

Southern Connecticut State University

FACULTY SENATE

April 28, 2021 | 12:10 p.m. | WebEx

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

Alternatively, copy and paste this link:

<https://southernct.webex.com/southernct/j.php?MTID=mcb9940b322a45cbd0502f3eb6eb494df>

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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 April 14, 2021
- 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
 - a. Draft Proposal: an IT Finances Working Group
- VII. New Business
 - a. Resolution Regarding Revisions to the Sabbatical Leave Document
 - b. Resolution Regarding Online Student Opinion Survey
 - c. Resolution for Year-Round Distribution of CBA Travel Funds
- VIII. Guest(s)

Spring 2021 meetings: February 3, February 17, March 3, March 17, March 31, April 14, **April 28**, May 5.

FACULTY SENATE

UNAPPROVED MINUTES OF APRIL 14, 2021

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

The 14th Meeting of the Faculty Senate AY 2020-2021 was held on April 14, 2021, at 12:10 p.m. via WebEx.

Attendance

Dave Allen* <i>Accounting</i> 13/14	Matthew Ouimet <i>Counseling</i> 14/14	Sandip Dutta* <i>Finance</i> 9/14	Atul Kulkarni <i>Marketing</i> 14/14	Rex Gilliland <i>Philosophy</i> 14/14	Angela Lopez-Velasquez <i>Special Education</i> 10/14
William Farley <i>Anthropology</i> 13/14	Natalie Starling <i>Counseling & School Psychology</i> 14/14	Lawrence Brancazio <i>Health & Movement Sciences</i> 14/14	Joe Fields <i>Mathematics</i> 14/14	Binlin Wu <i>Physics</i> 14/14	Douglas Macur <i>Theatre</i> 14/14
Jeff Slomba <i>Art</i> 14/14	Beena Achhpal <i>Curriculum & Learning</i> 14/14	Robert Gregory <i>Health & Movement Sciences</i> 14/14	Klay Kruczek <i>Mathematics</i> 14/14	Jonathan O'Hara <i>Political Science</i> 4/5	Luke Eilderts <i>World Languages & Literatures</i> 14/14
Kevin Siedlecki <i>Athletics</i> 14/14	Maria Diamantis <i>Curriculum & Learning</i> 14/14	Troy Paddock <i>History</i> 13/14	Jonathan Irving <i>Music</i> 14/14	Michael Nizhnikov* <i>Psychology</i> 10/14	
Sean Grace <i>Biology</i> 14/14	Dushmantha Jayawickreme <i>Earth Science</i> 14/14	Darcy Kern <i>History</i> 9/14	Frances Penny* <i>Nursing</i> 8/14	Kate Marsland <i>Psychology</i> 14/14	Deborah Weiss <i>Faculty Senate President</i> 13/14
Mina Park <i>Business Information Systems</i> 14/14	Sanja Grubacic <i>Economics</i> 14/14	Yan Liu <i>Information & Library Science</i> 12/14	Kelly Martinez <i>Nursing</i> 6/14	William Faraclas <i>Public Health</i> 13/14	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 14/14
Jeff Webb <i>Chemistry</i> 14/14	Peter Madonia* <i>Educational Leadership</i> 11/14	Cindy Simoneau <i>Journalism</i> 14/14	Obiageli Okwuka* <i>Part-time Faculty</i> 10/14	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 13/14	Meredith Sinclair <i>Undergraduate Curriculum Forum</i> 14/14
Barbara Cook <i>Communication Disorders</i> 14/14	Mike Shea <i>English</i> 14/14	Patrick Crowley <i>Library Services</i> 13/14	Mary Ellen Minichiello* <i>Part-time Faculty</i> 10/14	Sebastian Perumbilly <i>Social Work</i> 14/14	Cynthia O'Sullivan <i>Graduate Council</i> 14/14
Derek Taylor <i>Communication, Media & Screen Studies</i> 14/14	Paul Petrie <i>English</i> 14/14	Jacqueline Toce <i>Library Services</i> 14/14	Stephanie Fischer <i>Part-time Faculty</i> 10/10	Stephen Monroe Tomczak <i>Social Work</i> 14/14	Zainab Seyal* <i>Student Government Association</i> 3/5
Alaa Sheta <i>Computer Science</i> 14/14	Matthew Miller <i>Environment, Geography & Marine Studies</i> 14/14	Carol Stewart <i>Management, International Business & Public Utilities</i> 11/14	Virginia Metaxas <i>Part-time Faculty</i> 9/10	Adam Pittman <i>Sociology</i> 12/14	Dr. Joe Bertolino* <i>SCSU President</i> 7/14
Guests:	T. Bennett T. Brolliar J. H. Kim	T. Milburn A. Smyth B. Zamfir			

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

Faculty Senate President D. Weiss called the 14th meeting of the Faculty Senate to order at 12:10 p.m.

- I. Announcements
 - A. D. Weiss: Holocaust Remembrance Virtual Commemoration, 1-2 p.m. Monday April 19, 2021.
 - B. D. Weiss: Reminder that All-University Elections are due by April 30th by 12 p.m.
 - C. M. Shea: 2021 FAC Conference on Student Success & Shared Governance, April 16, 2021, 10:00-2:00.
 - D. M. Shea: Southern Speak Out, Buley Library patio, April 21, 2021, 10:30-11:45.
 - E. M. Shea: English Department graduate conference, April 17, 2021.

- II. Minutes of the previous meeting held on March 31, 2021 were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>

- III. Faculty Senate President's Report
<https://inside.southernct.edu/faculty-senate/meetings>

- IV. Standing Committee reports accepted as distributed.

- V. Special Committees
 - A. UCF: Report accepted
 - B. Graduate Council: No report.

- VI. Unfinished Business
 - A. C. Simoneau **moved to approve** the Resolution Regarding The Robert E. Jirsa Service Award Committee.
 - i. Vote tally
 1. Yes 35
 2. No1
 - ii. Motion to **approve** the resolution **passed**.

- VII. New Business
 - A. K. Marsland **moved to approve** the Resolution Regarding Revision to the Academic Misconduct Policy.
 - i. W. Faraclas **moved to strike** "has resulted in" and **replace** it with "is a" in 7.b.d) of the document.
 1. Motion **seconded**.
 - a. Motion **passed** by universal consent.
 - ii. J. Webb **moved** to add a footnote to define "University calendar days."
 1. Motion **seconded**.
 - a. Motion **passed** by universal consent.
 - iii. Vote tally
 1. Yes 37
 2. No0
 - a. Motion to **approve** resolution as amended **passed**.
 - iv. Motion to **approve** the resolution **approved**.
 - B. W. Faraclas **moved to approve** the Resolution Regarding CBA Travel Funds For 2021-2022.

i. M. Shea **moved amend** the resolution by raising the amount from \$2,000 to \$2,500 for non-tenured faculty.

1. Motion **seconded**.

a. Vote tally

i. Yes11

ii. No28

1. Motion to **amend** the resolution **failed**.

b. Vote tally

i. Yes37

ii. No3

1. Motion to **approve** the resolution as presented **passed**.

VIII. Unfinished Business (cont'd)

A. P. Petrie: Discussion on the recommendations to Improve the P&T Process.

i. Senators will be asked to complete a straw poll on the recommendations. A link will be sent after the meeting.

IX. Adjournment

A. Meeting adjourned at 2:01 p.m.

L. Eilderts
Secretary

**SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY
SENATE**

RESOLUTION REGARDING THE ROBERT E. JIRSA SERVICE AWARD COMMITTEE

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

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

Whereas, Within the context of shared governance faculty participation furthers such excellence;

Whereas, The Faculty Senate is charged with maintaining and filling All-University committees; and

Whereas, The Faculty Senate strives to maintain efficient All-University and full committees; now, therefore, be it

Resolved, That the Robert E. Jirsa Service Committee's membership shall consist of one (1) member from each college/school, and one member from Library, Counseling, Athletic Training, or Coaching faculty; instead of one (1) member from each college/school and one (1) at-large member; be it further

Resolved, That there shall be one (1) alternate from each college/school and one alternate from Library, Counseling, Athletic Training or Coaching faculty; and be it further

Resolved, That the Faculty Senate Elections Committee shall revise affected SCSU documents to conform to the new committee structure.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
FACULTY SENATE RESOLUTION REGARDING CBA TRAVEL FUNDS FOR 2021-2022

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

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

Whereas, The CSU-AAUP CBA Travel Fund [“Travel Fund”] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such conferences and academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, The Collective Bargaining Agreement (9.5.1) specifies that the President or designee shall consult with the cabinet and the Senate President in assigning travel funds, and each full-time member normally shall not be allowed more than \$1,500 reimbursement per contract year toward the cost of fees, and each part-time member not more than \$750 from the Travel Fund;

Whereas, Reduced frequency of travel during the coronavirus pandemic has resulted in a significant amount of residual monies in the Travel Fund at the end of 2020-2021;

Whereas, Residual monies will remain in the Travel Fund and be added to the 2021-2022 CBA-determined Travel Fund allocation, leading to an unusually large pool of funds for travel;

Whereas, The Faculty Senate and the Provost have identified a mutual desire to use available travel funds to support Faculty attendance at professional seminars, workshops, conferences or educational exchanges and also to promote active participation;

Whereas, Cost increases for travel and conference fees have significantly affected faculty members’ opportunities to participate in national and international professional seminars, workshops, conferences and educational exchanges; and

Whereas, Through this resolution the Faculty Senate is acting to fulfill its responsibility in conferring with the President on the establishment of a maximum annual SCSU funding limit on travel funds provided by the CBA for 2021-2022; now, therefore, be it

Resolved, That the Faculty Senate recommends that the travel fund reimbursement caps for 2021-2022 be set as \$1,750.00 for tenured full-time faculty members and non-tenured faculty members on special appointment (non-tenure track), \$2,000.00 for non-tenured full-time faculty members on tenure track, and \$750.00¹ for part-time faculty members; and be it further

¹ The CBA (Article 9.5.1) sets the maximum travel fund reimbursement cap for part-time members at \$750.

Resolved, That for full-time members of the Faculty traveling to a professional seminar, workshop, conference or educational exchange shall have the travel cap raised by \$250 for one of two circumstances:

- a) for travel that requires trans-ocean travel, OR
- b) if the member is Faculty traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker², and whose expenses are not covered in full by the sponsoring organization

; and be it further

Resolved, That according to the foregoing, the maximum total travel reimbursement cap for tenured full-time faculty members and non-tenured faculty members on special appointment (non-tenure track) shall be \$2,000.00, and the maximum travel reimbursement cap for non-tenured full-time faculty members on tenure track shall be \$2,250.00.

² For the purposes of this document, an invited keynote speaker is the person “headlining” or serving as the main speaker during an opening meeting or other plenary session at an event covered by CBA-provided travel funds. A faculty member applying for an increased travel fund cap based on having been invited to give a keynote address, must provide a copy of a formal, written invitation, which states the amount of expenses paid by the sponsoring organization and the stipend awarded by the sponsoring organization to cover expenses. A faculty member who attends a professional seminar, workshop, conference or educational exchange as a participant in any other capacity (e.g., to present a paper, poster session, experiential learning activity, professional development workshop, attend committee or governing group activities) is not an invited keynote speaker.

RESOLUTION REGARDING REVISION OF THE ACADEMIC MISCONDUCT POLICY

SOUTHERN CONNECTICUT STATE UNIVERISTY FACULTY SENATE

RESOLUTION REGARDING REVISION OF THE ACADEMIC MISCONDUCT POLICY

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 revisions to the Academic Misconduct Policy have been recommended by the Faculty Senate Student Policy Committee; now, therefore, be it

Resolved, That the following documents be approved:

I. Guidelines for Addressing Academic Misconduct

Academic honesty is a fundamental requirement in higher education. Ethical behavior is expected of all members of the University community. This document provides guidelines for addressing allegations of student academic misconduct at Southern Connecticut State University, as defined in the Student Code of Conduct (available on the University website) and other University and departmental documents relevant to academic misconduct. Faculty members and Students are responsible for knowing this relevant information upon which all claims of academic misconduct and defenses thereto shall be based.

These guidelines are based on the principle that the faculty has oversight over academic honesty, including the authority and responsibility to impose appropriate penalties when academic misconduct occurs. In instances where both academic and non-academic misconduct are alleged, only the academic portion shall be handled according to the disciplinary procedures for academic misconduct described here. The Office of Student Conduct (OSC), whose action may precede or follow any academic disciplinary action, shall address separately charges of non-academic misconduct. In instances when alleged academic misconduct includes component(s) of research misconduct the SCSU Office of Research Integrity (ORI) may be consulted as appropriate.

Throughout this document, “days” means University Calendar weekdays when the University is open.

These guidelines address:

1. Instructor’s Role and Responsibilities
2. Complaint by Person Other than the Course Instructor
3. Role of University Office of Student Conduct
4. Faculty Hearing Panels
5. Hearing Procedures
6. Student Rights and Responsibilities
7. Appeal of the Faculty Hearing Panel Ruling
8. Annual Reporting
9. Revisions to these Academic Misconduct Guidelines
10. Timelines

1. Instructor’s Role and Responsibilities.

Instructors are responsible to address the commission of acts of academic dishonesty.

a. When there are course-specific requirements for academic conduct that may not be self-evident in the Student Code of Conduct, the Instructor shall inform Students of those requirements in the course syllabus. The Instructor shall inform Students of penalties that may be imposed for academic dishonesty according to the guidelines in the Student Code of Conduct and their professional judgment. Instructors are strongly encouraged to refer Students to the Student Code of Conduct and other relevant University documents pertaining to academic misconduct in their course syllabi.

b. Incidents of academic misconduct can range in severity; Instructors determine sanctions according to their professional judgment of the severity of misconduct. At the discretion of the

Instructor, this determination may be made in consultation with the OSC (e.g., regarding patterns of past academic misconduct by an individual student and clarification of the Hearing and Appeals processes). Academic sanctions imposed by the instructor shall be related to performance in the course and be commensurate with the severity of misconduct and may include, but are not limited to, one or more of the following:

- a reduced grade for the assignment in question;
- the opportunity to revise the assignment in which the act of dishonesty occurred;
- the opportunity to complete additional course work;
- a grade of F for the assignment in question;
- a grade of F for the course.

c. Instructors may decide to handle minor violations informally, according to their discretion, especially when there is no sanction imposed beyond requiring the revision of an assignment. When an Instructor determines that a more serious act of academic misconduct has occurred, within three (3) days, the Instructor shall inform the Student in writing of the infraction and shall provide an opportunity for the Student to respond to the allegation in person or in writing within five (5) days.

d. When an Instructor determines that a more serious act of academic misconduct as described in Section 1c has occurred, the Instructor shall file an Academic Misconduct Report with the Department Chairperson and College/School Dean within three (3) days of the response from the Student. Within seven (7) days, the Dean shall forward a copy of the report to the OSC and also send a copy to the Student. The Academic Misconduct Report from the Instructor must indicate the academic sanction(s) imposed and whether they recommend that additional disciplinary actions be initiated by the OSC.

e. In the case of a Student appeal, the grade given for that class shall not be considered final until the appeal process is complete. The grade shall be entered as an "I+" by the Instructor until the end of the following semester or until the appeal is finalized.

2. Complaint by Person Other Than the Course Instructor.

Any member of the University community may file a complaint against a Student alleging academic misconduct. Accusations of alleged violations by a person other than the Student's Instructor must be reported in writing within ten (10) calendar days of discovery of the alleged violation either to the Instructor or to the OSC, which shall inform the Instructor in writing within three (3) University calendar days. Upon receipt of notification, the Instructor shall assess the merit of the allegation. An Instructor who decides to pursue a claim of academic misconduct shall follow the procedure outlined in Section 1 of these guidelines, acting within three (3) University calendar days of receipt of the complaint.

3. Office of Student Conduct Role.

The Office of Student Conduct (OSC) shall have specific responsibilities regarding notification, record keeping and hearings related to academic misconduct.

- a. The OSC shall retain records of all reported cases of academic misconduct, including Academic Misconduct Reports submitted by Instructors and written complaints received from others.

- b. The OSC shall report the number and nature of incidents and the disposition of prior hearings to an Instructor seeking input on how to regard an incident.
- c. The OSC shall report the number and nature of incidents and the disposition of prior hearings to hearing officers during the sanctioning phase of an academic misconduct hearing.
- d. The OSC shall notify Instructors of academic misconduct complaints it receives from sources other than the course Instructor, as described in Section 2 of these guidelines.
- e. Within ten (10) days of receipt of an Academic Misconduct Report, the OSC shall review recommendations by the Instructor for further action and determine one of the following: a) the case requires no further action; or b) the case is eligible for an administrative resolution in consultation with the student, the reporting faculty and, if the faculty member is unavailable, the Chairperson of the Department in which the class was taught; c) the case merits a hearing with the University-wide Academic Standing Committee (UASC). The Student shall be notified of the determination within this 10-day period.
- f. When no further disciplinary action is requested by the faculty member, but the student has a previous academic misconduct record that may warrant further action, the OSC shall consult with the UASC and determine whether to convene a hearing.

4. Faculty Hearing Panels.

- a. A Faculty Hearing Panel made up of members of the University-wide Academic Standing Committee (UASC) shall have the responsibility of reviewing student appeals and/or referrals from the OSC.
- b. A Faculty Hearing Panel shall be convened when one or more of the following conditions are satisfied:
 - a Student seeks to appeal the Instructor's finding of misconduct;
 - a Student seeks to appeal sanctions imposed by an Instructor for academic misconduct;
 - a Student seeks to appeal sanctions based on an Instructor's failure to follow the procedures set forth in this policy;
 - a Student's record of prior academic misconduct reaches two reported instances of academic misconduct while at Southern Connecticut State University;
 - the Director of the OSC determines that there has been an egregious violation as reported by the Instructor.
- c. The OSC shall notify the UASC of the need to constitute a hearing panel. Within five (5) days of notification by the OSC, the UASC shall form a hearing panel comprising a minimum of three (3) members to be convened to address a specific academic misconduct complaint. A Faculty Hearing Panel may not include a member from the Student's home Department nor from the Department that houses the course in which the alleged misconduct occurred. A representative from the OSC shall be the convener and a non-voting member of the Panel
- d. UASC members shall be available to hear appeals during the first and last week of each academic semester per the academic calendar to address end-of-semester appeals as they arise.
- e. In the case of a Student appeal, the Faculty Hearing Panel shall determine the merits of the Student appeal or OSC referral. The Faculty Hearing Panel shall not increase any academic sanctions that were originally imposed by the Instructor alleging the misconduct.

5. Hearing Procedures.

When a Faculty Hearing Panel is convened, the Panel shall operate according to the following procedures and timeline:

- a. **Scheduling of Hearing.** Hearings normally are held during the fall and spring semesters of the academic year. When the criteria set forth in section 4b have been satisfied, Faculty Hearing Panels shall be conducted within ten (10) days of receipt by the OSC of an academic misconduct report or a Student's request for a hearing during the fall and spring semesters.
- b. **Summer Hearing Panels.** If a penalty imposed for academic misconduct in a course in the spring semester would prevent a Student from continuing in a program or major, the Student is eligible to have a hearing held during the summer on a schedule determined by the UASC.
 - i. Instructors are strongly encouraged to participate in Summer Faculty Hearing Panels either in person or remotely.
 - ii. Insofar as a Summer Faculty Hearing Panel would not take place during the Academic/Contract year, the Instructor and the members of the UASC shall be compensated for their participation according to the following formula unless they are employed under a full-year contract. The members of the UASC shall receive 4 hours of non-teaching credit load for each hearing panel; the Instructor shall receive 2 hours of non-teaching credit load for each hearing panel.¹
- c. **Notice of Hearing.** A Student shall be notified in writing by the OSC when a hearing has been scheduled. The notice shall advise the Student of: i) the purpose of the hearing, ii) relevant report(s) of academic misconduct, iii) the date, time, and place of the hearing, iv) hearing procedures, including who may attend, and v) the Student's rights. The Student shall be afforded a reasonable period of time to prepare for the hearing, which shall be not less than three (3) days.
- d. **Right to Appear.** The Student and the Instructor shall have the right to be present at all stages of the hearing process except during the private deliberations of the Faculty Hearing Panel, which shall be closed to the Student, the Instructor, supporting persons, and any other person alleging misconduct. The Faculty Hearing Panel may, at its discretion, admit any person into the hearing room. The Faculty Hearing Panel, **by a majority vote**, shall have the authority to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
- e. **Opportunity to Present Positions.** Both the Instructor and the Student shall have the opportunity to present their positions to the Hearing Panel, including the opportunity to present the testimony of witnesses and documents in support of their positions, according to the hearing procedures outlined in the Notice of Hearing communicated by the OSC.
- f. **Support Person.** The Student shall have the right to be accompanied by an advisor or support person, who is a silent non-participant in the hearing, and who may not provide written testimony. Delays shall not be allowed on the basis of an advisor or support person's scheduling conflicts.
- g. **Record of Hearing.** The University shall make an audio recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Student shall be allowed to review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Panel. Applicable state and federal law shall govern further disclosure of the recording.

¹ See CSU-AAUP Collective Bargaining Agreement, article 10.12.1: Duties with No Load Credit. "Bargaining unit duties involving no load credit that are within the University but other than normal assignments may be offered to full-time members up to a total of 135 hours per semester (prorated for intersession or summer session as appropriate). Compensation for each 45 hours of work shall be one load credit at the compensation rates listed in Article 11."

- h. **Written Notice of Decision.** Within two (2) days after the hearing, the OSC shall inform the Student and the Instructor of the Hearing Panel's determination in writing. The decision of the Hearing Panel shall be released to the Student and Instructor in question, Department Chair, Dean, and Provost. **No other parties** shall be notified without the prior written consent of the Student. However, certain information may be released if and to the extent authorized by state or federal law.
- i. If the Hearing Panel determines that the Instructor did not provide sufficient evidence to support the alleged misconduct or academic sanctions, the Hearing Panel shall direct the Instructor to assign a grade based on the quality of the work as originally submitted. If the Instructor declines to do so, the matter shall be referred to the Instructor's Department Chairperson or designee, who shall select two (2) anonymous reviewers with sufficient expertise in the area to reevaluate the assignment. In this case, the final grade shall be the average of the grade given by the two anonymous evaluations.

6. Student Rights and Responsibilities.

- a. A Student has the right to appeal an Instructor's finding of academic misconduct or sanctions issued within five (5) days of being notified of sanctions by the Instructor or the Department. A student also has the right to appeal sanctions based on procedural violations.
- b. An appeal hearing is requested by completing and submitting an "Academic Misconduct Appeal Form" to the OSC. The appeal shall include evidence supporting the Student's position and shall follow the guidelines laid out in Section 4e.
- c. A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or their designee, who will review the matter and make a determination.
- d. A Student found to have violated the Academic Misconduct Policy by a Hearing Panel may appeal the decision, as described in Section 7.
- e. When the timeline established by this document would result in a delay of the Student's progress towards degree completion, all parties shall expedite the hearing process with all due procedural promptness.

7. Appeal of the Faculty Hearing Panel Ruling.

- a. The Student may appeal the decision of the Hearing Panel to the Provost. An appeal shall be in writing and shall be delivered to the Provost within three (3) days after receipt of the Hearing Panel's written decision. The Provost or designee shall review the record of the hearing, including any and all documents presented to the Hearing Panel, along with the Student's written appeal.
- b. An appeal may be brought on four grounds: (a) a claim that an error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the academic sanctions imposed were not appropriate for violation of the Code for which the Student was found responsible; d) a claim that the academic sanction imposed is a palpable injustice. The Provost shall have the right to deny an appeal not brought on proper grounds.

- c. The decision of the Provost shall be rendered within ten (10) days of receipt of an appeal of the Hearing Panel's decision. The decision of the Provost shall be final and there shall be no further right of appeal.

8. Annual Reporting.

At the end of each year, the OSC shall notify the Faculty Senate and the Provost of the total number of academic misconduct cases reported for the year, the number of appeals filed, and the number and type of disciplinary sanctions imposed by the Faculty Hearing Panel. No individual case decisions or outcomes shall be identified in this report. When necessary, the report shall aggregate data over several years in order to maintain confidentiality.

9. Revisions to this Academic Misconduct Policy.

The Senate, in agreement with the President of the University, shall establish revisions of this Academic Misconduct Policy.

10. Timelines.

Report of Academic Misconduct by Instructor:

	Time Frame	Action To Be Taken
Step 1	Within 3 days from incident	Instructor notifies Student in writing (Section 1c)
Step 2	Within 5 days from receipt of notification	Student response in person or writing (Section 1c)
Step 3	Within 3 days from response from Student	Instructor files an Academic Misconduct Report with the Department Chairperson and College/School Dean (Section 1d)
Step 4	Within 7 days from receipt of report	Dean forwards Academic Misconduct Report to Office of Student Conduct & sends copy to the affected Student (Section 1d)
Step 5	Within 10 days of receipt of Academic Misconduct Report	Office of Student Conduct makes determination (hearing or administrative resolution) and notifies Student (Section 3e)
Go to Hearing Timeline		

Complaint by Person Other Than the Course Instructor:

	Time Frame	Action to be Taken
Step 1	Within 10 days of discovery	Written Report of Academic Misconduct to either the Instructor OR to Office of Student Conduct (Section 2)
Option A: If to the Instructor, then		Instructor follows <i>Report of Academic Misconduct Timeline Step 1</i>
Option B: If to Office of Student Conduct, follow Step 2 below:		
Step 2	Within 3 days of reporting	Office of Student Conduct notifies Instructor of complaint (Section 2)
Step 3	Within 3 days of Instructor's notification	Instructor follows <i>Report of Academic Misconduct Timeline Step 1</i>

If a Hearing is Determined by the Office of Student Conduct or is Requested by the Student:

	Time Frame	Action To Be Taken
Step 1	Within 10 days of receipt of the report of Academic Misconduct or Appeal by the Student	A hearing must be scheduled, typically during the Fall or Spring semester of the academic year (Section 5a)
Step 2	Within five (5) days of notification by the Office of Student Conduct	UASC forms a hearing panel comprising a minimum of three (3) members to be convened to address a specific academic misconduct complaint (Section 4c)
Step 3	At least 3 days prior to the scheduled hearing	Student notification to include: date, time, place of hearing, specific allegation, possible sanctions, hearing procedures, attendees, Student's rights (Section 5c)
Step 4	Within 2 days after the hearing	Office of Student Conduct informs Student and Instructor of Hearing Panel's action in writing (Section 5h)
Step 5	Within 3 days of the receipt of the written decision from the Hearing Panel	Student may submit a written appeal of the decision to the Provost (Section 7a)
Step 6	Within 10 days of receipt of the written appeal	Provost shall render a decision (Section 7c)

Academic Misconduct Report

Instructions

- When any instance of academic dishonesty occurs, this form must be completed and submitted to the Dean of the College/School and the Chairperson of the Department in which the course resides along with evidence necessary to substantiate the claim.
- A copy of the form must be sent to the affected Student.
- Instructors may request no further action, or may request that disciplinary charges be brought by the Office of Student Conduct.

Instructor's Name _____ Department _____

Office _____ Phone _____ Email _____

Course _____ Section _____ Term _____

Student Name _____ Student ID# _____

Describe Alleged Misconduct:

Sanction(s) taken By Instructor:

_____ Reduced Grade for Assignment

_____ Opportunity to Revise Assignment

_____ Opportunity to Complete Additional Course

_____ Grade of F for Assignment

_____ Grade of F for the Course Work

_____ Other: Please specify: _____

To be completed for all allegations of Academic Misconduct:

_____ I Request No Further Action

_____ I Recommend Separate Disciplinary Actions be Initiated by the Office of Student Conduct.

Instructor's Signature

Date

Copies Sent To: Department Chairperson _____ Dean _____

Copy Sent to: Office of Student Conduct _____

Academic Misconduct Student Request for Hearing Form

Student Name _____ Student ID# _____

Course _____ Term _____

Instructor's Name _____

Department _____

Explain the basis of your appeal. Please be specific.

Please attach any additional materials that support your case.

Student's Signature

Date

Copy Sent to: Office of Student Conduct _____

Note: Academic Misconduct can include cheating, plagiarism, and other issues. Examples of what constitutes academic misconduct are presented in the Student Code of Conduct and other University graduate and undergraduate documents, including the Instructor's syllabus.

II. Revisions to Academic Misconduct Text on SCSU website

Academic misconduct includes all forms of cheating, plagiarism, **fabrication and falsification**. Academic misconduct includes but is not limited to, providing or receiving assistance from another, in a manner not authorized by the instructor, in the creation of work to be submitted for academic evaluation (including papers, projects and examinations).

Plagiarism is defined as presenting, as one's own, the ideas or words of another person, for academic evaluation, without proper acknowledgment. Plagiarism includes, but is not limited to: (i) copying sentences, phrases, paragraphs, tables, figures, or data directly or in slightly modified form from a book, article, or other academic source without using quotation marks or giving proper acknowledgment to the original author or source; (ii) copying information from Internet Web sites and submitting it as one's own work; (iii) buying papers for the purpose of turning them in as one's own work; and (iv) selling or lending papers to another person for submission by that other person, for academic evaluation, as his or her own work.

Fabrication includes but is not limited to making up data or results of a research assignment and recording or reporting them. Falsification includes but is not limited to manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in a submitted research paper.

Procedures for handling cases of alleged academic misconduct have been approved by the Faculty Senate and can be found by clicking [here](#).

STANDING COMMITTEES

ACADEMIC POLICY COMMITTEE (APC)

APC MINUTES 4/21/2021

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

- Plotted next steps for implementation of APC P&T reform recommendations, should those recommendations be approved by online poll of senators this spring.

Respectfully submitted,
Paul R. Petrie

ELECTIONS COMMITTEE (EC)

No report

FINANCE COMMITTEE (FC)

Finance Committee

April 21, 2021

Present: Bill Faraclas, Sanja Grubacic, Obiageli Okwuka and Carol Stewart

Bill reviewed the committee's activities over the past academic year:

- Established position for Finance Committee member on University Budget and Planning Committee
- Report from IT (showing costs/expenses)
- Collaboration with Technology Committee to address IT report
- Increase in travel funds for full-time (tenured and untenured)
- Initiated discussion of faculty participation and parity in the distribution of OE funds

Carol was invited (and attended) the university's budget committee last November but has not been notified of another budget meeting so far in 2021.

- Bill will follow up with Mark Rozewski on budget committee's schedule

Classrooms for fall 2021: Once faculty and students are headed back to the classroom, what (or how much) monies will be dedicated to COVID-related safety measures.

- Bill suggested we reach out to Deb Weiss and have her raise at full Senate meeting. What does Senate expect the Administration to do to keep people (faculty, staff, students) safe?

Grants: Carol will follow up with Rachel Jeffrey (Faculty Development) for statistical data on # of grant proposals received vs the # of grants accepted and awarded.

- Carol will reach out to Rachel Jeffrey and ask
 - Opportunity to offer a workshop;
 - Ask faculty who are successful to participate in workshop;
 - Does the FDAC committee still use a rubric? If yes, can it be included in grant proposal packet?
 - Clarify grant guidelines;
 - How can FD be more transparent on grants;
 - Is it an option for FDAC to provide feedback to those who were not successful (pointers on how to make proposal stronger)?
- Sanja will attend curriculum activity workshop this afternoon

PERSONNEL POLICY COMMITTEE (PPC)

4/21/2021

Teams Meeting

PPC Members: Toce, Jacqueline; Slomba, Jeffrey; Lopez-Velasquez, Angela; Tomczak, Stephen; Shea, Michael; Kelly Martinez; Pittman, Adam (absent); Metaxas, Virginia (absent); Starling, Natalie (chair)

12:00pm

APPROVAL OF MINUTES: Meeting Minutes of April 7, 2021 - Approved

CONTINUING BUSINESS:

In preparation for finalizing the work of the committee this semester, the PPC discussed:

1. terminology: “evaluation report” vs. “recommendation letter”
 - a. the recommendation shall be “evaluation report with concluding recommendation (see CBA 4.1***)”
2. term limit for the P&T Chair -advantages and disadvantages
 - a. when presenting recommendations, the PPC will present “three consecutive one-year term” to the full Senate for consideration

At 12:30pm, the PPC was joined by the Provost and Dean Thorson. Discussion topics included the advantages and disadvantages of:

1. adding of information to the file by the candidate
2. file size and organization of the file
3. department guidelines and recommendations for inclusion of evidence
4. candidate discussion of impact of their activities
5. a potential candidate summary of file (SLC model)
6. potential minority report(s) from the P & T Committee
7. the length of the P & T Procedures document

At 1:30pm the meeting with the Provost and Dean Thorson concluded

The PPC discussed the limited time remaining and the need to still address the following:

1. finish proofreading P & T Procedures document then align Renewal document
2. Update powerpoint slides
3. Draft Resolution
4. Draft brief summary of Advising survey (i.e., pie charts) as a separate agenda item

The PPC Chair will ask the committee for volunteers to help finalize the above items.

Adjourned 2:00pm

SCSU Faculty Senate Rules Committee Meeting Minutes

Date: Wednesday, April 21, 2021

Time: 12:10 PM

Attendees: Barb Cook, Maria Diamantis, Robert Gregory (chair), Troy Paddock, & Jeff Webb

Agenda item:

1. Discuss revisions to section II (The Selection of the Department Chairperson) in The Department Chairpersonship document.

Meeting adjourned at 1:45 PM.

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

STUDENT POLICY COMMITTEE (SPC)

Student Policy Committee

Minutes

April 21, 2021

Present: B. Achhpal, M. Dodge, B. Farley, K. Marsland, M. Nizhnikov, M. Ouimet

12:30 Meeting called to order via Webex

1. Discussed concerns about need for support for both students and faculty in preparation for transition back to on-ground operations in the fall.
 - a. Concerns about support for incoming first year students who did not experience typical senior years in HS and who will not receive a “typical” orientation
 - b. Concerns about support for rising sophomores who transitioned into university during the pandemic and did not experience typical orientation to university
 - c. Concerns about need for faculty and staff support to process pandemic experience and reflect on lessons learned in preparation for fall
2. Discussed permanent revisions to the Course Withdrawal policy, specifically elimination of the late course withdrawal process and replacement with one course withdrawal deadline on the last day of classes. Will finalize recommendations and resolutions in preparation for May 5th meeting
3. Discussed permanent revisions to the Incomplete policy, specifically requirement of the Incomplete Grade Contract and option for students to request a late course withdrawal during the incomplete period. Will finalize recommendations and resolutions in preparation for May 5th meeting
4. Agreed to consider possible revisions to the Pass/Fail policy in the fall after having reviewed both pandemic and “typical” P/F data trends over the past two years.

Meeting adjourned at 2:05

Respectfully submitted by K. Marsland

TECHNOLOGY COMMITTEE (TC)

Faculty Senate Technology Committee

Minutes of meeting 4/21/2021

The Technology Committee met via WebEx at 12:15. We drafted a resolution regarding transitioning to strictly online delivery of Student Opinion Surveys. We agreed to continue discussing the joint statement that derived from our meeting with the Finance committee via email.

Respectfully,
J. E. Fields

SPECIAL COMMITTEES

UNDERGRADUATE CURRICULUM FORUM (UCF)

Report to the Faculty Senate Undergraduate Curriculum Forum April 15, 2021 Meeting Actions

The following motions were approved:

Motion from UWIC to revise the catalog language for Definition of a Bachelor's Degree.

The following new programs were approved:

Minor in Racial and Intersectional Justice Studies (RIJS)

Minor in Human Resource Management (HRM)

Notes to faculty:

- RIJ courses (as designated by faculty) are up: <https://www.southernct.edu/dei/social-justice-courses>

Respectfully submitted,
Meredith Sinclair (UCF Chair, Sp. 2021)
April 26, 2021

GRADUATE COUNCIL

DOCUMENTS/RESOLUTIONS FOR REVIEW FOR THE April 28, 2021 MEETING

DRAFT PROPOSAL: AN IT FINANCES WORKING GROUP

Draft Proposal: an IT Finances Working Group

In October of 2020 Rusty May (Edward L. May, Jr.) responded to a request from the Faculty Senate Finance Committee by submitting a written report on the state of spending on academic Information Technology (IT) at SCSU. Mr. May is to be commended for providing us with a thorough, clear, and professionally executed high level overview of IT spending for academic support at Southern.

On March 24, 2021, the Finance and Technology committees of the Faculty Senate held a joint meeting to discuss Mr. May's report. We were particularly struck by the following important elements of the report.

1. The expense for licensing Blackboard (BBL) has been shifted from the System Office to the individual CSU campuses.
2. Bond fund monies for IT capital improvements are coming to an end, and the report states that "there is no reasonable prospect of a new bond funded technology program in the future" and further that "there will likely be a significant impact in the loss of these bond funds."
3. There is a troubling practice wherein the System Office buys products and/or services for a specific term, typically 3 years, and then transfers the cost of those products and/or services to the constituent institutions after the initial term.
4. Funding for IT has remained relatively flat over the last 5 years — a period of time which has seen tremendous growth in the demands on our campus IT staff and the technological expectations on our faculty. In particular, "the funding for part time staff has remained flat between FY15-FY21 without any accommodation for inflation or the change in the minimum wage."

A question that naturally arises is: If the cost of some components of our IT landscape is being borne at the campus level, should we not have agency to make decisions about selection of those elements? For example, if we are now paying for BBL out of SCSU's IT budget, should we be able to opt to switch to some other learning management system (LMS)?

We find that a pattern is developing wherein decisions are made by fiat at the System level and expenses are borne at the campus level. We have full faith and confidence in our local IT personnel, and note the purposefully collaborative nature of IT governance at SCSU. There is a concern that the voices of our local experts, including IT staff and faculty end-users, are not being heard at the System Office. In a time of greater demands for academic technology and diminishing local and system resources, remote decision making and taxation-without-representation financing have little hope of strengthening academic effectiveness. It is therefore proposed that the Faculty Senate takes the following steps:

1. Work with the other CSU campus Faculty Senates to empanel a four-campus CSU working group to study academic technology needs, available and other required

resources, current acquisition and financing strategies, and options for improving the influence of the faculty on guiding the direction of technology adoption and support.

2. From each campus, include on the working group a) members of the faculty appointed by the respective Senates, b) an IT staff representative, appointed by respective campus administrations, c) a representative of the AAUP appointed by respective union chapters.
3. Conduct individual campus faculty forums to identify technology priorities.
4. Conduct a four-campus faculty forum to focus technology priorities.
5. Set a report deadline to the four campus Faculty Senates of March 7, 2022.

DRAFT

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION REGARDING REVISIONS TO THE SABBATICAL LEAVE DOCUMENT

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

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

Whereas, the Faculty Senate is responsible for making changes to the Sabbatical Leave Procedures for Faculty document; now, therefore be it

Resolved, That the phrase “or equivalent professional responsibilities” in the third sentence of section I (Standards for Sabbatical Leave) be deleted since this language is not included in the current Collective Bargaining Agreement;

Resolved, That the word “administration” be replaced with the phrase “Dean of the faculty member’s college/school (or equivalent) and the President of the University” in section III.C (Deferral of Sabbaticals);

Resolved, That the word “Administration” be replaced with the phrase “Dean of the Candidate’s college/school (or equivalent)” in section IV.B.2 (Department Role in the Sabbatical Leave Process);

Resolved, That the second sentence in section VI.A (Remuneration) be deleted since it is redundant with information presented in section IV.B.2.f and not relevant to faculty member remuneration;

Resolved, That the membership of the University Sabbatical Leave Committee (section VII.B.2 Structure of the Committee) be changed from “seven members elected by the faculty” to “seven members (one member from each college/school and three at-large members) elected by the faculty”;

Resolved, That the first sentence in section VII.C.5 (Eligibility for Membership on the Committee) be deleted since it is redundant with information presented in section VII.C.3;

Resolved, That the phrase “including the Candidate’s relative numerical position on the sabbatical list” be deleted from section VII.F.2 (Procedures of the Committee); and

Resolved, That the e-mail addresses for the University Sabbatical Leave Committee and Office of Human Resources be corrected in Appendix A (Calendar).

**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 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 I. Standards for Sabbatical Leave 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 faculty member's request for deferral must be made in writing to the Chairperson of the Department Sabbatical Leave Committee (or equivalent; this Committee shall hereafter be referred to as the Department Sabbatical Leave Committee in this document). 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 Leave Committee and the Department Chairperson shall consult with the Dean of the faculty member's college/school (or equivalent) and the President of the University. Once a deferral is approved, the University Sabbatical Leave 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 digital file must include the following materials, to be submitted as a single PDF document:

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

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

B. Application Procedures:

1. Candidate Role in the Sabbatical Leave Process

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

2. Department Role in the Sabbatical Leave Process

- a. The evaluation of the Department Sabbatical Leave Committee 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 the Sabbatical Leave Committee.
- c. No person shall serve as a member of a Department Sabbatical Leave Committee during an academic year in which that person is applying for Sabbatical Leave. The Department Chairperson shall not serve as a member of a Department Sabbatical Leave Committee.
- d. Each Department shall develop its own procedures regarding additional conditions of eligibility, election, and recall of Department Sabbatical Leave Committee members, as well as conduct of its business. These procedures shall be recorded and be readily available to the faculty, and a copy shall be placed on file with the Faculty Senate.

- e. The evaluation of the Department Sabbatical Leave Committee shall be based on the merits of the Candidate's sabbatical plan. Prior to completing the evaluation, the Department Sabbatical Leave Committee and the Department Chairperson shall conduct negotiations with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department⁴. If the negotiations fail, the evaluation of the Department Sabbatical Leave Committee will include a statement of any adverse impact the Sabbatical Leave will have on the Department.
 - f. In accordance with the procedure and calendar (Appendix A), the Department Sabbatical Leave Committee is responsible for providing the Candidate with an evaluation of the Candidate's sabbatical plan for the Candidate to include in the Sabbatical Leave digital file and for signing the Candidate's Sabbatical Leave application form (Appendix B).
3. Department Chairperson 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 and independent of any other evaluation (e.g., independent of the Department Sabbatical Leave 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).
 - d. In no case shall a Department Chairperson applying for Sabbatical Leave participate in the sabbatical evaluation process.

⁴In the event that the Department Chairperson is applying for Sabbatical Leave, the Department Sabbatical Leave Committee shall conduct these negotiations with the Dean of the appropriate college/school (or equivalent).

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 Leave Committee has completed its review, the digital files will be made available to the President of the University by the Chairperson of the University Sabbatical Leave Committee.

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 of the University.

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 Leave.

C. Protection of Faculty Member's Job and Benefits

All rights, benefits and positions guaranteed by the Collective Bargaining Agreement and University Bylaws 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. 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 Sabbatical 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 of the University, University Sabbatical Leave Committee, Department Sabbatical Leave Committee, and Director of Library Services. Such statements shall be retained by the University 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 Leave Committee

A. Purpose of the Committee

The purpose of the University Sabbatical Leave 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 Leave Committee for teaching faculty (including supervisors of student teaching), library faculty, and counselors, hereafter collectively referred to as "faculty." Administrators are not eligible.
2. The Committee shall consist of seven members (one member from each college/school and three at-large members) elected by the faculty.
3. The Committee shall consist of two alternate members elected by the faculty.
 - a. Alternates shall take the place of voting members:
 - i. when a voting member is applying for Sabbatical Leave that year;
 - ii. when a voting member resigns; or
 - iii. under other circumstances (e.g., prolonged illness) as evaluated by the Committee.

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 and Department Sabbatical Leave Committee members).
4. Faculty members may not serve as members of the Committee during an academic year in which they apply for Sabbatical Leave.

5. Faculty members that serve on a Department Evaluation Committee (DEC) whose duties include evaluation of sabbatical proposals may serve on both the DEC and the University Sabbatical Leave Committee provided they recuse themselves from all Sabbatical Leave-related deliberations of the DEC.

D. Election of Members of the Committee

1. The Elections Committee of the Faculty Senate has the responsibility for conducting the elections for the 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 the Committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Elections 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. A Candidate may submit any new supporting documentation to the Committee in accordance with the calendar (Appendix A).
2. A Candidate shall be given the opportunity to appear before 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, VII.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 Sabbatical Leave applications, the Committee as a whole will discuss the evaluation criteria. Committee members will use their own professional judgments and opinions in voting to recommend or not to recommend each application.
6. After all information has been received, along with 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 in the evaluation process, 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 Office of Human Resources in priority order as determined by the Committee in the form of a letter to be signed by all Committee members. The Office of Human Resources shall forward the Committee's recommendations to the President of the University. A copy of the Committee's recommendation 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 any disclosures concerning grievance procedures.
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 during the Spring semester of the academic year to the Faculty Senate and the President of the University.

VIII. Grievance Procedure

Any faculty member who feels that the Sabbatical Leave procedures 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 digital file. Forms and guidelines are available at the Faculty Senate Website: https://inside.southernct.edu/faculty-senate .
Sept. 16	Candidates notify the following of their intention to apply for Sabbatical Leave: 1. Appropriate Department Chairperson, 2. Department Sabbatical Leave Committee (or equivalent), and 3. Office of Human Resources.
Sept. 25	Candidates forward their Sabbatical Leave digital file as a single PDF document to the Department Sabbatical Leave Committee and the Department Chairperson.
Nov. 2	The Department Sabbatical Leave Committee and Department Chairperson transmit their written recommendations to the Office of Human Resources (SabbaticalHR@southernct.edu) and to the candidate via e-mail.
Nov. 3-Nov. 6	Candidates have four (4) days to add the Department Chairperson and Department Sabbatical Leave Committee recommendations and any written response and/or additional supporting materials to their Sabbatical Leave digital file as a single PDF document.
Nov. 9	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee (sabbaticalcomm@southernct.edu) and to the Office of Human Resources (SabbaticalHR@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 of the University notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President of the University notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by the Office of 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 Leave or number of years of full-time service as a faculty member at SCSU, whichever is less: _____

Date of previous sabbatical(s), 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 **Date**

Signature of Department Chairperson **Date**

Signature of Dean **Date**

Signature of Applicant **Date**
(Indicates applicant's receipt of evaluation letters from Department Sabbatical Leave Committee and Department Chairperson)

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 timeline, budget, travel arrangements, research arrangements, etc.
 - D. Bibliography
- III. Curriculum Vitae (limited to two pages)

Include information regarding: (1) scholarly competence and recognition, (2) teaching competence, and (3) participation in academic and professional activities of the university and community, highlighting those accomplishments directly related to the sabbatical plan.
- IV. Supporting documents (e.g., letter of invitation) and/or other relevant material directly related to the sabbatical plan.

Appendix D. Format for Sabbatical Leave Follow-Up Report

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

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

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

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION REGARDING ONLINE STUDENT OPINION SURVEY

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

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

Whereas, The Faculty recognize the importance, as well as the contractual necessity, of assessing students' opinions regarding educational outcomes in courses; and

Whereas, There are numerous advantages, including lower expense and operational flexibility, to assessing students' opinions using an online tool; now, therefore, be it

Resolved, That, henceforth, Student Opinion Surveys be administered only online.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION FOR YEAR-ROUND DISTRIBUTION OF CBA TRAVEL FUNDS

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

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

Whereas, The CSU-AAUP CBA Travel Fund [“Travel Fund”] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, Professional seminars, workshops, conferences or educational exchanges happen throughout the year;

Whereas, CBA travel funds are administered on a fiscal year basis, but are made available on an academic year basis per the CBA, resulting in confusion about travel during the period between the end of the spring semester and the beginning of the fall semester; and

Whereas, A clearly articulated process for travel reimbursement throughout the year will serve the University by supporting faculty use of travel funds as intended by the CBA; now, therefore, be it

Resolved, That to ensure access to available travel reimbursement for full- and part-time faculty members throughout the calendar year, the Office of Finance and Administration, in consultation with the Faculty Senate Executive Committee, shall develop an accounting mechanism to place unspent CBA travel funds from the concluding fiscal year into summer travel accounts for full- and part-time faculty members; and be it further

Resolved, That reimbursement of authorized faculty travel that occurs between July 1 and the day before the new fall semester begins shall be drawn from these accounts until the fund is depleted; and be it further

Resolved, That of CBA travel funds that remain unencumbered at the end of the concluding fiscal year, initially ninety percent (90%) shall be moved into the respective full- and part-time summer travel accounts, and ten percent (10%) shall be temporarily held in reserve until the accounts are reconciled; and be it further

Resolved, That after the concluding year travel accounts have been reconciled, the remaining portion of the ten percent (10%) held in reserve, along with additional amounts of encumbered funds that were not claimed, shall be moved into the summer account; and be it further

Resolved, Within four weeks of the first day of the fall semester, funds remaining in the summer full- and part-time travel accounts shall rollover to the new academic year full- and part-time travel accounts and be made available for encumbrance.

Notes

- The CBA provides funds for travel reimbursement. Separate lines are maintained for full-time and part-time faculty members.
- For each group (FT and PT), the CBA travel account consists of money from two sources: an allotment defined in the contract that becomes available on July 1 of each year (“new monies”), and, when available, unspent monies from the previous year’s allotment (“rollover monies”). Both monies are available to the University on July 1 as part of the fiscal year budget. However, according to the CBA, the “new monies” are not available for use until the first day of the fall semester.
- Rollover monies shall be made available to reimburse faculty members with approved authorizations to travel during the interim period between the last day of the spring semester and the first day of the fall semester. If not exhausted during the interim period, rollover funds shall be moved forward into the rollover account to support faculty travel in the new academic year.
- For each group (FT and PT), monies from the two sources are placed in separate, indexed accounts (one for rollover monies, the other for the new allotment), but are used for the one purpose defined in the CBA. For orderly processing of travel expenses, the rollover Index is drawn down first.
- For the purposes of the resolution supported by these notes, rollover monies shall be made available during the period between the last day of the spring semester and the first day of the fall semester to support faculty travel during that period. At the end of that interim period, remaining rollover funds shall become available for the academic year.
- Generally, faculty members who have been approved for travel reimbursement are expected to reconcile their Travel Authorizations (TAs) within 30 days of return from travel.
- If a member cannot reconcile completed travel within 30 days for a valid reason, the member is expected to submit a written request to the travel office for an extension.
- If a member’s approved trip is canceled, the member will inform the travel office immediately so the requested travel funding can be unencumbered.
- Approval of travel-reimbursement requests is contingent on availability of funds. There is neither a guarantee that combined funds from “rollover” and the new allotment will be sufficient to cover all travel requests during the academic year, nor during the summer period, dependent on the number of requests and the per-member travel reimbursement caps.