Southern Connecticut State University

FACULTY SENATE

APPROVED MINUTES OF JANUARY 28, 2026

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

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL
Dave	Allen	Accounting	2028	x	6/6
Valerie	Andrushko	Anthropology	2026	X	7/8
Jeff	Slomba	Art & Design	2027	X	8/8
Jessica	Case	Athletics	2026	X	8/8
Nicholas	Edgington	Biology	2026	X	8/8
Kate	Toskin	Business Information Systems	2028	X	8/8
Jeff	Webb	Chemistry & Biochemistry	2026	X	8/8
Shawneen	Buckley	Communication Disorders	2027	X	8/8
Melanie	Savelli	Communication, Media & Screen Studies	2028	X	8/8
Aashma	Uprety	Computer Science	2028	X	7/8
Matthew	Ouimet	Counseling	2027	X	6/8
Laurie	Bonjo	Counseling & School Psychology	2026	X	6/8
Maria	Diamantis	Curriculum and Learning	2027	X	8/8
Jennifer	Cooper Boemmels	Earth Science	2027	X	8/8
Jia	Yu	Economics	2028	X	8/8
Peter	Madonia	Ed Leadership	2027	X	5/8
Paul	Petrie	English	2026	X	8/8
Mike	Shea	English	2026		5/8
Eric	West	Environment, Geography, & Marine Sciences	2027		6/8
Sandip	Dutta	Finance & Real Estate	2028	X	3/8
Amanda	Strong	Healthcare Systems and Innovation	2028	X	8/8
Matthew	Rothbard	Health & Movement Sciences	2028	X	8/8
Daniel	Swartz	Health & Movement Sciences	2028	X	7/8
Christine	Petto	History	2028	X	8/8
Troy	Rondinone	History	2026	X	8/8
Kristy	Hynes	Inclusive Education & Behavior Science	2027	X	7/7
Yan	Liu	Information & Library Sciences	2026	X	6/8
Cindy	Simoneau	Journalism	2028		7/8
Amy	Jansen	Library Services	2028	X	7/8
Zheni	Wang	Management & International Business	2028	X	8/8

First	Last	Department	Year		Count
Melvin	Prince	Marketing	2026		0/8
Seon	Kim	Marriage & Family Therapy	2026		5/6
Leah	Sturman	Mathematics	2027	X	8/8
Danial	Cicala	Mathematics	2027	X	8/8
Natalie	Starling	Mental Health Services	2026		7/8
Sameer	Ramchandra	Music	2028	X	6/6
Deborah	Morrill	Nursing	2026	X	8/8
Elizabeth	Hurlbert	Nursing	2027	X	8/8
Selin	Doganalp	Part-Time Faculty	2025	X	4/4
Noah	Goldsher	Part-Time Faculty	2025	X	4/4
Shenira	Billups	Part-Time Faculty	2027	X	5/8
Mike	Sanger	Part-Time Faculty	2027		2/8
Rex	Gilliland	Philosophy	2026	X	8/8
Evan	Finch	Physics	2027	X	7/8
Jonathan	Wharton	Political Science	2028	X	8/8
Kate	Marsland	Psychology	2028	X	1/1
Patricia	Kahlbaugh	Psychology	2028	X	8/8
John	Nwangwu	Public Health	2027	X	8/8
Michael	Dodge	Recreation, Tourism, & Sport Management	2027		6/7
Isabel	Logan	Social Work	2028	X	3/6
Stephen Monroe	Tomczak	Social Work	2028	X	8/8
Gregory	Adams	Sociology	2026	X	6/8
Douglas	Macur	Theatre	2027	X	4/8
Tricia	Lin	Women's & Gender Studies	2028	X	7/8
Luke	Eilderts	World Languages & Literatures	2026	X	1/1
Joan	Weir	SCSU Faculty Senate President	2026	X	8/8
Sandra	Bulmer	Interim SCSU President		X	5/8
Venezia	Michalson	Chair, Graduate Council			6/8
Tricia	Lin	Chair, Graduate Council		X	7/8
Meredith	Sinclair	Chair, Undergraduate Curriculum Form		X	5/8
William	Moroz	SGA		X	5/8

GUESTS
Dale Bodyk
Bogdan Zamfir
Craig Hlavac
Gary Winfield
Julia Irwin
Kari Swanson
Nina Cote
Robert Yanez
Tom Armstrong
Trever 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.

Faculty Senate Representation	Faculty Senate Representative(s)
Ad Hoc Committee on AI Use for Faculty	Amy Jansen Elizabeth Hurlbert
Ad Hoc Committee for Formalizing Faculty Advising	Michael Shea Stephen Monroe Tomczak Virginia/Ginny Metaxas Jeffrey Webb
Administrative Faculty Senate	1 Representative needed
Commencement Planning Committees	Maria Diamantis
DEI Advisory Council	Laurie Bonjo
Early College Experience	1 Representative needed
Faculty Development Advisory Committee (FDAC)	1 Representative needed
Search: Blackboard Administrator Search Committee	Doug Macur
Search: Chief Information Officer (CIO) Search Committee	Matt Rothbard
Search: Chief Marketing and Communications Officer	1 Representative needed.
Search: Provost and Vice President for Academic Affairs	1 Representative needed.
Search: Vice President of Institutional Advancement	1 Representative needed.
University Space Committee	1 Unfilled
Undergraduate Curriculum Forum (UCF) liaison	Cindy Simoneau
University Budget Committees	Cindy Simoneau Jennifer Cooper-Boemmels
University Library Committee (ULC)	Amy Jansen 1 Representative Unfilled
Use of Independent Study Committee (need correct name)	Rex Gilliland Natalie Starling

1. **Call to Order**

Faculty Senate President Joan Weir called the 8th meeting of the Faculty Senate to order at 12:11 a.m. via Zoom. Quorum confirmed by Luke Eilderts, Secretary.

2. **Announcements**

   2.1. Library strategic planning: A. Jansen announced that the library is continuing its strategic planning process, initiated in fall. Faculty will receive a brief survey via email and are encouraged to provide feedback to inform the final plan.

   2.2. Faculty Senate service acknowledgment: L. Eilderts publicly thanked S. Buckley for serving as Faculty Senate Secretary during his sabbatical semester.

   2.3. WGS Conference update: T. Lin shared an update on the WGS Conference, scheduled for April 17–18. Due to strong interest, the submission deadline has been extended to January 31. A link to the conference site and extension information was shared and may be circulated further.

   2.4. Undergraduate and Graduate Research Conferences: J. Wharton announced that the Undergraduate Research Conference will take place on Saturday, May 2, and the Graduate Research Conference on Monday, May 4. Faculty are encouraged to inform students interested in presenting. Updated information and a flyer were shared in the chat.

3. **Approval of the Minutes**
https://inside.southernct.edu/faculty-senate/meetings

   3.1. T. Lin **moved to approve** the minutes of the previous meeting held on December 3, 2025.
      3.1.1.   Motion **seconded**.
      3.1.2.   Motion to approve the minutes **passed** by unanimous consent.

4. **Faculty Senate President's Report**
https://inside.southernct.edu/faculty-senate/meetings

   4.1. Faculty Senate (FS) President Weir said she would distribute the President's Report after the meeting.

5. **Guests**

FS President Weir asked the body for their consent to change the order of business to accommodate the meetings guests. Hearing no objection, the agenda was changed.

   5.1. Travel Office and Accounts Payable Updates: N. Cote, Director of Business Services, and D. Brodyk, Accounts Payable Coordinator.
      5.1.1.   Staffing update: N. Cote reported that V. Spence has been hired as Assistant in Business Services and has joined the travel office, alongside UA J. Kelly, increasing capacity for travel support.

5.1.2. DocuSign transition: The university will sunset DocuSign for travel authorizations by the end of February.

5.1.3. Interim process: Travel authorizations will be completed using a fillable PDF, which may be manually routed or routed via Adobe Sign. Additional instructions will be distributed via email.

5.1.4. Upcoming system change: Beginning in the fall, travel authorization and reimbursement processes will transition to Jaggaer as part of the procurement system rollout. While not a dedicated travel platform, Jaggaer will provide automated routing. A long-term goal remains adoption of a dedicated travel management system.

5.1.5. Travel authorization submission timeline: D. Bodyk advised that travel authorizations should be submitted at least two weeks in advance; faculty experiencing delays are encouraged to contact him directly.

5.1.6. Support and outreach: D. Bodyk noted that Accounts Payable holds open office hours every Friday in the Wintergreen Banner Room and is planning future outreach visits to campus buildings.

5.2. T. Armstrong, newly appointed Chief Information Officer, was introduced to the Senate and provided brief remarks.

5.2.1. T. Armstrong noted that he is in his second week at Southern and is currently conducting a campus-wide listening tour to better understand institutional priorities and stakeholder needs.

5.2.2. He shared prior experience in IT leadership at the State of Connecticut Department of Administrative Services and Fairfield University, bringing a background in both higher education and public-sector IT.

5.2.3. T. Armstrong identified several early priorities, including the Banner SaaS migration, support for the Jaggaer implementation, and a review of IT governance structures to improve responsiveness and coordination.

5.2.4. He emphasized his commitment to collaboration, openness to faculty input, and confidence in the strength and dedication of Southern's IT team.

5.2.5. T. Armstrong invited faculty to reach out to him directly and expressed enthusiasm about joining the Southern community.

5.3. S. Bulmer, Interim President of SCSU

5.3.1. Opening remarks: S. Bulmer welcomed the Senate to the spring semester, acknowledged weather-related disruptions, and thanked faculty for supporting students during a challenging start. She commended Facilities staff for their efforts to keep campus safe.

5.3.2. Campus priorities: S. Bulmer emphasized employee well-being as a central focus and expressed appreciation for faculty who spoke at a recent Board of Regents meeting, noting alignment between faculty advocacy and administration in seeking increased state support.

5.3.3. Operational improvements: She acknowledged ongoing frustrations with slow administrative processes, including travel reimbursements, and apologized for delays. Faculty with outstanding unpaid travel reimbursements were encouraged to notify administration so lingering issues can be resolved.

5.3.4. Leadership and staffing: S. Bulmer reiterated her commitment to reducing reliance on interim and special appointment positions. She provided an update on the Provost search, noting that the committee, chaired by E. Horsch, is operating independently and aims to be transparent and representative; concerns about representation should be directed to the chair.

5.3.5. Faculty searches: She reported strong applicant pools for faculty searches and thanked faculty serving on search committees, noting progress toward filling long-standing temporary positions.

5.3.6. Budget process: S. Bulmer outlined plans to begin a more inclusive budgeting process in February, with budget development occurring at the department level, moving through deans to the provost and president's leadership team. The process is intended to increase transparency, shared accountability, and strategic reallocation of existing resources, as no new funding is anticipated.

5.3.7. Budget Q&A: In response to questions, S. Bulmer clarified that departments will be able to submit detailed budget requests, that initiatives should be tied to responsible campus leaders, and that operating budget items (but not externally funded activities) should be included in this process.

5.3.8. Revenue outlook: She reported that no significant new state revenue is expected in the current biennium, with modest increases likely offset by salary obligations. System-level advocacy is focused on unlocking deferred maintenance funds currently held at the state level. Enrollment remains the primary revenue driver, and continued recruitment efforts are essential.

5.3.9. Fundraising and enrollment: S. Bulmer shared that the university is moving forward with a comprehensive fundraising campaign, with a particular focus on expanding financial aid and merit scholarships to support enrollment and student success.

5.3.10. Leadership development: She announced a new leadership development series for supervisors, with opportunities for academic leaders, including chairs and coordinators, to participate.

5.3.11. The Senate thanked S. Bulmer for her remarks and engagement.

5.4. J. Irwin, Interim Provost and Vice-President of Academic Affairs

5.4.1. Zoom renewal: J. Irwin announced that the university has secured Zoom service for another year, crediting N. Cote and T. Burlier for assistance. She explained that contracting obstacles (state Attorney General contract terms) required using a third-party vendor. Zoom remains critical for academic and clinical programs, including HIPAA-compliant uses.

5.4.2. Accounts/licensing: Existing Zoom accounts will carry over automatically; faculty only need to contact IT if they require a new Zoom account. The university has the same number of licenses as last year.

5.4.3. Standard syllabus statements: J. Irwin reported that Academic Affairs has created a standardized set of syllabus statements (e.g., Title IX, CASUS), following a prior request from J. Webb. An email with the updated statements was sent from her office on January 14; faculty may request it again if needed.

5.4.4. Planned additions for next year: J. Irwin noted upcoming additions to the syllabus statement set, including information from Career and Professional Development and an SGA-requested statement regarding faculty use of their own materials.

5.4.5. Travel process support: J. Irwin stated that the Provost's Office is working with relevant staff to further improve travel processing, including a renewed focus on reimbursements, with the goal of reducing delays and improving the overall experience.

5.4.6. In response to a question from J. Weir, J. Irwin clarified that the syllabus statement related to faculty-authored/course materials reflects an existing university policy requiring disclosure and

directing proceeds in a way that benefits students (or a designated charitable purpose), supported by a required form.

    5.4.7.   J. Webb expressed appreciation for the standardized syllabus statements and noted they were useful, including guidance related to AI.

5.5. K. Swanson, President of the SCSU Chapter of AAUP.

    5.5.1.   Bargaining update: K. Swanson reported that AAUP met at the bargaining table on December 18, January 12, and January 22, with another session scheduled for January 23. Members were directed to consult Table Talk communications, distributed via email and posted on the CSU AAUP contract campaign website, for details.

    5.5.2.   Academic freedom webinar: K. Swanson announced that Connecticut AAUP-AFT will host a webinar on academic freedom and related state legislation on Wednesday at 5:00 p.m.; registration information was shared via email from L. Williams.

    5.5.3.   Travel authorization transition: K. Swanson noted that AAUP has been in communication with N. Cote, D. Bodyk, and S. Reinhardt regarding changes to the travel authorization process and expressed appreciation for their work facilitating the transition mid-academic year.

    5.5.4.   Chapter meetings: K. Swanson reported that AAUP is in the process of scheduling chapter meetings for the semester and expects to share dates at the next Faculty Senate meeting.

    5.5.5.   Acknowledgments: K. Swanson and J. Weir thanked AAUP members who participated in the recent Board of Regents meeting and those who observed bargaining sessions, noting the overlap of the two events.

6. Standing Committees

6.1. Academic Policy: M. Diamantis shared that the committee did not meet.

6.2. Finance: J. Webb shared that there were $549,134.61 remaining in the full-time AAUP travel funds and $49,725.90 remaining in the part-time AAUP travel funds.

6.3. Personnel Policy: A. Jansen shared that the minutes of the committee are in the newest version of the packet.

6.4. Rules: P. Petrie shared that there was no additional information to add beyond the minutes in the packet.

6.5. Student Policy: E. Hurlbert shared that the committee did not meet.

6.6. Technology: C. Petto shared that there was no additional information to add beyond the minutes in the packet.

7. Special Committees

7.1. UCF: M. Sinclair, Chair

    7.1.1.   OnBase course proposal form: M. Sinclair reported that UCF is close to launching an OnBase course proposal form, similar to the program proposal form implemented last fall. The new system will provide a single course link (for undergraduate/graduate; new/revised), using prompts to route proposals appropriately, simplifying submission and improving workflow for UCF and Graduate Council.

7.1.2. W requirement review: M. Sinclair noted that UCF discussed the W (writing) requirement in December and plans to continue work this semester. She described current inconsistencies in how students fulfill W courses (e.g., some complete all Ws within the major, others none; some take more than required; others struggle to complete requirements late), suggesting the program lacks a cohesive identity. UCF will examine the overall structure and purpose of the W program this semester to improve clarity, planning, and pedagogical coherence; additional data will be shared in a forthcoming presentation to UCF.

    7.1.2.1. In discussion, Senators raised questions about whether variability is necessarily problematic and what "writing in the disciplines" would mean for smaller or interdisciplinary programs. M. Sinclair indicated that UCF will determine whether the current mixed model is acceptable or whether a more consistent approach is needed, noting prior external feedback emphasizing the need to clarify program purpose.

7.1.3. Service/workload and curricular process capacity: M. Sinclair expressed concern about faculty capacity and continuity in curricular governance, noting challenges in securing leadership for UCF and Graduate Council and an increasingly small group of faculty with deep knowledge of curricular "nuts and bolts" (e.g., prerequisites, LEP intersections, Degree Works/degree evaluation, implementation details). She encouraged discussion among faculty leaders (Senate, UCF, Graduate Council) about sustainability, participation, accountability (including members preparing for meetings), and consistent communication back to departments.

7.1.4. Assessment support and institutional research: M. Sinclair relayed concerns raised through STAR-related external review conversations and urged greater institutional support for assessment, particularly institutional research/data collection and processing. She emphasized the need for faculty education/training on academic assessment and improved resources so assessment work does not rely on ad hoc efforts by program directors and faculty.

    7.1.4.1. In discussion, Senators expressed support for strengthening assessment infrastructure and faculty training; suggestions included clearer guidance and practical resources for faculty engagement. M. Sinclair clarified that her comments focused on academic assessment (student learning outcomes and evidence collection), distinct from student opinion surveys, and noted ongoing conversations with administration about training and next steps.

7.2. Graduate Council: T. Lin, Co-Chair

    7.2.1. Meeting update: T. Lin reported that Graduate Council did not meet as scheduled due to a weather-related cancellation.

    7.2.2. Three-Minute Thesis (3MT): The inaugural 3MT contest will be held February 19; seven graduate students from multiple disciplines will participate.

    7.2.3. Phi Kappa Phi chapter installation: Southern will establish a Phi Kappa Phi honor society chapter; the installation is scheduled for Thursday, March 5.

    7.2.4. Graduate Open House: Scheduled for April 16.

    7.2.5. Graduate Research Conference: Scheduled for May 4.

    7.2.6. Graduate commencements: Expected dates are May 18–19 (details forthcoming).

    7.2.7. SGPS annual report: T. Lin noted that the SGPS annual report was shared with campus leadership and posted in the chat.

7.3. Elections Officers: D. Swarz: Nothing to announce at this time.

8. Reports from Faculty Senate Representatives

8.1. University Space Committee: J. Slomba reported that the newly formed University Space Committee held its first meeting on January 12, during which members reviewed the committee's charter and guiding principles (publicly available). The committee will meet monthly beginning in February.

8.1.1. Committee scope and role: The University Space Committee is advisory to the President and is charged with reviewing and advising on the use and reassignment of campus space. A proposal process for space requests is being developed. Decisions ultimately rest with the President.

8.1.2. Faculty Senate representation: The charter includes two Faculty Senate representatives on the University Space Committee; representation has been addressed.

8.2. Redundant/defunct committees: J. Slomba raised concerns about continued elections for committees that have not met in years, specifically the Faculty Senate Space Committee and the All-University Budget Committee. D. Swartz and J. Weir confirmed that the Faculty Senate Space Committee will be discontinued as redundant, and future elections will not be held.

8.3. Clarifications on facilities and planning: In response to questions from P. Kahlbaugh, J. Irwin explained that deferred maintenance funding is being sought for existing facilities; broader long-term facilities planning is handled through facilities-related committees. The University Space Committee focuses on space utilization and prioritization (with teaching prioritized over research and auxiliary uses), rather than large-scale construction or demolition.

8.3.1. Transparency and representation: Senators emphasized the importance of broad representation and clear processes for space reassignment. The committee includes representatives from multiple campus constituencies, including students, and members were encouraged to consult the charter for details.

9. Unfinished Business

P. Petrie reviewed two resolutions previously approved by the Senate in fall (following discussion and revisions) but returned disapproved for procedural reasons, with the President and Provost requesting further consideration of proposed changes. The Rules Committee is reviewing those proposed changes and will bring recommendations forward later this semester. In the interim, the Senate reconsidered the original resolutions for reapproval.

9.1. Faculty Creative Activities Research Grant (FCARG)
   9.1.1. No further discussion was requested after presentation of the proposed changes.
   9.1.2. Vote: The resolution was approved **unanimously** (41-0).

9.2. Sabbatical Document
   9.2.1. No further discussion was requested after presentation of the proposed changes.
   9.2.2. Vote: The resolution was approved **unanimously** (39-0).

10. New Business

10.1.   Inquiry raised: J. Nwangwu asked for an update on prior Senate discussions regarding academic freedom, citing national cases and concerns about faculty speech and noting that the issue extends beyond local governance to the state level.

10.1.1. Administrative context: J. Weir reported that the Chancellor is in the process of forming an HR1 committee to examine the bill's impact on the system, acknowledging the significance of the issue in the current climate.

10.1.2. AAUP-AFT resources: Y.-C. T. Lin reminded the Senate of an upcoming AAUP-AFT joint webinar on academic freedom, scheduled for February 4 at 5:00 p.m. (via Zoom), and noted additional related programming. Members were encouraged to consult email communications and shared links.

10.1.3. Legislative outlook: G. Winfield added that AAUP is monitoring academic freedom issues during the current legislative session and may advance related legislation. He indicated that further information and opportunities for faculty participation will be shared as developments occur.

11. **Adjournment**
    11.1.   J. Webb **moved** to adjourn the meeting.
        11.1.1. **Seconded.**
        11.1.2. The meeting adjourned at 1:37 p.m.

Luke L. Eilderts
Secretary

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Revisions to the Faculty Creative Activity Research Grants (FCARG) document and forms

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 Creative Activity Research Grants (FCARG) document and forms; now, therefore, be it

Resolved,	That the following revisions to the FCARG document and forms become effective for academic year 2026-27:
	
	1. Provision allowing understaffed committee (p.1).
	
	2. Applications made available to Deans, for informational purposes only (p.1).
	
	3. Revisions to University Grants Committee's applicant ranking process:
	
	    a. Eliminate Level One Review (criteria-less yes/no vote on applications before they enter the pool of applications to be evaluated and ranked by the committee) (p.2);
	
	    b. Eliminate prescribed points system for ranking applications, leaving it to the committee to determine internally its own methods for ranking applications in accordance with the published evaluation criteria (p.2);
	
	4. Specified information to be included in notification of FCARG awards to applicant and to university (p.3).
	
	5. Standardization of terminology referring to applications having multiple co-applicants (p.3 ff.)
	
	6. Modification of award types, restoring $2500 award regardless of type of award (stipend-only, equipment-only ("spending account"), combination (p. 4).
	
	7. Modification of budgetary information reporting process, moving it out of evaluation stage to after applicant ranking (p. 4).
	
	8. Moved "proposal checklist" and "final report" instructions out of "Proposal Components" section to appropriate later sections of document (p. 5).

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 but no fewer than 5 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:
1. Establish new research (in the broad definition of the previous paragraph) at the university;
2. Support faculty in the continuation and completion of meritorious research;
3. 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:
1. Significance: Presentation of a well-focused and worthy purpose in the context of previous research.
2. 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.
3. 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.~~

- 2 -

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.

The Faculty Development office shall post ~~to its website, or an alternative accessible location,~~ 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:

1. **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.

2. **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

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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.

3. **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:
    a. as a stipend to support research time,
    b. as a spending account to support research materials, services and/or travel, or
    c. 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:
    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.

4. **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.

5. **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.

6. **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.

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

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

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

10. ~~**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.**~~

<u>Post-Grant-Completion Reporting</u>

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 <u>Kuali Build</u>.

<u>Important Notices</u>

- **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.**

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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.

<div style="border:1px solid">

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.

</div>

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

The form shown below can be found here: 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.

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.

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.

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		Project Title & Abstract		

Project Title: *

Abstract: *
(LIMIT: 100 words)

Project Narrative & Attachments

Project Narrative *	Curriculum Vitae *	Budget Form *
Select a File	Select a File	Select a File

Optional Appendices

Appendix A	Appendix B	Appendix C	Appendix D	Appendix E
Select a File	Select a File	Select a File	Select a File	Select a File

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 have not yet been submitted and continue editing them, please select **'My Documents.'**

There will be a space under this tab to select between 'Submitted' and 'Drafts.'
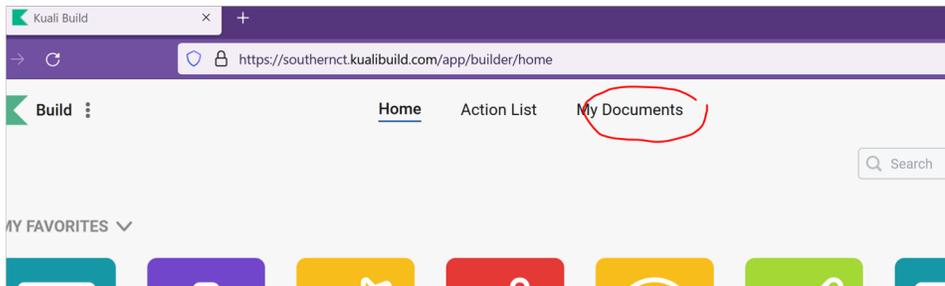
Select **'Discard'** only if you wish to clear the application form and start over.

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.*

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.

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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		

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

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

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Revisions to the Sabbatical Leave Document

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 for Faculty document and form; now, therefore, be it
Resolved,	That the following revisions to the Sabbatical Leave Procedures for Faculty document and form become effective for academic year 2026-27: Remove language in sections IV.A. and IV.B.1.b. that allows the application form to be submitted separately from the rest of the application materials; In the "Dates of Leave Requested" section, replace "From" and "To" fill-in-the-blanks with check-off boxes (Fall, Spring, Full Year).

Southern Connecticut State University

SCSU

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

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[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.

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

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

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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.

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 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

Appendix B: Sample Sabbatical Leave Form
SOUTHERN CONNECTICUT STATE UNIVERSITY
APPLICATION FOR SABBATICAL LEAVE

Name:_____   Date: _____

Academic Rank:_____   Date Tenure Granted: _____

Department: _____

Dates of leave requested: From _____ To _____

Fall Semester ☐   Spring Semester ☐   Full Academic Year ☐

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 Applicant   **Date**
(Indicates that all required elements of the application have been included in the
submitted document.)

Appendix C: Application for Sabbatical Leave Checklist

The proposal shall be organized as follows:

☐ Application Form

☐ Description of Project (limited to 3000 words, not including bibliography)
   o Title of Proposal
   o Conception and Definition of Project
   o Plan of Work in Detail: Include timeline, budget, travel arrangements, research arrangements, etc.
   o Bibliography

☐ Curriculum Vitae (limited to two pages)
   o 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.

☐ Supporting documents (e.g., letter of invitation) and/or other relevant material directly related to the sabbatical plan, including Sabbatical Leave Follow-up Reports from past sabbaticals (if applicable).

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), the appropriate Department, the Dean of the Candidate's college/school (or equivalent), 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.