



## FACULTY SENATE

### APPROVED MINUTES OF APRIL 24, 2024

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

The 15<sup>th</sup> Meeting of the Faculty Senate AY 2023-2024 was held on April 24, 2024, at 12:13 p.m. via Zoom.

#### Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL
Lisa	Haylon	Accounting	2025	*	12/15
Valerie	Andrushko	Anthropology	2026		13/15
Melanie	Uribe	Art & Design	2024		15/15
Jillian	Rispoli	Athletics	2026		11/13
Nicholas	Edgington	Biology	2026		14/15
Kate	Toskin	Business Information Systems	2025		15/15
Jeff	Webb	Chemistry & Biochemistry	2026		14/15
Shawneen	Buckley	Communication Disorders	2024		14/15
Melanie	Savelli	Communication, Media & Screen Studies	2025		14/15
Shafaeat	Hossain	Computer Science	2025		13/15
Matthew	Ouimet	Counseling	2024		13/15
Laurie	Bonjo	Counseling & School Psychology	2026		13/15
Beena	Achhpal	Curriculum & Learning	2027		12/13
Maria	Diamantis	Curriculum & Learning	2024		14/15
Jennifer	Cooper Boemmels	Earth Science	2025		4/4
Jia	Yu	Economics	2024		13/15
Peter	Madonia	Educational Leadership & Policy Studies	2026		10/15
Paul	Petrie	English	2026		15/15
Mike	Shea	English	2024		15/15
Matthew	Miller	Environment, Geography, & Marine Sciences	2025		4/4
Sandip	Dutta	Finance & Real Estate	2025	*	6/15
Amanda	Strong	Healthcare Systems & Innovation	2025		14/15
Robert	Knipe	Health & Movement Sciences	2025		7/7
Daniel	Swartz	Health & Movement Sciences	2025		7/7
Christine	Petto	History	2026		15/15
Troy	Rondinone	History	2026		15/15
Yan	Liu	Information & Library Sciences	2024		11/15
Cindy	Simoneau	Journalism	2024		15/15

Elizabeth	Wilkinson	Library Services	2026		13/15
Amy	Jansen	Library Services	2025		14/15
Alison	Wall	Management & International Business	2025		15/15
Melvin	Prince	Marketing	2026	*	10/15
Sebastian	Perumbilly	Marriage & Family Therapy	2025	*	12/15
Klay	Kruczek	Mathematics	2025		15/15
Owen	Biesel	Mathematics	2025		14/15
Jonathan	Irving	Music	2026	*	11/15
Deborah	Morrill	School of Nursing	2026		14/15
Andrea	Adimando	School of Nursing	2024		14/15
Virginia	Metaxas	Part-Time Faculty (HIS)	2026		14/15
Garbielle	Ferrell	Part-Time Faculty (JRN)	2025		11/11
Michael	Sormrude	Part-Time Faculty (BIO)	2024		15/15
Michele	Delucia	Part-Time Faculty (PSY)	2024		14/15
Rex	Gilliland	Philosophy	2026		15/15
Elliott	Horch	Physics	2024		14/15
Jonathan	O'Hara	Political Science	2025	*	2/15
Kate	Marstand	Psychology	2025		12/15
Chris	Budnick	Psychology	2024		12/15
John	Nwangwu	Public Health	2024		15/15
Deron	Grabel	Recreation, Tourism, & Sport Management	2026		10/15
Isabel	Logan	Social Work	2026		12/14
Stephen	Monroe Tomczak	Social Work	2025	*	11/15
Gregory	Adams	Sociology	2026		15/15
Joan	Weir	Special Education	2024		12/13
Douglas	Macur	Theatre	2024		14/15
Tricia	Lin	Women's & Gender Studies	2025		15/15
Luke	Eilderts	World Languages & Literatures	2026		15/15
Natalie	Starling	SCSU Faculty Senate President	2024		15/15
Dwayne	Smith	SCSU President			14/15
Barbara	Cook	Chair, Graduate Council			14/15
Meghan	Barboza	Chair, Undergraduate Curriculum Form			13/15
Joseph	Merly	SGA			7/7

#### GUESTS

Dushmantha Jayawickreme  
Jordan Jones  
Marilyn Rochefort  
Robert Prezant

Tracy Tyree  
Trevor Brolliar

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 (Work complete)	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"> <li>• Advancing Social Justice</li> <li>• Maintaining Academic Excellence</li> <li>• Engaging our Community</li> </ul>	Miriah Kelly Kenneth McGill Michael Sormrude
DEI Advisory Council	Laurie Bonjo
Chief of Police Search Committee	Isabel Logan
Dean of the College of Education Search Committee	Laurie Bonjo

April 24, 2024

Faculty Senate President Natalie Starling called the 15<sup>th</sup> meeting of the Faculty Senate to order at 12:12 p.m. via Zoom.

- I. Announcements
  - A. L. Eilderts shared that the final film of the French Film Series “Blurring Boundaries” would take place May 1 at 6 p.m. in the Adanti Student Center Theater. More information at the following website: <https://sites.google.com/view/southernct-french/>.
  - B. B. Cook shared that the Graduate research event on April 29 4:30-8:00 p.m. in the Adanti Student Center Ballroom. More information at <https://www.southernct.edu/creative-conference/graduate>. B. Cook also encouraged faculty to attend the Graduation ceremonies.
  - C. M. Shea encouraged faculty to continue engaging with their elected officials regarding funding for the CSU system. M. Shea asked that K. Swanson, C. Stretch, C. Trombley, and S. Monroe Tomczak and the SCSU-AAUP leadership be officially recognized for their efforts.
  - D. M. Uribe shared that the senior studio art exhibition will run from April 18-May 2 and that there will be a reception held on April 25 starting at 5 p.m. in the Buley Art Gallery. <https://calendar.southernct.edu/event/31091-2024-studio-art-senior-exhibition-whats-for-dinner>.
- II. Minutes of the previous meeting held on April 10, 2024, 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. Reports of the Faculty Senate Standing Committees
  - A. Reports received.
  - B. Technology (D. Macur): B. Cook asked for clarification regarding the implementation of Interfolio. D. Macur shared that K. Kruczek should be contacted for any Interfolio. B. Achhpal inquired about the migration to Blackboard Ultra. D. Macur shared that we have migrated to the platform but have not yet implemented its full use. IT is working on a pilot and rollout schedule. D. Macur directed faculty with questions about Blackboard to reach out to IT.
- V. Special Committees
  - A. UCF (M. Barboza): Shared that the UCF is working on the timeline for approving LEP courses now that the changes have been approved by referendum. Questions should be directed to UCF leadership or department representatives.
  - B. Graduate Council (B. Cook): Shared that the Graduate Curriculum Committee will complete the review of current items and hold an electronic consent agenda vote in the second week of May. Curricular materials submitted now will be reviewed in the fall semester. The Graduate Council added language to the graduate catalog regarding degree requirements for doctoral programs. Elections and nominations for next year include co-chairs for the graduate curriculum committee.

- VI. Nominations for Faculty Senate President and Treasurer.
  - A. K. Kruczek opened nominations for Faculty Senate President.
    - i. C. Simoneau nominated N. Starling. Seconded. N. Starling accepted the nomination.
    - ii. K. Kruczek reminded senators that additional nominations would be accepted until the election on May 1.
  - B. K. Kruczek opened nominations for Faculty Senate Treasurer.
    - i. M. Shea nominated C. Simoneau. Seconded. C. Simoneau accepted the nomination.
    - ii. K. Kruczek reminded senators that additional nominations would be accepted until the election on May 1.

VII. Unfinished Business

- A. Proposed Statement on the Value of Service at the University.
  - i. M. Shea provided an overview of a recent conversation with the Provost Council and Faculty Leadership Council, emphasizing a focus on service and concerns about language in a document related to service distribution among faculty. Various deans shared their perspectives on service and suggested potential changes to the document. R. Prezant expressed concerns about the language in the document and proposed conducting a faculty-wide survey. Other participants shared their viewpoints on the importance of service, its definition, and its impact on faculty recruitment and retention.
  - ii. M. Shea **moved to postpone** the resolution until the next meeting on May 1. Seconded.
    - 1. The motion was **approved** by unanimous consent.
- B. C. Simoneau (Finance) **moved to approve** the Resolution Regarding CBA Travel Funds for 2024-2025.
  - i. After discussion the body moved to a vote.
    - 1. Vote tally
      - a. Yes .....42
      - b. No ..... 1
  - ii. The resolution was **approved**.
- C. P. Petrie **moved to approve** the Resolution Regarding Revisions to the Terminations Hearing Committee document.
  - i. K. Kruczek **moved to table** the motion. Seconded.
    - 1. The motion was **approved** by unanimous consent.
- D. P. Petrie **moved to approve** the Resolution Regarding Revisions to the Faculty Senate Bylaws.
  - i. After discussion, N. Starling asked if there was any objection to approving the resolution. Hearing none, the resolution was **approved** by unanimous consent.
- E. P. Petrie **moved to approve** the Resolution Regarding Revisions to the Sabbatical Leave Document and Calendar.
  - i. K. Kruczek **moved to strike** the 2000-word limit and change it to 3000. Seconded.
    - 1. After debate, the body moved to a vote.
      - a. Vote tally

- i. Yes.....26
        - ii. No.....17
      - b. The motion to amend the resolution was **approved**.
    - ii. After debate, the body moved to a vote on the amended resolution.
      - 1. Vote tally
        - a. Yes .....39
        - b. No ..... 2
    - iii. The resolution was **approved** as amended.
- F. The body picked up from the table the Resolution Regarding Revisions to the Terminations Hearing Committee.
  - i. K. Kruczek shared additional information about the composition of the committee and the term limits as outlined in a previous resolution.
  - ii. L. Eilderts advised that the resolution be postponed until the next meeting to verify newly received information.
  - iii. N. Starling asked if there were any objections to postponing further debate on the resolution. Hearing none, the resolution as **postponed** until the May 1 meeting.
- G. N. Starling asked the body if there was any objection to taking up the Resolution Regarding Revisions to the Grade Appeal Procedures. Hearing none, N. Starling, on behalf of the Executive Committee, **presented for approval** the Resolution Regarding Revisions to the Grade Appeal Process.
  - i. After discussion, the body moved to a vote.
    - 1. Vote tally
      - a. Yes .....38
      - b. No ..... 2
- H. M. Diamantis (Academic Policy) presented additional information on the suggested changes to the Pass/Fail and Withdrawal procedures. M. Diamantis shared that, due to limited time remaining in the academic year, these issues would be taken up at the start of the fall semester.
  - i. The suggested revisions were recommitted to the APC for deliberation at the start of the Fall 2024 semester.

### VIII. New Business

- A. M. Shea (Personnel Policy) **moved to approve** the Resolution for Information Regarding Promotion and Tenure Committee Members’ Autonomy.
  - i. After discussion, the body moved to a vote.
    - 1. Vote tally
      - a. Yes .....39
      - b. No ..... 1
  - ii. The Resolution for Information was **approved**.
- B. M. Shea (Personnel Policy) **moved to approve** the Resolution Regarding Revisions to Promotion and Tenure Procedures for Faculty.
  - i. After debate, the body moved to a vote.
    - 1. Vote tally
      - a. Yes .....35
      - b. No ..... 2
  - ii. The Resolution was **approved**.

IX. Adjournment

A. M. Diamantis **moved to** adjourn. **Seconded.**

i. The meeting adjourned at 1:58 p.m.

---

L. Eilderts  
Secretary

## Documents to Accompany Minutes for April 24, 2024

---

### Resolution Regarding CBA Travel Funds for 2024-2025

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

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

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

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

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

Whereas, Reduced frequency of travel during the coronavirus pandemic has resulted in a significant amount of residual monies in the Travel Fund at the end of 2023-2024;

Whereas, Residual monies will remain in the Travel Fund and be added to the 2024-2025 CBA-determined Travel Fund allocation, leading to an unusually large pool of funds for travel;

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

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

Whereas, The SCSU Administration and the SCSU AAUP have signed a memorandum of understanding (MOU) allowing an exemption from the \$1,500 (FT) & \$750 (PT) limits for 2021-2022 & 2023-2024 travel funds for full-time and part-time Faculty, respectively; 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 2024-2025; now, therefore, be it

*Resolved*, That the Faculty Senate recommends that the travel fund reimbursement caps for 2024-2025 be set as \$2,000.00 for tenured full-time faculty members and non-tenured faculty members on special appointment (non-tenure track), \$2,250.00 for non-tenured full-time faculty members on tenure track; and be it further



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

- a) for travel that requires trans-ocean travel, OR
- b) if the member is Faculty traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker<sup>1</sup>, and whose expenses are not covered in full by the sponsoring organization;

and be it further

*Resolved*, That the Faculty Senate recommends that the travel fund reimbursement caps for 2024-2025 be set at \$850 for part-time Faculty members; and be it further

*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 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 shall be \$2,250 for tenured full-time faculty members and for non-tenured faculty members on special appointment (non-tenure track); \$2,500 for non-tenured full-time faculty members on tenure track; and \$975 for part-time Faculty members<sup>2</sup>.

---

<sup>1</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.

<sup>2</sup> This provision is not intended to change any other terms and conditions of the Collective Bargaining Agreement

# **SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE**

## Resolution Regarding Revisions to the Faculty Senate Bylaws

- 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, The Faculty Senate is responsible for making changes to the Faculty Senate Bylaws document; now, therefore, be it
- Resolved,* That the following revision to the Faculty Senate Bylaws become effective at the start of the 2024-2025 Academic Year.

Remove footnote 1 (“Interpretation: Membership in the Faculty Senate and representation therein shall include only full -time and part- time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.”) from Bylaws Section I (“Membership in Voting Units”).

---

A clean copy of the bylaws follows this resolution.

**Southern Connecticut State University Faculty Senate**  
**Bylaws**

**I. Membership in Voting Units:**

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

B. Realignments of Voting Units

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

**II. Election of Senators**

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

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

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

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

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

D. Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, D.4 or E.
2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.
3. Part-time faculty senators shall serve until the next election has been conducted and the new part-time faculty senators have been seated.
4. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II of the Faculty Senate Constitution (Membership) shall be deemed to terminate effective with the beginning of the next academic year.

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

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

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

**III. Accountability of Senators**

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

**IV. Quorum**

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

**V. Rules of Order**

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

**VI. Order of Business**

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

the Faculty Senate during at least one meeting each academic year.

- D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

#### **VII. Rules of Procedure**

- A. The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.
1. The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.
  2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.
  3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council; petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.
  4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.
  5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

#### **VIII. Voting**

- A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.

- B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.
- C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Elections Officer, or if the Elections Officer is a candidate or nominator, the Elections Officer shall designate a member to conduct the elections. The Elections Officer or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.
- D. Upon the request of any Senator, voting on any motion shall be by secret ballot. The Faculty Senate Elections Officer shall conduct the balloting. In the absence of the Elections Officer, the Faculty Senate President shall appoint tellers to conduct the ballot.
- E. All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. shall be conducted by the Elections Officer. The Elections Officer may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration. The Elections officer may serve as a resource for departmental elections upon formal request to the Faculty Senate Executive Committee.

**IX. Faculty Senate Committees**

- A. The Faculty Senate shall have the following standing committees:
1. Executive Committee
  2. Academic Policy Committee
  3. Finance Committee
  4. Personnel Policy Committee
  5. Rules Committee
  6. Student Policy Committee
  7. Technology Committee
- B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.
1. Membership:
    - President of the Faculty Senate (Chairperson)
    - Secretary of the Faculty Senate (Secretary)
    - Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
    - Past President of the Faculty Senate

2. Purpose and Purview:
  - To establish a calendar of Faculty Senate meetings.
  - To set the agenda for each Faculty Senate meeting.
  - To continually review policies and procedures.
  - To maintain liaison with the Administration of the University.
  - To initiate Faculty Senate action.
  - To preserve and interpret Faculty Senate documents.
  - To determine eligibility to Faculty Senate All-University committees.
  - To assign work to each Faculty Senate Standing Committee.
  - To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
  - To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
  - To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
  - To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.
  
- C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing or Special Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.
  
- D. Committee Chairpersonship:
  1. Expectations – Standing committee chairs are expected to attend executive committee meetings, regular Faculty Senate meetings, or other meetings as need arises. Additionally, standing committee chairs are expected to set the agenda, run their committee bi-weekly meetings, and ensure minutes are available and provided to the faculty senate secretary in a timely manner.
  2. Co-chairs – Occasionally, as the need arises, standing committees may choose to elect co-chairs instead. Co-chairs are held to the same responsibilities as an individual chairperson would. Finally, while co-chairs both may attend executive committee meetings each senate standing committee shall only have one vote on executive committee business, therefore only one co-chair shall be designated to vote.
  3. Term Limits – A chairperson may serve successive terms, but shall serve no more than three consecutive terms. Co-Chairs have the same term limits as outlined for an individual committee chairperson.



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

- a. Academic Policy Committee  
Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.
- b. Finance Committee  
Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.
- c. Personnel Policy Committee  
Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.
- d. Rules Committee  
Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.
- e. Student Policy Committee  
Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.
- f. Technology Committee  
Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

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

1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.

2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Officer.
3. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Officer to fill any vacancies that remain after the first election. School/College restrictions for All-University Committees shall be removed in special elections that are held after the first special election.
4. The Undergraduate Curriculum Forum is a permanent, Special Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.
5. The Graduate Council is a permanent, Special Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.
6. External Committees – The Senate President, in consultation with the Executive Committee, may re-assign a willing Senator from a Senate Standing Committee to another committee external to the Faculty Senate. To ensure an equitable distribution of workload the Senate President shall review all such reassignments at least once each semester.

**X. Revisions to the Bylaws**

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

# **SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE**

## Resolution Regarding Revisions to the Faculty Senate Sabbatical Leave Procedures

- 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, The Faculty Senate is responsible for making changes to the Sabbatical Leave Procedures document and calendar; now, therefore, be it
- Resolved,* That the following revisions to the Sabbatical Leave Procedures document and calendar become effective at the start of the 2024-2025 Academic Year.

List changes here:

- Removal of inaccurate dates throughout document.
- IV.B.1.a and b: Removal of personal email addresses and establishment of permanent institutional email addresses for Sabbatical Committee and HR sabbatical administrator.
- IV.B.2.e: Removal of Dept Sabbatical Leave Committee from chair-dean negotiation of scheduling and academic impact of sabbatical leaves.
- VII.C.6: Mechanism for removal of committee members who are not performing their duties.
- VII.F.3: Establishment of a beginning-of-semester organizing meeting the University Sabbatical Committee, presided over by the Senate President and Elections Officer, to elect USC chair, review dates and procedures, and ensure that elected members of the committee are prepared to perform their duties on the established schedule of activities.
- Adjustment of sabbatical calendar to eliminate unnecessary 3-day pause in evaluation process.
- Limit of 3000-word description of the project.

**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 academic 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**

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.

---

<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 the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Regents for the Connecticut State Colleges & University System.

<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.

B. Rotation of Sabbaticals

Departments of ten or fewer full-time members shall send no more than one member on sabbatical at one time. A Department with 11 – 20 full-time members shall send no more than two members on sabbatical at one time. A Department with 21 – 30 full-time 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:
  - 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 (email [sabbaticalhr@southernct.edu](mailto:sabbaticalhr@southernct.edu)) 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 ([sabbaticalcomm@southernct.edu](mailto:sabbaticalcomm@southernct.edu)), and the Office of Human Resources (email [sabbaticalhr@southernct.edu](mailto:sabbaticalhr@southernct.edu)) 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 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>
  - 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 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> 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 the 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 two members from any one Department be 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.

6. Committee members who anticipate they will have to be absent from the Committee deliberations shall step down for the entire process. Committee members repeatedly absent or neglecting their duties without an excuse deemed adequate by the Committee shall step down. If the Committee member chooses not to step down, the Committee shall call for a vote by secret ~~written~~ ballot for the Committee member's removal for the remainder of the Committee member's term. A vote of two-thirds of the Committee shall result in the expulsion of the Committee member from the Committee. A record of the vote shall be maintained. If the expulsion occurs in the same semester as the deliberations and at least 3 weeks before the deliberations are to occur, then an Alternate shall replace the expelled Committee member for that semester.

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. Each spring, elections shall be held for the members whose terms have expired and to fill any existing vacancies in unexpired terms.
3. 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 ([sabbaticalcomm@southernct.edu](mailto:sabbaticalcomm@southernct.edu)) 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 hold its first meeting of the academic year in September to outline the dates and procedures for the upcoming year, to determine the eligibility, and availability of its members, and to elect a Chairperson from its members. The Faculty Senate President shall announce and convene this meeting. The Elections Officer ~~Chairperson of the Senate Elections Committee~~ shall be present to conduct this election, which shall be determined by a majority vote. Nominations and self-nominations shall be solicited by the Elections Officer ~~Chairperson of the Senate Elections Committee~~ prior to and at the first meeting. A quorum shall be required for the Committee Chairperson election to be valid. If a quorum is not present at the first meeting, a second meeting shall be scheduled within two weeks. In the

absence of the Elections Officer a Chairperson of the Senate Elections Committee, the Senate President shall solicit the nominations and self-nominations and conduct the election as outlined above.

4. 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.
5. A Sabbatical Leave may be granted for either a full-year at half pay or a half-year at full pay without prejudice.
6. 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.
7. 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.
8. Each Committee member shall be afforded a reasonable opportunity (as determined by the Committee) to cast a ballot.
9. At any stage in the evaluation process, the Committee may reconsider and/or revoke on an individual Candidate.
10. 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.
11. 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.
12. 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**

Faculty Senate Approved: April 24, 2024

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

**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**

**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:

\_\_\_\_\_  
**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 3000 words, not including bibliography)
  - 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 ([sabbaticalcomm@southernct.edu](mailto:sabbaticalcomm@southernct.edu)), 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 for Information Regarding Promotion and Tenure Committee Members' Autonomy

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, Promotion and Tenure (P&T) Committee deliberations have particularly strict deadlines; and

Whereas, Faculty members have varying obligations and need to know the P&T Committee time commitments before they nominate themselves for a position on the committee; now, therefore, be it

*Resolved*, That it be reiterated that the P&T Committee has the authority to determine its own meeting schedule as long as the decisions do not contravene either

- 1) the concurrent P&T Committee Procedures for Faculty document, or
- 2) the information regarding the P&T Committee commitments in the previous **semester's** Faculty Senate election document (entitled "SCSU All-University Committees: List of Committees with Purpose, Eligibility, Term and Time Involvement").

## SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

### Resolution Regarding Revisions to Promotion and Tenure 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 promotion and tenure need periodic review and revision as stated in PART VI of the *PROMOTION AND TENURE PROCEDURES FOR FACULTY* document; and

Whereas, The procedures for weighting Category 6, Record of Disciplinary Action need to be clarified and specified; now, therefore, be it

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document **Part III.C.1.h.** (dated May 3, 2023):

*The DEC Letter shall address all six categories: Load Credit Activity; Creative Activity; Productive Service to Department and University; Professional Attendance; Years in Rank; and Record of Disciplinary Action. In the event that there is no record of disciplinary action, the letter shall so note.*

*Resolved*, That effective beginning in the Fall semester of 2024, Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document **Part III.D.3.** (dated May 3, 2023):

*The Chair letter shall address all six categories: Load Credit Activity; Creative Activity; Productive Service to Department and University; Professional Attendance; Years in Rank; and Record of Disciplinary Action. In the event that there is no record of disciplinary action, the letter shall so note.*

*Resolved*, That effective beginning in the Fall semester of 2024, Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document **Part III.E.2.** (dated May 3, 2023):

*The Dean/Director letter shall address all six categories: Load Credit Activity; Creative Activity; Productive Service to Department and University; Professional Attendance; Years in Rank; and Record of Disciplinary Action. In the event that there is no record of disciplinary action, the letter shall so note.*

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following addition to the *Promotion And Tenure Procedures For Faculty* document **Part III.H.7.a** (dated May 3, 2023):

*This form shall contain a checkbox indicating whether or not a record of disciplinary action appears in the candidate’s personnel file; the candidate shall indicate “yes” or “no.”*

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following deletions and additions to the *Promotion And Tenure Procedures For Faculty* document **Part IV.A.3.** (dated May 3, 2023):

After discussion and deliberation on a given candidate are completed, each Committee member shall assign the candidate an integer on a ten-point rating scale for each of the first four evaluation categories. The integers should measure, as accurately as possible, the candidate’s performance in each of the evaluative categories. For category 5, 1 point is given for every year **in rank** beyond five years up to a maximum of 15 points; for category 6, 1 point is given for each disciplinary action **in the candidate’s personnel file**. (See Part IV.C below).

*Resolved*, That effective beginning in the Fall semester of 2024, the Faculty Senate establish the following changes and additions to the *Promotion And Tenure Procedures For Faculty* document **Part IV.C.3.** (dated May 3, 2023):

- Split the table contained therein into two tables, one describing the weightings of the first four categories and a second describing the ratings of Categories 5 and 6, as shown below
- In the row describing category 6 “Record of Disciplinary Action,” add the word “each” as shown below:

<b>Proportional Weight</b>	<b>Teaching Faculty</b>	<b>Coaches</b>	<b>Athletic Trainers</b>	<b>Counselors</b>	<b>Librarians</b>
<b>Average is multiplied by 10</b>	Load Credit Activity	Administration & Conduct of Assigned Sport	Management of Health Care of Student Athletes	Load Credit Activity	Load Credit Activity
<b>Average is multiplied by 5</b>	Creative Activity	Relationships with Student Athletes	Demonstrated Care and Professionalism	Professional Activity	Professional Activity
<b>Average is multiplied by 4</b>	Service to Dept and University	Record of Competitive Performance	Educational Growth and Service to the Profession	Service to Dept and University	Service to Dept and University

<b>Average is multiplied by 2</b>	Professional Activity	Service to Dept and University	Service to Dept and University	Creative Activity	Creative Activity
-----------------------------------	-----------------------	--------------------------------	--------------------------------	-------------------	-------------------

<b>Rating</b>	<b>Teaching Faculty</b>	<b>Coaches</b>	<b>Athletic Trainers</b>	<b>Counselors</b>	<b>Librarians</b>
<b>Rating is multiplied by 1</b>	Years in Rank	Years in Rank	Years in Rank	Years in Rank	Years in Rank
<b>Rating is multiplied by -1</b>	Each record of Disciplinary Action	Each record of Disciplinary Action	Each record of Disciplinary Action	Each record of Disciplinary Action	Each record of Disciplinary Action

# SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

## Resolution Regarding Revisions to Grade Appeal Procedures

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 grade appeals need periodic review;

Whereas, The relevant and current language in Section 4.2.2.2. of the Collective Bargaining Agreement (CBA) reads as follows:

*A grade shall be changed only with the consent of the instructor of the course and with the approval of the appropriate Chief Academic Officer or Dean, except that, in cases of absence of the instructor or of a palpable injustice, the appropriate method of adjusting grades established by the Senate in each university, in agreement with the President, shall be followed;*

now, therefore, be it

*Resolved*, That the attached update to the Grade Appeal Procedure in Section V.B. designates the “appropriate method” as referenced in Section 4.2.2.2. of the CBA; and

*Resolved*, That the attached update to the Grade Appeal Procedure in Section VI.C. (Faculty Compensation) designates a complementary addition to the update in Section V.B.

**Southern Connecticut State University**  
**Faculty Senate**  
**Grade Appeal Procedure and Form**

**Preliminary Information**

In accordance with SCSU's educational mission, this policy articulates the procedure and criteria for the appeal of a final course grade. This Grade Appeal Procedure is intended to be fair, equitable and transparent.

Following discussion with the Instructor<sup>1</sup>, the Grade Appeals Procedure consists of two parts:

Level 1 – Mediation with Department Chairperson / Program Director (hereafter referred to as 'Chairperson')

Level 2 – University Academic Standing Committee (UASC)

See Section V. below for detailed information about each part of the appeal process.

**I. Grounds for Grade Appeals: Palpable Injustice**

In the interest of clear communication to Students about University standards and procedures, the following definitions, and descriptions of the acceptable grounds for a grade appeal are presented:

The sole acceptable basis for a grade appeal is the demonstrable commission of a "palpable injustice" in the determination of a Student's final grade by the Instructor. Students may use the appeals process when there is evidence to show that:

- A. A mathematical or clerical error resulted in the entry of an incorrect grade; or
- B. A final grade was determined by methods and criteria different from those used for determining the final grades of others in the same class; or
- C. A final grade was assigned arbitrarily, capriciously, or on the basis of bias or prejudice, without reference to grading criteria as established (for instance) in the syllabus, assignment instructions, and/or University catalog.

The University Academic Standing Committee (UASC) shall make its determination in appeals brought before it solely upon the grounds listed above; a grade change is not warranted, for instance, when the Committee simply disagrees with the grade assigned by the Instructor, would have assessed the Student's work differently, would have graded differently, would have rounded off to the next highest grade, or would have preferred a different evaluation procedure.

**II. Assumptions**

- A. The determination of grades<sup>2</sup> is the responsibility of the Instructor of the course.
- B. Grade appeal procedures apply only to the change of a grade under conditions specified in section 4.2.2.2 of the faculty Collective Bargaining Agreement. The appeal process may be initiated after a final grade has been submitted or after a request for a late withdrawal has been denied by the Instructor.
- C. All parties work in good faith to arrive at a resolution during all stages of the process.

---

<sup>1</sup> "Discussion" shall include written as well as oral forms of communication, including, for instance, email exchanges.

<sup>2</sup> By "grade" is meant any of the grades specified in the University Undergraduate or Graduate Catalogs.



### III. General Guidelines

- A. Grade appeals must be initiated on an individual basis by the Student claiming a palpable injustice.
- B. A Student may submit a grade appeal within one of four timeframes:

**First** - Appeals are reviewed in the fall or spring semester that follows the semester in which the grade was earned, hereafter referred to as Appeal Semester (see V. A-D). This applies to courses taken during summer, winter, or spring break sessions. For courses of an 8-week (or fewer) duration, the grade appeal may be made in either of the next two 8-week course periods directly following the semester in which the grade was earned, or during the summer if applicable. The deadlines for the 8-week courses appear in parentheses after the description of each level of the appeals process in section V of this document.

**Second** - If a grade earned during the spring semester or a summer term prevents a Student from continuing in the Student's program or major, an appeal may be filed during the summer (see section VI.).

**Third** - If a Student is appealing an "F" grade for which the origin was an "Incomplete" grade that reverted to "F" after the expiration of the thirty-day period to complete coursework after the beginning of the following semester, the appeal timetable shall begin when the "F" grade becomes available to the Student and shall follow the normal academic-year appeal schedule, adjusted to allow for the same number of weeks.

**Fourth** - Graduating Students shall typically appeal the grade following the established Grade Appeal Procedure. If, however, a graduating Student is appealing a grade that prevents the Student from graduating, it is recognized that time of graduation may be affected if the established Grade Appeal Procedure is followed. In this case, the Instructor, Department Chairperson, and UASC shall expedite the Student's appeal with all due procedural promptness.

- C. The week of Spring Break shall not be counted when determining how long the grade appeal has been in process.
- D. If the Student's graduation may be delayed due to the appeal process, permission may be given by a Department Chairperson for the Student to take subsequent or required courses within the Department.
- E. All Grade Appeal forms and documents must be typed; no handwritten forms shall be accepted.
- F. For purposes of record-keeping and administrative accounting to governmental regulatory authorities, a copy of the grade appeal form must be filed with the Dean of the Instructor's school or college at each stage of the appeal process. The Chairperson is responsible for forwarding copies to the Dean's office for Level 1 appeals, and UASC is responsible for forwarding copies to the Dean's office for Level 2 appeals.
- G. Students are strongly advised to keep their own copies of all grade appeal forms and supporting documents.

### IV. Discussion with Instructor

- A. Initiate Discussion

Deadlines: end of week 1 of the Appeal Semester for Student to initiate discussion of disputed grade with the Instructor; end of week 2 to reach agreement. (8-week courses: same.)

Student initiates discussion with the Instructor. The Student and Instructor attempt to settle the matter in good faith. If an agreement is reached to change the grade, the Instructor shall submit the grade change to the Registrar's Office within one week. If an agreement has not been reached by the end of week 2, the Student may initiate a Level 1 appeal by submitting the Grade Appeal Form to the Instructor's Chairperson by the end of week 3.

## B. Absent Instructor

An Instructor shall be deemed absent when either of the following apply: 1) the Instructor is no longer employed by the university; 2) the Student, with the help of the Instructor's Chairperson, has not succeeded in eliciting from the Instructor a response to his or her queries over a period of two (2) weeks. In this case, the Student may initiate a Level 1 appeal by submitting the Grade Appeal Form to the Instructor's Chairperson by the end of week 3.

## V. Appeals

- A. **Level 1:** Deadlines: end of week 3 of the Appeal Semester for Student to submit Grade Appeal Form to Instructor's Chairperson; end of week 5 to reach agreement. (8-week courses, end of week 3 to submit and end of week 4 to reach agreement).

### 1. Mediation with Instructor's Chairperson

The Student completes the Grade Appeal Form for Level 1 and sends it to the Chairperson by the end of week 3 (8-week courses, end of week 3). The Chairperson shall assist in mediating between the Instructor and the Student in an attempt to settle the matter. Except in the case of an absent instructor (see below), the Chairperson has no adjudicatory role in the appeals process. If an agreement is reached to change the grade, the Instructor shall submit the grade change to the Registrar's Office within one week of the agreement. The Chairperson shall confirm that the grade has been changed within two weeks of the agreement. The record of the appeal and of any agreement shall be filed by the Chairperson with the appropriate Dean. If these parties fail to reach an agreement by the end of week 5 (8-week courses, end of week 4), the Student may go to Level 2 of this grade appeal procedure by submitting the Grade Appeal Form to UASC by the end of week 6 (8-week courses, end of week 5).

If the Instructor is the Chairperson, the Student may appeal the grade directly to UASC (Level 2).

### 2. Absent Instructor

In the case of an absent Instructor (as defined in IV.B.), the Student completes the Grade Appeal Form for Level 1 and sends it to the Chairperson by the end of week 3 (8-week courses, end of week 3). The Chairperson shall have the authority to adjust or uphold the grade. If an agreement is reached to change the grade, the Chairperson shall submit the grade change to the Registrar's Office within one week of the agreement. The record of the appeal and of any agreement shall be filed by the Chairperson with the appropriate Dean. If these parties fail to reach an agreement by the end of week 5 (8-week courses, end of week 4), the Student may go to Level 2 of this grade appeal procedure by submitting the Grade Appeal Form to UASC by the end of week 6 (8-week courses, end of week 5).

- B. **Level 2:** University Academic Standing Committee (UASC)

**Deadlines:** end of week 6 of the Appeal Semester for Student to submit grade appeal form to UASC, via the Faculty Senate President; end of week 9 for UASC to render decision. (8-week courses, end of week 5 to submit and end of week 7 to reach decision.)

The Student completes the Grade Appeal Form for Level 2 and sends it, along with any additional explanation and documentation the Student chooses to include, to the President of the University Faculty Senate, who shall forward it to UASC by the end of week 6 (8-week courses, end of week 5). Upon receipt of the Grade Appeal Form, UASC shall forward notice of the appeal to the appropriate Dean. The sole basis for UASC's deliberations and decision concerning a Student's grade appeal shall be the standard of "palpable injustice" as defined by Article I of this document. UASC shall render its decision by the end of week 9 (8-week courses, end of week 7), following a hearing to which Instructor, Student, and others deemed appropriate shall be invited. The Student shall have the right to be accompanied by an advisor or support person, who is a silent non-participant in the hearing. Delays shall not be allowed on the basis of an advisor or support person's scheduling conflicts. The Student, Instructor, Chairperson, and relevant Dean shall be notified in writing of the Committee's decision, which shall include a written rationale. UASC shall notify the Registrar within one week of the decision if a grade change is required.

**Method:** If a grade change is required, the UASC shall determine the grade adjustment to the assignment(s) according to their knowledge of the assignment(s) as provided by the information in the Grade Appeal and the UASC's assessment of the quality of the Student's response(s) to the assignment(s). The UASC shall be allowed to request additional information from the Instructor and/or the Department Chairperson.

In cases where the assignment(s) is/are too remote from UASC members' disciplinary expertise to allow informed judgment, the UASC shall be allowed to ask for assistance from no more than two (2) faculty in appropriate fields of study but shall not confer with faculty in the Department that offered the course from which the Grade Appeal proceeded. Faculty asked to consult with the UASC shall be selected by the UASC from related department(s) or from a different college or university. No faculty asked to consult with the UASC shall be chosen who has prior knowledge of the grade appeal in progress. In making such queries, the UASC shall exercise due diligence to protect the anonymity of the Student and the Instructor.

On the basis of all available information, the UASC shall assign a new course grade based on the grading proportions described in the course syllabus and shall be allowed to request additional information from the Instructor about such proportions and grade weighting.

Should the UASC need additional assistance to reach a decision, the UASC shall be allowed to consult with the Faculty Senate Executive Committee.

The decision of the UASC shall be final.

C. Deadlines and deadline extensions

1. "By the 2nd week" means 2 weeks (14 calendar days) into the semester, starting with the 1st day of classes. Other deadlines are to be interpreted similarly.
2. A Dean of the appropriate school or college may extend any grade appeal deadline, only at the Student's request, and only if the Student provides written evidence that significant extenuating circumstances led to the missed deadline. The request must be made, in writing, no later than the end of the first week of classes following the original grade appeal semester.

- D. For purposes of record-keeping and administrative accounting to governmental regulatory authorities, a copy of the grade appeal form must be filed with the Dean of the Instructor's school or college at each stage of the appeal process. The Chairperson is responsible for forwarding copies to the Dean's office for a level 1 appeal; the President of the Faculty Senate is responsible for forwarding copies to the Dean's office simultaneously with forwarding a Level 2 appeal to UASC; and UASC is responsible for forwarding copies to the Dean's office after a Level 2 appeal has been completed.
- E. Upon receipt of a written grade appeal form the Faculty Senate President will notify UASC Chair. UASC shall designate a grade appeal committee made up of two UASC committee members and UASC Chair. The members of the appeals committee select a Chair from the committee's membership. The appeal committee Chair notifies all interested parties (Dean, Student, Faculty Member, Committee members) of possible dates and times to conduct the appeal. Once all committee members respond, the date of the appeal is set, the appeal is heard, and a determination is made in writing to all interested parties.
- F. A grade appeal committee may not include a faculty member from the Student's home department (major or minor) nor from the department that offered the course in which the grade is being appealed. Prospective members of a grade appeal committee must self-identify or be identified by UASC Chair if there is any other conflict of interest (for example, personal acquaintance with the Student; supervisory or professional connection to the Student through a Student organization, internship, employment; etc.) and they may not serve on the grade appeal committee.

A. Assumptions/Conditions

If a Student earns a grade in a course in the spring semester that prevents the Student from continuing in a program or major, the Student is eligible to appeal the grade during the summer.

B. Required Procedures

Summer session grade appeals follow the procedures described in Section V, subsections A through D, above, except that the deadlines for each part of process shall be amended as follows:

1. Discussion with Instructor: one week after course grades become available to Students.
2. Level 1—Mediation with Instructor’s Chairperson: end of week 2 to submit and end of week 3 to complete mediation.
3. Level 2—UASC: end of week 4 to submit and end of week 6 for UASC to render final decision.

When the timeline established for the summer appeals process by this document would result in a delay of the Student’s progress towards degree completion, all parties shall expedite the Student’s appeal with all due procedural promptness.

Instructors are strongly encouraged to participate in the Summer Grade Appeal Process either in person or remotely.

C. Faculty Compensation

Insofar as the Summer Grade Appeal would not take place during the Academic/Contract year, the Instructor, the members of UASC, and, if applicable, SCSU faculty asked to consult with the UASC for grade adjustment, shall be compensated for their participation according to the following formula unless they are employed under a full-year contract. The members of UASC shall receive 4 hours of non-teaching credit load for each appeal; the chair of the appeal hearing shall receive 6 hours of non-teaching credit load for each appeal; the Instructor shall receive 2 hours of non-teaching credit load for each appeal; SCSU faculty asked to consult with UASC for grade adjustment shall receive 1 hour of non-teaching credit for each appeal.<sup>3</sup>

**VII. 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 Faculty Senate, a Faculty Member, or any member of the Administration, a binding decision on such an issue shall be made:

- A. 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;
- B. 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.

**VIII. Implementation and Amendment**

- A. This document shall take effect upon approval by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.
- B. This document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the University President.

**Grade Appeal Process Timeline**

- For academic-year appeals, all events are counted from the first week of the semester following the semester in which the disputed grade was earned (“the Appeal Semester”).
- For 8-week courses, all events are counted from the first week of either of the next two 8-week course periods following the semester in which the disputed grade was earned.
- For summer appeals, all events are counted from the time that course grades become available to Students.
- For “F” grades, automatically assigned after expiration of an “I” grade, all events are counted from the time that the “F” grade becomes available to Students and the schedule is modified accordingly.

	<b>Spring / Fall</b>	<b>8-Week Course</b>	<b>Summer Appeal</b>
<b>Initiation of Discussion with Instructor</b>	Week 1	Week 1	Week 1
<b>Completion of Discussion with Instructor</b>	Week 2	Week 2	Week 1
<b>Level 1: Initiation of Mediation with Chairperson / Program Director</b> (Grade Appeal Form—Level 1, Part 1)	Week 3	Week 3	Week 2
<b>Level 1: Completion of Mediation with Chairperson / Program Director</b> (Grade Appeal Form—Level 1, Part 2)	Week 5	Week 4	Week 3
<b>Level 2: Appeal to University Academic Standing Committee</b> (Grade Appeal Form—Level 2)	Week 6	Week 5	Week 4
<b>Level 2: Grade Appeal Hearing with University Academic Standing Committee</b>	ASAP	ASAP	ASAP
<b>Level 2: Decision by University Academic Standing Committee</b>	Week 9	Week 7	Week 6

<sup>3</sup> See CSU-AAUP Collective Bargaining Agreement, article 10.12.1: Duties with No Load Credit. “Bargaining unit duties involving no load credit that are within the University but other than normal assignments may be offered to full-time members up to a total of 135 hours per semester (prorated for intersession or summer session as appropriate). Compensation for each 45 hours of work shall be one load credit at the compensation rates listed in Article 11.”

**Southern Connecticut State University**

**Grade Appeal Form**

**LEVEL 1—Part A: Initiating an Appeal**

**To be completed by the Student and submitted to the Instructor and the Instructor's Department Chairperson / Program Director after the Student has communicated with the Instructor.**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Student ID: \_\_\_\_\_

Course Department Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Indicate semester course taken: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ WINTER \_\_\_\_\_ SUMMER \_\_\_\_\_

Year course taken: \_\_\_\_\_ Instructor: \_\_\_\_\_

Explain below, in detail, why you think a palpable injustice has occurred. Refer to the definition of palpable injustice in item I (page 1) of the Grade Appeal Procedure Document. Please also attach any relevant documentation. Use additional sheets if necessary:

STUDENT SIGNATURE\* \_\_\_\_\_

Date: \_\_\_\_\_

CHAIRPERSON SIGNATURE\* \_\_\_\_\_

Date: \_\_\_\_\_

\*Signatures from both parties signify that the Student and Chairperson / Program Director have met and discussed the grade appeal, and that the Chairperson / Program Director has initiated mediation efforts with the Instructor or rendered a decision in the case of an Absent Instructor. Note: except in the case of an absent instructor, the Chairperson has no adjudicatory role in the appeals process. In cases, where the Chairperson / Program Director is the Instructor of the course, and the Student is moving directly to a Level 2 appeal, no signature from the Chairperson/Program Director is required.

**Southern Connecticut State University**

**Grade Appeal Form**

**LEVEL 1–Part B: Documenting the Outcome of the Appeal**

To be completed by the Department Chairperson / Program Director after mediation efforts with the Instructor have been completed or after the Chairperson / Program Director has rendered a decision in the case of an Absent Instructor. The Chairperson / Program Director must return the completed form to the Student and provide copies to the Instructor and the Dean of the Instructor’s school or college.

1. Document Chairperson’s / Program Director’s efforts to mediate the grade dispute (e.g. date or dates of contact and/or discussion, etc.). In the case of an Absent Instructor, indicate this.

2. Was a resolution reached? (Check one)    YES     NO

3. Provide a summary of grade appeal decision. If resolution not reached, the Student may proceed to Level 2. (Use additional sheets if necessary.)

Grade Prior to Appeal \_\_\_\_\_

Grade Following Appeal (if changed) \_\_\_\_\_

STUDENT SIGNATURE\* \_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTOR SIGNATURE\* \_\_\_\_\_

Date: \_\_\_\_\_

CHAIRPERSON SIGNATURE\* \_\_\_\_\_

Date: \_\_\_\_\_

\*Signatures from all three parties signify that the Chairperson’s / Program Director’s mediation efforts have been completed and have culminated either in an agreement by the Instructor to change the grade or in a denial of the appeal. In cases of an Absent Instructor, no Instructor signature is needed. In cases where the Chairperson / Program Director is the Instructor of the course and the Student is moving directly to a Level 2 appeal, no signature from the Chairperson / Program Director is required.

It is the chair’s responsibility to distribute the completed form, sequentially, to the Student and the Instructor for their signatures, and to provide copies of the completed and signed form to the Student, the Instructor, and the Dean of the instructor’s school or college.

**NOTE: All parties shall retain copies of this completed form and supporting documentation.**

**Southern Connecticut State University**

**Grade Appeal Form**

**LEVEL 2: Appealing to the University Academic Standing Committee**

**The Student submits this form along with the completed and signed forms for Level 1, Parts A and B, and all supporting documentation to the Faculty Senate President. Students may include additional explanation and documentation of the appeal if they wish. The Faculty Senate President shall forward the entire appeal packet to the University Academic Standing Committee and the Dean of the instructor's school or college.**

**(To be completed by Student)**

1. Date of grade appeal submission to Faculty Senate President: (dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_

**(To be completed by Faculty Senate President)**

2. Date grade appeal received from Student: (dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_
3. Date grade appeal forwarded to UASC and to relevant Dean: (dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_

**(To be completed by UASC)**

4. Provide a written rationale of UASC grade appeal decision. (Use additional sheets if necessary.)

SIGNATURE OF UASC CHAIRPERSON(S) \_\_\_\_\_

SIGNATURE OF UASC CHAIRPERSON(S) \_\_\_\_\_

Date of Grade Appeal Final Decision: (dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_

Grade Prior to Appeal: \_\_\_\_\_ Grade Following Appeal: \_\_\_\_\_

Date Grade Change Submitted to Registrar (if applicable): (dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_

Date Decision and Written Rationale Sent to Student, Instructor, Department Chairperson / Program Director, and relevant Dean:  
(dd) \_\_\_\_/ (mm) \_\_\_\_/ (yr) \_\_\_\_

**NOTE: All parties shall retain copies of this completed form and supporting documentation.**