

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF OCTOBER 18, 2023

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

The 5th Meeting of the Faculty Senate AY 2023-2024 was held on October 18, 2023, at 12:12 p.m. via Zoom.

Attendance

| FIRST | LAST | DEPARTMENT | TERM ENDS (SPRING) | ATTENDANCE | TOTAL |
|------------|--------------|---|-----------------------|------------|-------|
| Lisa | Haylon | Accounting | 2025 | ✓ | 5/5 |
| Valerie | Andrushko | Anthropology | 2026 | ✓ | 4/5 |
| Melanie | Uribe | Art & Design | 2024 | ✓ | 5/5 |
| Jillian | Rispoli | Athletics | 2026 | ✓ | 3/3 |
| Nicholas | Edgington | Biology | 2026 | ✓ | 5/5 |
| Kate | Toskin | Business Information Systems | 2025 | ✓ | 5/5 |
| Jeff | Webb | Chemistry & Biochemistry | 2026 | ✓ | 4/5 |
| Shawneen | Buckley | Communication Disorders | 2024 | ✓ | 5/5 |
| Melanie | Savelli | Communication, Media & Screen Studies | 2025 | ✓ | 5/5 |
| Shafaeat | Hossain | Computer Science | 2025 | ✓ | 4/5 |
| Matthew | Ouimet | Counseling | 2024 | ✓ | 3/5 |
| Laurie | Bonjo | Counseling & School Psychology | 2026 | ✓ | 5/5 |
| Beena | Achhpal | Curriculum & Learning | 2024 | ✓ | 3/3 |
| Maria | Diamantis | Curriculum & Learning | 2024 | ✓ | 5/5 |
| Dushmantha | Jayawickreme | Earth Science | 2025 | ✓ | 5/5 |
| Jia | Yu | Economics | 2024 | ✓ | 4/5 |
| Peter | Madonia | Educational Leadership & Policy Studies | 2026 | ✓ | 3/5 |
| Paul | Petrie | English | 2026 | ✓ | 5/5 |
| Mike | Shea | English | 2024 | ✓ | 5/5 |
| Miriah | Kelly | Environment, Geography, & Marine Sciences | 2025 | ✓ | 5/5 |
| Sandip | Dutta | Finance & Real Estate | 2025 | ✗ | 2/5 |
| Amanda | Strong | Healthcare Systems & Innovation | 2025 | ✓ | 5/5 |
| Mark | Robertson | Health & Movement Sciences | 2025 | ✓ | 5/5 |
| Sarah | Benes | Health & Movement Sciences | 2025 | ✓ | 3/5 |
| Christine | Petto | History | 2026 | ✓ | 5/5 |
| Troy | Rondinone | History | 2026 | ✓ | 5/5 |
| Yan | Liu | Information & Library Sciences | 2024 | ✓ | 2/5 |
| Cindy | Simoneau | Journalism | 2024 | ✓ | 5/5 |
| Elizabeth | Wilkinson | Library Services | 2026 | ✗ | 4/5 |
| Amy | Jansen | Library Services | 2025 | ✓ | 5/5 |

| | | | | | |
|-----------|----------------|---|------|---|-----|
| Alison | Wall | Management & International Business | 2025 | ✓ | 5/5 |
| Melvin | Prince | Marketing | 2023 | ✓ | 4/5 |
| Sebastian | Perumbilly | Marriage & Family Therapy | 2025 | ✓ | 4/5 |
| Klay | Kruczek | Mathematics | 2025 | ✓ | 5/5 |
| Owen | Biesel | Mathematics | 2025 | ✓ | 5/5 |
| Jonathan | Irving | Music | 2026 | ✓ | 5/5 |
| Deborah | Morrill | School of Nursing | 2026 | ✓ | 5/5 |
| Andrea | Adimando | School of Nursing | 2024 | ✓ | 5/5 |
| Virginia | Metaxas | Part-Time Faculty | 2026 | ✓ | 5/5 |
| Garbielle | Ferrell | Part-Time Faculty | 2025 | ✓ | 1/1 |
| Michael | Sormrude | Part-Time Faculty | 2024 | ✓ | 5/5 |
| Michele | Delucia | Part-Time Faculty | 2024 | ✓ | 4/5 |
| Rex | Gilliland | Philosophy | 2026 | ✓ | 5/5 |
| Elliott | Horch | Physics | 2024 | ✓ | 5/5 |
| Jonathan | O'Hara | Political Science | 2025 | ✖ | 2/5 |
| Kate | Marsland | Psychology | 2025 | ✓ | 3/5 |
| Chris | Budnick | Psychology | 2024 | ✖ | 4/5 |
| John | Nwangwu | Public Health | 2024 | ✓ | 5/5 |
| Deron | Grabel | Recreation, Tourism, & Sport Management | 2026 | ✓ | 4/5 |
| Isabel | Logan | Social Work | 2026 | ✓ | 3/3 |
| Stephen | Monroe Tomczak | Social Work | 2025 | ✓ | 5/5 |
| Gregory | Adams | Sociology | 2026 | ✓ | 5/5 |
| Joan | Weir | Special Education | 2024 | ✓ | 3/3 |
| Douglas | Macur | Theatre | 2024 | ✓ | 5/5 |
| Tricia | Lin | Women's & Gender Studies | 2025 | ✓ | 5/5 |
| Luke | Eilderts | World Languages & Literatures | 2026 | ✓ | 5/5 |
| | | | | | |
| Natalie | Starling | SCSU Faculty Senate President | 2024 | ✓ | 5/5 |
| Dwayne | Smith | SCSU President | | ✓ | 5/5 |
| Barbara | Cook | Chair, Graduate Council | | ✓ | 5/5 |
| Meghan | Barboza | Chair, Undergraduate Curriculum Form | | ✓ | 4/5 |
| Pierce | Kozlowski | SGA | | ✓ | 3/3 |

GUESTS

Bo Zamfir
Michael Dodge
Meredith Sinclair
Preethi Varghese-Joseph
Robert Prezant

Roland Regos
Mark Rozewski
Trevor Brolliar
Tracy Tyree
Trudy Milburn

The following senators are empowered by the Faculty Senate to represent the Faculty Senate and thereby represent the faculty body in their role and contributions to the respective committee/group in which shared governance of business is being conducted with a duty to report back to the Faculty Senate minimally once per semester (additional reports determined by the respective representative or upon request by the Faculty Senate). It is recommended representatives also seek the Faculty Senate's support and endorsement for matters determined by the respective representative or upon request by the Faculty Senate.

| | |
|---|--|
| Early College Experience | Christine Broadbridge (fall 2022) Michele DeLucia (spring 2023) |
| Faculty Development Advisory Committee (FDAC) | Klay Kruczek |
| Undergraduate Curriculum Forum (UCF) liaison | Cindy Simoneau |
| University Library Committee (ULC) | Amy Jansen 1 Representative Unfilled |
| Working Group for Governing Bodies & Documents | Paul Petrie (Rules rep) Jeffrey Webb (Rules rep) Michael Shea (senator, non-Rules member, rep) |
| Strategic Action Plan Subcommittees <ul style="list-style-type: none"> • Advancing Social Justice • Maintaining Academic Excellence • Engaging our Community | Miriah Kelly Kenneth McGill Michael Sormrude |
| DEI Advisory Council | Laurie Bonjo |
| Chief of Police Search Committee | Isabel Logan |

October 18, 2023

Faculty Senate President Natalie Starling called the 5th meeting of the Faculty Senate to order at 12:12 p.m. via Zoom.

- I. Announcements
 - A. T. Lin shared the call for papers for the [Women's & Gender Studies national conference](#).
 - B. T. Lin shared that Madi Day would present "Blak Thinking on Colonial Power" October 19 3-5 p.m. in the School of Business Case Study Room 122.
- II. Minutes of the previous meeting held on October 4, 2023, were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>
- III. Faculty Senate President's Report
<https://inside.southernct.edu/faculty-senate/meetings>
 - A. N. Starling welcomed the SGA representative, P. Kozlowski, to the Faculty Senate.
 - B. N. Starling said that the body would pivot to remarks by President Smith upon his arrival.
- IV. Reports of the Faculty Senate Standing Committees
 - A. Reports of the standing committees have been received.
 - B. Academic Policy (M. Uribe) drew senators' attention to the minutes of the committee, sharing that the Office of Continuing Education has been renamed the Office of Workforce and Lifelong Learning (OWLL).
 - C. N. Starling asked if there were any objections to inviting President Smith to take the floor. Hearing none, President Smith took the floor.
- V. Remarks of the University President
 - A. President Smith provided context to the information he shared at the University Town Hall on September 26, 2023. He shared that administration does not want to invoke Article 5.17 of the CBA, although it remains a possibility should other plans fail. He emphasized that our efforts will focus on a 5% increase in enrollment, a 5% tuition increase, an increase housing occupancy to 90%, new conference revenue, control of expenses/OE cuts, retirement incentives. With these efforts, we will be in a better place to engage with the legislature.
 - i. C. Simoneau reminded the body of the University Budget committee and that there are processes in place for the sharing of budget information and advisement to the university budget office.
 - ii. P. Petrie inquired about the desire not to pursue Article 5.17 and if that comes from SCSU administration or the BOR. President Smith responded that ultimately it would be a decision from the BOR.
 - iii. M. Shea asked why we have not gone to the legislature first rather than after the steps outlined above. President Smith shared that we need to show the legislature that we are working in good faith. If we were to ask for the full deficit amount, we would not be well received.
 - iv. M. Savelli inquired about the retirement incentive and how this would work. President Smith shared that this would be an initiative aimed at faculty and staff who are *already* eligible for retirement. It would not be a plan for "early" retirement.

- v. T. Lin asked about some of the origins of the goals President Smith has laid out. President Smith answered that we have a baseline of data, and that we are building from there and that the goals are directly connected to the strategic plan.
- vi. B. Cook shared that she looks forward to learning how faculty will be invited and involved in the plan.

VI. Reports of the Faculty Senate Standing Committees (cont'd)

- A. Elections (K. Kruczek) shared that self-nominations for faculty retraining and IT governance are ongoing.
- B. Finance (C. Simoneau) reminded senators to share any feedback about the travel document procedures (DocuSign for initial submission vs. PDF for final reimbursement). Shared that the BOR finance committee has recommended extending tuition discounts to all out-of-state students.
- C. Personnel Policy (M. Shea) pointed out the DEC eligibility table at the end of the packet.
- D. Student Policy (A. Strong) shared that the committee has taken on midterm grades as a new charge and has moved this to a priority for the committee.
- E. N. Starling asked if there were any objections to changing the order of business to bring the guest speaker to the floor. Hearing none, the body invited M. Sinclair to take the floor.

VII. Guest

- A. M. Sinclair, Faculty Director of Academic Advising: asked senators to consider making the reporting of undergraduate midterm grades *in Banner* mandatory for faculty. Currently midterm grades are required per the university undergraduate catalog, but these may be given in several formats. Submitting them on Banner would allow for CASAS to reach out to students who are struggling academically, as well as for advisors to have a better idea of the student's performance.

VIII. New Business

- A. M. Shea (Personnel) **moved to approve** the Resolution Regarding Revisions to the Sabbatical Leave Procedures for Faculty.
 - i. After discussion, P. Petrie **moved to call the previous question. Seconded.**
 - 1. Hearing no objections to calling the previous question, the body moved to a vote.
 - a. Vote tally
 - i. Yes 41
 - ii. No 1
 - 1. The motion to approve the resolution **passed**.
- B. M. Uribe (Academic) **moved to approve** the Resolution Regarding Faculty Retraining Procedures Document Revision.
 - i. P. Petrie **moved to amend** the resolution by making "Members from the applicant's current or new department can vote in the secret ballot but must refrain from discussion" its own entry in section VI. B. **Seconded.**
 - 1. Hearing no objection, the amendment was **approved** by unanimous consent.
 - 2. With no further discussion, the body moved to a vote.
 - a. Vote tally
 - i. Yes 41
 - ii. No 0

1. The motion to approve the resolution as amended **passed.**

IX. Adjournment

- A. A motion to adjourn was made and seconded.
 - i. The meeting adjourned at 2:00 p.m.

L. Eilderts
Secretary

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
Resolution Regarding Faculty Retraining Procedures Document Revision

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; and

Whereas, Academic excellence is a function of educational quality and curricular integrity; now, therefore, be it

Resolved, That, effective beginning in the Spring semester of 2024, the Faculty Senate hereby approves and establishes revisions to the Faculty Retraining Procedures Document (FS Approved: May 2013) as presented by the Academic Policy Committee.

Below please find the proposed changes to the Faculty Retraining Procedures document.

Click [here](#) to view the proposed changes to the **Faculty Retraining Procedures form** (Southern login credentials required to view).

Deleted: August 26, 2019

SOUTHERN CONNECTICUT STATE UNIVERSITY

Retraining¹ Procedures for Faculty²

I. Rationale

- A. To provide interested members of the CSU-AAUP bargaining unit at Southern Connecticut State University with an effective option to pursue retraining at a time of decreasing financial support for public higher educational and shifting student academic interests.
- B. To provide the University with an additional source of high quality faculty to staff programs of current or projected high demand.

Deleted: humane and

II. Criteria for Eligibility

- A. Candidates shall be members of the bargaining unit as defined by the CSU-AAUP Collective Bargaining Agreement (CBA).
- B. Candidates must be applying to retrain in areas³ that are experiencing or anticipating programmatic needs.
- C. Candidates for retraining must have been members of the faculty for a minimum of three years.

Deleted: CSU-AAUP

Formatted: Indent: Hanging: 0.35", Space Before: 0.3 pt

Deleted: (The term "faculty member" in this document refers to any eligible member as described here.)

Formatted: Body Text, Right, Indent: Left: 0.88", Right: 0.08", Line spacing: Exactly 13.5 pt, Tab stops: 0.88", Left

Deleted: teaching

Deleted: that are experiencing declining or low student enrollments and must be willing to retrain in areas

Deleted: increases in student demand

III. Criteria for Evaluation of Proposals

- A. Retraining proposals should be accepted only if the proposal will, in the judgment of the evaluator(s), be of benefit to the University.

¹ For the purposes of this document retraining is defined as a form of faculty development that is restricted to preparation to move totally or partially from areas that are experiencing declining student demand to areas that are experiencing increasing student demand.

² The Faculty Senate in agreement with the President of the University establish these procedures which are meant to be consistent with the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors, and the Board of Regents for the Connecticut State University, August 2021 - August 2025.

³ Area is defined as a major, minor, specialization, concentration, or emerging field, within or outside of the candidate's department.

Deleted: 1

Deleted: 6

Deleted: 1

- B. The evaluator(s) should consider such items as: a) the needs of the department⁴ to which the candidate is applying; b) the need for release time or special schedules for the candidate and its impact on the home department; c) the relevance of the specific proposal to the priorities of the University as stated in the Long Range Planning Document; d) the amount of money needed to complete the proposal, and e) the likelihood that the proposal will be implemented as proposed.

IV. A. Faculty Member's Role

The faculty member is responsible for initiating a retraining file, which is to include:

1. the official application form, as specified in Appendix A of this document;
2. a curriculum vitae;
3. a cover letter describing the retraining project and any experience the applicant has had in the proposed area of retraining.
4. a statement indicating the location where the retraining will take place. For the purposes of this document, retraining is defined as study at a location other than Southern Connecticut State University. Study must take place at a regionally accredited institution in an accredited program.

B. The Home Department's Role

1. The department chairperson⁵ is responsible for writing an impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.
2. The home department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.

C. The Host Department's Role (if applicable)

1. The department chairperson is responsible for writing an impact statement concerning the applicant's retraining proposal. The statement should include:

the department's current and anticipated needs in the program area of the applicant's proposed retraining;

Formatted: List Paragraph, Indent: Left: 1.38"

Deleted: the department's current and anticipated faculty-student ratio and the number of adjunct faculty currently employed by the department;

⁴ For the purposes of this document, "department" shall be understood to include the Library Services unit and the Counseling unit in addition to the academic departments.

⁵ In the case of Library Services and Counseling this term refers to the unit director.

- a. the effect the addition of the applicant would have on the operation of the department and indication of the willingness to accept the candidate in the department;
 - b. a positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - c. the department chairperson should, in evaluating the applicant, be mindful of how he/she would view the candidate if he/she were applying for a new position within the department.
2. The Host Department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement concerning the applicant's retraining proposal. The statement should include:
- a. the committee's professional judgment of the retraining proposal;
 - b. the effect the addition of the applicant would have on the operation of the department and an indication of the willingness to accept the candidate in the department;
 - c. positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - d. the DRC should, in evaluating the applicant, be mindful of how they would view the candidate if he or she were applying for a new position within the department.
3. For two years after transferring, a member applying for promotion shall have evaluative statements from both the old and new DEC's and chairpersons.

V. Appropriate Dean's⁶ Role in the Evaluation Process

The Dean of the host department (if applicable) shall receive the impact statements from DEC's and department chairpersons. The appropriate Dean shall, after reviewing and considering the candidate's file, make a recommendation to the University Retraining Committee. The recommendation, along with the candidate's file, shall be transmitted to the University Retraining Committee. At this time, the Dean shall send a copy of the recommendation to the applicant and place a copy in the applicant's personnel file.

VI. University Faculty Retraining Committee

A. Purpose

⁶ As indicated by the Organizational Chart in force at the time of application.

The purpose of the University Faculty Retraining Committee is to evaluate the faculty member's proposal for retraining and make recommendations to the President of the University regarding the proposal in accordance with this Document.

B. Structure of the Committee

1. The committee shall consist of seven members elected by the faculty.
2. ~~Members from the applicant's current or new department can vote in the secret ballot but must refrain from discussion.~~

Moved (insertion) [1]

Formatted: Right, Indent: Left: 0.96", No bullets or numbering

3. Alternates

- a. There shall be two alternate members elected by the faculty.
- b. Alternates shall take the place of voting members;
 - when a voting member is applying for retraining that year;
 - when a voting member resigns;
 - under other circumstances, such as prolonged illness, as evaluated by the committee.

Formatted: Not Expanded by / Condensed by

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

Moved up [1]: Members from the applicant's current or new department can vote in the secret ballot but must refrain from discussion.*

C. Eligibility for Membership on the Committee

1. Any faculty member is eligible to serve on this committee provided he or she is tenured, has the rank of Assistant or above (or the equivalent for library faculty and counselors).
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 retraining process may serve as a member or alternate of the committee.
4. No person shall serve as a member of this committee in any academic year in which he or she applies for retraining.
5. Paragraph 3 above shall not be construed as disqualifying any person who is a department chairperson, department retraining committee member or equivalent, from standing for election to this committee, or vice versa. But if the person is elected, the position currently held must be vacated, by resignation or expiration, prior to the beginning date of the elected position.

D. Election of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for

|

FS Approved: May 2013

Deleted: August 26, 2019

conducting the elections for this committee.

FS Approved: May 2013

Deleted: August 26, 2019

2. Initially, 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, two regular members will be elected for one-year terms.
3. Each spring elections will be held to fill the number of regular member seats and alternate member seats that expire during the year for three-year terms. At the same time elections shall also be held for one- or two-year terms to fill any vacancies in unexpired terms.
4. All terms shall begin September 1 and expire August 31.

E. Recall of Committee Members and Alternates

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

F. Procedures of the Committee

1. The President shall inform the committee how much money will be available for retraining in the coming fiscal year. The minimum amount for the purpose shall be that amount designated as a result of the current collective bargaining agreement.
2. The committee shall examine and discuss each applicant's retraining file. It may decide to solicit additional written information from any source. Applicants concerned will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the applicant, and the applicant must have the opportunity of adding written rebuttal. The committee shall not accept written information other than that in the file and that which the committee solicits as described above.
3. After all information has been received, and after full discussion and deliberation, the committee shall proceed with its decision-making process. A secret ballot should be used for any major decision affecting the applicant's proposal.
4. In evaluating retraining proposals, the committee as a whole will discuss criteria. Ultimately each committee member will use his or her own judgment in voting to recommend or not recommend.
5. Each committee member shall be afforded a reasonable opportunity (as determined by the committee) to cast a ballot.

Deleted: written

6. At any stage, the committee may reconsider and/or revoke on an individual proposal.
7. An applicant's proposal for retraining shall be recommended or not recommended for approval.
8. The final action of the committee on all proposals shall be forwarded to the Provost of the University. The names of those applicants whose proposals have been recommended shall be presented in alphabetical order. A copy of the recommendation of the committee concerning the candidate's proposal shall be sent to the candidate at the time of issuance.
9. Committee members, when not meeting as a committee, shall treat as confidential the information in any candidate's file and the committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
10. 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 used by the committee shall be kept, and a written report of these procedures shall be given annually (in the spring of the year) to the Faculty Senate and to the President of the University.

VII. Provost's Role in the Evaluation Process

The Provost shall receive the recommendations of the University Retraining Committee. The Provost will examine these recommendations, and make an evaluation of these recommendations to the President. If this evaluation differs markedly from that of the University Retraining Committee, the Provost shall indicate, in writing, the reasons for this difference. Copies of the Provost's evaluation shall be sent to the applicant and the University Retraining Committee.

VIII. President's Role in the Evaluation Process

The President shall receive the file of the applicant, with all evaluations, and shall be responsible for making the final decisions. The President shall inform the candidate, in writing, of his/her decision.

IX. Responsibilities

- A. This document is based upon the assumption that an approved retraining proposal will include an agreement that has involved the candidate, the Home Department, the Host Department (if applicable), and the Administration. If a candidate has gone through all the steps outlined above, is approved for retraining by the President, and successfully completes this retraining project, he or she shall be entitled to a position in the new department. This section does not apply to any member of the faculty who retrains outside the procedures stipulated in this document. A program such as

retraining either succeeds or fails on the issue of fair play and adherence to agreements reached.

- B. It is expected that recipients of retraining will return to work at Southern Connecticut State University for at least two years after the completion of the retraining project. The President of the University may release a person from this agreement for appropriate reasons.

X. Interpretation, Amendment, and Review

A. Interpretation

This section may not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation 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 such an issue.

B. Amendment

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

C. Review of the Document

This Document shall be reviewed by the Faculty Senate at the end of every three years after its initial adoption.

SOUTHERN CONNECTICUT STATE UNIVERSITY

Retraining¹ Procedures for Faculty²

I. Rationale

- a. To provide interested members of the CSU-AAUP bargaining unit at Southern Connecticut State University with an effective option to pursue retraining at a time of decreasing financial support for public higher educational and shifting student academic interests.
- b. To provide the University with an additional source of high quality faculty to staff programs of current or projected high demand.

II. Criteria for Eligibility

- a. Candidates shall be members of the bargaining unit as defined by the CSU-AAUP Collective Bargaining Agreement (CBA).
- b. Candidates must be applying to retrain in areas³ that are experiencing or anticipating programmatic needs.
- c. Candidates for retraining must have been members of the faculty for a minimum of three years.

III. Criteria for Evaluation of Proposals

- a. Retraining proposals should be accepted only if the proposal will, in the judgment of the evaluator(s), be of benefit to the University.
- b. The evaluator(s) should consider such items as: a) the needs of the department⁴ to which the candidate is applying; b) the need for release time or special schedules for the candidate and its impact on the home department; c) the relevance of the specific proposal to the priorities of the University as stated in the Long Range Planning Document; d) the amount of money needed to complete the proposal, and e) the likelihood that the proposal will be implemented as proposed.

¹ For the purposes of this document retraining is defined as a form of faculty development that is restricted to preparation to move totally or partially from areas that are experiencing declining student demand to areas that are experiencing increasing student demand.

² The Faculty Senate in agreement with the President of the University establish these procedures which are meant to be consistent with the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors, and the Board of Regents for the Connecticut State University, August 2021 - August 2025.

³ Area is defined as a major, minor, specialization, concentration, or emerging field, within or outside of the candidate's department.

⁴ For the purposes of this document, "department" shall be understood to include the Library Services unit and the Counseling unit in addition to the academic departments.

IV. Faculty Member's Role

- a. The faculty member is responsible for initiating a retraining file, which is to include:
 - i. the official application form, as specified in Appendix A of this document;
 - ii. a curriculum vitae;
 - iii. a cover letter describing the retraining project and any experience the applicant has had in the proposed area of retraining;
 - iv. a statement indicating the location where the retraining will take place. For the purposes of this document, retraining is defined as study at a location other than Southern Connecticut State University. Study must take place at a regionally accredited institution in an accredited program.

V. The Home Department's Role

- a. The department chairperson⁵ is responsible for writing an impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.
- b. The home department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.

VI. The Host Department's Role (if applicable)

- a. The department chairperson is responsible for writing an impact statement concerning the applicant's retraining proposal. The statement should include:
 - i. the department's current and anticipated needs in the program area of the applicant's proposed retraining;
 - ii. the effect the addition of the applicant would have on the operation of the department and indication of the willingness to accept the candidate in the department;
 - iii. a positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - iv. the department chairperson should, in evaluating the applicant, be mindful of how he/she would view the candidate if he/she were applying for a new position within the department.

⁵ In the case of Library Services and Counseling this term refers to the unit director.

- b. The Host Department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement concerning the applicant's retraining proposal. The statement should include:
 - i. the committee's professional judgment of the retraining proposal;
 - ii. the effect the addition of the applicant would have on the operation of the department and an indication of the willingness to accept the candidate in the department;
 - iii. positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - iv. the DRC should, in evaluating the applicant, be mindful of how they would view the candidate if he or she were applying for a new position within the department.
- c. For two years after transferring, a member applying for promotion shall have evaluative statements from both the old and new DEC's and chairpersons.

VII. Appropriate Dean's⁶ Role in the Evaluation Process

- a. The Dean of the host department (if applicable) shall receive the impact statements from DRCs and department chairpersons. The appropriate Dean shall, after reviewing and considering the candidate's file, make a recommendation to the University Retraining Committee. The recommendation, along with the candidate's file, shall be transmitted to the University Retraining Committee. At this time, the Dean shall send a copy of the recommendation to the applicant and place a copy in the applicant's personnel file.

VIII. University Faculty Retraining Committee

- a. Purpose
 - i. The purpose of the University Faculty Retraining Committee is to evaluate the faculty member's proposal for retraining and make recommendations to the President of the University regarding the proposal in accordance with this Document.
- b. Structure of the Committee
 - i. The committee shall consist of seven members elected by the faculty.
 - ii. Members from the applicant's current or new department can vote in the secret ballot but must refrain from discussion.

⁶ As indicated by the Organizational Chart in force at the time of application.

iii. Alternates

1. There shall be two alternate members elected by the faculty.
2. Alternates shall take the place of voting members
 - a. when a voting member is applying for retraining that year;
 - b. when a voting member resigns;
 - c. under other circumstances, such as prolonged illness, as evaluated by the committee.
3. At no time shall the number of voting members (including alternates serving as members) exceed seven.

c. Eligibility for Membership on the Committee

- i. Any faculty member is eligible to serve on this committee provided he or she is tenured, has the rank of Assistant or above (or the equivalent for library faculty and counselors).
- ii. At no time shall there be more than two members from any one department elected as regular or alternate members of the committee.
- iii. No person who provides evaluative materials at any level of the retraining process may serve as a member or alternate of the committee.
- iv. No person shall serve as a member of this committee in any academic year in which he or she applies for retraining.
- v. Paragraph 3 above shall not be construed as disqualifying any person who is a department chairperson, department retraining committee member or equivalent, from standing for election to this committee, or vice versa. But if the person is elected, the position currently held must be vacated, by resignation or expiration, prior to the beginning date of the elected position.

d. Election of Members of the Committee

- i. The Election Committee of the Faculty Senate has the responsibility for conducting the elections for this committee.
- ii. Initially, 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, two regular members will be elected for one-year terms.
- iii. Each spring elections will be held to fill the number of regular member seats and alternate member seats that expire during the year for three-year

terms. At the same time elections shall also be held for one- or two-year terms to fill any vacancies in unexpired terms.

iv. All terms shall begin September 1 and expire August 31.

e. Recall of Committee Members and Alternates

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

f. Procedures of the Committee

- i. The President shall inform the committee how much money will be available for retraining in the coming fiscal year. The minimum amount for the purpose shall be that amount designated as a result of the current collective bargaining agreement.
- ii. The committee shall examine and discuss each applicant's retraining file. It may decide to solicit additional written information from any source. Applicants concerned will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the applicant, and the applicant must have the opportunity of adding written rebuttal. The committee shall not accept written information other than that in the file and that which the committee solicits as described above.
- iii. After all information has been received, and after full discussion and deliberation, the committee shall proceed with its decision-making process. A secret ballot should be used for any major decision affecting the applicant's proposal.
- iv. In evaluating retraining proposals, the committee as a whole will discuss criteria. Ultimately each committee member will use his or her own judgment in voting to recommend or not recommend.
- v. Each committee member shall be afforded a reasonable opportunity (as determined by the committee) to cast a ballot.
- vi. At any stage, the committee may reconsider and/or revote on an individual proposal.
- vii. An applicant's proposal for retraining shall be recommended or not recommended for approval.

- viii. The final action of the committee on all proposals shall be forwarded to the Provost of the University. The names of those applicants whose proposals have been recommended shall be presented in alphabetical order. A copy of the recommendation of the committee concerning the candidate's proposal shall be sent to the candidate at the time of issuance.
- ix. Committee members, when not meeting as a committee, shall treat as confidential the information in any candidate's file and the committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
- x. 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 used by the committee shall be kept, and a written report of these procedures shall be given annually (in the spring of the year) to the Faculty Senate and to the President of the University.

IX. Provost's Role in the Evaluation Process

- a. The Provost shall receive the recommendations of the University Retraining Committee. The Provost will examine these recommendations and make an evaluation of these recommendations to the President. If this evaluation differs markedly from that of the University Retraining Committee, the Provost shall indicate, in writing, the reasons for this difference. Copies of the Provost's evaluation shall be sent to the applicant and the University Retraining Committee.

X. President's Role in the Evaluation Process

- a. The President shall receive the file of the applicant, with all evaluations, and shall be responsible for making the final decisions. The President shall inform the candidate, in writing, of his/her decision.

XI. Responsibilities

- a. This document is based upon the assumption that an approved retraining proposal will include an agreement that has involved the candidate, the Home Department, the Host Department (if applicable), and the Administration. If a candidate has gone through all the steps outlined above, is approved for retraining by the President, and successfully completes this retraining project, he or she shall be entitled to a position in the new department. This section does not apply to any member of the faculty who retrains outside the procedures stipulated in this document. A program such as retraining either succeeds or fails on the issue of fair play and adherence to agreements reached.
- b. It is expected that recipients of retraining will return to work at Southern Connecticut State University for at least two years after the completion of the

retraining project. The President of the University may release a person from this agreement for appropriate reasons.

XII. Interpretation, Amendment, and Review

a. Interpretation

- i. This section may not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation 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 such an issue.

b. Amendment

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

c. Review of the Document

- i. This Document shall be reviewed by the Faculty Senate at the end of every three years after its initial adoption.

**SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION FOR REVISIONS TO SABBATICAL LEAVE PROCEDURES FOR FACULTY**

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

Whereas, The Faculty Senate is the official governing body for shared governance;

Whereas, The Faculty Senate recognizes that, to further academic excellence, procedures for the evaluation of full-time faculty members for sabbatical leave need periodic review and revision as stated in Section IX of the *Sabbatical Leave Procedures for Faculty* document;

Whereas, Deliberative bodies should have an odd number of members to discourage tie votes;

Whereas, Members of small departments have proportionately heavy service obligations;

Whereas, The current language in **Section IV.B.2.b.** of the *Sabbatical Leave Procedures for Faculty* document reads as follows:

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;

now, therefore, be it

Resolved, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following revisions to the *Sabbatical Leave Procedures for Faculty* document **Section IV.B.2.b.** (dated April 28, 2021):

Each Department **shall** establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. **This committee shall have a minimum of three members.** The Department may choose to have another Department committee, **such as the Department Evaluation Committee (DEC),** act as the **Department Sabbatical Leave Committee.**

See document below

**SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY SENATE
SABBATICAL LEAVE PROCEDURES FOR FACULTY¹**

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

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

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

II. Eligibility

Upon completion of six years of full-time service³, a tenured faculty member is eligible to take Sabbatical Leave. Untenured members may apply for Sabbatical Leave in their sixth year of full-time service. If the leave is granted and the Candidate is not awarded tenure, the leave cannot be accepted. After a Sabbatical Leave, a person cannot take another Sabbatical Leave until the completion of an additional six years of full-time service. All proposals that meet the standards specified in 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.

Faculty Senate Approved: April 28, 2021

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

Formatted: Underline

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:
 - a. 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 ~~shall~~ establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. ~~This committee shall have a minimum of three members.~~ The Department may choose to have another Department committee, ~~such as the Department Evaluation Committee (DEC),~~ 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.

Deleted: must

- 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 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.

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).

⁵In 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.

Faculty Senate Approved: April 28, 2021

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.

Faculty Senate Approved: April 28, 2021

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.

Faculty Senate Approved: April 28, 2021

Appendix A. Calendar

The most up-to-date calendar for Sabbatical Leave is located on the Faculty Senate's website under "Grants, Sabbatical, and Faculty Resources."

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

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.

Faculty Senate Approved: September 2, 2020

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.

Table for Service Eligibility in the Faculty Evaluation Process (Informational purposes only)

Table for Service Eligibility in the Faculty Evaluation Process

| START HERE: STEP 1 → | This academic year, I am... (select applicable column to the RIGHT) → | Tenured & NOT applying for Promotion & NOT undergoing Professional Assessment | Tenured & applying for Promotion | Tenure-Track* & applying for Promotion | Tenure-Track** & applying for Tenure ONLY | Tenure-Track* & applying for BOTH Promotion & Tenure | Undergoing Professional Assessment | Serving as MY Department's Chairperson | Serving as a Department Chairperson for a department that is NOT my own | Serving in an administrative role** |
|--------------------------------|--|---|---------------------------------------|--|---|--|--|--|--|-------------------------------------|
| STEP 2 ↓ | My eligibility to serve ... (select the applicable row BELOW) ↓ | | | | | | | | | |
| | As a member of my department's DEC for purposes of other candidate's evaluation for Renewal | YES | YES | NO | NO | NO | YES | NO | NO | NO |
| | As a member of my department's DEC for purposes of other candidate's evaluation for Promotion | YES | NO | NO | NO | NO | YES | NO | NO | NO |
| | As a member of my department's DEC for purposes of other candidate's evaluation for Tenure | YES | NO*** | NO | NO | NO | YES | NO | NO | NO |
| | As a member of my department's DEC for purposes of other candidate's evaluation for Professional Assessment | YES | YES | NO | NO | NO | NO | NO | NO | NO |
| | As a hardship member of another Department's DEC for Renewal / Promotion / Tenure / Professional Assessment evaluations | YES | NO | NO | NO | NO | NO | NO | NO | NO |
| | In the Department Chairperson's role in the Faculty Evaluation Process for other candidates | YES | YES, but not for promotion and tenure | YES, but not for promotion and tenure | YES, but not for promotion and tenure | YES, but not for promotion and tenure | YES, but not for professional assessment | YES, but not as a reviewer of application(s) of the level I am applying for (see previous columns) | YES, but not as a reviewer of application(s) of the level I am applying for (see previous columns) | NO |
| | As a member of the P & T Committee | YES | NO | NO | NO | NO | YES | NO | NO | NO |

* "The membership of the DEC shall include only tenured members of the department" (CBA 4.11.4 DEC Membership).

*** "Eligibility for Membership on the [P & T] Committee, a. Any full-time faculty member, tenured at the rank of Associate or above (or the equivalent for library faculty and counseling faculty), and has completed a minimum of three years on the faculty at Southern Connecticut State University shall be eligible to serve on the Committee. However, faculty members serving in administrative positions outside of their department and receiving load credit or compensation are not eligible to serve if and when their Promotion and Tenure Committee membership poses a potential conflict of interest; that is, faculty members shall not be eligible when serving in administrative positions (for example, Assistant to the Dean/Director, the Provost or the President) in which they could potentially violate or give the appearance of violating the contractually distinct levels of evaluation (DEC, Department Chairperson, Dean/Director, Promotion and Tenure Committee, Provost, and in some cases, the President)" (P & T Procedures III.A.3.a).*

**** "When the DEC is conducting evaluations for promotion or tenure, DEC members applying for promotion of any candidate being considered for promotion or tenure--shall recuse themselves from all DEC business pertaining to either promotion or tenure but shall be allowed to participate in all other DEC business." (PROCEDURES FOR FORMING A DEPARTMENT EVALUATION COMMITTEE A.2.3.a.)*

Other helpful citations:

"Department members ineligible to serve on an elective DEC include: a) Untenured person or for Coaches and Athletic Trainers full time members who have not completed three years of service. b) The Department Chairperson..." (PROCEDURES FOR FORMING A DEPARTMENT EVALUATION COMMITTEE A.2.2.)

"3) Department members serving on an elected DEC shall recuse themselves under the following conditions: a) When the DEC is conducting evaluations for promotion or tenure, DEC members applying for promotion or serving as elected regular or alternate members on the University-wide Promotion and Tenure Committee--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate being considered for promotion or tenure--shall recuse themselves from all DEC business pertaining to either promotion or tenure but shall be allowed to participate in all other DEC business. b) When the DEC is conducting evaluations for professional assessment, DEC members being evaluated for professional assessment--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate undergoing professional assessment--shall recuse themselves from all DEC business pertaining to professional assessment but shall be allowed to participate in all other DEC business. c) When the DEC is conducting evaluations for sabbatical leave, DEC members applying for sabbatical leave--or who are immediate family (i.e., spouse, child, parent, domestic partner) of any candidate applying for sabbatical leave--shall recuse themselves from all DEC business pertaining to sabbatical leave but shall be allowed to participate in all other DEC business." (PROCEDURES FOR FORMING A DEPARTMENT EVALUATION COMMITTEE A.2.3.a.)