

Faculty Senate Resolution Number S-2025-09

TO: Dwayne Smith, Ph.D., Interim President, Southern Connecticut State University
FROM: Natalie Starling, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding the Establishment of Procedures for Department Name and Status Changes

This resolution was approved by Faculty Senate on: March 12, 2025

XX This resolution is presented for APPROVAL

 This resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) days of receiving the Senate's recommendation."

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Natalie Starling

Natalie Starling, Ph.D., President, SCSU Faculty Senate

04/05/2025

Date

cc: Julia Irwin, Ph.D., Interim Provost and Vice-President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval



Resolution APPROVED



Resolution DISAPPROVED (Attach statement)

Resolution for Information

 Resolution NOTED (applies to Informational Resolutions only)

Dwayne Smith
Dwayne Smith (Apr 14, 2025 06:12 EDT)

Dwayne Smith, Ph.D., Interim President, SCSU

04/14/2025

Date

**SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE
RESOLUTION FOR THE ESTABLISHMENT OF PROCEDURES
FOR
DEPARTMENT NAME AND STATUS CHANGES**

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

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

Whereas, The Faculty Senate recognizes its duty per article 5.14 of the 2021-2025 collective bargaining agreement between CSU-AAUP and the Board of Regents of the Connecticut State Colleges and University System, “departments of a university shall be established by the University administration with the advice of the Senate according to criteria of commonality of interest and academic purpose.”; and

Whereas, The Faculty Senate recognizes the needs of the faculty regarding procedures for department name and status changes; and

Whereas, Providing faculty with clarity regarding steps for such changes, which have been developed through shared governance, is necessary; now, therefore, be it

Resolved, That effective beginning in the Fall semester 2025, the following procedures are established

Procedures for Department Name and Status Changes

The procedures herein shall be used for academic departments changing names, requesting a status change from a program to a department, splitting a department into two or more new departments, or splitting a department into continuation of the existing department and the establishing of one or more new departments. For the purposes of these procedures, a departmental merger is the combination of existing departments, programs, or “divisions or other major groupings of departments with some common interest” (§5.14) into a single new department.

Per article 5.14 of the 2021-2025 collective bargaining agreement between CSU-AAUP and the Board of Regents of the Connecticut State Colleges and University System, “departments of a university shall be established by the University administration with the advice of the Senate according to criteria of commonality of interest and academic purpose.”

To be effective in the Fall semester of the upcoming academic year, all approvals for department name and status changes shall be secured by **February 1**. If approvals occur after that time, the change may take place in the Fall semester which follows the upcoming academic year.

1. A written request for change(s) in name or status shall be submitted from the relevant department chair or, for programs not housed within a single department, the relevant program coordinator/director, to the appropriate Dean. The request shall include the department’s vote count.
2. The chair/coordinator/director shall simultaneously send the request to the leadership of the following:
 1. Faculty Senate (for “advice” per CBA 5.14 and 1.9)
 2. Graduate Council (for notification only*)
 3. Undergraduate Curriculum Forum (UCF) (for notification only*)
3. After responses from the Dean and Faculty Senate have been received, the requesting chair/coordinator/director shall submit the request with written copies of the Dean’s response and the advice from Faculty Senate to the Provost for approval.
4. The Office of the Provost shall be responsible for record-keeping and university-wide (faculty, staff, administration, and students) announcements.
5. Communication about the change(s) will be forwarded by the Office of the Provost to the following and each will be instructed to update records**, files, directories,

*As special committees of the Faculty Senate, Graduate Council and UCF may notify the Faculty Senate of concerns related to the proposed change(s) outlined in the notification.

**Receiving parties are responsible for notifying the Office of the Provost if additional documentation of the change(s) is requested.

websites/social media, external stakeholders, inventories, and other databases as relevant:

1. University President
 2. President's Leadership Team (PLT)
 3. Provost Council
 4. Council of Academic Chairs (CAC)
 5. Human Resources
 6. Finance
 7. Budgets
 8. Payroll
 9. Institutional Advancement/ICM
 10. Registrar's Office
 11. Sponsored Programs and Research (SPAR)/Institutional Research
 12. Office of Assessment & Planning
 13. OIT
 14. Telecommunications
 15. Facilities
 16. P-Card Office
 17. Mail Room
 18. Campus Police
 19. Bookstore
 20. Library
 21. Counseling Services
 22. First Year Experience (FYE)
 23. Early College
 24. Enrollment Management & Student Affairs
 25. Financial Aid
 26. Academic Advising
 27. Graduate and Professional Studies
 28. SCSU-AAUP
6. Following the formal university-wide announcement from the Office of the Provost, department(s) incurring change(s) shall also inform students in the major(s), minor(s) concentration (s), graduate students' program, certificate, post-baccalaureate (s) of the relevant department change(s).

*As special committees of the Faculty Senate, Graduate Council and UCF may notify the Faculty Senate of concerns related to the proposed change(s) outlined in the notification.

**Receiving parties are responsible for notifying the Office of the Provost if additional documentation of the change(s) is requested.