

Southern Connecticut State University  
**FACULTY SENATE**

---

UNAPPROVED MINUTES OF APRIL 28, 2021

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

The 15<sup>th</sup> Meeting of the Faculty Senate AY 2020-2021 was held on April 28, 2021, at 12:10 p.m. via WebEx.

Attendance

Dave Allen <i>Accounting</i> 14/15	Matthew Ouimet <i>Counseling</i> 15/15	Sandip Dutta* <i>Finance</i> 9/15	Atul Kulkarni <i>Marketing</i> 15/15	Rex Gilliland <i>Philosophy</i> 15/15	Angela Lopez-Velasquez <i>Special Education</i> 11/15
William Farley <i>Anthropology</i> 14/15	Natalie Starling <i>Counseling &amp; School Psychology</i> 15/15	Lawrence Brancazio <i>Health &amp; Movement Sciences</i> 15/15	Joe Fields <i>Mathematics</i> 15/15	Binlin Wu <i>Physics</i> 15/15	Douglas Macur* <i>Theatre</i> 14/15
Jeff Slomba <i>Art</i> 15/15	Beena Achhpal <i>Curriculum &amp; Learning</i> 15/15	Robert Gregory <i>Health &amp; Movement Sciences</i> 15/15	Klay Kruczek <i>Mathematics</i> 15/15	Jonathan O'Hara* <i>Political Science</i> 4/6	Luke Eilderts <i>World Languages &amp; Literatures</i> 15/15
Kevin Siedlecki* <i>Athletics</i> 14/15	Maria Diamantis <i>Curriculum &amp; Learning</i> 15/15	Troy Paddock <i>History</i> 14/15	Jonathan Irving <i>Music</i> 15/15	Michael Nizhnikov* <i>Psychology</i> 10/15	
Sean Grace <i>Biology</i> 15/15	Dushmantha Jayawickreme <i>Earth Science</i> 15/15	Darcy Kern* <i>History</i> 9/15	Frances Penny* <i>Nursing</i> 8/15	Kate Marsland <i>Psychology</i> 15/15	Deborah Weiss <i>Faculty Senate President</i> 14/15
Mina Park <i>Business Information Systems</i> 15/15	Sanja Grubacic <i>Economics</i> 15/15	Yan Liu <i>Information &amp; Library Science</i> 13/15	Kelly Martinez <i>Nursing</i> 7/15	William Faraclas <i>Public Health</i> 14/15	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 15/15
Jeff Webb <i>Chemistry</i> 15/15	Peter Madonia <i>Educational Leadership</i> 12/15	Cindy Simoneau <i>Journalism</i> 15/15	Obiageli Okwuka* <i>Part-time Faculty</i> 10/15	Michael Dodge <i>Recreation, Tourism &amp; Sport Management</i> 14/15	Meredith Sinclair <i>Undergraduate Curriculum Forum</i> 15/15
Barbara Cook <i>Communication Disorders</i> 15/15	Mike Shea <i>English</i> 15/15	Patrick Crowley <i>Library Services</i> 14/15	Mary Ellen Minichiello <i>Part-time Faculty</i> 11/15	Sebastian Perumbilly <i>Social Work</i> 15/15	Cynthia O'Sullivan <i>Graduate Council</i> 15/15
Derek Taylor <i>Communication, Media &amp; Screen Studies</i> 15/15	Paul Petrie <i>English</i> 15/15	Jacqueline Toce <i>Library Services</i> 15/15	Stephanie Fischer* <i>Part-time Faculty</i> 10/11	Stephen Monroe Tomczak <i>Social Work</i> 15/15	Zainab Seyal <i>Student Government Association</i> 4/6
Alaa Sheta <i>Computer Science</i> 15/15	Matthew Miller <i>Environment, Geography &amp; Marine Studies</i> 15/15	Carol Stewart <i>Management, International Business &amp; Public Utilities</i> 12/15	Virginia Metaxas* <i>Part-time Faculty</i> 9/11	Adam Pittman* <i>Sociology</i> 12/15	Dr. Joe Bertolino <i>SCSU President</i> 8/15
Guests:	T. Bennett T. Broliar J. H. Kim E. May	T. Milburn R. Prezant B. Zamfir			

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

Faculty Senate President D. Weiss called the 15<sup>th</sup> meeting of the Faculty Senate to order at 12:15 p.m.

- I. Announcements
  - A. K. Marsland: Wished to express her thanks to all those involved in the Graduate and Undergraduate Research conferences.
  - B. B. Cook: [Uniting for Racial Justice: A Community Open Mic Event](#), April 29, 2021, 7-9 p.m., Brownell Parking lot.
  - C. P. Petrie: Reminder to participate in the non-binding poll for P&T improvements.
  - D. K. Kruczek: Reminder to vote in the All-University elections.
  - E. M. Shea: Reminder to support the Contract Negotiation demonstrations in Hartford.
- II. Minutes of the previous meeting held on April 14, 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.
  - A. K. Marsland: SPC will revisit permanent revisions to the Course Withdrawal and Pass/Fail policies in the Fall.
- V. Special Committees
  - A. UCF: Report accepted
  - B. Graduate Council: No report.
- VI. New Business
  - A. R. Gregory (Rules) **moved** to approve the resolution regarding Revisions to the Sabbatical Leave Document.
    - i. K. Kruczek **moved to amend** the resolution and document in the following manner:
      1. Adding to the resolution "*Resolved*, That the word 'Administration' be replaced with the phrase 'Dean of the Candidate's college/school (or equivalent)' in section IV.B.3. (Department Chairperson Role in the Sabbatical Leave Process)".
      2. striking "Sabbatical file" and replacing it with "Sabbatical Leave digital file" in IV.B.3.c. of the document so that the paragraph reads "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 Leave digital file** and for signing the Candidate's sabbatical application form (Appendix B)."
        - a. The motion **passed** by unanimous consent.
    - ii. K. Marsland **moved to amend** the resolution by striking from the first "*Resolved*" statement "deleted" and replacing it with "placed in brackets" so that it reads "*Resolved*, That the phrase 'or equivalent professional responsibilities' in the third sentence of section I (Standards for Sabbatical Leave) be placed in brackets since this language is not included in the current Collective Bargaining Agreement".

1. The motion **passed** by unanimous consent.
  - iii. Vote tally
    1. Yes..... 36
    2. No ..... 2
    - a. Motion to **approve** the resolution as amended **passed**.
  - B. J. Fields (Technology) **moved to approve** the resolution regarding Online Student Opinion Survey.
    - i. M. Diamantis **moved to call the previous question**.
      1. Motion **passed** by unanimous consent.
    - ii. Vote tally
      1. Yes..... 31
      2. No ..... 4
      - a. Motion to approve the resolution **passed**.
  - C. W. Faraclas (Finance) **moved to approve** the resolution regarding Year-Round Distribution of CBA Travel Funds.
    - i. Vote tally
      1. Yes..... 34
      2. No ..... 2
      - a. Motion **passed**.
  - D. W. Faraclas (Finance) **moved to approve** the resolution regarding CBA Travel Funds for Part-Time Faculty 2021-2022.
    - i. Vote tally
      1. Yes..... 31
      2. No ..... 2
      - a. Motion **passed**.
  - E. M. Shea **moved to endorse** the letter to the BOR ASA committee and to grant the SCSU Faculty Senate Executive Committee the ability to distribute the letter to additional bodies, organizations, agencies, and public outlets.
    - i. Motion **seconded**.
      1. Vote tally
        - a. Yes..... 34
        - b. No ..... 2
        - i. Motion **passed**.
- VII. Adjournment
- A. M. Diamantis **moved** to adjourn.
    - i. Motion **seconded**.
      1. Meeting adjourned at 1:59 p.m.

---

L. Eilderts  
Secretary

**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 placed in brackets 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 word “Administration” be replaced with the phrase “Dean of the Candidate’s college/school (or equivalent)” in section IV.B.3. (Department Chairperson 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 FACULTY<sup>1</sup>**

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.<sup>2</sup>

**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 service<sup>3</sup>, 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**

---

<sup>1</sup> 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.

<sup>2</sup> "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.

<sup>3</sup> 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 Department<sup>4</sup>. 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 Process<sup>5</sup>
- 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 Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining a statement from the Dean of the Candidate's college/school (or equivalent), 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 Leave digital 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.

<sup>4</sup>In 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).

<sup>5</sup>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 1<sup>st</sup> or October 1<sup>st</sup> 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 1<sup>st</sup> and expire August 31<sup>st</sup>.

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 revoke 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: <a href="https://inside.southernct.edu/faculty-senate">https://inside.southernct.edu/faculty-senate</a> .
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 ( <a href="mailto:SabbaticalHR@southernct.edu">SabbaticalHR@southernct.edu</a> ) 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 ( <a href="mailto:sabbaticalcomm@southernct.edu">sabbaticalcomm@southernct.edu</a> ) and to the Office of Human Resources ( <a href="mailto:SabbaticalHR@southernct.edu">SabbaticalHR@southernct.edu</a> ).
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.

## Resolution Regarding CBA Travel Funds for Part-Time Faculty 2021-2022

### **SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE Resolution Regarding CBA Travel Funds for Part-Time Faculty 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 part-time member is not allowed 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 for part-time faculty and be added to the 2021-2022 CBA-determined Travel Fund allocation, leading to an unusually large pool of funds for travel;

Whereas, CBA 9.5.1 enabled full-time faculty to exceed their \$1500 limit for the 2021-22 academic year; however, precluded part-time faculty from exceeding their \$750 limit, resulting in an inequity;

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, The SCSU Administration and the SCSU AAUP have signed a memorandum of understanding (MOU) allowing an exemption from the \$750 limit for 2021-2022 travel funds for part-time Faculty;<sup>1</sup> 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 at \$875 for part-time Faculty members; and be it further

---

<sup>1</sup> This provision is not intended to change any other terms and conditions of the Collective Bargaining Agreement.

*Resolved*, That part-time members of the Faculty traveling to a professional seminar, workshop, conference or educational exchange shall have the travel cap raised by \$125 for one of two circumstances:

- a) for travel that requires trans-ocean travel, OR
- b) if the member is traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker<sup>2</sup>, 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 part-time Faculty members shall be \$1,000.

---

<sup>2</sup> 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 Alignment and Completion of Mathematics and English (ACME) Proposal



---

### FACULTY SENATE

---

Dear Members of the BOR ASA Committee,

We are writing to explain why the Alignment and Completion of Mathematics and English (ACME) proposal, while built on claims of promoting equity, in fact does quite the opposite—it increases inequity for students and should not be implemented.

The ACME proposal eliminates developmental courses for Math and English in favor of a co-requisite model in which all students unprepared for the gateway courses, regardless of placement level, would take the gateway courses along with a simultaneous supporting course (the co-requisite). This policy discriminates against our students with the greatest needs who form a significant portion of our student population. Indeed, the research accompanying the original proposal demonstrated that the co-requisite model may help students just below the placement level needed for gateway courses, but not help students at a lower level; these students would not be helped and might actually be harmed. The statement in the proposal that “research shows that traditional prerequisite courses hinder students’ progress and raise, rather than lower, barriers to gateway, college-level, transferable course completion” is false. It defies logic to assume that we can provide fewer supports and less education to needy students and, despite this, then expect they will end up in the same place as their peers who started at a higher level. It is distressing to see the original research redacted from the revised proposal because it did not support the proposal.

**This approach is therefore unproven for our student population; furthermore, the costs have not been calculated and presented. Despite the greater costs necessary for this model, which requires much smaller class sizes and other supports, the Cost of Delivery section (page 3, revised proposal 4/19/21) does not mention the cost of implementation. Moreover, the solution for managing the uncalculated costs is as follows: “The aforementioned administrators and other related CSCU leadership are strongly encouraged to utilize and seek increases to the PA 12-40 legislative funding to support and maintain this financial model for corequisite supports.” This “solution” is shameful and irresponsible, given the long-term inability of CSCU leaders to secure adequate funding from the legislature to support even the maintenance of current educational services.**

Furthermore, the ACME proposal advocates for ‘dumbing down’ the current math gateway requirements. In many cases, students would be required to take a simplified math course. Do we really want CSU to graduate students who do not understand basic algebra? And changing the math requirement to a “gateway, college-level, transferable course *aligned with the student’s program of study*” (italics added) fails to recognize that a majority of students change their programs of study, in many cases, more than once. The proposal would thus lock students into a particular program of study and limit their options, further disenfranchising those students with the greatest needs. Although some students struggle with the current gateway requirement, which for most involves basic algebra skills, the answer is not to eliminate the requirement, but rather to better support student learning and to work with the K-12 system, which graduates too many students woefully unprepared.

Finally, this ACME proposal ignores (and wastes) the time, money, and expertise already invested in TAP by CSCU; over a period of nine years through TAP's grassroots process, the programs of study between the community colleges and the universities were carefully aligned and agreed to—and the transferability works. This proposal, on the other hand, lacks significant faculty input and is pushed by a consulting company with slick marketing tactics, so it simply dictates the transferability of lesser gateway courses to meet the higher-level gateway courses at the universities. This proposal is widely condemned by faculty because it is a classic example of administrators making decisions about curricular matters that the faculty better understand and rightfully own.

**Therefore, in the strongest possible terms, the Southern Connecticut State University Faculty Senate urges rejection of the ill-conceived and academically and financially reckless ACME proposal.**

Sincerely,

SCSU Faculty Senate