Southern Connecticut State University

FACULTY SENATE

[October 15th, 2025] | 12:10 p.m. | via Zoom

To join the meeting, please click here to be connected via Zoom. Alternatively, copy and paste this link: https://southernct-edu.zoom.us/j/7847828474?omn=86729842970

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Standing Committee Meetings: 9/3, 9/10, 9/24, 10/8, 10/22, 11/5, 11/19, 1/21, 2/4, 2/18, 3/4, 3/25, 4/8, 4/22

The AI tool Fireflies.ai is used to facilitate note taking and the writing of the minutes. For more information, please reach out to the Secretary of the Faculty Senate.

Southern Connecticut State University

FACULTY SENATE

The Faculty Senate has as its goal a University community that promotes to the fullest the free transmission of knowledge and pursuit of truth.

Faculty Senate is the representative body of the faculty. Its primary function is to serve as the agency by which the faculty can actively participate in the governance and policy-making decisions of the University on the basis of the principle of shared authority.

AGENDA

10/15/25
12:10 p.m. | via Zoom
To join the meeting, please click here to be connected via Zoom. Alternatively, copy and paste this link:
https://southernct-edu.zoom.us/j/7847828474?omn=86729842970

I. Announcements Relevant to the Faculty Senate

II. Approval of Minutes of the Previous Meeting held on October 1, 2025

III. Faculty Senate President's Report

IV. Faculty Senate Standing Committees
   a. Academic Policy
   b. Finance
   c. Personnel Policy
   d. Rules
   e. Student Policy
   f. Technology

V. Reports of Faculty Senate Special Committees
   a. UCF
   b. Graduate Council
   c. Elections Officers

VI. Reports from Faculty Senate Representatives

VII. Report from SCSU-AAUP Representative

VIII. Unfinished Business

IX. New Business
   a. Sabbatical Document
   b. Resolution on FCARG

c. UCF inclusion of Honors College: Discuss and Vote
d. Feedback from senators regarding a newly designed checklist for DEC and chairs

X. Guest(s)
a. Erin Heidkamp
b. Meredith Sinclair

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF [10/01/25]

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

The meeting of the Faculty Senate AY 2025-2026 was held on 10/1/25, at 12:10 p.m. via Zoom.

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL
Dave	Allen	Accounting	2028	x	
Valerie	Andrushko	Anthropology	2026	x	
Jeff	Slomba	Art & Design	2027	x	
Jessica	Case	Athletics	2026	x	
Nicholas	Edgington	Biology	2026	x	
Kate	Toskin	Business Information Systems	2028	x	
Jeff	Webb	Chemistry & Biochemistry	2026	x	
Shawneen	Buckley	Communication Disorders	2027	x	
Melanie	Savelli	Communication, Media & Screen Studies	2028	x	
Aashma	Uprety	Computer Science	2028	x	
Matthew	Ouimet	Counseling	2027	x	
Laurie	Bonjo	Counseling & School Psychology	2026	x	
Maria	Diamantis	Curriculum and Learning	2027	x	
Jennifer	Cooper Boemmels	Earth Science	2027	x	
Yu	Jia	Economics	2028	x	
Peter	Madonia	Ed Leadership	2027		
Paul	Petrie	English	2026	x	
Mike	Shea	English	2026	x	
Eric	West	Environment, Geography, & Marine Sciences	2027	x	
Sandip	Dutta	Finance & Real Estate	2028		
Amanda	Strong	Healthcare Systems and Innovation	2028	x	
Matthew	Rothbard	Health & Movement Sciences	2028	x	
Daniel	Swartz	Health & Movement Sciences	2028	x	
Christine	Petto	History	2028	x	
Troy	Rondinone	History	2026	x	
Yan	Liu	Information & Library Sciences	2026	x	
Cindy	Simoneau	Journalism	2028	x	
Amy	Jansen	Library Services	2028	x	

Zheni	Wang	Management & International Business	2028	x	
Melvin	Prince	Marketing	2026		
Seon	Kim	Marriage & Family Therapy	2026	x	
Leah	Sturman	Mathematics	2027	x	
Danial	Cicala	Mathematics	2027	x	
Natalie	Starling	Mental Health Services	2026	x	
Sameer	Ramchandra	Music	2028	x	
Deborah	Morrill	Nursing	2026	x	
Elizabeth	Hurlbert	Nursing	2027	x	
Gabrielle	Ferrell	Part-Time Faculty	2025		
		Part-Time Faculty	2025		
Shenira	Billups	Part-Time Faculty	2027	x	
Mike	Sanger	Part-Time Faculty	2027	x	
Rex	Gilliland	Philosophy	2026	x	
Evan	Finch	Physics	2027	x	
Jonathan	Wharton	Political Science	2028	x	
		Psychology	2025	x	
Patricia	Kahlbaugh	Psychology	2025	x	
John	Nwangwu	Public Health	2027	x	
Michael	Dodge	Recreation, Tourism, & Sport Management	2027	x	
Isabel	Logan	Social Work	2028	x	
Stephen Monroe	Tomczak	Social Work	2028	x	
Gregory	Adams	Sociology	2026		
Kristy	Hynes	Inclusive Education & Behavior Science	2027	x	
Douglas	Macur	Theatre	2027		
Tricia	Lin	Women's & Gender Studies	2028	x	
		World Languages & Literatures	2026	x	
Joan	Weir	SCSU Faculty Senate President	2026	x	
Sandra	Bulmer	Interim SCSU President		x	
Venezia	Michalson	Chair, Graduate Council		x	
Tricia	LIn	Chair, Graduate Council		x	
Meredith	Sinclair	Chair, Undergraduate Curriculum Form		x	
William	Moroz	SGA		x	

GUESTS

Jordan Jones
Robert Yanez
Trevor Brolliar
Erin Larkin
Dyan Robinson
Craig Hlavac
Gary Winfield
Martin Miller
Kari Swanson
Julia Irwin

Meeting Called to Order: Faculty Senate President Joan Weir called the meeting to order at 12:14 p.m. Quorum Confirmed by Shawneen Buckley, Secretary.

Announcements

- Conference Women's and Gender Studies Conference April 17th and 18th.

Minutes review/approval

- Minutes of the previous meeting held on 9/17//25 were accepted as distributed. **https://inside.southernct.edu/faculty-senate/meetings**

Faculty Senate President's Reports:

- Please access at: **https://inside.southernct.edu/faculty-senate/meetings**
    - Emphasis placed on including elected members to search committees rather than appointed search committee members.

Presidents Report:

- Appreciation expressed for details provided in the report.
- Emphasis placed on including elected members to search committees rather than appointed search committee members.

Standing Committees

Academic Policy:

- Nothing to add

Finance:

- Pay attention from Accounts Payable, and attend seminars as needed. The training sessions will be recorded.
- Balance to the Travel funds $650K AAUP carryover, $63K part time account.

Personnel Policy

- No additional information to report

Rules:

- No additional information to report

Student Policy

- Will Moros, SGA representative on the committee has agreed to review the website regarding

Technology:

- Meeting with Trevor tomorrow.
- Question raised: Apporto is no longer supported, which allows students to analyze data when they are off campus with apps such as SPSS. This was raised during the leadership committee. Provost Irwin indicated that Apporto went away a while ago, and she will continue to reach out to learn more.

Special Committees:

UCF

- A new unified OnBase form for program proposals is now live, consolidating graduate, undergraduate, new, revised programs, certificates, and minors' submissions into one system.
- Meredith Sinclair explained that this system provides real-time tracking links for proposers and department chairs, enhancing transparency across the approval stages.
- A nice change with this new system is that people can track the status of the proposals as they move through On Base.
- <u>The deadline for all proposals is October 28.</u>

Grad Council:

- Shared Program approval flow of the new Program Approval Process Submission Timeline. Noted that for fall of 2026, all approvals will be approved by November 15.
- Suggestion to move the graduate open house to the end of September. The new date is Tuesday, November 4th 3-7 pm

Elections:

- All positions are filled. Thank you to all who self-nominated.

Guests:

University Chief Martin Miller: Campus Safety and Emergency Preparedness Initiatives

- Two new police officers graduated from the state police academy on September 17th and are undergoing 12-week field training, enhancing campus security presence.
- The 2025 Annual Security Report covering crime statistics from 2022-2024 was published and is accessible via the university website, promoting transparency.
- Chief Miller described the LifeSafe app as a critical tool for anonymous reporting and real-time GPS location sharing, recommended for all campus community members.
- Emergency preparedness resources, including detailed plans for bomb threats, active shooter scenarios, and hazardous weather, are organized online for easy access and will be enhanced with upcoming training this semester.
- Chief Miller addressed concerns about potential ICE activity, confirming strong communication with local law enforcement and no current incidents on campus.
- Swatting incidents were explained as false emergency calls designed to trigger large police responses, with the department actively managing such threats through coordinated regional partnerships.
- The police department is committed to timely communication during emergencies, issuing alerts and updates to maintain campus safety and continuity.

- Faculty expressed appreciation for the department’s responsiveness, particularly relating to Women's and Gender Studies vandalism incidents, reflecting strong campus-police collaboration.

Kari Swanson: AAUP Representative: Contract Negotiation Process and Faculty Involvement

- Kari Swanson provided an update on contract negotiations, noting the transition from experimental interest-based bargaining back to traditional bargaining beginning in September.
- The first open bargaining session allowed dues-paying members to observe negotiations, marking a historic transparency step.
- The next session is scheduled for October 9th at 10:00 AM, with on-campus watch parties planned to encourage member participation.
- Observers must sign up for each session and comply with ground rules prohibiting discussion of negotiations with the press.
- Scheduling challenges may lead to sessions outside Thursdays, requiring flexibility from participants.
- A chapter meeting addressing contract negotiations and academic freedom will be held tomorrow at 1:00 PM in the Adanti Student Center theater, providing a safe space for in-depth discussion.
- Faculty senators were urged to attend and engage actively in the process to influence outcomes.

Administrative Faculty Senate Update: SUOAF- Jordan Jones:

- Standing committees created to look at various key areas. This year, priorities identified including actions that reflect things to improve as a senate, and for the universities to model as well. One such was bring your child to work day in the spring. Faculty interested in serving, reach out.
- AdHoc committee to look at the Onboarding process. They will assess, then make recommendations in Spring 2027.
- Unique opportunity: Administrative Faculty have a SUOAF Sabbatical leave policy.
- Looking at collaborative work they did last year, particularly search committees, so AFS members would also have a role in the process. Concerns raised regarding the searches last year.
- Last year a resolution was passed regarding shared governance related to search committees, etc. process is being looked at.
- One upcoming event is a Bring Your Child to Campus Day planned for the spring, aimed at fostering community and family engagement, with faculty invited to participate. An ad hoc committee is currently assessing the onboarding process and plans to make recommendations by Spring 2027.

SCSU President Sandra Bulmer:

- President Bulmer and her team are closely watching possible changes in federal funding and are working with the state to see if more financial support might be needed.
- Patty Kahlbaugh raised concerns about how these changes could affect First Amendment rights, especially after recent court cases in Texas. President Bulmer said the Collective Bargaining Agreement (CBA) offers strong protection for faculty and that she hasn’t been asked to review how SCSU handles faculty interactions in the classroom.

- The group discussed the difference between individual First Amendment rights and when faculty are speaking for the university. They noted that representing the university requires coordination and care. Provost Irwin suggested a community meeting to talk more about this. Sergio Perez was recognized for his valuable input.
- Information about ICE (Immigration and Customs Enforcement) will be shared with faculty, and the best way to distribute it is still being decided.

Unfinished Business: None

New Business: None.

Adjournment: The meeting adjourned at 1:26 pm.

Dr. Shawneen Buckley
Secretary

STANDING COMMITTEES

Academic Policy Committee (APC)

Meeting Minutes:

Updates and clarifications to Academic Misconduct – timeline; will connect with ASC

- Efforts are made for APC Committee to invite Academic Misconduct Chair to meet with APC to discuss concerns and areas needing input.

Develop Templates for Evaluation Letters from DECs & Department Chairpersons

- Committee has created a check list of bullet points for DEC and Department Chairpersons to use when formulating letters. The APC committee wishes to share this document with the Senate seeking feedback and discussion.

Bookstore & Textbook ~~Billing~~ –

Approval has been received for a committee to be formed. The committee will assist in developing the RFP, review proposals, and evaluate them for the next University Bookstore contract. The current contract with B&N expires June 30, 2026.

Early College Credit

- The APC committee was charged to look into the Early College grades and if students was accepted to SCU, they were placed in probation. Trudy Millburn was asked to assist on this topic and communicated that students with such low grades in Early College courses was addressed through Fresh Start program. APC has additional questions related to websites stating Early College is not eligible for Fresh Start and only one time a student may use the Fresh Start option. APC will seek further communication and discussion on this topic.

Resolution- Graduate Withdrawal Policy

- Alicia Carroll notified APC that the final version of the resolution had an error with a line being struck out unintentionally. Maria will follow up with Alicia and send, if needed, the correct version of the resolution for adjustment.

10/08/25

Latest Travel Budget update (provided by Ajay Chabra in the Accounts Payable Office)

(see below:)

Southern Connecticut State University
FY2026 AAUP Full Time & Part-Time Travel Funds, Creative RG & Travel (as of 09-16-25)

Southern Connecticut State University
FY2026 AAUP Full Time & Part-Time Travel Funds, Creative RG & Travel (as of 09-16-25)

Index	Description	FY 2026 Budget	FY2026 Expenses	FY2026 Encumbrance	FY 2026 Balance	Prioryear Carryover	Total Available-FY26 Allocation & Carryover
AUP770	AAUP Conf Wrkshp & Travel FT - 2026	$ 380,113.00	$ -	$ -	$ 380,113.00	270,624.28	$ 650,737.28
AUP773	AAUP Conf Wrkshp & Travel PT - 2026	42,235.00	-	-	$ 42,235.00	21,053.35	$ 63,288.35
VPA017	Faculty Creative Activity-RG	85,000.00	108.00	-	84,892.00	-	$ 84,892.00
VPA018	Faculty Creative Activity-Travel	85,000.00	-	-	85,000.00	-	$ 85,000.00
	Totals	**$ 592,348.00**	**$ 108.00**	**$ -**	**$ 592,240.00**	**$ 291,677.63**	**$ 883,917.63**

Chair updated the committee about the lack of contact from administration about any future planned SCSU budget meetings (nothing appears to be scheduled yet).

Chair told the committee he was going to start requesting updated travel budget numbers next week, which should get updates for Late October / early November.

Nick updated the committee he was inquiring with SGA about representatives, before we ask the university foundation about possibly a small FS award to help with bookstore purchases.

Meeting adjourned at 12:25 pm

----Dr. Jeffrey Webb --- FS Treasurer

Personnel Policy Committee (PPC)

October 8, 2025

12:12 pm

Minutes from September 24, 2025: Unanimous approval

OLD BUSINESS

- Faculty Senate documents Review/Interfolio Issues
  - Discuss issues with Klay Kruczek
  - "Optional" designation- added there, but some are not actually optional
    - Will this be confusing for faculty? Can we ask Interfolio to change some of the optional/required language? Technical fix?
  - How can we ensure that Interfolio is compliant with CBA and dialogue with current admin going forward with different committee compositions
  - Resolution to address these issues? Need for Faculty Senate overview of Interfolio as Faculty Coordinator duties transition to new AVP position; potentially suggest PPC review and/or create an officer position within Senate that could liaise with AVP
- Evaluator Responsibilities
  - DEC evaluator responsibilities' review language was drafted by P. Kahlbaugh (as an addition to *Procedures for Forming for Forming a Department Evaluation Committee* doc)
    - Modifications to language, edits and suggestions – will need review by SCSU AAUP.

Tabled for Future Discussion

- Renewal procedures document
  - P&T documents are more clear and detailed about the contents necessary for the file, may need more specific examples of types of documents for renewal
  - Ambiguous language around disciplinary action- should a statement be added if there is not a record?
  - Re: renewal docs, it would be helpful to have expectations about statements to write, word counts, what they should address.
  - Reviewing Interfolio, it is not clear what documentation is required for Renewals.
  - Committee members should review items in P&T, renewal, and prof. assessment documents – determine what items we might consider for adoption.
- Professional Assessment document
  - clarify what should be in the file, including the category of disciplinary action.
  - Should renewal and P&T docs mirror each other, and Prof Assessment be a separate conversation?
  - Even Professional Assessment can be a vulnerable thing for programs that are not favored by Admin.
  - Committee will review Professional Assessment docs in the future as well.

Meeting Adjourned at 1:56 pm

Rules Committee (RC)

UFS RULES COMMITTEE MINUTES 10/8/2025 (12:10-1:20 pm via Teams)

- Discussed and approved proposed minor changes to Sabbatical document, to be brought to Senate for vote 10/15.

- Discussed and approved proposed revisions to FCARG document and processes, to be presented to Senate for discussion and/or vote 10/15.

Meeting Minutes
Date: 10/8/25 12:30 pm-1:30 pm

Old Business

- **Student Opinion Surveys (AKA SOS for notes):** Each member reported to committee their findings from our "website search" of assigned and similar universities. Of note: CCSU has a coordinator of SOS, faculty have the opportunity customize with additional questions they wish to include in their course's survey. UNC emphasized faculty support and development on using feedback from surveys. There is also a teaching award, and the SOS are included in the application for this award. Hunter University had an impressive presentation about the surveys and the amount of faculty and student engagement. Discussion included the following: Can we customize? Who is "in charge" of surveys? Emails come from "Assessment" so it is assumed that it is the Office of Assessment & Planning. How do we increase engagement? Can we consider an incentive raffle for participation without altering the integrity? Would allowing customization (like CCSU) lead to more buy in from faculty? Letter from Women & Gender Studies (?) in June 2025 regarding concerns of discrimination with surveys was reviewed. The concern (based on evidence/research) is that women and marginalized individuals are historically rated lower by students on surveys. If results are used for performance evaluation within P&T/DEC annual files, then this may be problematic. As a committee, we discussed not wanting to interfere with these raised concerns and need to know the response to the letter before proceeding further. How do the P&T committee and DECs use the survey results in the process?

New Business
No new business

Needs Follow-Up
Letter sent to provost re. SOS & discrimination concerns?
Can we customize survey? Can we consider an incentive raffle without threatening anonymity or university rules?

Assignments
Libby will report to the Executive Committee and inquire about whether we can reach out to Office of Assessment & Planning re. customization options or incentive raffle. Will also ask for an update on letter from Laurie B. re. letter to provost re. Concerns of discrimination with student opinion surveys. Each member was going to seek information re. their department specific DEC use of survey results in annual files. More info. needed from university wide P&T committee as well.

Update from Executive Committee to be addressed at next meeting

- Laurie B. reports that the letter was not yet sent as the committee wished to include other groups' support and feedback.

Discussion limited for the above at EC meeting due to other agenda items but Libby will continue the discussion in future meetings

Technology Committee (TC)

Technology Committee Minutes – October 8th

New Issues

Helpdesk assistance for faculty teaching online async

-Faculty may seek Helpdesk assistance for a student in an online async course, but Helpdesk cannot share student email information (i.e. whether 'in' inbox, spam, read, not read). Faculty may prompt students to reach out to Helpdesk with or without copying the faculty member. Further steps to be taken by the faculty member may include issuing Navigate alerts.

-New & Ongoing: Faculty utilization of Blackboard reports (stay tuned)

On-going Issues

Blackboard Ultra – Committee will meet (Oct 22nd) with Trever Brolliar and Bogdan Zamfir regarding a conversation on turning on AI tools for the upcoming Ultra Pilot. [Note: Scott Ellis, co-chair, from the Ad hoc Faculty usage of AI will also attend the meeting.]

Interfolio [not faculty evaluations] – With the changes to the Directory, Faculty Information/Profiles are available here. Corrections can be made in Interfolio.

LTECH -- Aashma & Chris (as co-chairs) sit on this committee representing the senate.

IT GOV – Faculty Senate President is allowed to name one representative from faculty. Co-chairs cannot sit on this committee and will rely on the senate representative (who happens to be the former chair of the Tech Committee, Doug Macur)

Grade Appeal Processes & OnBase – Moving forward with process and hope to have a trial run in the near future.

Zoom – as of this writing, Zoom is still going away Jan 2026.

SPECIAL COMMITTEES

Undergraduate Curriculum Forum (UCF)

(See New Business)

None

Rules Committee: Proposed Changes to the Sabbatical Leave Procedures:

Sabbatical Leave Procedures for Faculty[1]

Revised and Approved
March 12, 2025

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

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

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

II. Eligibility

Upon completion of six years of full-time service[3], 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. (If an applicant for Sabbatical Leave is ineligible on grounds of insufficient full-time service, Human Resources shall notify both the applicant and the University Sabbatical Leave Committee chair at the time of the applicant's notification of intent to apply. See article IV.B.1.a). 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

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

[2] "Collective Bargaining Agreement" when used in this document, refers to 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.

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

A. Lenth 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.

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. All materials must be combined into a single PDF document, ~~except for the application form, which may be submitted separately.~~

1. The completed application form, which must be digitally signed by the Candidate.

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;
   b. teaching competence; and

c. 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, the Dean of the Candidate's college/school (or equivalent), and the Office of Human Resources (email 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 available to the Department Sabbatical Leave Committee, the Department Chairperson, the Dean of the Candidate's college/school (or equivalent), the University Sabbatical Leave Committee (sabbaticalcomm@southernct.edu), and the Office of Human Resources (email sabbaticalhr@southernct.edu) as specified in the calendar (Appendix A). All materials must be combined into a single PDF document, ~~except for the application form, which may be submitted separately~~.

c. The Candidate is responsible for scheduling an interview with the University Sabbatical Leave Committee through the Office of Human Resources. This interview is optional, but highly recommended.

2. Department Role in the Sabbatical Leave Process

   a. The evaluation of the Department Sabbatical Leave Committee shall be independent of any other evaluation (e.g., independent of the Department Chairperson's evaluation).

   b. Each Department shall establish either an elected committee or a committee of the whole to evaluate a Candidate's sabbatical plan for Sabbatical Leave. This committee shall have a minimum of three members. The Department may choose to have another Department committee, such as the Department Evaluation Committee (DEC), act as the Department 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 initiate a discussion 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.[4]

   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.

3. Department Chairperson Role in the Sabbatical Leave Process[5]

   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).

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[4] 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).

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

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 initiate a discussion with the Dean of the Candidate's college/school (or equivalent) to ensure that no Sabbatical Leave will have a detrimental impact on the Department. Upon obtaining agreement 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.

d. In no case shall a Department Chairperson applying for Sabbatical Leave participate in the sabbatical evaluation process.

4. Dean's Role in the Sabbatical Leave Process

The Dean of the Candidate's college/school (or equivalent) shall provide a letter indicating that the Dean has discussed the leave with the applicant's Chairperson to ensure that no Sabbatical Leave will have a detrimental impact on the Department, per sections IV.B.2.e. and IV.B.3.b., above.

5. Missed Deadlines

If a deadline is missed by any participant at any stage of the evaluation in a way that adversely impacts the process, immediately email the Faculty Senate President, Human Resources (sabbaticalhr@southernct.edu), and the SCSU-AAUP chapter office, who will review the extenuating circumstances and make a decision about the feasibility of potential remedies.

V. **Transmission to the University President**

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

VI. **Benefits and Responsibilities**

A. Remuneration

Remuneration shall consist of full pay for one semester or half-pay for one year based upon preference of the faculty member with the approval of the President of the University.

B. Activity Engaged in While on Sabbatical

1. A grant may be accepted during the period of the sabbatical.

2. An individual may render a service, such as a limited number of lectures or involvement in seminars at another institution, as a part of a grant.

3. An individual may not accept a teaching position or any other remunerative position that would detract from the sabbatical plan during the Sabbatical Leave.

C. Protection of Faculty Member’s Job and Benefits

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

D. Return

1. It is expected that recipients of Sabbatical Leave will return to work at Southern Connecticut State University for at least one year after the Sabbatical Leave is completed. The President of the University may release a person from this agreement for appropriate reasons.

2. Within one semester of returning from a Sabbatical Leave, a faculty member shall submit a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the proposal to the President of the University, University Sabbatical Leave Committee, Department Sabbatical Leave Committee, and Director of Library Services. Such statements shall be retained by the University Sabbatical Leave Committee, and a copy shall be placed in the University documents file in 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 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 1st and expire August 31st.

E. Recall of Committee Members and Alternates

1. Any member or alternate of the Committee may be recalled by a majority vote of the faculty on a referendum.

2. Such a referendum shall be conducted by the Elections Committee of the Faculty Senate upon receipt of a petition to the effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. A Candidate may submit any new supporting documentation to the Committee (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 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 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, 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 revote 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

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

Rules Committee: Draft of Proposed Changes

Southern CT State University Faculty Creative Activity Research Grants Application Guidelines

Project Performance Period: July 1, 2025 – June 30, 2026
Submit in Kuali Build

General Provisions

These guidelines are intended to guide application and distribution of the research grant fund created by Faculty Senate Resolution S-10-03, Proposal Concerning University Support of Creative Activity, approved April 26, 2010/revised November 9, 2011, and March 26, 2020.

Composition of the University Grants Committee

Faculty Creative Activity Research Grants (FCARG) are screened by a University Grants Committee, comprising 7 elected faculty members: three 3) from the College of Arts and Sciences; one (1) from the College of Education; one (1) from the College of Health and Human Services; one (1) from the School of Business, and one (1) at-large member.
There shall be three alternate members elected by the faculty. Alternates shall take the place of voting members under the following circumstances:
a. when a voting member is applying for a FCARG that year; or,
b. when a voting member resigns; or,
c. under other circumstances, such as prolonged absence, as evaluated by the committee.

In the event that, at the time the committee must begin its work, an insufficient number of faculty members have been elected to fully staff the committee, the committee shall be empowered to conduct its work with fewer than 7 members.

Statement on Applicant Eligibility

FCARG applicants must be tenured or tenure-track members of the faculty and should intend to remain on the faculty for the duration of the grant-supported activity, including the project reporting phase. If the position is vacated during the period of the grant-supported activity, the awardee will be required to repay the grant to the University. Faculty receiving or applying for CSU-AAUP Research Grants are eligible to apply, as are faculty planning sabbatical leaves. A member of the University Grants Committee may not serve on the committee during a year when applying for a FCARG.

A faculty member may apply for a grant while on unpaid leave. However, an awardee who takes unpaid leave for more than one semester during the performance period must apply to the Faculty Senate Executive Committee to be approved to retain the grant. If the member does not apply, or if the Executive Committee denies the request, the member must repay any amount of the grant already received.

Performance Period

Application is made in the fall semester of each academic year for grant funding in the following fiscal year. The fiscal year is the performance period). ~~Applications will be made in the spring AY2024-2025 semester for application for FY2026 funding.~~

Application Availability
Applications shall be made available to the school/college deans for informational, non-evaluative purposes at the time they become available to the FCARG committee.
Guidelines

These guidelines detail the following aspects of the competition: Funding Priorities; Proposal Review Criteria; Procedures for Review of the Proposals by the University Grants Committee; Proposal Components and Rules for Submission; Final Report from awardees and Calendar.

Funding Priorities

The program seeks quality proposals that enhance the educational mission, visibility, and research stature of Southern Connecticut State University. For the purposes of this grant competition a broad definition of research is adopted. Research is defined as any scholarship activity which results in one or more of the following: 1) the creation of new knowledge in a particular discipline, including making connections across traditional fields (i.e., multidisciplinary research); 2) the application of disciplinary/multidisciplinary knowledge, methodologies, and/or insights to problems of individuals or groups in the broader society; 3) the production of creative works in the arts; and 4) research in student learning within a discipline or area of learning. Curriculum development and faculty development projects will not be funded by the FCARG program; projects in those areas are best suited for programs supported under sections 9.6 and 10.6.5 of the CSU-AAUP contract.

In addition, proposals submitted to this research program should take into account one or more of the following aspects of faculty research:
Establish new research (in the broad definition of the previous paragraph) at the university;
Support faculty in the continuation and completion of meritorious research;
Encourage the development of projects with potential for external funding.

Proposal Review Criteria

The University Grants Committee shall use the following criteria to rate the quality and completeness of the proposals submitted:
Significance: Presentation of a well-focused and worthy purpose in the context of previous research.
Work Plan: An appropriate and feasible methodology and a plan of action and/or conditions that will result in the accomplishment of the objectives of the project in the context of the particular area of research. The plan must be appropriate to the nature and area of research described in the proposal and may include a timeline accordingly.
Outcomes: Likelihood of achieving significant outcomes such as publications in refereed journals, conference presentations, performances, exhibitions, or other means of dissemination of research results. Submission of a proposal to an external agency for funding is a legitimate and encouraged outcome.

Procedures for Review of the Proposals by the University Grants Committee

Faculty Creative Activity Research Grant proposals are reviewed by the University Grants Committee in a ~~three-level~~ process that includes ~~screening, scoring,~~ evaluating and ranking the proposals according to the proposal review criteria listed above. ~~evaluating the budget.~~ To ensure that decisions are made based on merit, and not on financial impact, the Committee shall complete ~~screening and scoring~~ evaluation and ranking of applications ~~and then rank them in descending order~~ without considering the award type and budget (if any) submitted as part of the application (see below). Evaluation of budgets for applications with spending accounts shall not take place until after the ranking of applications has been completed, and shall be used only for the purpose of determining how many awards can be granted within the available FCARG funding for the current application cycle.

~~LEVEL-ONE REVIEW (SCREENING)~~

~~After full discussion and deliberation on grant applications using the criteria in Funding Priorities and Proposal Review Criteria, the committee shall conduct an initial yes/no vote on each grant application via secret ballot. Applications receiving a majority “yes” vote in the level-one review ballot shall constitute the pool of applications to be scored and ranked in the level-two review process (described below); applications receiving a majority “no” vote in the level-one review ballot shall be eliminated from further consideration.~~

~~LEVEL-TWO REVIEW (SCORING)~~

~~For each application remaining in the pool of active applications after level-one review, each member of the grants committee will be asked to assign a score from "1" for weak to "5" for excellent for each of the items 1 to 3 listed in the Proposal Review Criteria section. The combined scores should produce a total proposal score ranging from a low of 21 to a high of 105. The University Grants Committee will meet to review and discuss these applications and scores as the basis for determining the final ranking according to which proposals are recommended for funding.~~

~~LEVEL-THREE REVIEW (BUDGET EVALUATION)~~

After applications have been ranked, the committee shall calculate the cost of each proposal according to the direct expenses listed and the fringe charged for stipends. The fringe rate will be obtained from the Office of the Provost ~~prior to the level-three review~~. The number of awards will be determined by how many applications, in order of rank, can be funded by the amount of the FCARG allocation established annually by the Provost in consultation with the Faculty Senate President.

Procedures for Reporting Award Competition Results

Deans of colleges/schools whose faculty are applying for an FCARG shall have access to the FCARG applications via Kuali Build, for non-evaluative informational purposes only.

The University Grants Committee shall include the following information in the letters to applicants indicating whether or not they have been awarded an FCARG, and the Committee shall report this information to the Faculty Senate, the Provost, and the Faculty Development office:
number of applicants;
distribution of applications by school/college and department;
number of recommended awards;
distribution of awards by school/college and department;
the applicant's ranking among all applicants.
~~total number of points earned in the Level-Two Review (Scoring) by each applicant;~~
~~number of points earned in each of the three Proposal Review Criteria by each applicant.~~

The Faculty Development office shall post to its website annual and aggregated information concerning the first four items in the list above: number of applicants, distribution of applications by school/college and department, number of recommended awards, distribution of awards by school/college and department.

Proposal Components and Rules for Submission

To be considered, grant proposals shall be submitted electronically via the Kuali Build Platform and must contain the following components and adhere to the following rules:

Cover sheet with abstract: Please use the exact format shown in Appendix A.1., which is also a guide for completing the Kuali Build application. This form will route electronically to the attention of each participating faculty member named as a ~~Co-Proposer~~ co-applicant.

Proposal narrative: The narrative shall be organized using headings 1 to 3 of the Proposal Review Criteria (Significance; Work Plan; Outcomes). The narrative should be limited to 1200 words in up to five pages of printed text using Times New Roman 12-point (or equivalent) font, in double-spaced paragraphs and one-inch page margins. For added space allocation permitted in joint proposals please see number 7 below. Cover page, curriculum vita(e), and other appendices do not count towards the narrative word and page limits. To maintain the page limit, appendices with graphics and similar elements are recommended only for cases when they are considered a crucial and necessary part of the application. Additional appendices may be attached at the writer's discretion and should be labeled Appendix B, C, etc. Optional appendices will not be scored, and reviewers will be free to judge their relevance in support of the narrative. Submissions are scored by a group of peer faculty who are not necessarily specialists in the specific discipline of the proposal. Therefore, the proposal should give enough specific information on the significance of the research and the soundness of the methodology in the context of the particular discipline to allow a reasonable review. A brief outline of related research undertaken by the applicant and/or others will help the reviewers understand the significance of the project.

Award type and budget, where appropriate:

Award type. Awards are given in the amount of $2,500 per proposal. Awards may be received in one of three ways:
as a stipend to support research time,
as a spending account to support research materials, services and/or travel, or
partly as a stipend and partly as a spending account, divided according to figures presented in the proposal.

The proposal must indicate which of the three types of awards is being sought.

Budget. Budgetary information required in the proposal is dependent on the type of award to be received:
For a stipend-only proposal, budgetary information is not required.
For a spending account-only proposal, a simple budget totaling no more than $2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.
For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.

Two-page curriculum vita(e): Please include brief vita(e) of no more than two pages highlighting educational background, professional experiences, and scholarly accomplishments of participant(s). Curriculum vita(e) in excess of the two-page limit per faculty will be disregarded.

Human subjects and vertebrate animals: Research involving either human subjects or the use of vertebrate animals must be indicated on the proposal cover sheet. Once a project is funded, the awardee(s) must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The appropriate committee should be contacted for information on submission procedures and timing. In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained. The review of the proposal will include notification to the university regarding the need for compliance according to the procedures mandated by the IRB or IACUC. Failure to obtain the proper approval may result in termination of the award and recovery of funding. Letters of approval from the IRB or IACUC must be attached to the final report.

Joint proposal conditions: A joint proposal may be submitted by two or more ~~members of the faculty~~ applicants and may be funded at the standard limit of $2,500 per proposal under the conditions specified above, including the stipulations in the Statement on Applicant Eligibility. A stipend awarded for a joint proposal shall be divided equally between or among the faculty who filed it. Joint proposals must specify the individual contributions and adequate level of participation by each of the faculty members participating in the collaboration. In order to allow space for this description, the five-page proposal limit is increased by one additional page (up to 240 additional words of double-spaced printed text) per additional faculty member participating in the collaboration.

Number of proposals in which a given faculty participates: A faculty member may submit only one proposal (individually or collaboratively) during each application year.

Eligibility note: A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.

~~Proposal checklist: For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this form with your application.~~

~~Final report: A final report highlighting the scholarly accomplishments resulting from the grant is due 90 days after the completion of the performance period for a funded project. Reports of joint projects must reflect the individual contributions of participating faculty members. Please submit using the reporting form in Kuali Build.~~

Post-Grant-Completion Reporting

Final report: A final report highlighting the scholarly accomplishments resulting from the grant is due 90 days after the completion of the performance period for a funded project. Reports of joint projects must reflect the individual contributions of participating faculty members. For a grant that included spending account expenditures (as opposed to a stipend), the final report must include an accounting of expenditures on the items specified in the proposal. Please submit using the reporting form in Kuali Build.

Important Notices

Proposals failing to adhere to any of the items, 1-~~10~~ 8 above, will not be reviewed. Proposals may not be submitted via email.

For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this ~~form~~ checklist with your application.

Proposals will not be returned.

Funded proposals may be made available for examination by interested parties.

Please note that these awards must have a performance period of July 1, 2025 to June 30, 2026; please do not propose activities that will take place before or after these dates.

A lack of compliance with programmatic or fiscal reporting requirements related to this program will be handled in accordance with University procedures.

Faculty Creative Activity Research Grants Calendar

By the end of the first week of the fall semester, the Faculty Senate President shall publish a calendar for the current "Application Period," which shall be distributed to the faculty by email and be posted on the Faculty Senate web page.

AY 2024 – 2025 Faculty Creative Activity Research Grants Calendar

Application Deadline

Opens November 15th, 2024 and closes on February 7th, 2025 by 4:00 PM.

Applications **shall** be submitted online via Kuali Build. No proposals will be accepted after the closing date and time.

Committee Recommendations

April 4th, 2025 by 4:00 PM

SCSU University Grants Committee submits recommendations for funding to the Faculty Senate and the University Provost.

Provost's Announcement

April 25th, 2025 by 4:00 PM

SCSU Provost approves recommendations and announces awards.

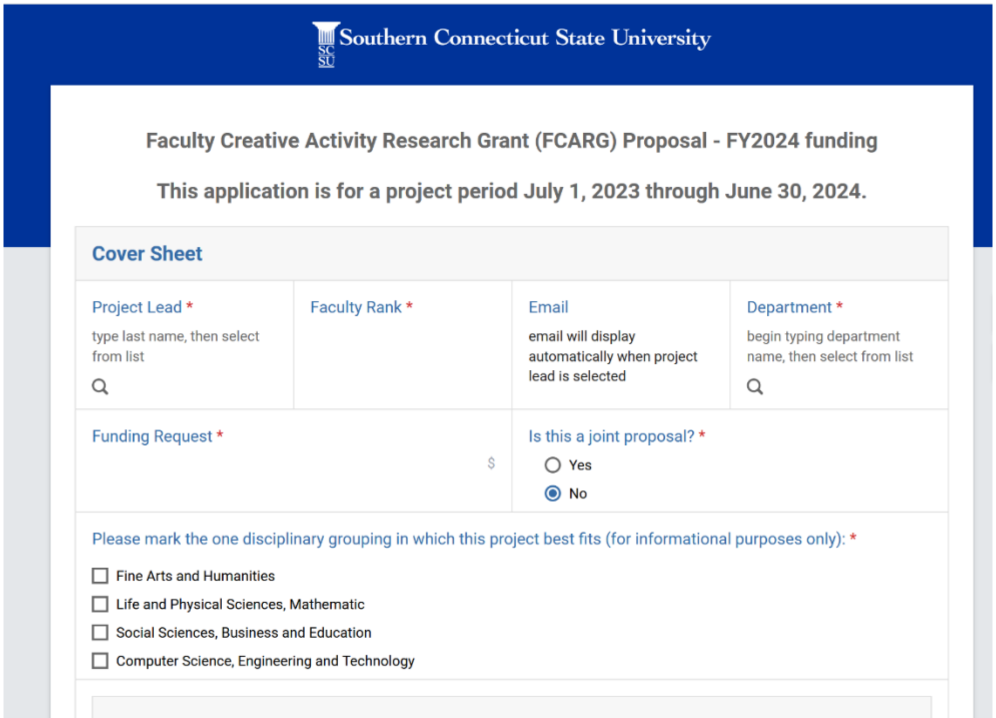
Final Project Report

By September 30, 90 days after the performance period, the principal ~~contact~~ applicant for each project shall submit electronically a report describing the results of the research, including the contributions of each participating faculty member; reports will be sent to the Office of Faculty Development.

Appendix A1: Faculty Creative Activity Research Grant (FCARG) Proposal Kuali Build Instructions

The form shown below can be found here: [FCARG Application.](FCARG Application) The live application form will show the correct funding period dates. Below is only a preview.

The application in Kuali Build is meant to function as your Cover Sheet. The first portion of the form collects information on your name, department, the dollar value being requested, whether or not the work is for a joint proposal, and the disciplinary grouping. Selecting "Yes" for the question "Is this a Joint Proposal"? will cause additional fields to appear.



Southern Connecticut State University

Faculty Creative Activity Research Grant (FCARG) Proposal - FY2024 funding

This application is for a project period July 1, 2023 through June 30, 2024.

Cover Sheet

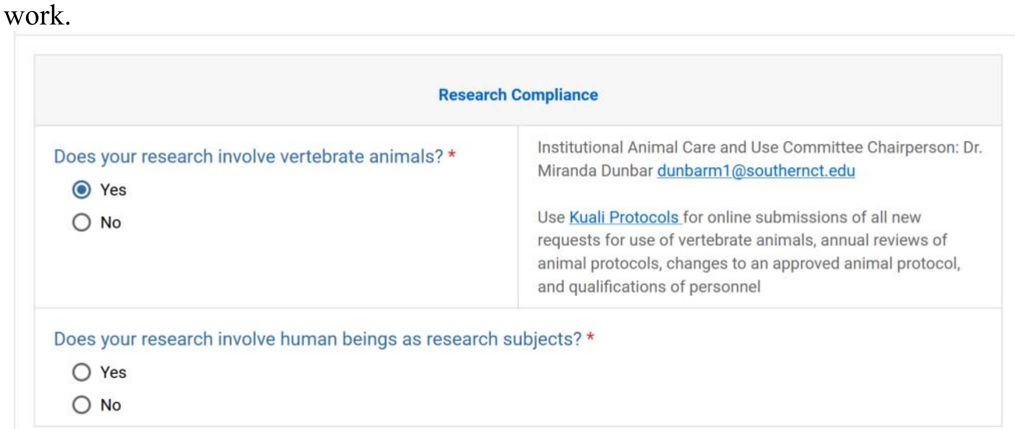
Project Lead *	Faculty Rank *	Email	Department *
type last name, then select from list		email will display automatically when project lead is selected	begin typing department name, then select from list

Funding Request * $

Is this a joint proposal? *
- Yes
- No

Please mark the one disciplinary grouping in which this project best fits (for informational purposes only): *
- Fine Arts and Humanities
- Life and Physical Sciences, Mathematic
- Social Sciences, Business and Education
- Computer Science, Engineering and Technology

The next section of the cover sheet requests information related to Research Compliance. Selecting "Yes" for either of the questions will cause additional information to appear related to necessary committee approvals prior to the start of your work.



Research Compliance

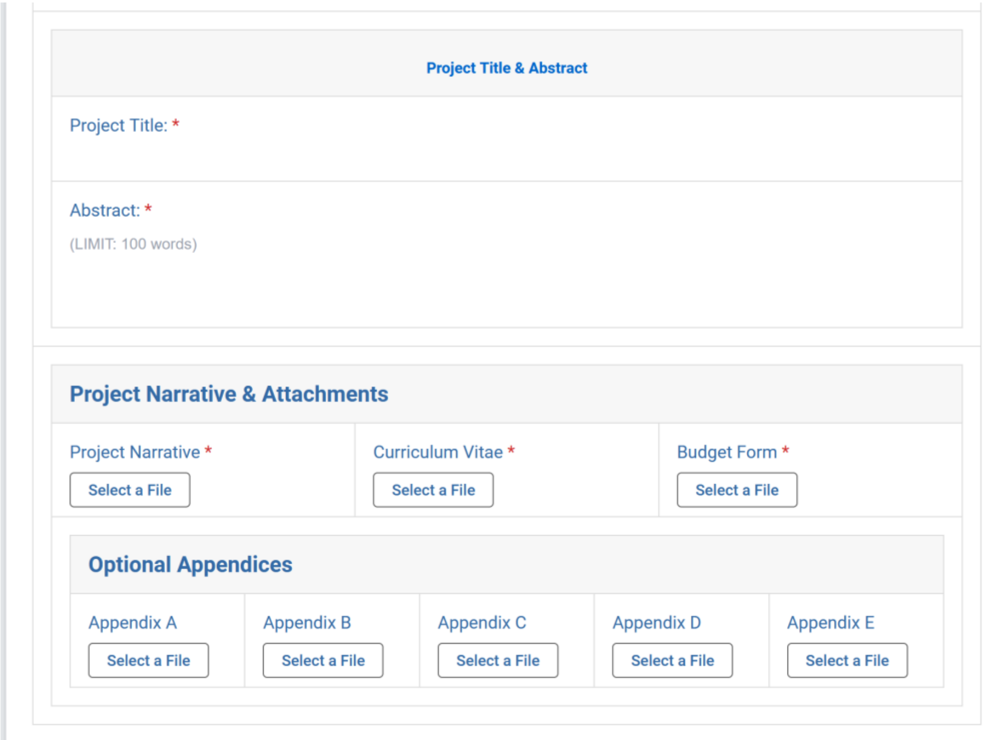
Does your research involve vertebrate animals? *
- Yes
- No

Institutional Animal Care and Use Committee Chairperson: Dr. Miranda Dunbar dunbarm1@southernct.edu

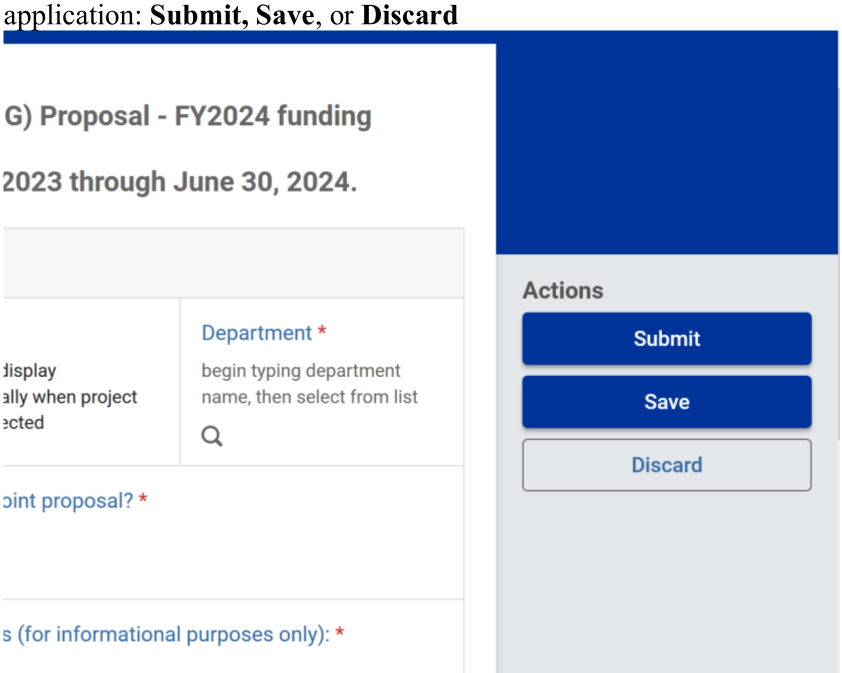
Use Kuali Protocols for online submissions of all new requests for use of vertebrate animals, annual reviews of animal protocols, changes to an approved animal protocol, and qualifications of personnel

Does your research involve human beings as research subjects? *
- Yes
- No

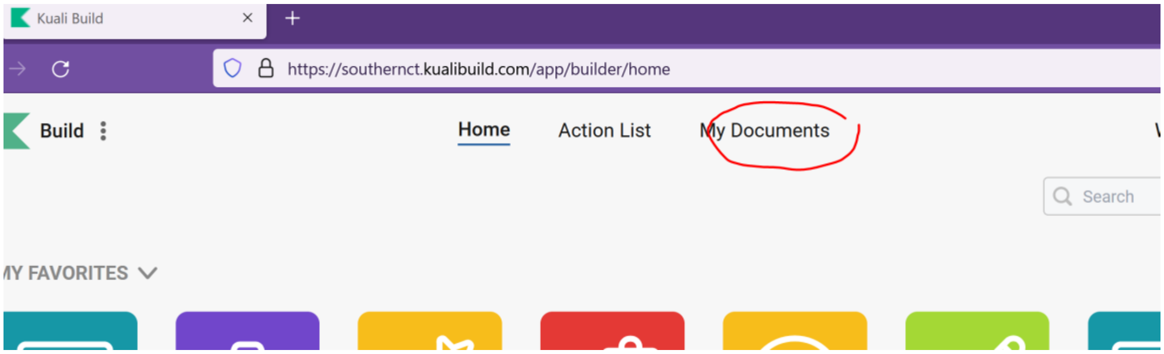
The title, abstract, proposal components (CVs for ~~Co-Proposers~~ **co-applicants** are provided in the section above, as they are named), and appendices are provided in the section at the bottom of the form.



There are several options on the right-hand menu [at the top of the page] when you have finished working on the application: **Submit, Save**, or **Discard**



'Submit' will send the form and attachments forward for final acceptance and processing. <u>You will receive an email notification when this proposal is received and approved, OR if it is incomplete and is denied.</u>
'Save' will not submit the form, and a draft will be accessible to you when you revisit the Kuali Build Home Page. To return to your drafted applications that <u>have not yet been submitted</u> and continue editing them, please select **'My Documents.'**
There will be a space under this tab to select between 'Submitted' and 'Drafts.'



Select **'Discard'** only if you wish to clear the application form and start over.
After you hit **'Submit,'** the proposal will be sent to your ~~Co-Proposers~~ **co-applicants** and the Office of Sponsored Programs and Research. The application will then appear under the **'Submitted'** list in your **'My Documents'** tab.
It will show as being 'In Progress,' similar to what is shown in the screenshot below; this means that it is awaiting a team or staff member's attention. You do not have to resubmit the application or take any action.

Is this a joint proposal?	Workflow Status
Yes	IN PROGRESS

Appendix A.2: PROPOSAL CHECKLIST

Please utilize the following checklist to ensure that all critical parts of the application have been included in the following order and within the basic guidelines:

☐

1. Cover Sheet
   a. All the following boxes in Kuali Build are marked appropriately
      i. Is this a Joint Application?
      ii. What research category are you applying for?
      iii. IRB/IACUC statement boxes
   b. Abstract is 100 words or less
   c. The form names all ~~Co-Proposers~~ **co-applicants** and receives their electronic approval within the Kuali Build workflow

☐

2. Narrative
   a. Text is double-spaced, in Times New Roman 12-pt or equivalent font, with 1" margins.
   b. The narrative is no longer than 1200 words (for joint proposals, up to 240 additional words in one page are permitted per additional participating faculty member).
   c. The narrative includes the following sections: Significance, Work Plan, and Outcomes. For joint proposals, an additional double-spaced page is permitted per participating faculty member.
   d. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes).

☐

3. Curriculum vita(e)
   Vita is no more than 2 pages per applicant

☐

4. Budget Upload: Amount to be received by stipend (must be divided equally amount recipients)

Recipient	Name	Amount
Principal ~~contact~~ applicant		
~~Co-Proposer~~ Co-applicant 1		
~~Co-Proposer~~ Co-applicant 2		
	TOTAL	

☐

5. Spending Account Budget
   a. For a stipend-only proposal, budgetary information is not required.
   b. For a spending account-only proposal, a simple budget totaling no more than $2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.
   c. For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.

FCARG Budget		
Spending Account Item(s)	**Amount**	**Rationale**

TOTAL		

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6. Appendices (optional, please label Appendix B, C, etc. as needed)
   All optional appendices should follow the vita(e)

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7. Submission of proposal
   Applications shall be submitted online using the Kuali Build form.

UCF Proposed change to Constitution:

UCF is requesting a vote of the faculty senate to ***change their Constitution to include the Honors College in the UCFs membership***. This requires a change to the UCF Constitution which requires approval of the Faculty Senate.

Summary of the request from the Honors College:

"The Honors College would like membership within UCF as our courses and curricular changes need to be approved by UCF and thus would like a representative to actively attend meetings and support/share/advocate for HC future plans and agendas that accord with HC best practices. Please note, the Honors College currently serves as the general education curriculum for just over 200 students, with a plan to double in five years' time."

UCF voted on the motion which passed 33-0.

DRAFT

DEC/Chairs' Letters – Academic Policy Committee

It is highly recommended that the DECs and Department Chairpersons letters consider including either **an explanation** or **a brief description** of items such as the following, **with the goal of helping readers of the file understand** why and how the faculty member's work matters:

Category I: Load Credit or the Equivalent:
- the release credit load per assignment, with the importance (impact) of such assignment for the department, and duties for completion
- the number of hours dedicated to each assignment
- if comparable standards decision was made, provide evidence (a) years of approved by DEC, additional service and (b) evidence for that equivalent work per category

Category II: Creative activity
- the department's or discipline's needs of the creative activity
- the importance (impact) of such activity for the department
- release credits and creative activity intersection/overlap
- the faculty applicant's individual contribution to group creative activity.
- what constitutes a scholarly or artistically significant contribution to the field (e.g., textbooks, amicus briefs, performances, exhibitions, installations, multimedia projects, etc.)?
- any significance to the ordering of authors in multi-author publications, or to disciplinary norms around single-author vs multi-author work
- what constitutes peer recognition in the field
- length of timeline for an activity in the field
- any of the above in relevant interdisciplinary contexts

Category III: Service
- the service activity's importance to the department, school, university, or broader community
- the faculty member's specific role and responsibilities in the service activity
- time commitment and consistency of service over the evaluation period
- service leadership roles (e.g., chairing committees, organizing events, mentoring peers or students)
- outcomes or products resulting from the service (e.g., reports, events, policy changes, initiatives)
- collaboration or coordination with external groups, departments, or community organizations
- how the faculty member's service supports university mission or strategic goals
- equity- or justice-related service contributions (e.g., DEI committees, community outreach, student advocacy)

Category IV: Professional Attendance and Participation
- the degree to which the faculty member's participation and attendance increases the visibility of SCSU and its programs, on a regional, national, and/or international level
- the type of professional participation (e.g., conference organizing, serving as a reviewer, editorial board membership, leadership in professional organizations) and what is typical in that discipline
- the relevance of the activity to the faculty member's discipline and the department's academic mission

- the duties and level of engagement, including time commitment and frequency (e.g., one-time, seasonal, ongoing)
- the outcomes or visibility gained through participation (e.g., enhanced program reputation, student opportunities, new collaborations)
- how the activity fosters faculty development, mentoring, community-building, or diversity, equity & inclusion within the discipline
- the distinction between service to the institution vs. service to the profession (important for illustrating the full scope of contribution)
- Faculty members’ participation and attendance at professional conferences can bring updates in the professional field to the SCSU Department/program and be beneficial for the Department.

Faculty Academic Strategic Plan (FASP) Committee Minutes:

The committee continues to work on achievement of Goal 6 of the FASP Strategic Vision for Academic Excellence: Achieve an equitable restructuring of Faculty credit load on the model of the School of Business 3+1 program to support Faculty Creative Activity across the institution, in consideration of the maintenance of the university's R2 status.

Patrick agreed to develop a list of peer institutions with a Carnegie classification of R2.

Krista agreed to create a FASP Teams site where documents can be reviewed and revised. Krista will also reach out the Faculty Senate President, Kari Swanson to see if she can attend the 9/22/25 meeting. Members would like to ask if the restructuring of Faculty credit load on the model of 3+1 would need to be part of the current union contract negotiation process or if this would be addressed through side letters.