

Southern Connecticut State University

FACULTY SENATE

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

AGENDA 2

UNAPPROVED MINUTES OF FEBRUARY 26, 2020 3

DOCUMENTS TO ACCOMPANY MINUTES (FEBRUARY 26, 2020 MEETING)..... 7

Candidate Information Forms (Coaches/Instructional Faculty/Librarians & Counselors)..... 7

Resolution Regarding Recommending Certain Material Benefits to Retiring Faculty 30

MINUTES OF THE STANDING COMMITTEES 31

ACADEMIC POLICY COMMITTEE..... 31

ELECTIONS COMMITTEE 32

FINANCE COMMITTEE 33

PERSONNEL POLICY COMMITTEE 34

RULES COMMITTEE..... 36

STUDENT POLICY COMMITTEE 38

TECHNOLOGY COMMITTEE 39

SPECIAL COMMITTEES..... 40

UNDERGRADUATE CURRICULUM FORUM (UCF)..... 40

2+2 AD HOC COMMITTEE 43

ENROLLMENT OPERATIONS COMMITTEE (EOC) REPORT..... 45

DOCUMENTS / MOTIONS / RESOLUTIONS FOR REVIEW 47

REVISIONS TO THE FACULTY CREATIVE ACTIVITY RESEARCH GRANTS PROCEDURE 47

FACULTY SENATE CONSTITUTION AND BYLAWS REVISIONS (MAJOR CHANGES; CURRENT VERSIONS, REVISED VERSIONS, VERSIONS WITH TRACK CHANGES HIGHLIGHTED)..... 48

PRESENTATION (DR. O. YAVUZ): SPRING 2020 SCSU CAMPUS-WIDE TECHNOLOGY NEED ASSESSMENT RESULTS: DEVELOPING HYBRID/ONLINE COLLEGE COURSES..... 90

Southern Connecticut State University
FACULTY SENATE

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.

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF FEBRUARY 26, 2020

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

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.

Attendance

Dave Allen* <i>Accounting</i> 6/10	Matthew Ouimet <i>Counseling</i> 10/10	Sandip Dutta <i>Finance</i> 4/10	Robert Forbus* <i>Marketing</i> 6/10	David Pettigrew <i>Philosophy</i> 7/10	Angela Lopez-Velasquez <i>Special Education</i> 8/10
William Farley* <i>Anthropology</i> 6/10	Natalie Starling <i>Counseling & School Psychology</i> 10/10	Peter Latchman* <i>Health & Movement Sciences</i> 8/10	Joe Fields <i>Mathematics</i> 9/10	Binlin Wu* <i>Physics</i> 5/10	Douglas Macur <i>Theatre</i> 6/10
Jeff Slomba <i>Art</i> 9/10	Beena Achhpal <i>Curriculum & Learning</i> 6/10	Robert Gregory <i>Health & Movement Sciences</i> 9/10	Klay Kruczek <i>Mathematics</i> 10/10	Jon Wharton <i>Political Science</i> 8/10	Luke Eilderts <i>World Languages & Literatures</i> 10/10
Kevin Siedlecki <i>Athletics</i> 9/9	Maria Diamantis <i>Curriculum & Learning</i> 9/10	Tom Radice <i>History</i> 10/10	Jonathan Irving* <i>Music</i> 0/10	Michael Nizhnikov <i>Psychology</i> 8/10	
Sarah Crawford* <i>Biology</i> 7/10	Dushmantha Jayawickreme <i>Earth Science</i> 10/10	Darcy Kern <i>History</i> 5/10	Frances Penny <i>Nursing</i> 9/10	Kate Marsland <i>Psychology</i> 9/10	Deborah Weiss <i>Faculty Senate President</i> 10/10
Mina Park <i>Business Information Systems</i> 7/9	Sanja Grubacic* <i>Economics</i> 7/10	Yan Liu* <i>Information & Library Science</i> 5/10	Joanne Roy <i>Nursing</i> 2/2	William Faraclas <i>Public Health</i> 9/10	Cindy Simoneau* <i>Undergraduate Curriculum Forum</i> 9/10
Jeff Webb <i>Chemistry</i> 10/10	Peter Madonia* <i>Educational Leadership</i> 4/10	Jerry Dunklee <i>Journalism</i> 10/10	Obiageli Okwuka <i>Part-time Faculty</i> 9/10	Michael Dodge* <i>Recreation, Tourism & Sport Management</i> 8/10	Cynthia O'Sullivan <i>Graduate Council</i> 5/9
Barbara Cook <i>Communication Disorders</i> 10/10	Mike Shea <i>English</i> 9/10	Parker Fruehan <i>Library Services</i> 10/10	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 8/10	Aidan Coleman <i>Student Government Association</i> 7/10
Derek Taylor <i>Communication, Media & Screen Studies</i> 9/10	Paul Petrie <i>English</i> 10/10	Jacqueline Toce <i>Library Services</i> 10/10	Mary Ellen Minichiello* <i>Part-time Faculty</i> 6/10	Stephen Monroe Tomczak <i>Social Work</i> 10/10	Dr. Joe Bertolino <i>SCSU President</i>
Mohammad T. Islam* <i>Computer Science</i> 5/10	Matthew Miller <i>Environment, Geography & Marine Studies</i> 10/10	Carol Stewart* <i>Management, International Business & Public Utilities</i> 6/10	Walter Stutzmann <i>Part-time Faculty</i> 9/10	Cassi Meyerhoffer <i>Sociology</i> 2/2	
Guests: R. Prezant (Provost) C. Bielitz (AA)	I. Crawford (AA) E. Durnin (Dean, BUS)				

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. Faraclas): 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 and satisfy the Liberal Education Program for both degrees. 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

DOCUMENTS TO ACCOMPANY MINUTES (FEBRUARY 26, 2020 MEETING)

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

**CANDIDATE INFORMATION FORM
ATHLETIC TRAINERS**

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

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

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

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

MANAGEMENT OF THE HEALTHCARE OF STUDENT ATHLETES

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

DATES	SUMMARY DESCRIPTION OF ACTIVITY (DETAILS IN FILE)

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

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

DATES	DESCRIPTION OF ACTIVITY/ATTENDANCE, ETC.

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS [Date] 5

CANDIDATE INFORMATION FORM COACHES

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

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

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

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

ADMINISTRATION AND CONDUCT OF ASSIGNED SPORT

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

DATES	SUMMARY DESCRIPTION OF ACTIVITY (DETAILS IN FILE)

RELATIONSHIP WITH STUDENT ATHLETES

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

v. 2.0 approved by FS [Date] 3

**RECORD OF STUDENT ATHLETES IN COMPETITIVE
PERFORMANCE**

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

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS [Date] 5

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

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

v. 2.0 approved by FS [Date] 6

CANDIDATE INFORMATION FORM INSTRUCTIONAL FACULTY

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

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

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

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

v. 2.0 approved by FS {DAE }

LOAD CREDIT INFORMATION (FOR PAST FIVE YEARS)

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

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

CREATIVE ACTIVITY

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

Date	Type	Complete Citation

v. 2.0 approved by FS {DATE }

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS {DATE }

PROFESSIONAL ATTENDANCE & PARTICIPATION

ATTENDANCE AT CONFERENCES & WORKSHOPS

PROFESSIONAL CONFERENCE PARTICIPATION

--

WORKSHOP ATTENDANCE

--

ORGANIZATIONAL MEMBERSHIPS / POSITIONS HELD

--

OTHER PROFESSIONAL ACTIVITIES

--

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

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

v. 2.0 approved by FS {DATE }

CANDIDATE INFORMATION FORM COUNSELING AND LIBRARY FACULTY

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

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

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

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

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

LOAD CREDIT INFORMATION (FOR PAST FIVE YEARS)

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

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

PROFESSIONAL ATTENDANCE & PARTICIPATION

ATTENDANCE AT CONFERENCES & WORKSHOPS

PROFESSIONAL CONFERENCE PARTICIPATION

--

WORKSHOP ATTENDANCE

--

ORGANIZATIONAL MEMBERSHIPS / POSITIONS HELD

--

OTHER PROFESSIONAL ACTIVITIES

--

SERVICE

TYPE	DATE	POSITION	COMMITTEE
University			
School/College			
Department			

v. 2.0 approved by FS {DATE }

CREATIVE ACTIVITY

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

Date	Type	Complete Citation

v. 2.0 approved by FS {DAG }

**RECORD OF DISCIPLINARY ACTION
IN PERSONNEL FILE**

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

v. 2.0 approved by FS {DAE }

Resolution Regarding Recommending Certain Material Benefits to Retiring Faculty

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

RESOLUTION REGARDING RECOMMENDING CERTAIN MATERIAL BENEFITS TO RETIRING FACULTY

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

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

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

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

Resolved,

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

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

MINUTES OF THE STANDING COMMITTEES

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

FINANCE COMMITTEE

PERSONNEL POLICY COMMITTEE

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 (absent)~~; 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.

Peer Institution	All R&D Expenditures - FY2018	Headcount of R&D Principal Investigators	All Other R&D Personnel (Co-PIs, Graduate Students, Undergrad Students, etc.)	Total FT Faculty	Student Population	% of FT Faculty as PIs
University of Nebraska at Omaha	\$ 12,943,000.00	91	396	537	15,432	17%
William Paterson University of New Jersey	\$ 9,456,000.00	163	39	403	10,198	40%
Rhode Island College	\$ 9,287,000.00	44	66	334	7,766	13%
University of Michigan -Dearborn	\$ 8,094,000.00	156	258	358	9,460	44%
Montclair State University	\$ 7,980,000.00	54	286	645	21,115	8%
University of Northern Colorado	\$ 5,089,000.00	92	199	514	13,437	18%
Southern Connecticut State University	\$ 2,763,000.00	102	63	422	10,050	24%
California State University - Chico	\$ 2,452,000.00	35	122	551	17,578	6%
Buffalo State - SUNY	\$ 1,928,000.00	13	34	360	9,118	4%
Indiana State University	\$ 1,323,000.00	15	75	465	13,044	3%
Central Connecticut State University	\$ 1,190,000.00	Data N/A	Data N/A	448	11,822	
Eastern Connecticut State University	\$ 1,100,000.00	33	49	200	5,208	17%
Western Connecticut State University	\$ 646,000.00	(Headcount only for IHEs with \$1 mill+ R&D)		222	5,642	
Kean University	\$ 645,000.00	(Headcount only for IHEs with \$1 mill+ R&D)		357	14,056	
Southeast Missouri State University	\$ 511,000.00	(Headcount only for IHEs with \$1 mill+ R&D)		392	11,071	
Bridgewater State University	\$ 190,000.00	(Headcount only for IHEs with \$1 mill+ R&D)		355	10,990	

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 of this committee at this time.

The next listed items requested: Policy Changes which support a Collegial & Supportive Working environment. The committee concludes 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. Achhpal, 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

TECHNOLOGY COMMITTEE

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.

**2+2 Committee Minutes
Wednesday, March 4, 2020**

Attendance: Co-Chairpersons: Dr. Barbara Cook, CMD, and Dr. Jonathan Wharton, PSC; Dr. Craig Hlavac, associate dean Arts & Sciences; Frank LaDore, Director of Transfer Student Services; Dr. James Simon; adjunct JRN faculty; Aidan Coleman, SGA representative-at-large; Cindy Simoneau, UCF / JRN Chairperson.

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.

DOCUMENTS / MOTIONS / RESOLUTIONS FOR REVIEW

February 26, 2020 meeting

Revisions to the Faculty Creative Activity Research Grants Procedure

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

August 26, 2019
FS Approved 4/19/13

**Southern Connecticut State University
Faculty Senate
CONSTITUTION**

I. Functions

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

II. Membership

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

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

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

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

III. Officers

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

- 1. President of the Senate

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

- 2. Immediate Past President

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

3. Secretary of the Senate

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

4. Treasurer of the Senate

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

B. Removal of Officers

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

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

IV. Meetings

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

V. Minutes

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

VI. Faculty Referendum

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

VII. Faculty Initiative for Senate Action

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

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

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

VIII. Changes in the Constitution and By-Laws

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

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

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

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

PROPOSED CONSTITUTION

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.

{ PAGE * MERGEFORMAT }

- 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.

{ PAGE * MERGEFORMAT }

- 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

{ PAGE * MERGEFORMAT }

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.

{ PAGE * MERGEFORMAT }

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. To this end, the members of the Faculty Senate are responsible for considering 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.

Moved (insertion) [1]

Moved (insertion) [2]

Deleted: ¶

Deleted: Column Break

Moved up [1]: Southern Connecticut State University

Deleted:

Moved up [2]: Faculty Senate

Deleted: CONSTITUTION

Deleted: ¶

Deleted: shall be

Deleted: as per

Deleted: shall be

Deleted: Each member

Deleted: shall be

Deleted: proposing changes in the

Deleted: leading to this end.

Deleted: <it>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. ¶ ... [1]

Moved down [3]: <it>The Faculty Senate Secretary

Deleted: <it>These actions of the Senate Secretary [2]

Deleted: <object>Full

Deleted:) representatives

Deleted:

Deleted: Immediate

Deleted: -

Deleted: , to

Deleted: them

Deleted: so

Deleted: ¶ ... [3]

Deleted: their

Deleted: ,

Deleted: so

Deleted: so

Deleted: ,

Deleted: ,

Deleted: <it>Prior to April 1, the Secretary of the ... [4]

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

III. Officers

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

1. President

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

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

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

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

2. Past President

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

3. Secretary

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

Moved down [4]: 1
The Faculty

Moved (insertion) [3]

Deleted: Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators. 1
... [5]

Deleted: Immediate

Deleted: , and Secretary

Moved (insertion) [4]

Deleted: of the

Deleted: 1
... [6]

Deleted: The election shall be conducted by the... [7]

Deleted: of the Senate

Deleted: succeed himself or herself

Deleted: of the Senate

Deleted: Immediate

Deleted: of the Senate

Deleted: -

Deleted: Immediate

Deleted: executive committee will

Deleted: Immediate

Deleted: chair

Deleted: president

Deleted: Immediate

Deleted: chair

Deleted: .

Deleted: .

Deleted: Immediate

Deleted: She/he

Deleted: as

Deleted: his/her

Deleted: has expired

Deleted: his/her

Deleted: he/she

Deleted: Immediate

Deleted: Section Break (Next Page)

Deleted: of the Senate

Deleted: She/he

Deleted: of the Senate

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 call to such meetings must be issued at least one week in advance and the purpose stated.

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

V. Faculty Referendum

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

Deleted: of the Senate

Deleted: She/he

Deleted: Voting shall be by secret written ballot if there is more than one nominee; a majority vote is required for election.

Deleted: of the Senate

Deleted: succeed himself/herself

Deleted: of the Senate

Deleted: from office

Deleted: from office

Deleted: may

Deleted: introduced

Deleted: any

Deleted:

Deleted: published

Deleted: of the Senate

Deleted: .

Deleted: of the Senate,

Deleted: members

Deleted: With the consent of the Senate visitors may be afforded the privilege of the floor.

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

Minutes

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

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

Deleted: request

Deleted: will be

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.

Deleted: have

Deleted: have

Deleted: a meeting of

Deleted: instructional faculty

Deleted: ,

Deleted: that group

Deleted: with respect to

Deleted: refusal

Deleted: upon by the Senate.

Deleted: VI

Deleted: By-Laws

Deleted: Recommendations for changes in

Deleted: shall be made at

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 remove 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

Deleted: members have

Deleted: ,

Deleted: ,

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

Deleted: The vote takes place when two-thirds or more of the Senate membership is present.

Deleted: those

Deleted: must vote

Deleted: ,

Deleted: ,

Deleted: section VI

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

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

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

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

Deleted: By-Laws

Deleted: VIII

Deleted: ,

Page - 1 - : [1] Deleted	Rules Committee	2/24/20 10:29:00 AM
Page - 1 - : [2] Deleted	Rules Committee	2/24/20 10:29:00 AM
Page - 1 - : [3] Deleted	Rules Committee	2/24/20 10:29:00 AM
Page - 1 - : [4] Deleted	Rules Committee	2/24/20 10:29:00 AM
Page - 2 - : [5] Deleted	Rules Committee	2/24/20 10:29:00 AM
Page - 2 - : [6] Deleted	Rules Committee	2/24/20 10:29:00 AM
a.		
Page - 2 - : [7] Deleted	Rules Committee	2/24/20 10:29:00 AM
b.		

CURRENT BYLAWS

August 26, 2019
FS Approved: May 8, 2019

Southern Connecticut State University Faculty Senate By-Laws

I. Membership in Voting Units¹

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

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

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

II. Quorum

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

III. Rules of Order

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

IV. Order of Business

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

V. Rules of Procedure

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

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

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

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

VI. Voting

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

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

VII. Faculty Senate Committees

Committees of the Faculty Senate include the following:

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

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

1. Membership:

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

2. Purpose:

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

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

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

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

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

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

VIII. Accountability of Senators

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

IX. Revisions to the By-Laws

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

Faculty Senate Revised and Approved:
May 8, 2019

PROPOSED BYLAWS

Southern Connecticut State University Faculty Senate Bylaws

I. Membership in Voting Units¹

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

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

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

B. Realignments of Voting Units

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

II. Election of Senators

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

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

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

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

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

D. Term of office

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

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

III. Accountability of Senators

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

IV. Quorum

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

V. Rules of Order

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

VI. Order of Business

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

VII. Rules of Procedure

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

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

VIII. Voting

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

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

IX. Faculty Senate Committees

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

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

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

1. Membership:

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

2. Purpose and Purview:

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

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

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

a. Academic Policy Committee

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

b. Elections Committee

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

c. Finance Committee

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

d. Personnel Policy Committee

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

e. Rules Committee

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

f. Student Policy Committee

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

g. Technology Committee

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

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

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

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

X. Revisions to the Bylaws

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

DRAFT

PROPOSED BYLAWS WITH TRACK CHANGES

Southern Connecticut State University, Faculty Senate Bylaws

I. Membership in Voting Units¹

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

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

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

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

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

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

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

Deleted:

Deleted: ~~By-Laws~~

Deleted: Units'

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

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

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

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

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

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

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

~~Deleted: least three years have elapsed or~~

~~Deleted: assignments change~~

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

B. ~~Realignments of Voting Units~~

~~Deleted: and Required Elections~~

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

~~Deleted: alignments of departments into larger~~

II. ~~Election of Senators~~

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

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

~~Deleted: , who~~

~~Deleted: inform~~

~~Deleted: these election results at~~

~~Deleted: beginning~~

~~Deleted: ¶~~

~~¶~~

~~<object>¶~~

~~¶~~

~~Interpretation: Membership in the Faculty Senate~~

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

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

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

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

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

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

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

D. ~~Term of office~~

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

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

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

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

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

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

III. Accountability of Senators

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

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

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

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

IV. Quorum

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

Deleted: Not less than

Deleted: %

V. Rules of Order

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

Deleted: not consistent

Deleted: By-Laws

Deleted: (

Deleted:)

Deleted: (d) advise Faculty Senate members about the use of parliamentary procedure.¹

VI. Order of Business

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

VII. Rules of Procedure

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

- Deleted: <@>Meetings of the Faculty Senate shall be open to the public.†
- Deleted: <@>
- Deleted: <@>Order
- Deleted: <@>Business
- Deleted: <@>Guest Speaker(s) (Position of guest speaker(s) within the order of business may be changed at the discretion of the Senate President)†
- Deleted: Minutes
- Deleted: (if necessary)
- Deleted: (if necessary)
- Deleted: <@>Old Business†
- Deleted: Business
- Deleted: †
- Deleted: who shall forward the requests
- Deleted: shall
- Deleted: Faculty Senate shall invite the
- Deleted: Chief Academic Officer
- Deleted: Faculty Senate
- Deleted: Order
- Deleted: Business
- Deleted: resolutions and
- Deleted: two days
- Deleted: all
- Deleted: relevant
- Deleted: .
- Deleted: † ... [7]
- Deleted: shall
- Deleted: The report
- Deleted: written or
- Deleted: meetings
- Deleted: report
- Deleted: is
- Deleted: objection
- Deleted: any recommendation or resolution
- Deleted: a Faculty Senate
- Deleted: Committee, Faculty Senate
- Deleted: Committee
- Deleted: Committee,
- Deleted: , a petition
- Deleted:) members, or a petition

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

Deleted: (

Deleted:)

Deleted: may

Deleted: 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.

Deleted: an

Deleted: of the Faculty Senate

Deleted: Faculty Senate

Deleted: -

Deleted: of the Faculty Senate.

Deleted: to the Faculty Senate

Deleted: discussions of the

Deleted: <@>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.<@>

Deleted: of Roberts

Deleted: the

Deleted: ?

Deleted: move

Deleted: concur

Deleted: President of the

Deleted: will

Deleted: top

Deleted: vote-getters. The election of the Treasurer shall follow the same procedure as the election

Deleted: the

Deleted: .

Deleted: Section Break (Next Page)

Deleted: Faculty Senate member

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

Deleted: Committees of the

Deleted: include

Deleted: :

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.

Deleted: 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 other Faculty Senate Standing Committees
- Immediate Past President of the Faculty Senate

Deleted: -

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.

Deleted: establish

Deleted: of

Deleted: committee

Deleted: ¶

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

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 balance of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

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

e. Rules Committee

- Deleted: shall assign each senator (excepting the
- Deleted: and Faculty Senate Treasurer) to
- Deleted: Faculty Senate
- Deleted: Faculty Senate
- Deleted: Faculty Senate
- Deleted:
- Deleted: no Faculty Senate
- Deleted: Committee
- Deleted: at least
- Deleted: re-assign
- Deleted: Faculty Senate
- Deleted: Faculty Senate
- Deleted: Committee
- Deleted: it is
- Deleted: The Committee
- Deleted: succeed himself or herself
- Deleted: unless no other committee member is willing or able to serve as chairperson. Should the standing committee deem it necessary to select
- Deleted:
- Deleted: she or he
- Deleted: Faculty Senate
- Deleted: Faculty Senate
- Deleted: Faculty Senate
- Deleted: bi-weekly
- Deleted: full
- Deleted: To accomplish Faculty Senate business in a timely
- Deleted: _____Section Break (Next Page)_____
- Deleted: 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.
- Deleted: committees
- Deleted: <@>Personnel Policy Committee</@>
- Moved down [1]: <@>Purview: All matters of policy
- Deleted: <@> ... [B]
- Moved down [2]: <@>Purview: All matters of policy
- Deleted: <@>This committee will also maintain ... [g]
- Moved down [3]: <@>Purview: All matters of fiscal
- Deleted: <@>This committee will maintain liaison [g]
- Moved [insertion] [3]
- Moved [insertion] [1]

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

- ~~Deleted: all~~
- ~~Deleted: To~~
- ~~Deleted: to~~
- ~~Deleted: To~~
- ~~Deleted: .~~
- ~~Deleted: departments~~

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

~~Moved (insertion) [2]~~

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.

- ~~Deleted: all~~
- ~~Deleted: This~~
- ~~Deleted: will~~

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.

~~Deleted:~~

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.

- ~~Deleted: should normally~~
- ~~Deleted: Faculty Senate~~
- ~~Deleted: Faculty Senate~~
- ~~Deleted: Faculty~~

~~Deleted: ————— Section Break (Next Page) —————
 Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.
 Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.
 Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.~~

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

- ~~Deleted: on-going~~
- ~~Deleted: .~~
- ~~Deleted: committees~~
- ~~Deleted: Faculty Senate~~
- ~~Deleted: Faculty Senate~~
- ~~Deleted: (UCF)~~
- ~~Deleted: standing committee~~

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.~~

Deleted: standing committee

~~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: ~~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~~

Deleted: ~~By-Laws~~

Deleted: ~~member of the Faculty Senate~~

Deleted: ~~By-Laws~~

Deleted: ~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

~~?~~

Faculty Senate Revised and Approved:
May 8, 2019

Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
A.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
B.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
C.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
D.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
E.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
F.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
G.		
Page 1: [1] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
H.		
Page 1: [2] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
1.		
Page 1: [2] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
2.		
Page 1: [2] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
3.		
Page 1: [2] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
4.		
Page 1: [2] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
5.		
Page 1: [3] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
6.		
Page 1: [3] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
7.		
Page 1: [3] Deleted	Rules Committee	2/24/20 10:27:00 AM
v		
8.		
Page 1: [3] Deleted	Rules Committee	2/24/20 10:27:00 AM

9.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
10.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
11.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
12.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
13.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
14.	Page 1: [4] Deleted	Rules Committee	2/24/20 10:27:00 AM
15.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
16.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
17.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
18.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
19.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
20.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
21.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
22.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
23.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
24.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM

25.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
26.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
27.	Page 1: [5] Deleted	Rules Committee	2/24/20 10:27:00 AM
28.	Page 1: [6] Deleted	Rules Committee	2/24/20 10:27:00 AM
29.	Page 1: [6] Deleted	Rules Committee	2/24/20 10:27:00 AM
30.	Page 1: [6] Deleted	Rules Committee	2/24/20 10:27:00 AM
31.	Page 1: [6] Deleted	Rules Committee	2/24/20 10:27:00 AM
32.	Page 1: [6] Deleted	Rules Committee	2/24/20 10:27:00 AM
33.	Page 4: [7] Deleted	Rules Committee	2/24/20 10:27:00 AM
	Page 7: [8] Deleted	Rules Committee	2/24/20 10:27:00 AM
	Page 7: [9] Deleted	Rules Committee	2/24/20 10:27:00 AM
	Page 7: [10] Deleted	Rules Committee	2/24/20 10:27:00 AM



SOUTHERN CONNECTICUT STATE UNIVERSITY

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

Faculty Senate Presentation

March 11, 2020

Dr. Olcay Yavuz

Assistant Professor of Educational Leadership & Policy Studies



SOUTHERN CONNECTICUT STATE UNIVERSITY

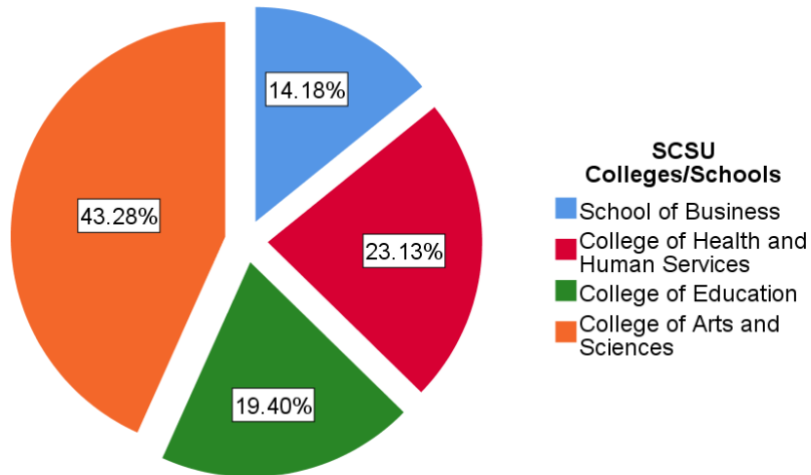
Background & Team

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

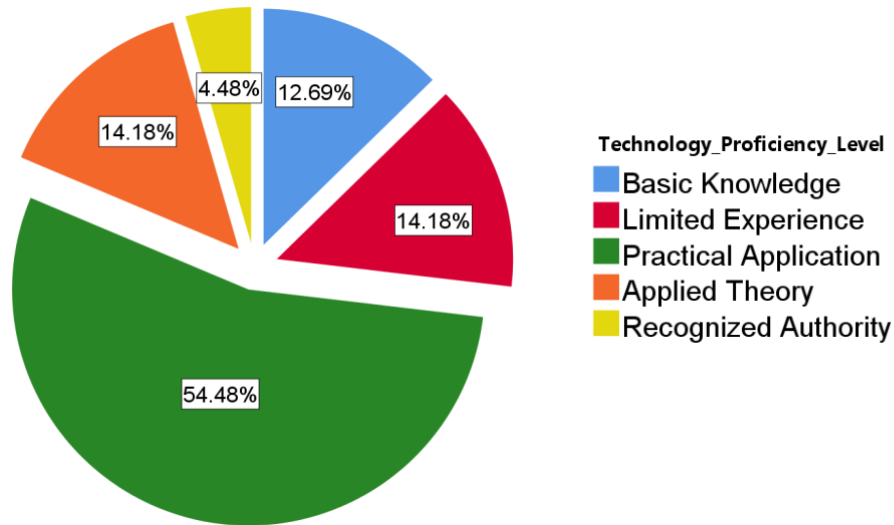
SCSU Faculty Need Assessment: Developing Hybrid/Online College Courses

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

Participants (N=134)



Technology Proficiency Level (N=134)



SCSU Faculty Technology Training Interest (Cluster I)

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

SCSU Faculty Technology Training Interest (Cluster II)

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

SCSU Faculty Technology Training Interest (Cluster III)

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



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



SOUTHERN CONNECTICUT STATE UNIVERSITY

(1) Office of Online Learning + (2) IT Department + (3) Office of Academic Affairs + (4) Online Teaching Advisory Committee

Online Instruction Certificate Level 1	Online Instruction Certificate Level 2	Online Instruction Certificate Level 3
		

(5) Faculty Development Office, (6) Center for Educational and Assistive Technology, (7) Online Learning Ad Hoc Committee, (8) Deans

Name	Department
------	------------

KATHLEEN SKOCZEN	Anthropology
Cheri Ehrlich	Art
Younjun Kim	Business
Adiel Coca	Chemistry
Meg Sargent	Communication, Media & Screen Studies
Elizabeth K Rhoades	CSP
Regine Randall	Curriculum & Learning
BEENA ACHHPAL	Curriculum & Learning
Ada Dimino Luong	Department of nursing
Jess Gregory	Edl
Olcay Yavuz	EDL
Gladys Labas	Educational Leadership and Policy Studies
Angela Todaro-Kraszewski	Educational Services
Laquita Joyner-McGraw	Management
Minjae Lee	Management/IB
Samuel Andoh	MBA
Chelsea Ortiz	Nursing
Bo Zamfir	Office of Online Learning
Binlin Wu	Physics
Tess Marchant-Shapiro	Political Science
Andrew Marchant-Shapiro	PSC
Jennifer Koabel	Psychology
Jo Ann Abe	Psychology
Bill Faraclas	Public Health
Kara Faraclas	Special Ed
Kim Bean	Special Ed
Rosalyn Amenta	WGS
Erin Larkin	WLL
Luke Eilderts	World Languages & Literatures
Elena Schmitt	World Languages and Literatures

March 13: Full Day Faculty Workshop

Online Instruction Certificate Workshop I

Name:	Department
-------	------------

Camille Serchuk	Art
Sarah Crawford	Biology
Imad Antonios	Computer Science
Richard Dawson	Computer Science
Joseph Goralski	Computer Science
Angela Scipio	CSC
Elizabeth K Rhoades	CSP
C. Patrick Heidkamp	EGMS
Sean Brierley	English
Joel Dodson	English
Phylis Iqbal	English
Brian Johnson	English
David Legere	English
Jeff Mock	English
Shelley Stoehr-McCarthy	English
Carmen Coury	History
Emma Wang	Marketing
Yulei Pang	math
Bo Zamfir	Office of Online Learning
Kristine Anthis	Psy
Kelly Bordner	Psychology
Kate marsland	Psychology
Jean M. Breny	Public Health
Zachary Fox	Sociology
Jessica Kenty-Drane	Sociology
Pina Palma	WLL
Miaowei weng	WLL
Elu Tu	WLL

April 17

•Online Instruction Certificate Workshop I

March 13: Online Instruction Certificate Workshop I

Name	Department
Michele Maltz-Matyschysk	Biology
Sarah Crawford	Biology
JiongDong Pang	Chemistry
Richard Zipoli	Communication Disorders
Rosemarie Conforti	Communication, Media, & Screen Studies
Sara Baker Bailey	Communication, Media, & Screen Studies
Veronica Douglas-Givan	Communication, Media, & Screen Studies
Uchenna Nwachuku	CSP
Elizabeth K Rhoades	CSP
Olcay Yavuz	Educational Leadership and Policy Studies
Elsie Okobi	Educational Leadership and Policy Studies
Mary Boudreaux	Educational Leadership and Policy Studies
Mary Brown	English
Eric West	Geography
Cindy Schofield	Information and Library Science
Jonathan Irving	Music
Bo Zamfir	Office of Online Learning
Armen Marsoobian	Philosophy
xiaomei yang	philosophy
Heidi Lockwood	Philosophy and Women's & Gender Studies
Patricia Olney	Political Science
Cheryl Durwin	Psychology
Patricia Kahlbaugh	Psychology
Aukje Lamonica	Public Health
Christine Unson	Public Health
Maryjo Archambault	Recreation, Tourism and Sport Management
Joan Weir	Special Education
Judy Terpstra	Special education
Mary Klarie	Special Education
Joan Weir	Special Education



*** DRAFT**

SCSU Online Instruction Certificate Program: Hybrid and Online Course Teaching

Sponsors: SCSU Office of Faculty Development and SCSU Office of Online Learning

RSVP: Reservations will be granted to the first 30 participants!! [RSVP](#) by March 11th



Online Instruction Certificate Level 1	Online Instruction Certificate Level 2	Online Instruction Certificate Level 3	Online Class Development Summer Academy
March 13, March 19, April 17	May 19	May 20	June 18-19
Objectives 1. Exploring best practices in hybrid and online course development and delivery 2. Introduction to basic skills in online/hybrid course development and teaching 3. Introduction to SCSU BB9 online course template 4. Introduction to interactive online discussions, Kaltura, access for students with disabilities, grading and course management	Objectives 1. Advanced skills in creating online lectures with Kaltura 2. Advanced skills in developing and managing asynchronous online discussion 3. Tools to increase accessibility for students with disabilities and Universal Design for Learning (UDL)	Objectives 1. Conducting synchronous online meetings and discussions using WebEx 2. Advanced video production and editing 3. Skills in further online student engagement and assessment tools (EdPuzzle, Socrative, PearDeck)	Objectives 1. Advanced Gradebook Development 2. Advanced online assessment 3. Planning and managing mall group work in online environment 4. Personalized support and feedback
Presenters Dr. Elizabeth Kelley Rhoades Bogdan Zamfir	Presenters Dr. Lauren Tucker Dr. John G. McVerry Bogdan Zamfir Dr. Elizabeth Kelley Rhoades	Presenters Dr. Barbara Aronson Dr. Olcay Yavuz Dr. Lauren Tucker Dr. Elizabeth Kelley Rhoades Bogdan Zamfir	Presenters/Faculty Mentors Dr. Lauren Tucker Dr. Elizabeth Kelley Rhoades Bogdan Zamfir Dr. Olcay Yavuz
Location: Davis 223 & 118 Time: 9am to 3pm	Location: Davis 223 Time: 9am to 3pm	Location: Davis 223 Time: 9am to 3pm	Location: Davis 223 Time: 9am to 3pm
All workshops are free to SCSU faculty members and complimentary light breakfast and light lunch (salad/ sandwich) will be provided			
Grant Team and SCSU College/School Representatives			
College of Education: Dr. Olcay Yavuz	College of Arts and Sciences: Dr. Christopher Budnick	School of Business: Dr. Younjun Kim	College of Health and Human Services: Dr. Cheryl Green
For additional information please contact: Dr. Olcay Yavuz, Department of Educational Leadership & Policy Studies yavuzol@southernct.edu			



SOUTHERN CONNECTICUT STATE UNIVERSITY



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

Faculty Senate Presentation

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

March 11, 2020

CURRENT CONSTITUTION

August 26, 2019
FS Approved 4/19/13

Southern Connecticut State University Faculty Senate CONSTITUTION

I. Functions

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

II. Membership

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

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

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

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

III. Officers

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

- 1. President of the Senate

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

- 2. Immediate Past President

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

3. Secretary of the Senate

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

4. Treasurer of the Senate

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

B. Removal of Officers

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

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

IV. Meetings

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

V. Minutes

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

VI. Faculty Referendum

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

VII. Faculty Initiative for Senate Action

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

VIII. Changes in the Constitution and By-Laws

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

PROPOSED CONSTITUTION

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.

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. 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.

- Moved (insertion) [1]
- Moved (insertion) [2]
- Deleted: ¶
- Deleted: Column Break
- Moved up [1]: Southern Connecticut State University
- Deleted:
- Moved up [2]: Faculty Senate¶
- Deleted: CONSTITUTION¶
- Deleted: shall be
- Deleted: as per
- Deleted: shall be
- Deleted: Each member
- Deleted: shall be
- Deleted: proposing changes in the
- Deleted: leading to this end.
- Deleted: <#>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.¶ ... [1]
- Moved down [3]: <#>The Faculty Senate Secretary
- Deleted: <#>These actions of the Senate Secretary. [2]
- Deleted: <object>Full
- Deleted:) representatives
- Deleted:
- Deleted: Immediate
- Deleted: -
- Deleted: , to
- Deleted: them
- Deleted: so
- Deleted: ¶ ... [3]
- Deleted: their
- Deleted: ,
- Deleted: so
- Deleted: so
- Deleted: ,
- Deleted: ,
- Deleted: <#>Prior to April 1, the Secretary of the... [4]

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.

Moved down [4]: ¶
The Faculty

Moved (insertion) [3]

Deleted: Senate Rules Committee shall serve as an advisory committee to the Senate in all questions concerning elections of Senators. ¶

... [5]

Deleted: Immediate

Deleted: , and Secretary

Moved (insertion) [4]

Deleted: of the

Deleted: ¶

... [6]

Deleted: The election shall be conducted by the... [7]

Deleted: of the Senate

Deleted: succeed himself or herself

Deleted: of the Senate

Deleted: Immediate

Deleted: Immediate

Deleted: of the Senate

Deleted: -

Deleted: Immediate

Deleted: executive committee will

Deleted: Immediate

Deleted: chair

Deleted: president

Deleted: Immediate

Deleted: chair

Deleted:

Deleted: .

Deleted: ,

Deleted: Immediate

Deleted: She/he

Deleted: as

Deleted: his/her

Deleted: has expired

Deleted: his/her

Deleted: he/she

Deleted: Immediate

Deleted:Section Break (Next Page).....

Deleted: of the Senate

Deleted: She/he

Deleted: of the Senate

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

Deleted: of the Senate

Deleted: She/he

Deleted: Voting shall be by secret written ballot if there is more than one nominee; a majority vote is required for election.

Deleted: of the Senate

Deleted: succeed himself/herself

Deleted: of the Senate

Deleted: from office

Deleted: from office

Deleted: may

Deleted: introduced

Deleted: any

Deleted:

Deleted: published

Deleted: of the Senate

Deleted: ,

Deleted: of the Senate,

Deleted: members

Deleted: ~~<#><object>~~With the consent of the Senate visitors may be afforded the privilege of the floor.

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

~~<#>~~
~~<#>~~**Minutes**

~~<#>~~
~~<#>~~Approved minutes of the meetings shall be posted on the Faculty Senate website.

~~<#>~~

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

Deleted: request

Deleted: will be

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.

Deleted: have

Deleted: have

Deleted: a meeting of

Deleted: instructional faculty

Deleted: ,

Deleted: that group

Deleted: with respect to

Deleted: refusal

Deleted: upon by the Senate.

Deleted: VI

Deleted: By-Laws

Deleted: Recommendations for changes in

Deleted: shall be made at

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

Deleted: members have

Deleted: ,

Deleted: ,

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

Deleted: <#>The vote takes place when two-thirds or more of the Senate membership is present. ¶ <#>¶

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

Deleted: <#>those

Deleted: must vote

Deleted: ,

Deleted: ,

Deleted: section VI

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.

Deleted: By-Laws

Deleted: VIII

Deleted: ,

Page - 1 -: [1] Deleted Rules Committee 2/24/20 10:29:00 AM

Page - 1 -: [2] Deleted Rules Committee 2/24/20 10:29:00 AM

Page - 1 -: [3] Deleted Rules Committee 2/24/20 10:29:00 AM

Page - 1 -: [4] Deleted Rules Committee 2/24/20 10:29:00 AM

Page - 2 -: [5] Deleted Rules Committee 2/24/20 10:29:00 AM

Page - 2 -: [6] Deleted Rules Committee 2/24/20 10:29:00 AM

a.

Page - 2 -: [7] Deleted Rules Committee 2/24/20 10:29:00 AM

b.

Southern Connecticut State University Faculty Senate By-Laws

I. Membership in Voting Units¹

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

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

B. Realignment and Required Elections

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

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

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

II. Quorum

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

III. Rules of Order

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

IV. Order of Business

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

V. Rules of Procedure

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

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

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

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

VI. Voting

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

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

VII. Faculty Senate Committees

Committees of the Faculty Senate include the following:

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

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

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

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

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

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

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

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

VIII. Accountability of Senators

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

IX. Revisions to the By-Laws

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

Faculty Senate Revised and Approved:
May 8, 2019

PROPOSED BYLAWS

Southern Connecticut State University Faculty Senate Bylaws

I. Membership in Voting Units¹

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

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

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

B. Realignments of Voting Units

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

II. Election of Senators

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

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

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

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

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

- D.** Term of office

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

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

III. Accountability of Senators

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

IV. Quorum

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

V. Rules of Order

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

VI. Order of Business

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

VII. Rules of Procedure

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

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

VIII. Voting

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

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

IX. Faculty Senate Committees

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

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

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

1. Membership:

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

2. Purpose and Purview:

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

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

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

a. Academic Policy Committee

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

b. Elections Committee

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

c. Finance Committee

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

d. Personnel Policy Committee

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

e. Rules Committee

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

f. Student Policy Committee

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

g. Technology Committee

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

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

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

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

X. Revisions to the Bylaws

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

DRAFT

PROPOSED BYLAWS WITH TRACK CHANGES

Southern Connecticut State University Faculty Senate Bylaws

I. Membership in Voting Units¹

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

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

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

Deleted:

Deleted: ~~By-Laws~~

Deleted: Units¹

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

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

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

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

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

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

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

Deleted: least three years have elapsed or

Deleted: assignments change

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

B. Realignments of Voting Units

Deleted: and Required Elections

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

Deleted: alignments of departments into larger

II. Election of Senators

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

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

Deleted: , who

Deleted: inform

Deleted: these election results at

Deleted: beginning

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:

Deleted: ¶
¶
<object>¶
¶ Interpretation: Membership in the Faculty Senate

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.

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

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.

Deleted: Not less than

Deleted: %

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.~~

Deleted: not consistent

Deleted: By-Laws

Deleted: (

Deleted:).

Deleted: (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.

- Deleted: <#>Meetings of the Faculty Senate shall be open to the public.¶
- Deleted: <#>Order
- Deleted: <#>Business
- Deleted: <#>Guest Speaker(s) (Position of guest speaker(s) within the order of business may be changed at the discretion of the Senate President)¶
- Deleted: Minutes
- Deleted: (if necessary)
- Deleted: (if necessary)
- Deleted: <#>Old Business¶
- Deleted: Business
- Deleted: ¶
- Deleted: who shall forward the requests
- Deleted: shall
- Deleted: Faculty Senate shall invite the
- Deleted: Chief Academic Officer
- Deleted: Faculty Senate
- Deleted: Order
- Deleted: Business
- Deleted: resolutions and
- Deleted: two days
- Deleted: all
- Deleted: relevant
- Deleted: .
- Deleted: ¶ ... [7]
- Deleted: shall
- Deleted: The report
- Deleted: written or
- Deleted: meetings
- Deleted: report
- Deleted: is
- Deleted: objection
- Deleted: any recommendation or resolution
- Deleted: a Faculty Senate
- Deleted: Committee, Faculty Senate
- Deleted: Committee
- Deleted: Committee,
- Deleted: , a petition
- Deleted:) members, or a petition

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

Deleted: (

Deleted:)

Deleted: may

Deleted: 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.

Deleted: an

Deleted: of the Faculty Senate

Deleted: Faculty Senate

Deleted: -

Deleted: of the Faculty Senate.

Deleted: to the Faculty Senate

Deleted: discussions of the

Deleted: <#>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.&

<#>&

Deleted: of Roberts

Deleted: the

Deleted: &

Deleted: move

Deleted: concur

Deleted: President of the

Deleted: will

Deleted: top

Deleted: vote-getters. The election of the Treasurer shall follow the same procedure as the election

Deleted: the

Deleted: .

Deleted:Section Break (Next Page).....

Deleted: Faculty Senate member

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

Deleted: Committees of the

Deleted: include

Deleted: :

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.

Deleted: <#>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 other Faculty Senate Standing Committees
- Immediate Past President of the Faculty Senate

Deleted: -

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.

Deleted: establish

Deleted: of

Deleted: committee

Deleted: ¶

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

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

a. Academic Policy Committee

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

b. Elections Committee

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

c. Finance Committee

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

d. Personnel Policy Committee

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

e. Rules Committee

- Deleted:** shall assign each senator (excepting the
- Deleted:** and Faculty Senate Treasurer) to
- Deleted:** Faculty Senate
- Deleted:** Faculty Senate
- Deleted:** Faculty Senate
- Deleted:** .
- Deleted:** no Faculty Senate
- Deleted:** Committee
- Deleted:** at least
- Deleted:** re-assign
- Deleted:** Faculty Senate
- Deleted:** Faculty Senate
- Deleted:** Committee
- Deleted:** it is
- Deleted:** The Committee
- Deleted:** succeed himself or herself
- Deleted:** unless no other committee member is willing or able to serve as chairperson. Should the standing committee deem it necessary to select
- Deleted:**
- Deleted:** she or he
- Deleted:** Faculty Senate
- Deleted:** Faculty Senate
- Deleted:** Faculty Senate
- Deleted:** bi-weekly
- Deleted:** full
- Deleted:** To accomplish Faculty Senate business in a timely
- Deleted:**Section Break (Next Page).....
- Deleted:** 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.
- Deleted:** committees
- Deleted:** <#>Personnel Policy Committee
- Moved down [1]:** <#>Purview: All matters of policy
- Deleted:** <#> ... [8]
- Moved down [2]:** <#>Purview: All matters of policy
- Deleted:** <#>This committee will also maintain ... [9]
- Moved down [3]:** <#>Purview: All matters of fiscal
- Deleted:** <#>This committee will maintain liaison [10]
- Moved (insertion) [3]**
- Moved (insertion) [1]**

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.

Deleted: all

Deleted: To

Deleted: to

Deleted: To

Deleted: ,

Deleted: departments

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.

Moved (insertion) [2]

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.

Deleted: all

Deleted: This

Deleted: will

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.

Deleted:

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.

Deleted: should normally

Deleted: Faculty Senate

Deleted: Faculty Senate

Deleted: Faculty

Deleted:Section Break (Next Page).....
Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.¶
Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.¶

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

Deleted: on-going

Deleted: ,

Deleted: committees

Deleted: Faculty Senate

Deleted: Faculty Senate

Deleted: (UCF)

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.

Deleted: standing committee

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.

Deleted: standing committee

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: ~~<#>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~~

Deleted: By-Laws

Deleted: member of the Faculty Senate

Deleted: By-Laws

Deleted: ¶

¶
¶
¶
¶

Faculty Senate Revised and Approved:¶
May 8, 2019

DRAFT

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

A.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

B.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

C.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

D.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

E.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

F.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

G.

Page 1: [1] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

H.

Page 1: [2] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

1.

Page 1: [2] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

2.

Page 1: [2] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

3.

Page 1: [2] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

4.

Page 1: [2] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

5.

Page 1: [3] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

6.

Page 1: [3] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

7.

Page 1: [3] Deleted Rules Committee 2/24/20 10:27:00 AM

▼

8.

Page 1: [3] Deleted Rules Committee 2/24/20 10:27:00 AM

9.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

10.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

11.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

12.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

13.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

14.

Page 1: [4] Deleted Rules Committee 2/24/20 10:27:00 AM

15.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

16.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

17.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

18.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

19.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

20.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

21.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

22.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

23.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

24.

Page 1: [5] Deleted Rules Committee 2/24/20 10:27:00 AM

