports they have implemented, or what special factors might be behind this data.

Present members reviewed and worked on draft of Resolution

Adjourned 1:58pm
RULES COMMITTEE

March 4, 2020

Meeting Minutes

The meeting was convened at 12:20

Members Present: Robert Gregory (Chair)(Health and Movement Studies), Matthew Miller (The Environment, Geography, and Marine Science), Jeffrey Webb (Chemistry) (Minutes)

Absent: Paul Levatino (Social Work-Marriage and Family Therapy)

Topic/Charge of the Meeting: The committee continued looking at the list of P&T issues which had been provided to the committee by the Faculty President.

Issue #5: Eligibility Criteria for serving on the P&T committee.

Starting with the email opinion from Linda Cunningham the committee looked at the criteria for serving on the P&T committee from the Faculty Senate Document. The committee discussed the information provided and felt that the issue was that: The faculty member in question didn’t have the req. years in rank and applied for P&T under the “comparable standards” portion of the P&T document but this left the member short of the requirements when they applied to be a member of the P&T committee. (Which states that P&T committee members must be at the rank of associate or above and have completed a minimum of six years on the Faculty at a college or university with at least three years at SCSU.)

Based on the information provided the committee wasn’t able to recommend anything at this time specifically related to the complaint. **However, the committee is in full agreement that the six-year requirement in the document (for serving on P&T) is not needed and does recommend that the document be changed to only require (for serving on P&T) the rank of associate professor or above and a minimum of three years on the full-time faculty at SCSU.**

Issue #6: Various Issues with P&T.

The initial email requests Renewal and P&T documents need parallel language and increased clarity for “Classroom Visits”.

The P&T document does not distinguish specify classroom observations but states that all load credit activities need to be observed? The committee had several misgivings about this language: How does one observe research reassigned time or online classes??
After discussion the committee concluded that: the P&T document (Part 3 Section C, under 1F) needs to be more aligned with the renewal documents (Section C under 1C) to be more consistent about language about “observations”.

The committee recommends that the P&T document should consider adopting the language in the renewal document classroom observations (where it is merely mentioned as a method of evaluation) because it is very problematic that the way it read now because ALL forms of Load credit activity are NOT directly observable.

The next listed item was more specific language about weighting and evaluation categories, increasing relevance. After some discussion the committee concluded that the gist of this issue has been discussed on the SCSU campus ad nauseum over multiple generations of professors and it is beyond the scope if this committee at this time.

The next listed items requested: Policy Changes which support a Collegial & Supportive Working environment. The committee conclude that we need to speak with the Personal Policy Committee (Who provided the list of issues under discussion here) for further clarification on this specific item.)

The meeting was adjourned at 1:45

Respectfully submitted by Dr. Jeffrey A. Webb
3/4/20
STUDENT POLICY COMMITTEE

March 4, 2020
Minutes

Present: J. Dunklee, M. Dodge, M. Ouimet, B. Achhipal, K. Marsland

1. Meeting called to order at 12:30
2. Discussed revisions to Academic Misconduct Policy in response to feedback from the Senate Executive Committee. K. Marsland to follow up with Student Conduct Office (SCO) regarding criteria for reporting of instances of Academic Misconduct and criteria for determining SCO action.
3. The committee will meet with representatives from English on March 25th and Math on April 8th to discuss the use of SAT scores for placement purposes.
4. Pending New Business:
   a. Access to feminine products
   b. Latin honors for Transfer Students
   c. Plagiarism policy
   d. Student Field Trips faculty liability concern
5. Meeting Adjourned at 2:00

Respectfully submitted by K. Marsland
UCF Actions
Feb. 27, 2020 meeting

a. **Motion APPROVED:**
   
   *In order to ensure the integrity of the Liberal Education Program (LEP) through continuous quality improvement of courses and in order to comply with accreditation requirements, data must be gathered on an ongoing basis. The affinity groups are the designated bodies that are responsible for creating the rubrics and learning outcomes. Therefore; it is moved, that beginning Fall 2020, departments and programs that offer courses in the LEP shall participate in affinity groups and ensure that data are gathered for each LEP course section on a regular basis, based upon the rubrics designed or designated by the affinity groups.*

   *(SEE ATTACHED FROM LEP DOCUMENT)*

b. **Motion TABLED:**
   
   *UWIC moves to implement a pilot program to designate courses as Social Justice & Human Diversity Courses (SJD). During this 18-month pilot (Spring 2021- Fall 2022) SJD courses will be self-designated by faculty wishing to have the SJD designation with an “SJD” notion in Banner. To receive the designation, the faculty member will submit the course syllabus along with a statement of interest in having the course designated as a SJD course; this statement should indicate how the course fits the “Awareness-Knowledge-Action” framework outlined in Senate Resolution S-2019-08. The designation will be applied to the instructor and to the section of the course being offered, rather than to the course. These proposals will be received by and logged by the chair of the UCF.*
UWIC will begin review of the pilot in Spring 2022 in order to decide continuation of the pilot or permanence of a program by the end of March 2022.

LIBERAL EDUCATION PROGRAM
VERSION 4
APPROVED UCF: 3/20/17

ASSESSMENT (PAGES 11-12)
In the Liberal Education Program at Southern, assessment is used in an ongoing way to improve the program. Assessment methods are dictated by content and pedagogy, not the other way around. Assessment may take many forms and, as a system, is also susceptible to reform. Assessment methods are to be user-friendly and effective.

In the Liberal Education Program at Southern, both student achievement and program effectiveness are assessed throughout the three tiers. An electronic portfolio in which students place their best work at each tier represents their progression through the entire program and demonstrates their successes vis-a-vis the liberal education goals; students’ selection and justification of material for this portfolio allow them to reflect on their progress and to draw connections among their courses. Competency demonstrations mark the transition from Tier 1 to Tier 2. Papers, presentations, and performances represent student command of content in Tier 2. Final projects in Tier 3 demonstrate student abilities to examine an area of knowledge in light of a Discussion of Values. A list of the assessment tools is given below:

- Competency demonstrations – Tier 1
- Papers, presentations, and performances – Tier 2
- Final projects – Tier 3
- Student portfolios (electronic) – Tiers 1, 2 & 3

Competency demonstrations will be administered either inside or outside the five Tier 1 courses that focus on particular competencies, and will be assessed by a committee of Tier 1 instructors (fairly compensated) teaching that competency. The English, Mathematics, and World Languages and Literatures Departments will design or select the written communication, quantitative reasoning, and multilingual communication competency demonstrations respectively. In the program’s first few years, the competency demonstration results will be used to calibrate program achievements and expectations; later, a student proficiency level will be a prerequisite for admission into Tier 2 courses to ensure that students have developed these competencies to an acceptable level. The latter method places responsibility for learning the competencies on the students and helps make the instructor their ally.

The papers, presentations, and performances produced by students in Tier 2 courses will be assessed by instructors in the respective Affinity Groups.

The final projects are assessed by a committee of Tier 3 instructors (fairly compensated). Yearly assessment of a random sampling of student portfolios, which students could start during their FYE class, will yield data on the effectiveness of the program as a whole to allow for program changes and improvement.
An important part of the assessment process requires that faculty members participating in each liberal education area, say the Natural World or Written Communication, meet once a year for at least two hours, compare successes and failures, and agree on at least one action item that would strengthen student success in that area.

ADMINISTRATION (PAGES 12-13)
The Liberal Education Program at Southern is overseen and administered by the Liberal Education Program Committee and a Program Director or Co-Directors. The Liberal Education Program Committee comprises elected faculty and functions as an autonomous standing committee of the UCF (similar to the Writing Across the Curriculum Committee). The UCF approves all new courses, revised courses, and program revisions in the Liberal Education Program.

The duties of the Committee and Director include:
- working with faculty in proposing new liberal education courses and reworking existing courses to meet the new guidelines,
- developing guidelines for course approval (to be approved by the UCF)
- helping the UCF interpret the various goals’ purposes and key elements during the course approval process,
- representing the committee at UCF meetings,
- overseeing the development of the Liberal Education Program,
- responding to problems and issues that arise with the implementation of the new program,
- ensuring that program review and assessment are carried out in an effective and timely manner,
- proposing program changes based on the committee’s review or input from faculty, and,
- revising the LEP document to reflect UCF-approved program changes.
Committee has obtained a copy of Western Connecticut State University’s MOU with Northwestern and will review details of agreement as possible model for Southern program.

Committee met with a series of guests both internal to SCSU and from Housatonic Community College.

Sage Stachowiak, director of SCSU Financial Aid & Scholarships and Nila Lenna, Financial Aid Compliance Specialist discussed mechanics of financial aid services on students if a 2+2 program were created.

Financial aid officials confirmed it is possible for students to attend SCSU classes on a community college campus and receive financial aid and scholarships through SCSU as long there is a clear pass-off of the student from community college enrollment to SCSU.

Student accounts would need to be consulted about setting up billing and collection of payments.

Discussion also focused on collecting student fees for all services and the access these students would have for services including DRC, dean of students and various activities.

Housatonic visitors, Randy Sanders, transfer counselor, and Shelley Tomey, coordinator of early childhood education program, told the committee there would be much interest in such a program by HCC students.

Most students there want to stay local to Bridgeport because of transportation, family and work issues. They said some CC students have a genuine fear of going outside their comfort zone. Despite the fact that staff and faculty encourage students to move on they often prefer to stay. Sometimes students even return to earn other associate’s degrees or certificates rather than pursuing bachelor’s degrees in other parts of the state. The schools these students often look to transfer: Sacred Heart, University of Bridgeport, UConn-Stamford, Southern. They have a successful partnership with Wheelock for students to continue education. These students like and need convenience.

HCC students often taken more than two years to earn associate’s degrees.
They said students want programs in nursing, social work, education, business, psychology. More and more universities are visiting HCC campus and setting up regular informational meetings for students. It’s very important they know the process and feel comfortable with what happens on those campuses.

UConn has a guaranteed acceptance program for CC students. Students apply and receive acceptance before they complete 30 credits, have a 3.0 GPA and will receive Arts & Sciences degree. Discussion about need for guaranteed acceptance and direct entry into programs.

Housatonic works closely with administration at Gateway.

The discussion continued with Kelly Stiver, of SCSU PSY department. Stiver is department curriculum committee chairperson. She said there is a possibility such a program could work with its general curriculum. However, offering the required statistics and research methods courses and access to research assistant opportunities are the greatest concerns.

She said there are staffing issues in hiring qualified adjunct faculty for upper level courses. Psychology’s concern is about consistent opportunity to teach courses needed. With online courses there was discussion about the possibility of limiting seats to half at SCSU and half at CC partner?
2018- Spring and Fall Meetings
Dr. Sass focused upon streamlining the Wintergreen Building for students’ access to use of the Bursar’s Office, Registrar’s Office and Financial Aid during move in day for new students at the Southern Connecticut State University (SCSU). Actual physical remodel in process. Multiple discussions on ensuring that financial aid monies are available for students to pay for summer classes.

Dormitory housing discussed with regard to ensuring that health and science students are aware that there are designated quiet study dormitories for their majors. Dr. Chul Lee has been hired to provide statistical data and substantiate areas of progression, and those areas in need of improvement at SCSU.

EOC team discussed SCSU open houses and discovery days. Student engagement activities on the campus planned by Salvatore Rizzo and his team were discussed. Increase in students enrolled at SCSU at this time. Online new student enrollment page streamlined for ease of use for students and parents.

2019- Spring and Fall Meetings (December)
Discussion of formulation of subcommittees to begin further changes for Registrar and Financial Aid Offices to streamline registration for classes and change timing of scholarship rewards for students from late spring to early spring. Several EOC meetings cancelled. Dr. Sass resigns.

EOC meetings resumed with Julie Edstrom as Interim Lead in December of 2019. The meeting focused on overview of future goals for EOC and introduction of all members to Ms. Edstrom.

2020- Spring Meetings (March)
Decline in students applying to SCSU. Retention of students is a concern.

Dr. Cheryl Green from the Nursing Department inquired about the SEOP program’s rate of success with low-income students coming from high schools that were not academically prepared for college and required support. Dr. Green shared having met students on campus with low GPAs that did not qualify to apply for specific majors because they had GPAs below 2.0. These students left SCSU and went to trade schools or sought employment. They left SCSU without a degree and debt.

The EOC team discussed the SEOP program cost of approximately $4,000.00 per student. The program is a means to prepare students with low GPAs for the rigor of college. The SEOP students were reported to have received additional support services and excel in comparison to traditional students. Dr. Lee examined the data and shared with the EOC that this was not correct, that the SEOP students performed poorly at SCSU.

Harry Twyman, Director of Academic Advising shared that students will now receive consistent supportive counseling because they had not in the past.

The Financial Aid new hire (Sage) is in the process of ensuring that SCSU students receive notification of scholarship awards for the fall semester within the month of March. Students in the past received financial awards later in the academic year. The goal is to help retain students at SCSU because they will be able to plan their finances for college in the fall earlier.

Alicia Carroll discussed the Registrar’s Office new plan to have students register for classes on specific dates based upon their academic year of progression. Advanced academic standing based upon credit hours will no longer be used. This change is to examine if the class registration
computer system can avoid delays in processing data because of multiple users registering for classes at 6:00 a.m.
SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY SENATE

RESOLUTION on Revising the Guidelines for Faculty Creative Activity Research Grants

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

*Whereas*, as the official representative body of the academic Faculty, the SCSU Faculty Senate endeavors continually to promote academic excellence; and

*Whereas*, Faculty Creative Activity Research Grants (FCARG) support academic excellence; and

*Whereas*, it benefits the University to provide as many FCARG awards as possible; and

*Whereas*, a potential to provide more awards will result from expanding the ways in which faculty members can receive FCARG funds, whereby some of the funding currently used for fringe can be redirected to the funding of more awards; and

*Whereas*, expanding the ways in which faculty members can receive funding, while maintaining merit based review, will be advantageous to recipients who use the award to make purchases for their research; and

*Whereas*, revising the application deadline can make the application process more accessible; and

*Whereas*, efficiency can be realized by moving to an online application system; and

*Whereas*, clarification of eligibility for certain faculty members can enhance the pool of applicants; and

*Whereas*, a minor change in committee composition will allow the election of an at-large member; therefore be it

**Resolved**, That the Guidelines for Faculty Creative Activity Research Grants be revised as reflected in the attached document.
MAJOR CHANGES TO FACULTY SENATE CONSTITUTION & BYLAWS

CONSTITUTION

1) pp. 2-3: II. Membership
   - Faculty Senator election procedures removed from this section and moved to Bylaws, II. Election of Senators

2) pp. 3-4: III. Officers
   - There are now provisions to replace the Secretary (III.3.b) and Treasurer (III.4.b) if either of these individuals is unable to complete their term

3) p. 4: VII. Changes to the Faculty Senate Constitution and Bylaws
   - There is a new provision (VII.A.4): “Recommended changes in the Faculty Senate Constitution that are approved by a faculty referendum shall be presented to the University President for approval.”
   - Article 5.9 of the CBA states “The Constitution and Bylaws...become effective upon Presidential approval.”
   - Interpretation: If the President’s approval was given/needed to establish a Constitution and Bylaws, it is also necessary to change those documents

BYLAWS

1) pp. 2-3: II. Election of Senators
   - This new section was added to the Bylaws, which is the appropriate Faculty Senate document for procedural information related to the election of Senators
CURRENT CONSTITUTION

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 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 temp). 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
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 a faculty referendum shall be presented to the University President for approval.

B. 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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PROPOSED CONSTITUTION
WITH TRACK CHANGES

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. As this and the members of the Faculty Senate are recognized as representatives of their constituencies and are entitled to promote new ideas 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 training, and coaching) 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 academic 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 a majority of the members of each department, agree. Any department may opt to terminate this 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.

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 department or by grouping of departments, as specified above. All part-time members shall have the right to representation in the Senate, and shall be considered a single voting unit.

[ PAGE ^ MERGEFORMAT ]
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 at the first order of business at the last regularly scheduled meeting of the Senate 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 (proxy).
   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 a 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 term as President, even if that member’s term as Senator has expired, and the member has not been reelected. If the President of the Faculty Senate is reelected, 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 members. 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.

n. 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 the Faculty Senate Secretary at the request of at least one-quarter of the Faculty Senate members. The calls for 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.

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 units 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 unit(s) 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. Each petition must include the name of the person signing. The conditions in Section V must also be met.

VII. Changes in the Faculty Senate Constitution and By-Laws

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 notice in writing that changes to the Faculty Senate Constitution may be taken either at a regular or special meeting of the Faculty Senate, provided:

   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

2. Two-thirds or more of the Faculty Senate membership present, as 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 VI.

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

B. Changes in the Faculty Senate By-Laws 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, Part A.1 and A.2 have been met.

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Southern Connecticut State University
Faculty Senate
By-Laws

1. Membership in Voting Units

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.

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, non-voting 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.
PROPOSED BYLAWS

Southern Connecticut State University
Faculty Senate
Bylaws

I. Membership in Voting Units

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.

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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 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.
PROPOSED BYLAWS WITH TRACK CHANGES

Southern Connecticut State University
Faculty Senate

1. Membership in Voting Units

A. The section defining the terms full-time member, part-time member, voting unit member, and department member. These definitions shall be used to analyze 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 definitions 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, full-time library faculty, and full-time coaches or intramural, instructional athletic training.

2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (e.g., academic department or a result of two or more academic departments).

3. Every full-time program director, coordinator, librarian, coach, or instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).

4. 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.

5. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments must choose to be associated 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 such choice without written permission from the affected departments and appropriate dean(s).

Any full-time department member may transfer to another department provided that 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 choice, the faculty member may not alter such choice without written permission from the affected departments and appropriate dean(s).

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

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Deleted: Given below are qualifications which restrict the meaning of... As of July, 2022... In the... Faculty... member... voting unit member... department member... These qualifications... shall be used in resolving... to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of University business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come within...

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... of... 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...

Deleted: 1. Full-time... or a group of two or more academic departments. Every full-time program directors, counselors, librarians, and coaches... in counseling, librarians, coach, or non-instructional athletic trainers...

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... but he/she... he faculty member is on loan to that department...

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... to be considered a member of... assigned to one of the two departments and must communicate this decision in writing to both affected departments... to the appropriate dean...; and to the appropriate dean... an application for promotion or tenure shall constitute such a communication. Having made such a choice... he faculty member may not alter his/her choice until at least three years have elapsed and until he/she makes application and receives... through written permission from the department... affected departments and appropriate dean(s)... involved...

Deleted: he/she communicates his/her decision... request is communicated in writing to the affected departments and appropriate dean(s)... involved and receives their... omission... is received from the departments and dean(s)... Having made such a choice... he/his decision must be communicated...

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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, research, part-time counseling or any other part-time faculty, part-time librarians or part-time library staff, 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. Realignment 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.

H. 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 shall not be effective at the beginning of the following academic year.

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

1. Elections shall be by secret written ballot with a separate vote by the voting unit addressed for elections. Absentee ballots shall not be issued in full-time units.

C. Voting units 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.
F. 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 (Sections II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a remaining vacancy shall be for the remainder of the unexpired 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 run a regular three-year term.

G. 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.

H. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate on 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-Chairpersons).

C. Senators are expected to read 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, desirations shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representation has been short of the majority required 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 procedures.

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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.
8. Guest speakers: 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, in writing, ten 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, as far as possible, shall be written, reproduced, and delivered to Senators at least five 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 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 report shall be offered for acceptance and may simply be accepted by the Faculty Senate 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, the University Corporation, the Undergraduate Curriculum Forum, and the Graduate Council, as well as any other recommendations resulting from a meeting of the instructional faculty bargaining unit, and announce and open to all members of that group.
6. 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 ask 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 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, non-voting 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, an objection to such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall not be 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 acclamation as required by election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or running mate, the Elections Committee shall designate a member to conduct the election. The Chairperson or designee shall ensure the election to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off shall be conducted between the two candidates who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be ensured if there are more than one candidate.

D. Upon the request of any Senator voting on any motion, the 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 Function:
   - 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 for 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 faculty 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.

4.
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 elect a Standing Committee. 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 each Standing Committee 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 for no more than three consecutive terms. If a Standing Committee has no chairperson, 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 they have served: (a) the Faculty Senate President; (b) the Secretary; or (c) Chairperson or Co-chairperson of another Standing Committee. Each committee member shall have 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. The Faculty Senate Standing Committees and theirpurview 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. 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 nominations or referenda issue, tabulation of ballots, distribution of voting results, etc.

The Faculty Senate Elections Committee may also run elections for other University Committees when directed by so do by the Faculty Senate Executive Committee in response to a request from the University Administration.

3. Finance Committee
   Purview: All matters of fiscal policy relating to the University and Faculty Senate: e.g., University and Faculty Senate budgets, long-range planning, the use and balance of contracts, grants, 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.

4. Personnel Policy Committee
   Purview: All matters of policy pertaining to personnel represented in the Faculty Senate, e.g., promotion, tenure, salary, benefits, etc.

5. Rules Committee

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g. Technology Committee

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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
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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
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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
cross-cutting 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
Executive 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
Executive 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 Senate 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.

Revisions to the Rules

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

B. Revisions to the Rules shall be approved according to the guidelines specified in the Faculty Senate Constitution.
### Background & Team

<table>
<thead>
<tr>
<th>Faculty Development Grant Team</th>
<th>Advisors and Presenters</th>
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<tbody>
<tr>
<td>• College of Education: Dr. Olcay Yavuz</td>
<td>Dr. Elizabeth Kelley Rhoades</td>
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<tr>
<td>• The College of Health and Human Services: Dr. Cheryl Green</td>
<td>Bogdan Zamdur</td>
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<td>• The College of Arts and Sciences: Dr. Christopher Budnick</td>
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<td>Dr. Trever Broliar</td>
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<td>Dr. Michele L. Vancour,</td>
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SCSU Faculty Need Assessment:
Developing Hybrid/Online College Courses

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

Participants (N=134)

SCSU Colleges/Schools
- School of Business
- College of Health and Human Services
- College of Education
- College of Arts and Sciences
# Technology Proficiency Level (N=134)

![Pie chart showing technology proficiency levels.]

- Basic Knowledge: 14.18%
- Limited Experience: 54.48%
- Practical Application: 14.18%
- Applied Theory: 4.48%
- Recognized Authority: 12.69%

## SCSU Faculty Technology Training Interest (Cluster I)

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<th>School of Business</th>
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### SCSU Faculty Technology Training Interest (Cluster III)

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

<table>
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<td><strong>Level 1</strong></td>
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(1) Office of Online Learning + (2) IT Department + (3) Office of Academic Affairs + (4) Online Teaching Advisory Committee

(5) Faculty Development Office, (6) Center for Educational and Assistive Technology, (7) Online Learning Ad Hoc Committee, (8) Deans
<table>
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<tr>
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<tbody>
<tr>
<td>Kathleen Lucas</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Celia M. Mackay</td>
<td>Art</td>
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<tr>
<td>Yun Jeong Kim</td>
<td>Business</td>
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<tr>
<td>Ingrid Cox</td>
<td>Chemistry</td>
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<tr>
<td>Meg Sargent</td>
<td>Communication, Media &amp; Screen Studies</td>
</tr>
<tr>
<td>Elizabeth K. Rhodes</td>
<td>CSP</td>
</tr>
<tr>
<td>Regene Rastelli</td>
<td>Curriculum &amp; Learning</td>
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<tr>
<td>BEENA ACHARYA</td>
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<tr>
<td>Ada Deimomi Luang</td>
<td>Department of nursing</td>
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<tr>
<td>Jen Gregory</td>
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<tr>
<td>Olly Yasse</td>
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<tr>
<td>Ghalin Lucas</td>
<td>Educational Leadership and Policy Studies</td>
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<tr>
<td>Angela Tedora Kraszewski</td>
<td>Educational Services</td>
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<tr>
<td>Naquita Jayner-Wigalow</td>
<td>Management</td>
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<tr>
<td>Miriam Lee</td>
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<td>Samuel Anishv</td>
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<td>Chelsea Orino</td>
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<td>Bev Zentif</td>
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<tr>
<td>Alisa Weis</td>
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<tr>
<td>Tessa Mancehen-Shapiro</td>
<td>Political Science</td>
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<tr>
<td>Andrew Mancehen-Shapiro</td>
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<td>Jennifer Kazal</td>
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<td>Jo Ann Rebe</td>
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<td>Bill Franckes</td>
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<td>Katri Kanicki</td>
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<td>Brooklyn Amante</td>
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<tr>
<td>Elena Schmitt</td>
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**March 13: Full Day Faculty Workshop**

**Online Instruction Certificate Workshop I**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Camille Semchuk</td>
<td>Art</td>
</tr>
<tr>
<td>Sarah Crawford</td>
<td>Biology</td>
</tr>
<tr>
<td>Imad Antonious</td>
<td>Computer Science</td>
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<tr>
<td>Richard Downum</td>
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<td>Joseph Goralick</td>
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<td>Angela Skapa</td>
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<td>Elizabeth K. Rhodes</td>
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<td>C. Patrick Headbamp</td>
<td>EDMS</td>
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<tr>
<td>Sean Biderley</td>
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<td>Joel Dukkem</td>
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<td>Phyllis Spald</td>
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<td>Brian Johnson</td>
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<td>Carmen Cacy</td>
<td>History</td>
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<td>Emma Wang</td>
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<td>Yumei Yang</td>
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<td>Bin Zentif</td>
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<td>Ketzire Arvits</td>
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<td>Kelly Sander</td>
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<td>Kate McEwan</td>
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<td>Jean M. Brey</td>
<td>Public Health</td>
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<tr>
<td>Zachary Fox</td>
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<td>Jessica Remy-Drake</td>
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<tr>
<td>Pina Palma</td>
<td>WUL</td>
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<td>Massiel werf</td>
<td>WUL</td>
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<td>Eka Tu</td>
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March 13: Online Instruction Certificate Workshop I
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

March 11, 2020
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 in 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 a faculty referendum shall be presented to the University President for approval.

B. 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.
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 them, 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.
III. Officers

A. The officers of the Faculty Senate shall be President, Immediate Past President, Secretary, and Treasurer. The officers of the Faculty Senate shall be subject to approval by the Faculty Senate.

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, provided that he/she has not been re-elected.

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 Chairman of the Elections Committee shall hold an election for a new President. In the absence of the Immediate Past President and the Chairman 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

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-fourth 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

B. 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 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.
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 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
By-Laws

I. Membership in Voting Units

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.

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.

1
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.
Southern Connecticut State University  
Faculty Senate  
Bylaws

I. Membership in Voting Units

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).

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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 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.
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.
Southern Connecticut State University
Faculty Senate

Bylaws

1. Membership in Voting Units

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 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:

   Every full-time teaching faculty member who has responsibilities of 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.

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 choice in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

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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.

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 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) 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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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.
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 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 election. 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.

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1. Executive Committee
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4. Finance Committee
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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.
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 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**
D. 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 on-going tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Committees serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Faculty Senate. 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. 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 Forum derives its authority from the faculty and is led by elected members of the faculty.

E. Student Policy 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 existing units.

f. 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 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. Committees serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Faculty Senate. 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. 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 Forum derives its authority from the faculty and is led by elected members of the faculty.
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.

Deleted: standing committee

Deleted: Accountability of Senators

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.

Deleted: By-Laws

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Deleted: member of the Faculty Senate

Deleted: By-Laws

Faculty Senate Revised and Approved:

May 8, 2019