

Southern Connecticut State University

FACULTY SENATE

September 16, 2020 | 12:10 p.m. | WebEx

To join the meeting, please click [here](#) to be connected via WebEx.

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Southern Connecticut State University
FACULTY SENATE

AGENDA

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12:10 p.m.

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- I. Announcements Relevant to the Faculty Senate
- II. Approval of Minutes of Previous Meeting held on September 2, 2020
- III. Faculty Senate President's Report
- IV. Reports of Faculty Senate Standing Committees
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- V. Reports of Faculty Senate Special Committees
 - a. UCF
 - b. Graduate Council
- VI. Unfinished Business
- VII. New Business
 - a. Resolution Regarding Indigenous Peoples' Day
- VIII. Guest Speakers
 - a. Diane M. Ariza, Vice President for Diversity, Equity, and Inclusion

Fall 2020 meetings: September 2, September 16, September 30, October 14, October 28, November 11, December 2.
Spring 2021 meetings: January 27, February 10, February 24, March 10, March 31, April 14, April 28, May 5.

FACULTY SENATE

UNAPPROVED MINUTES OF SEPTEMBER 2, 2020

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

The 1st Meeting of the Faculty Senate AY 2020-2021 was held on September 2, 2020, at 12:10 p.m.
via WebEx.

Attendance

Dave Allen <i>Accounting</i> 1/1	Matthew Ouimet <i>Counseling</i> 1/1	Sandip Dutta <i>Finance</i> 1/1	Atul Kulkarni <i>Marketing</i> 1/1	Rex Gilliland <i>Philosophy</i> 1/1	Angela Lopez-Velasquez <i>Special Education</i> 1/1
William Farley <i>Anthropology</i> 1/1	Natalie Starling <i>Counseling & School Psychology</i> 1/1	Lawrence Brancazio <i>Health & Movement Sciences</i> 1/1	Joe Fields <i>Mathematics</i> 1/1	Binlin Wu <i>Physics</i> 1/1	Douglas Macur <i>Theatre</i> 1/1
Jeff Slomba <i>Art</i> 1/1	Beena Achhpal <i>Curriculum & Learning</i> 1/1	Robert Gregory <i>Health & Movement Sciences</i> 1/1	Klay Kruczek <i>Mathematics</i> 1/1	Jon Wharton <i>Political Science</i> 1/1	Luke Eilderts <i>World Languages & Literatures</i> 1/1
Kevin Siedlecki <i>Athletics</i> 1/1	Maria Diamantis <i>Curriculum & Learning</i> 1/1	Troy Paddock <i>History</i> 1/1	Jonathan Irving <i>Music</i> 1/1	Michael Nizhnikov <i>Psychology</i> 1/1	
Sean Grace <i>Biology</i> 1/1	Dushmantha Jayawickreme <i>Earth Science</i> 1/1	Darcy Kern <i>History</i> 10/15	Frances Penny* <i>Nursing</i> 0/1	Kate Marsland <i>Psychology</i> 1/1	Deborah Weiss <i>Faculty Senate President</i> 1/1
Mina Park <i>Business Information Systems</i> 1/1	Sanja Grubacic <i>Economics</i> 1/1	Yan Liu <i>Information & Library Science</i> 1/1	Kelly Martinez <i>Nursing</i> 1/1	William Farclas <i>Public Health</i> 1/1	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 1/1
Jeff Webb <i>Chemistry</i> 1/1	Peter Madonia <i>Educational Leadership</i> 1/1	Cindy Simoneau <i>Journalism</i> 1/1	Obiageli Okwuka <i>Part-time Faculty</i> 1/1	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 1/1	Meredith Sinclair <i>Undergraduate Curriculum Forum</i> 1/1
Barbara Cook <i>Communication Disorders</i> 1/1	Mike Shea <i>English</i> 1/1	Patrick Crowley <i>Library Services</i> 1/1	Mary Ellen Minichiello* <i>Part-time Faculty</i> 0/1	Sebatian Perumbilly <i>Social Work</i> 1/1	Cynthia O'Sullivan <i>Graduate Council</i> 10/15
Derek Taylor <i>Communication, Media & Screen Studies</i> 1/1	Paul Petrie <i>English</i> 1/1	Jacqueline Toce <i>Library Services</i> 1/1	VACANT <i>Part-time Faculty</i>	Stephen Monroe Tomczak <i>Social Work</i> 1/1	Aidan Coleman <i>Student Government Association</i> 1/1
Alaa Sheta <i>Computer Science</i> 1/1	Matthew Miller <i>Environment, Geography & Marine Studies</i> 1/1	Carol Stewart <i>Management, International Business & Public Utilities</i> 1/1	VACANT <i>Part-time Faculty</i>	Adam Pittman <i>Sociology</i> 0/0	Dr. Joe Bertolino <i>SCSU President</i>
Guests: R. Prezant (Provost) S. Bulmer (Dean, HHS)	B. Kalk (Dean A&S) T. Milburn (AA)	T. Brolliar (IT) B. Zamfir (Ed/Assistive Tech)	J. H. Kim (MIB & PU)		

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

Faculty Senate President D. Weiss called the 1st meeting of the Faculty Senate to order at 12:11 p.m.

- I. Announcements
 - A. D. Weiss welcomed new and returning senators.
 - B. S. Tomczak reminded senators of the upcoming Promotion and Tenure and Sabbatical leave workshops.
 - C. K. Kruczek announced that self-nominations for all-University committees would be distributed via email shortly.
 - D. J. Irving wished the Senate to recognize W. Stutzman for his service to the University.
 - E. D. Weiss asked faculty to encourage part-time faculty to run for the vacancies on the Faculty Senate.
- II. Faculty Senate Standing Committee Chairpersons
 - A. Academic Policy: P. Petrie.
 - B. Elections: C. Simoneau.
 - C. Finance: W. Faraclas.
 - D. Personnel Policy: N. Starling.
 - E. Rules: R. Gregory.
 - F. Student Policy: K. Marsland.
 - G. Technology: J. Fields.
- III. President's Report

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

 - A. D. Weiss shared the following service opportunities: SGPS Strategic Planning Group, Continuing Education Initiative with SGPS, and Senator to represent the Senate for Graduate Council Meetings.
- IV. Minutes of the previous meeting held on May 20, 2020 were accepted as distributed.

<https://inside.southernct.edu/faculty-senate/meetings>
- V. New Business
 - A. The Personnel Policy Committee **moved to approve** the Resolution Regarding Revisions to the Sabbatical Leave Procedures for Faculty Document.
 - i. Vote tally.
 1. Yes..... 39
 2. No 1
 - a. Motion **passed**.
- VI. Standing Committees provided a brief description of their business for the year. They include Promotion & Tenure reforms (APC and Rules); Reassigned time for Research (PPC); academic misconduct and role of SAT in admission process (SPC).
- VII. Special Committees
 - A. UCF: C. Simoneau and M. Sinclair.
 - B. Graduate Council: C. O'Sullivan.

VIII. Guests

A. J. Bertolino, University President

- i. President Bertolino welcomed everyone back and thanked them for their preparation and work of the summer. He provided a brief overview of the state of the University, its enrollment and finances. He asked that the Senate be very focused and intentional on policy and goals that place emphasis on our current and post-pandemic environment. He also asked that the Senate consider engaging in conversations on course delivery and technology platforms. He plans to invite key groups to participate in a comprehensive review of the University's finances; and to invite groups to focus on priorities and a strategic plan in a post-pandemic environment. Shared that on Thursday he would host a Town Hall event broadcast via YouTube and the University's Facebook page.

B. R. Prezant, Provost and Vice-President for Academic Affairs

- i. Provost Prezant welcomed everyone back and thanked everyone for their hard work preparing for the Fall semester. He shared details on enrollment numbers. He encouraged faculty to recognize the importance of developing timely new curricula, like those created post-9/11. He announced that the University welcomed 30 new faculty members and that 18 searches are planned for this year. He reminded senators of the NECHE reaccreditation, and the site visit planned for one year from now. He shared that on September 21 at 1 p.m. there would be a virtual meeting for affirming our identity for accreditation; and that there would be a new faculty Tapas event on 9/11 at 8:30 a.m.

IX. Adjournment

A. Meeting adjourned at 2:00 p.m.

L. Eilderts
Secretary

Faculty Senate Approved: September 2, 2020

SOUTHERN CONNECTICUT STATE UNIVERSITY
Faculty Senate
SABBATICAL LEAVE PROCEDURES FOR FACULTY¹

Sabbatical Leave encourages the professional growth of the faculty of Southern Connecticut State University by providing an opportunity for individual pursuit of a scholarly and creative experience. Sabbatical Leave is established in accordance with the Collective Bargaining Agreement.²

I. Standards for Sabbatical Leave (from the CSU-AAUP CBA section 13.7)

The CSU-AAUP Collective Bargaining Agreement, section 13.7, states that “Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic Leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching or equivalent professional responsibilities of members. All proposals for such leave must merit approval on the basis of these standards.”

II. Eligibility

Upon completion of six years of full-time service³, a tenured faculty member is eligible to take Sabbatical Leave. Untenured members may apply for Sabbatical Leave in their sixth year of full-time service. If the leave is granted and the Candidate is not awarded tenure, the leave cannot be accepted. After a Sabbatical Leave, a person cannot take another Sabbatical Leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in paragraph I above shall be judged on the basis of their competitive merit. Among those proposals deemed equal in merit by the Sabbatical Leave committee, preference shall be given to members with the longest service since their last Sabbatical Leave.

III. Schedule of Sabbaticals

A. Length of Sabbaticals

¹ The Faculty Senate in agreement with the President of the University establishes these procedures, which are intended to be consistent with the Collective Bargaining Agreement, to govern the Sabbatical Leave process at Southern Connecticut State University.

² “Collective Bargaining Agreement” when used in this document, refers to Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, for 2016-2021.

³ Interpretation: (1) The six years of full-time service must be at SCSU or within the CSU system; (2) The six years of full-time service must be as a member of the instructional faculty, as a counselor, as a member of the library faculty, or as any combination of the three.

Sabbatical Leave may be taken for one or two semesters, beginning in the Fall or Spring semesters. Sabbatical Leave outside the normal academic semester shall also be permissible. Library faculty may begin their Sabbatical Leave in the Fall, Spring, or Summer.

B. Rotation of Sabbaticals

Departments of ten or fewer members shall send no more than one member on sabbatical at one time. A Department with 11-20 members shall send no more than two members on sabbatical at one time. A Department with 21-30 members shall send no more than three members on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, Sabbatical Leave can only be deferred one time, under special circumstances, for not more than one year. A Candidate's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Committee. It must specify the circumstances that gave rise to the request as well as propose a new time frame for the Sabbatical Leave. Prior to approving the deferral, the Chairperson of the Department Sabbatical Committee and the Department Chairperson shall consult with the administration. Once a deferral is approved, the University Sabbatical Committee must be notified in writing by the faculty member.

IV. Applying for Sabbatical Leave

A. Application Format

To be considered, a Candidate's Sabbatical Leave file must include the following materials, to be submitted in **one PDF document**:

1. The completed application form, which must be digitally signed by the Candidate, the Department Sabbatical Committee Chairperson, the Department Chairperson, and the Dean of the Candidate's college/school.
2. Evaluative statements concerning the Candidate's plan from the Department Sabbatical Committee and from the Department Chairperson.
3. A description of the sabbatical plan that indicates the expected contribution to the Candidate's professional growth as specified in paragraph I above.
4. A two-page curriculum vitae outlining the following attributes of the Candidate: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community.

5. A copy of the Sabbatical Leave Follow-up Report(s) for any previous award(s) of Sabbatical Leave.

B. Application Procedures:

1. Candidate's Role in the Sabbatical Leave Process

- a. The Candidate is responsible for notifying, in writing, the Department Chairperson, Department Sabbatical Committee Chairperson, and the Office of Human Resources (humanresources@southernct.edu) of the intent to apply for Sabbatical Leave.
- b. The Candidate is responsible for initiating the sabbatical application. The Candidate shall make the Sabbatical Leave file (as a single PDF document) available to the Department Sabbatical Committee, the Department Chairperson, the University Sabbatical Committee, and Human Resources as specified in the calendar (Appendix A).
- c. The Candidate is responsible for scheduling an interview with the University Sabbatical Committee through the Office of Human Resources. (This interview is optional, but highly recommended.)

2. Department Role in the Sabbatical Leave Process

- a. The Department Sabbatical Committee's evaluation shall be independent of any other evaluation (e.g., independent of the Department Chairperson's evaluation).
- b. Each Department must establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. The Department may choose to have another Department committee act as its Sabbatical Leave Committee. Hereafter, this Committee shall be referred to as the Department Sabbatical Committee, in this document.
- c. No person shall serve as a member of a Department Sabbatical Committee in any deliberations in a year in which that person is applying for Sabbatical Leave. The Department Chairperson shall not serve as a member of a Department Sabbatical Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, elections, recall of Department Sabbatical Committee members, and conduct of its business. These procedures shall be recorded, and readily available to the faculty, and a copy shall be placed on file with the Faculty Senate.

- f. The Department Sabbatical Committee's evaluation shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Committee and the Department Chairperson shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department⁴. If the negotiations fail, the Department Sabbatical Committee will include, in each evaluation, a statement of any adverse impact the Sabbatical Leave will have on the Department.
 - g. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).
3. Department Chairperson's Role in the Sabbatical Leave Process⁵
- a. The Chairperson shall present information in the evaluation which takes into consideration the eligibility requirements established by this document for Sabbatical Leave. The nature of this information should reflect the Chairperson's professional judgments and opinions as well as factual information. The Chairperson's evaluation shall be based on the merits of the Candidate's sabbatical plan. The Chairperson's evaluation shall be independent of the Department Sabbatical Committee's evaluation.
 - b. The Chairperson shall include in the evaluation a detailed statement that indicates the extent to which the Candidate's sabbatical will affect the operation of the Department. Prior to completing the evaluation, the Chairperson and the Department Sabbatical Committee shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Administration, this information shall be included in the Chairperson's evaluation.
 - c. In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).

In no case, however, shall a Department Chairperson being considered for Sabbatical Leave participate in the sabbatical evaluation process.

⁴ In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Committee shall conduct these negotiations with the Administration.

⁵ In the case of the Library, the spokesperson shall fulfill the role of the Department Chairperson.

V. Transmission to the University President

After the University Sabbatical Committee has completed its review, the files and recommendations shall be forwarded via email to the President of the University.

VI. Benefits and Responsibilities

A. Remuneration

Remuneration shall consist of full pay for one semester or half-pay for one year based upon preference of the faculty member with the approval of the President. The Administration will conduct negotiations with the Department Chairperson and the Department Sabbatical Committee to ensure that no Sabbatical Leave will have a detrimental impact on the Department.

B. Activity Engaged in While on Sabbatical

1. A grant may be accepted during the period of the sabbatical.
2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.
3. An individual may not accept a teaching position or any other remunerative position that would detract from the sabbatical plan during the sabbatical period.

C. Protection of Faculty Member's Jobs and Benefits

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University by-laws shall be maintained by the faculty member during the Sabbatical Leave. A faculty member on Sabbatical Leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. In order to be eligible for longevity payments during the sabbatical year, a faculty member must be on the payroll on either April 1st or October 1st of the year in question.

D. Return

1. It is expected that recipients of Sabbatical Leave will return to work at Southern Connecticut State University for at least one year after the leave is completed. The President of the University may release a person from this agreement for appropriate reasons.
2. Within one semester of returning from a Sabbatical Leave, a faculty member shall submit a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President, University Sabbatical Leave Committee, Department Sabbatical Committee, and Director of Library Services. Such statements shall be retained by the Sabbatical

Leave Committee and a copy shall be placed in the University documents file in Buley Library attached to the copy of the application where it shall be available to the University community.

VII. **University Sabbatical Committee**

A. **Purpose of the Committee**

The purpose of the University Sabbatical Committee is to evaluate Candidates for sabbaticals, and to make recommendations to the President of the University regarding the granting of sabbaticals in accordance with this Document.

B. **Structure of the Committee**

1. There shall be a single University Sabbatical Committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter referred to collectively as "faculty." Administrators are not eligible.
2. The Committee shall consist of seven members elected by the faculty.
3. Alternates
 - a. There shall be two alternate members elected by the faculty.
 - b. Alternates shall take the place of voting members
 - when a voting member is applying for a sabbatical that year.
 - when a voting member resigns.
 - under other circumstances, such as prolonged illness, as evaluated by the Committee.
 - c. At no time shall the number of voting members (including alternates serving as members) exceed seven.

C. **Eligibility for Membership on the Committee**

1. Faculty members who are tenured, have achieved the rank of Assistant Professor or above (or the equivalent for library faculty and counselors), and have completed a minimum of six years of full-time service on the faculty or professional staff of a college or university, at least three of which must be at Southern Connecticut State University, are eligible to serve on this Committee.
2. At no time shall there be more than two members from any one Department elected as regular or alternate members of the Committee.
3. No person who provides evaluative materials at any level of the sabbatical process may serve as a member or alternate on the Committee (e.g., Department

Chairpersons, Division Directors, and Department Sabbatical Committee members).

4. Faculty members may not serve as members of this Committee in any academic year in which they apply for a sabbatical.
5. Paragraph 3 above shall not be construed as disqualifying any person who is a Department Chairperson, Division Director, Department Sabbatical Committee member or equivalent, (e.g. DEC) from standing for election to this Committee, or vice versa. But, faculty members elected to the University Sabbatical Committee, must vacate, by resignation or expiration of position, either their position on the University Sabbatical Committee or their position as Department Chairperson, Division Director, or Department Sabbatical Committee member before the beginning date of University Sabbatical Committee service. A person who serves on a DEC whose duties include evaluation of sabbatical proposals may serve on both the DEC and the University Sabbatical Committee provided the individual recuse from all sabbatical-related deliberations of the DEC.

D. Election of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for conducting the faculty elections for this Committee.
2. For each three year cycle, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, and two regular members will be elected for a one-year term.
3. Each spring, elections shall be held for the members whose terms have expired and to fill any existing vacancies in unexpired terms.
4. All terms shall begin September 1st and expire August 31st.

E. Recall of Committee Members and Alternates

1. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Election Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. The Candidate may submit any new supporting documentation to the Committee in accordance with the calendar (Appendix A).

2. The Candidate shall be given the opportunity to appear before the University Sabbatical Leave Committee or a sub-committee of the Committee prior to making its decision.
3. The Committee shall examine and discuss each Candidate's sabbatical file. It may decide to solicit additional written information from any source. Candidates will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the Candidate, and the Candidate must have the opportunity of adding a written rebuttal. The Committee shall not accept written information other than that in the file or submitted pursuant to VII.F.1, F.2 or that which the Committee solicits as described above.
4. A Sabbatical Leave may be granted for either a full-year at half pay or a half-year at full pay without prejudice.
5. In evaluating Candidates' applications for sabbatical, the Committee as a whole will discuss criteria. Ultimately each Committee member will use their own judgment in voting to recommend or not to recommend.
6. After all information has been received, and after full discussion and deliberation, each Committee member shall cast a ballot. A secret ballot shall be used for any major decision.
7. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
8. At any stage, the Committee may reconsider and/or revote on an individual Candidate.
9. The final listing of Candidates recommended shall be presented by the Committee Chairperson to the Department of Human Resources in priority order as determined by the Committee in the form of a letter to be signed by all Committee members. Human Resources shall forward the Committee's recommendations to the Office of the University President. A copy of the Sabbatical Leave Committee Recommendation, including the Candidate's relative numerical position on the sabbatical list, shall be sent to the Candidate at the time of issuance.
10. Committee members, when not meeting as a Committee, shall treat as confidential the information in any Candidate's file, as well as the Committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
11. The Committee may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this Document or contravene the spirit of this Document. A written record of all

procedures shall be sent annually (in the Spring of the year) to the Faculty Senate and to the President of the University.

VIII. **Grievance Procedure**

Any faculty member who feels that the prescribed procedures and criteria rules have in any way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.

IX. **Amendment Procedure**

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

X. **Interpretation, Implementation, and Review**

This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation and/or implementation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide on the issue.

Appendix A. Calendar

Aug. 31	Candidates begin to assemble file. Forms and guidelines available at faculty Senate Website: https://inside.southernct.edu/faculty-senate
Sept. 16	Candidates notify the following three offices of their intention to apply for sabbatical leave: 1. Appropriate Chairperson, 2. Department Sabbatical Committee or equivalent, 3. Office of Human Resources.
Sept. 25	Candidates forward their sabbatical leave file as one PDF document to the Department Sabbatical Committee (or equivalent) and the Department Chairperson.
Nov. 2	The Department Chairperson and Sabbatical Committee transmit their written recommendation to the office of Human Resources (humanresources@southernct.edu) and to the candidate via email.
Nov. 3-Nov. 6	Candidates have 4 days to add the Department Chairperson's and Department Sabbatical leave recommendations and any written response and/or additional supporting materials to their sabbatical leave file as one PDF document.
Nov. 9	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee and to the Office of Human Resources (humanresources@southernct.edu).
Dec. 7	The University Sabbatical Committee completes its deliberations and transmits its recommendations to the President of the University.
Dec. 8	The University Sabbatical Committee forwards the PDF Sabbatical files to the President of the University.
Dec. 18	The President notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by Human Resources.

RESET FORM

Faculty Senate Approved: September 2, 2020

**SOUTHERN CONNECTICUT STATE UNIVERSITY
APPLICATION FOR SABBATICAL LEAVE**

Name: _____ Date: _____

Academic Rank: _____ Date Tenure Granted: _____

Department: _____

Dates of Leave Requested: From: _____ To: _____

Number of Years of Full-Time service since last Sabbatical or Number of Years of Full-Time
service as a faculty member at SCSU, whichever is less: _____

Date of previous sabbatical, if applicable: _____

Please attach the Sabbatical Leave Follow-Up Report(s).

TITLE OF PROPOSAL: _____

ABSTRACT (100 words or less) of proposal:

August 26, 2019
Faculty Senate Approved: 05/08/2019

Signature of Department Sabbatical Committee Chairperson
(See IV.B.2.e)

Date

Signature of Department Chairperson
(See IV.B.3.e)

Date

Signature of Dean
(See IV.B.3.c)

Date

Signature of Applicant
(Indicates applicant's receipt of evaluation letters from DSC and department chair)

Date

Appendix C. Application for Sabbatical Leave Checklist

The proposal shall be organized as follows:

- I. Application form
- II. Description of Project (limited to eight double-spaced pages)
 - A. Title of Proposal
 - B. Conception and Definition of Project
 - C. Plan of Work in Detail. Include time line, budget, travel arrangements, research arrangements, etc.
 - D. Bibliography
- III. Curriculum Vitae

Include information regarding scholarly competence and recognition, teaching competence and participation in academic and professional activities of the University and the community.
- IV. Supporting documents and/or other material

Appendix D. Format for Sabbatical Leave Follow-Up Reports

Within one semester of returning from the Sabbatical Leave, recipients shall submit copies of the report to the President, University Sabbatical Committee, Department, and Director of Library Services.

The objective(s) of the sabbatical proposal should be stated briefly. Experiences and accomplishments of the leave, particularly as they relate to the objective(s), should be detailed.

If, for any reason, the objective(s) of the plan was changed, the course and result(s) of such a change should be indicated.

Date
Faculty Senate Approved:

Formatted: Font: 10 pt

SOUTHERN CONNECTICUT STATE UNIVERSITY
Faculty Senate
SABBATICAL LEAVE PROCEDURES FOR FACULTY¹

Sabbatical Leave encourages the professional growth of the faculty of Southern Connecticut State University by providing an opportunity for individual pursuit of a scholarly and creative experience. Sabbatical Leave is established in accordance with the Collective Bargaining Agreement.²

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I. Standards for Sabbatical Leave (from the CSU-AAUP CBA section 13.7)

The CSU-AAUP Collective Bargaining Agreement, section 13.7, states that "Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic Leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching or equivalent professional responsibilities of members. All proposals for such leave must merit approval on the basis of these standards."

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II. Eligibility

Upon completion of six years of full-time service³, a tenured faculty member is eligible to take Sabbatical Leave. Untenured members may apply for Sabbatical Leave in their sixth year of full-time service. If the leave is granted and the Candidate is not awarded tenure, the leave cannot be accepted. After a Sabbatical Leave, a person cannot take another Sabbatical Leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in paragraph I above shall be judged on the basis of their competitive merit. Among those proposals deemed equal in merit by the Sabbatical Leave committee, preference shall be given to members with the longest service since their last Sabbatical Leave.

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III. Schedule of Sabbaticals

A. Length of Sabbaticals

¹ The Faculty Senate in agreement with the President of the University establishes these procedures, which are intended to be consistent with the Collective Bargaining Agreement, to govern the Sabbatical Leave process at Southern Connecticut State University.

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² "Collective Bargaining Agreement" when used in this document, refers to Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State University, for 2016-2021.

³ Interpretation: (1) The six years of full-time service must be at SCSU or within the CSU system; (2) The six years of full-time service must be as a member of the instructional faculty, as a counselor, as a member of the library faculty, or as any combination of the three.

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Sabbatical Leave may be taken for one or two semesters, beginning in the Fall or Spring semesters. Sabbatical Leave outside the normal academic semester shall also be permissible. Library faculty may begin their Sabbatical Leave in the Fall, Spring, or Summer.

B. Rotation of Sabbaticals

Departments of ten or fewer members shall send no more than one member on sabbatical at one time. A Department with 11-20 members shall send no more than two members on sabbatical at one time. A Department with 21-30 members shall send no more than three members on sabbatical at one time.

C. Deferral of Sabbaticals

Once granted, Sabbatical Leave can only be deferred one time, under special circumstances, for not more than one year. A Candidate's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Committee. It must specify the circumstances that gave rise to the request as well as propose a new time frame for the Sabbatical Leave. Prior to approving the deferral, the Chairperson of the Department Sabbatical Committee and the Department Chairperson shall consult with the administration. Once a deferral is approved, the University Sabbatical Committee must be notified in writing by the faculty member.

IV. Applying for Sabbatical Leave

A. Application Format

To be considered, a Candidate's Sabbatical Leave file must include the following materials, to be submitted in one PDF document:

- The completed application form, which must be digitally signed by the Candidate, the Department Sabbatical Committee Chairperson, the Department Chairperson, and the Dean of the Candidate's college/school.
- Evaluative statements concerning the Candidate's plan from the Department Sabbatical Committee and from the Department Chairperson.
- A description of the sabbatical plan that indicates the expected contribution to the Candidate's professional growth as specified in paragraph I above.
- A two-page curriculum vitae outlining the following attributes of the Candidate: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community.

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f. The Department Sabbatical Committee's evaluation shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Committee and the Department Chairperson shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department⁴. If the negotiations fail, the Department Sabbatical Committee will include, in each evaluation, a statement of any adverse impact the Sabbatical Leave will have on the Department.

g. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).

3. Department Chairperson's Role in the Sabbatical Leave Process⁵

a. The Chairperson shall present information in the evaluation which takes into consideration the eligibility requirements established by this document for Sabbatical Leave. The nature of this information should reflect the Chairperson's professional judgments and opinions as well as factual information. The Chairperson's evaluation shall be based on the merits of the Candidate's sabbatical plan. The Chairperson's evaluation shall be independent of the Department Sabbatical Committee's evaluation.

b. The Chairperson shall include in the evaluation a detailed statement that indicates the extent to which the Candidate's sabbatical will affect the operation of the Department. Prior to completing the evaluation, the Chairperson and the Department Sabbatical Committee shall conduct negotiations with the Administration to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Administration, this information shall be included in the Chairperson's evaluation.

c. In accordance with the procedure and calendar (Appendix A), the Department Chairperson is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the sabbatical file and for signing the Candidate's sabbatical application form (Appendix B).

In no case, however, shall a Department Chairperson being considered for Sabbatical Leave participate in the sabbatical evaluation process.

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Deleted: A copy of all Department Sabbatical Committee evaluations and recommendations shall be forwarded directly to the Office of Human Resources to be placed in the member's personnel file. The chair, or designee, of the Department Sabbatical Leave Committee shall transmit the sabbatical file, including the completed application, cover form, and all required signatures, to the Office of Human Resources.⁴

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Deleted: a. The Chairperson shall provide a written evaluation of the candidate's sabbatical plan not later than those dates listed in the

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⁴ In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Committee shall conduct these negotiations with the Administration.

⁵ In the case of the Library, the spokesperson shall fulfill the role of the Department Chairperson.

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V. Transmission to the University President		
After the University Sabbatical Committee has completed its review, the files and recommendations shall be forwarded via email to the President of the University.	Deleted: , and Formatted: d, Indent: Left: 0", First line: 0"	
VI. Benefits and Responsibilities	Deleted: ¶ Dec. 7 -> Deliberations of the University Sabbatical Committee will be	
A. Remuneration	Deleted: ¶ Dec. 17 -> President notifies the candidates whether or not sabbatical leaves have been granted. Feb. 1 -> (First Friday) The President notifies the Board of Regents of the action he/she has taken concerning sabbaticals.	
Remuneration shall consist of full pay for one semester or half pay for one year based upon preference of the faculty member with the approval of the President. The Administration will conduct negotiations with the Department Chairperson and the Department Sabbatical Committee to ensure that no Sabbatical Leave will have a detrimental impact on the Department.	Deleted: Deleted: at the option Deleted: Deleted: Departmental Deleted: Departmental Deleted: Leave Deleted: sabbatical leave Deleted: his/her Deleted: period of his/her Deleted: Members'	
B. Activity Engaged in While on Sabbatical		
1. A grant may be accepted during the period of the sabbatical.		
2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.		
3. An individual may not accept a teaching position or any other remunerative position that would detract from the sabbatical plan during the sabbatical period.		
C. Protection of Faculty Member's Jobs and Benefits		
All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University by-laws shall be maintained by the faculty member during the Sabbatical Leave. A faculty member on Sabbatical Leave shall continue to accrue sick leave, longevity credit, and retirement credit at the full-time rate. In order to be eligible for longevity payments during the sabbatical year, a faculty member must be on the payroll on either April 1 st or October 1 st of the year in question.	Deleted: his/her sabbatical leave. Deleted: sabbatical leave Deleted: A faculty member Deleted: Deleted: 1 Deleted: 1 Deleted: questions Deleted: sabbatical leave	
D. Return		
1. It is expected that recipients of Sabbatical Leave will return to work at Southern Connecticut State University for at least one year after the leave is completed. The President of the University may release a person from this agreement for appropriate reasons.		
2. Within one semester of returning from a Sabbatical Leave, a faculty member shall submit a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President, University Sabbatical Leave Committee, Department Sabbatical Committee, and Director of Library Services. Such statements shall be retained by the Sabbatical	Deleted: sabbatical leave Deleted: to the President, Sabbatical Leave Committee, Department, and Director of Library Services, Deleted: his/her Deleted: his/her	

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Leave Committee and a copy shall be placed in the University documents file in Buley Library attached to the copy of the application where it shall be available to the University community.

VII. University Sabbatical Committee

A. Purpose of the Committee

The purpose of the University Sabbatical Committee is to evaluate Candidates for sabbaticals, and to make recommendations to the President of the University regarding the granting of sabbaticals in accordance with this Document.

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B. Structure of the Committee

1. There shall be a single University Sabbatical Committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter referred to collectively as "faculty." Administrators are not eligible.

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2. The Committee shall consist of seven members elected by the faculty.

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3. Alternates

a. There shall be two alternate members elected by the faculty.

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b. Alternates shall take the place of voting members

- when a voting member is applying for a sabbatical that year.
- when a voting member resigns.
- under other circumstances, such as prolonged illness, as evaluated by the Committee.

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c. At no time shall the number of voting members (including alternates serving as members) exceed seven.

C. Eligibility for Membership on the Committee

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1. Faculty members who are tenured, have achieved the rank of Assistant Professor or above (or the equivalent for library faculty and counselors), and have completed a minimum of six years of full-time service on the faculty or professional staff of a college or university, at least three of which must be at Southern Connecticut State University, are eligible to serve on this Committee.

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2. At no time shall there be more than two members from any one Department elected as regular or alternate members of the Committee.

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3. No person who provides evaluative materials at any level of the sabbatical process may serve as a member or alternate on the Committee (e.g., Department

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Chairpersons, Division Directors, and Department Sabbatical Committee members).

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4. Faculty members may not serve as members of this Committee in any academic year in which they apply for a sabbatical.

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- #### D. Election of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for conducting the faculty elections for this Committee.

2. For each three year cycle, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, and two regular members will be elected for a one-year term.

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3. Each spring, elections shall be held for the members whose terms have expired
and to fill any existing vacancies in unexpired terms.

4. All terms shall begin September 1st and expire August 31st

- ### E. Recall of Committee Members and Alternates

1. Any member or alternate of this Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Election Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

- #### F. Procedures of the Committee

1. The Candidate may submit any new supporting documentation to the Committee in accordance with the calendar (Appendix A).

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	<div data-bbox="418 514 1015 556">procedures shall be <u>sent</u> annually (in the Spring of the year) to the Faculty Senate and to the President of the University.</div>	<div data-bbox="1055 514 1406 539">Deleted: given</div>
	<div data-bbox="305 577 527 598">VIII. Grievance Procedure</div>	
	<div data-bbox="357 619 1015 682">Any faculty member who feels that the prescribed procedures and criteria rules have in <u>any</u> way been violated with respect to this document may initiate grievance procedures as specified in the Collective Bargaining Agreement.</div>	<div data-bbox="1055 619 1406 644">Deleted: some</div>
	<div data-bbox="313 703 544 724">IX. Amendment Procedure</div>	
	<div data-bbox="357 745 1015 787">This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.</div>	
	<div data-bbox="313 808 706 829">X. Interpretation, Implementation, and Review</div>	
	<div data-bbox="357 850 1015 955">This section may not be invoked with respect to the interpretation and/or implementation of any item of the Collective Bargaining Agreement. <u>If</u> an issue develops concerning interpretation and/or implementation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:</div>	<div data-bbox="1055 871 1406 896">Deleted:</div>
	<div data-bbox="357 976 1015 1039">1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,</div>	
	<div data-bbox="357 1060 1015 1123">2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide <u>on the</u> issue.</div>	<div data-bbox="1055 1102 1406 1127">Deleted: such an</div>

Aug. 24	Forms and guidelines available at: http://southernct.edu/faculty-staff/faculty-senate/docs.html Candidates should begin to assemble file.
Sept. 16	The following three offices shall be notified no later than September 16 th of the candidate's intention to apply for sabbatical leave: 1. Appropriate Chairperson 2. Department Sabbatical Committee or equivalent 3. Office of Human Resources.
Sept. 25	Candidates shall forward their sabbatical leave file as one PDF document to the Department Sabbatical Committee (or equivalent) and the Department Chairperson.
Nov. 2	The Department Chairperson and Sabbatical Committee shall transmit their written recommendations to the candidate via email.
Nov. 3-Nov. 6	The candidate shall have 4 days to add the Department Chairperson's and Department Sabbatical Leave Committee's recommendations and any written response and/or additional supporting materials to their sabbatical leave file as one PDF document.
Nov. 9	Candidates shall forward their sabbatical leave file as one PDF document to the University Sabbatical Committee Chairperson and to the Office of Human Resources (humanresources@southernct.edu).
Dec. 7	Deliberations of the University Sabbatical Committee will be completed, and the committee will transmit its recommendations to Human Resources.
Dec. 8	The University Sabbatical Committee shall forward the PDF Sabbatical files to the President of the University.
Dec. 18	The President shall notify the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President shall notify the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files shall be archived by Human Resources.

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APPLICATION FOR SABBATICAL—CHECKLIST ¶

¶ Please organize the proposal as follows:¶

I.→

[Appendix C. Application for Sabbatical Leave Checklist](#)

The proposal shall be organized as follows:

[I. Application form](#)

[II. Description of Project \(limited to eight double-spaced pages\)](#)

[A. Title of Proposal](#)

[B. Conception and Definition of Project](#)

[C. Plan of Work in Detail. Include time line, budget, travel arrangements, research arrangements, etc.](#)

[D. Bibliography](#)

[III. Curriculum Vitae](#)

[Include information regarding scholarly competence and recognition, teaching competence and participation in academic and professional activities of the University and the community.](#)

[IV. Supporting documents and/or other material](#)

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Appendix D. Format for Sabbatical Leave Follow-Up Reports

Within one semester of returning from the Sabbatical Leave, recipients shall submit copies of the report to the President, University Sabbatical Committee, Department, and Director of Library Services.

The objective(s) of the sabbatical proposal should be stated briefly. Experiences and accomplishments of the leave, particularly as they relate to the objective(s), should be detailed.

If, for any reason, the objective(s) of the plan was changed, the course and result(s) of such a change should be indicated.

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Minutes of the Standing Committees

Academic Policy Committee (APC)

APC MINUTES 9/9/2020

Present: Allen, Crowley, Gilliland, Grace, Jayawickreme, Kulkarni, Perumbilly, Petrie (chair), Siedlecki

- Reviewed and restarted P&T reform focus groups
 - Petrie will contact Provost and Deans, DECs (through department chairs), newly tenured faculty (through P&T committee)
 - Allen and Jayawickreme will contact Chairs Council (Tricia Lin?)
- Discussed other potential items of committee business for current academic year
 - Explored possibility of pursuing racial justice initiative, possibly to include university policies review, gathering personal experiences of faculty of color, scholarly literature review. Avoid duplication of efforts with other campus bodies: coordinate with other Senate committees through Executive Committee, and check for parallel administration efforts. Possible ad hoc Senate subcommittee, with members from APC, PPC, Student Policy?

Faculty Senate Elections Committee
Wednesday, September 9, 2020
Minutes

Attendance via Teams: Klay Kruczek, Mina Park, Jonathan Wharton, Cindy Simoneau, chair.

Absent: Darcy Kern

(Follow-up meeting conducted online. All attended.)

I. OLD BUSINESS

1. Indigenous Peoples Day Resolution *(see attached resolution)*

Revised from last year's proposal after consulting Vice President, Diversity and Equity Programs Diane Ariza and Dr. Stephen Amerman, professor of History, about language.

II. NEW BUSINESS

1. Fall University-wide election

Klay Kruczek overseeing fall balloting. Self-nominations process open until September 18 at noon (12 p.m.)

2. Electronic process for departmental/program chairs election

The fact that many departments are not meeting in person on campus has led to the discussion about the need to create a process they could utilize to elect department chairs, or other positions, if needed. Committee is consulting with Karen Musmanno about using Blackboard.

III. ADJOURNMENT

**Faculty Senate Finance Committee
September 9, 2020
Meeting Minutes (unapproved)**

Present (via Zoom): Bill Faraclas, Chair, Sanja Grubacic, Obiageli Okwuka, Carol Stewart

1. Obi and Sanja will collaborate as note takers for committee minutes. Bill will keep minutes today.
2. Given its role to serve as liaison between the Faculty Senate and the University Budget and Planning Committee (BPC), a member of this committee should serve on the BPC. Bill will work with VP Rozewski to secure a seat, which Carol is willing to occupy.
3. The committee would like to obtain a report for presentation to the Faculty Senate on the financial impact to our campus of the coronavirus pandemic. Bill will request the following information from VP Rozewski:
 - a. What has the University received in external funding to support activities required by the pandemic?
 - b. On what have external funds received by the University been spent?
 - c. How much has been spent, and on what, from our regular University budget?
4. The committee would like to obtain a report for presentation to the Faculty Senate on what is being spent by this campus and the system office on academic technologies for our university (Blackboard, Collaborate, Teams, WebEx, other programs, support staff, etc.). Bill will communicate with VP Reiman to request information.
5. The committee will recommend to the Faculty Senate President and Executive Committee that VP Rozewski be invited to speak to the Senate about Southern's current budget situation.

Respectfully submitted,
William Faraclas, Treasurer

Personnel Policy Committee (PPC)

**FACULTY SENATE
PERSONNEL POLICY COMMITTEE
MINUTES**

September 9, 2020

WebEx Meeting

Members: Toce, Jacqueline; Slomba, Jeffrey; Lopez-Velasquez, Angela; Tomczak, Stephen; Shea, Michael; Martinez, Kelly; Starling, Natalie (chair)

12:10pm

Members reviewed prior materials/Resolutions from Spring 2020

Committee consensus: questions remain about (1) the committee's charge/responsibilities, and (2) the topic of Research Reassigned Time

Committee reached out to FS President, extended invitation to join next committee meeting 9/23 for discussion

Adjourned 1:30pm

SCSU Faculty Senate Rules Committee Meeting Minutes

Date: Friday, September 11, 2020 (rescheduled from Wednesday, September 9, 2020)

Time: 1:30 PM

Attendees: Barb Cook, Robert Gregory (chair), Matt Miller, Troy Paddock (Maria Diamantis and Jeff Webb were unable to attend the rescheduled meeting)

Topic/Charge for the Meeting: Reexamine various promotion and tenure items submitted to the Faculty Senate for consideration during the Fall 2019 and Spring 2020 semesters. While the Rules Committee performed this task last spring, the chair wanted to reexamine these issues for the benefit of the new members of the Rules Committee.

Agenda items:

1. Promotion & Tenure issue #1: Adding materials and information to the file as it moves through the different levels of evaluation
 - The Rules Committee members were unanimous in recommending that the current process of sealing the file should be maintained and enforced; candidates who add information to their files after the initial submission simply disadvantage themselves by doing so. Candidates should not be allowed to add material to their files after sealing; additional information can be presented to the Promotion & Tenure Committee during the candidate interviews.
2. Promotion & Tenure issue #2: Candidate withdrawal of a tenure file
 - At the time this issue was presented to the Faculty Senate, the Tenure and Promotion Procedures for Faculty document only included a provision for withdrawing a promotion file and not a tenure file. This is no longer as issue since III.A.8 of this document states: “A candidate who withdraws his/her application after the commencement of the promotion or tenure process shall be deemed to have waived all claims for that year.”
 - It should be confirmed with SCSU AAUP if a mandatory tenure application can also be withdrawn.
3. Promotion & Tenure issue #3: A professor of one rank being considered for promotion is not allowed to write a letter of support for another professor of a different rank also being considered for promotion
 - The Rules Committee members were unanimous in recommending that a professor of one rank being considered for promotion should be allowed to write a letter of support for

another professor of a different rank also being considered for promotion since candidates for promotion are grouped and evaluated by rank. This change would require new language in the Promotion & Tenure document.

- In addition, we recommend that a Chairperson of one rank being considered for promotion be allowed to write a letter of evaluation for another professor of a different rank being considered for promotion and tenure since the candidates for promotion and/or tenure are grouped and evaluated by rank. This change would require new language in the Promotion & Tenure document.
4. Promotion & Tenure issue #4: Inclusion of letters of support from colleagues outside of a candidate's promotion and tenure evaluation process
- Currently, III.B.4 states: "Each candidate may also include supporting letters from colleagues inside or outside of his/her department. The candidate shall not include any letters of recommendation specifically addressing the promotion or tenure process, other than the official letters mandated by promotion and tenure procedures, from any person who has a formal role in the process, i.e. Chair, Dean of the member's school, Provost, President, members of the Department Evaluation Committee, and members of the University Promotion and Tenure Committee." This language prohibits any individual who has a role in the University's Promotion & Tenure process from writing a letter of support from any colleague.
 - We recommend changing the language to ". . . , from any person who has a formal role in the candidate's process, . . .".
5. Promotion & Tenure issue #5: Promotion & Tenure candidate interviews
- While the members of the Rules Committee are unaware of specific inconsistencies in the interview process, we recommend that the Promotion & Tenure Committee examine how to ensure consistency during the candidate interviews including, but not limited to, developing standardized questions for candidates.

Meeting adjourned at 2:30 PM.

Minutes prepared and respectfully submitted by Robert Gregory, SCSU Faculty Senate Rules Committee Chair

Student Policy Committee (SPC)

Student Policy Committee

September 9, 2020

Minutes

Present: Beena Achhpal, Aidan Coleman, Mike Dodge, Kate Marsland, Mike Nizhnikov, Matt Ouimet

1. Meeting called to order via Webex at 12:15
2. Discussed revisions to Academic Misconduct Policy (v11). Chris Piscitelli will join us at next committee meeting on 9/23 to help address remaining questions. Goal is to submit revision for Senate approval on 9/30.
3. This semester the committee will prioritize consideration of whether to recommend that SCSU adopt an SAT optional admissions policy. To that end, we will plan to meet with the Provost, the Director of Admissions, Coordinators of placement from Math and English in early October. Goal is to make recommendation by early November.
4. Aidan Coleman will talk with SGA representatives about surveying students regarding concerns around access to feminine hygiene products.
5. Meeting Adjourned at 1:35

Respectfully submitted by K. Marsland

Technology Committee (TC)

Special Committees

Undergraduate Curriculum Forum (UCF)

Undergraduate Curriculum Forum Thursday, Sept. 10, 2020

The following are important updates or actions from UCF meeting:

1. Updates to Proposal Deadlines: The Forms & Directions page of the UCF Confluence site has been updated to reflect current deadlines for course and program proposals. These dates account for deadlines set by the provost's office for final approvals as well as BOR deadlines where applicable.
<https://km.southernct.edu/display/UCF/Forms+and+Directions>
2. Motion from UWIC: To eliminate the New Post-Baccalaureate Certification Program signature form as a separate document. The UCF New Program Proposal signature sheet will be examined to ensure it includes information for the proposal of new PostBaccalaureate Certification Programs and future Certificate Programs. **Approved**
3. Motion from Steering Committee: Endorse the proposed Steering Committee statement to the university Provost, university President, deans, and department chairs to maintain all approved course caps including a cap of 25 students for all online courses (synchronous and asynchronous). **Approved/ Statement sent to above (See attached)**
4. Discussion about how faculty are dealing with on-ground, hybrid and hyperflex modalities for fall courses.

Submitted:
Cindy Simoneau
Meredith Sinclair
Co-Chairpersons UCF

Statement from Steering Committee:

The Undergraduate Curriculum Forum continues to be concerned about preserving maximum course caps of 25 for both asynchronous and synchronous online course.

In March 2020, due to the COVID-19 pandemic, the university needed to suddenly close and pivot to all-online, emergency course offerings. Under those circumstances, exceeding the maximum course caps was unavoidable.

We applaud the amazing job undertaken by all faculty, and their students, to adapt to that exclusively online platform.

On the fall course roster, some 260 online course sections list course caps that exceed 25. There are varying reasons that 30 departments and programs opted to run sections with more than 25 students. But, the underlying reason was the desire by faculty to teach in an online modality due to COVID-19 concerns, and the lack of immediate funds to hire more faculty in time to teach the needed smaller sections to meet the cap.

The university is about to enter its third semester under difficult circumstances. In this “new normal,” it is imperative that the university make smaller class size, and its pedagogical benefits to students, a renewed priority.

The UCF is calling on faculty, chairs, deans, and administration to collaborate to plan a semester that makes possible a 25-student course cap for any online course. We must remain cognizant of the current course enrollment caps for all modalities and their vital role in ensuring quality education.

In the midst of this global crisis, we must maintain our academic standards to ensure a robust and enriching experience to which our students will want to return.

Course enrollment caps were implemented based on sound pedagogical rationale and should be maintained. Currently, in addition to the online courses cap of 25, writing courses are capped at 22.

Smaller class size is particularly beneficial for students taking 100-200 level, FYE and LEP courses. Students in these courses often have underdeveloped skillsets in time management and writing.

Thus, course caps ensure students enrolled in these classes receive the additional attention and guidance they require. A positive experience in these formative classes leads to student success and will bolster student retention.

As we plan for spring 2021, we reassert our commitment to a strong curriculum centered on student success by honoring course all enrollment caps.

Graduate Council

DOCUMENTS / MOTIONS / RESOLUTIONS FOR REVIEW for the September 16, 2020 MEETING

Resolution Regarding Indigenous Peoples' Day

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

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

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, Indigenous Peoples have lived in the Western Hemisphere, including on the land upon which Southern Connecticut State University sits, for at least 12,000 years and perhaps as much as 40,000 years (according to recent archaeological estimates) prior to European arrivals; and

Whereas, Indigenous Peoples continue to live throughout the Western Hemisphere today, including in Connecticut; and

Whereas, the histories and cultures of Indigenous Peoples—including their past and ongoing experiences with European settler colonialism--remain insufficiently acknowledged and understood by non-Indigenous Peoples; and

Whereas, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

Whereas, Indigenous Peoples' Day has been adopted by many other campuses, municipalities, townships, and states; and

Whereas, Southern Connecticut State University is a welcoming community that is dedicated to social justice and embraces all peoples. Now, therefore be it

Resolved, That the Faculty Senate of Southern Connecticut State University, henceforth, designates the second Monday in October as "Indigenous Peoples' Day" as one way to continually strive to better acknowledge and understand the long, complex, dynamic, and ongoing histories and cultures of Indigenous Peoples, and as one way to signal our active commitment to pursuing conversations, collaborations, partnerships, and reconciliations with contemporary Indigenous communities.

