

## Chapter 4: Shared Governance

### UNIVERSITY ADMINISTRATION AND THE ROLE OF THE FACULTY IN SHARED GOVERNANCE

#### Quick Reference:

Senate Constitution	p. 4.4
Senate By-Laws	p. 4.9
Overview of Faculty Standing Committees	p. 4.18
Functions & Responsibilities for Standing Committees of the Faculty	p. 4.21
Curriculum Committee	p. 4.31
Graduate Studies Committee	p. 4.35
University Planning & Budget Committee	p. 4.46
Promotion & Tenure Committee	p. 4.40
Presidential Committees & Misc. Faculty Committees	p. 4.48

### **Overview: The CCSU System of Shared Governance-** **A brief description of layout and process**

In order to promote the principle of shared governance of the University, the BoT has recognized the need for a Faculty Senate in the Preamble to the CSU-AAUP/BoT contract by stating:



#### **The Contract on the Faculty Senate:**

“Collegiality in academic governance on each campus of Connecticut State University can best be accomplished through Senates selected by representatives of the appropriate campus constituencies in accordance with each institution's constitution and tradition. Matters of concern to the Senate include: (a) curriculum policy and curricular structure, (b) requirements for degrees and granting of degrees, (c) policies for recruitment, admission and retention of students, (d) academic policies relating to students, and (e) other matters of campus community concern.”

[Preamble, p.1-2, CBA 2007-2011]

The powers and responsibilities of the Senate define an overarching set of themes within which standing committees of the faculty operate. In short, the Senate has two roles—a decision-making authority role with regard to activities

in programs and classrooms, and an advisory role in matters of shared governance related to the University (such as planning & budget). Specifically, the Senate Constitution states:

2.2. The Faculty Senate has decision-making authority in such areas as curriculum matters, degree requirements, scholastic standards, academic freedom, admission policies, and student behavior.

2.3. The Faculty Senate serves in an advisory capacity in the appointment of administrative officers, budget and planning matters, university organizational structure, promotion and tenure policy, and in other matters affecting the educational quality and mission of the university.

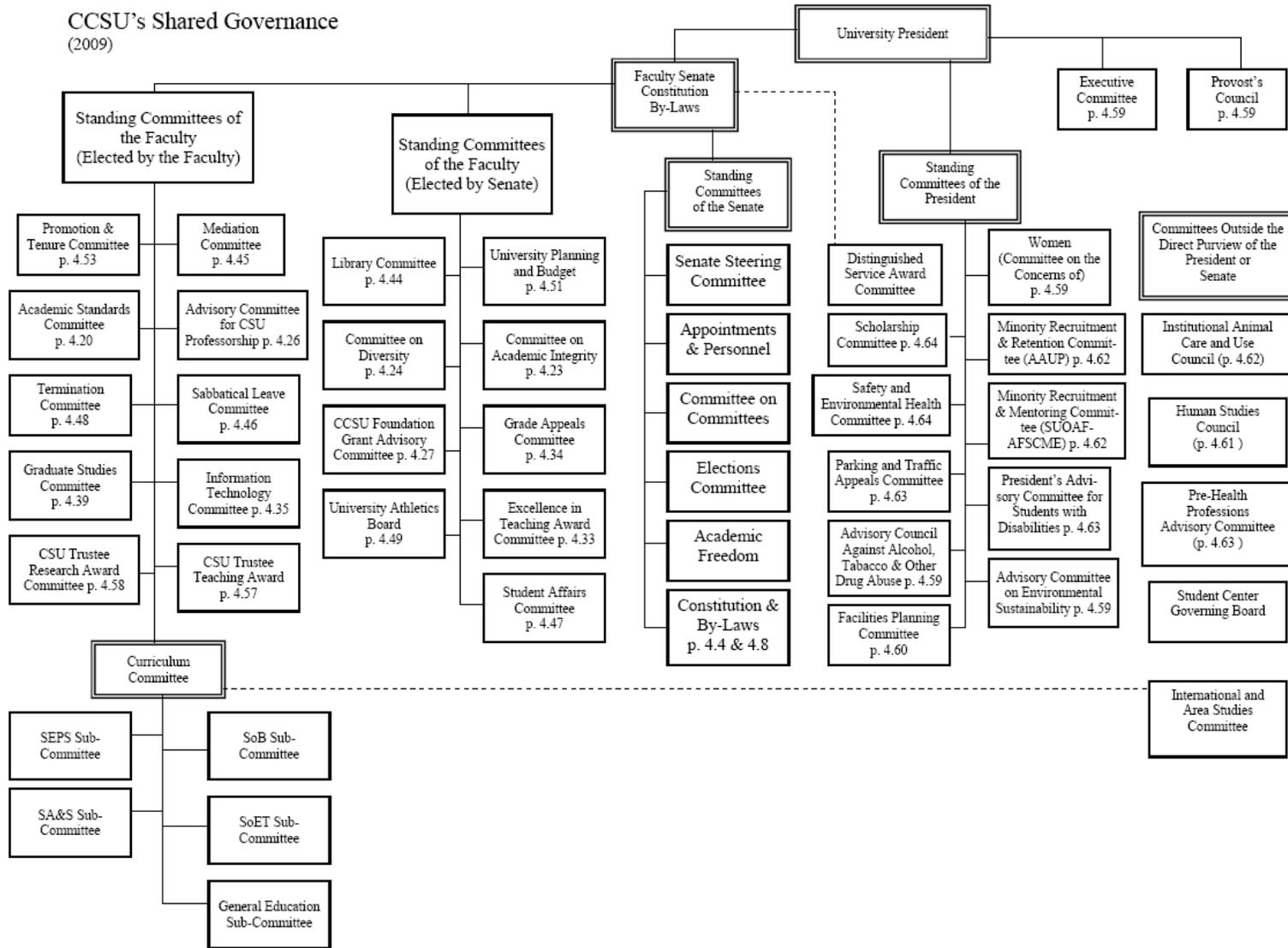
The Senate delegates the decision-making and advisory duties to standing committees of the faculty, whose members are elected by the faculty according to specified protocols. All standing committees are required to report to the Senate annually.

The Senate is a deliberative body that follows rules of order to protect all of its members and to conduct business in an organized and equitable manner. Whereas some Senate models restrict membership to tenured, full-time instructional faculty, CCSU has adopted a model that is primarily based upon representations from departments in every academic school, plus representation from other AAUP units such as part-time faculty, counselors, librarians, and coaches, as well as non-AAUP administrative faculty, non-voting managerial staff, and students. The Constitution and By-Laws found on pages 4.4 - 4.17 specify the recognized areas where faculty shared governance is guaranteed, as well as point out the procedures by which the faculty conducts business.

The President also has standing committees to which faculty members are appointed, and there are faculty committees that do not report directly to the Senate or the President (e.g., The Human Studies Council is under the direction of the Dean of Graduate Studies).

A general layout of the University's governance structure is shown in the following figure.

CCSU's Shared Governance  
(2009)



# The Constitution of the Faculty Senate

*(Revision adopted April 12, 2010)*

## 1. Preamble

1.1. In order to take a more effective role in the governance of the University, we the faculty of Central Connecticut State University do establish the Faculty Senate with the following powers and responsibilities.

1.2. In this Constitution and in the By-Laws of the Faculty Senate the terms "Faculty Senate" and "Senate" shall be considered equivalent, the term "President," unless otherwise specified by context, shall mean the President of the Faculty Senate, the terms "Central Connecticut State University," "CCSU," and "University" shall be considered equivalent, and "faculty" shall refer to all constituencies represented in the Faculty Senate as defined by this Constitution. Except where specifically defined differently, "teaching faculty" shall refer to all individuals who are full or part-time employees represented by AAUP and whose primary job description involves classroom teaching; such an individual shall be considered teaching faculty even if non-teaching reassigned time takes more than half of his or her load credit. Except where explicitly defined differently, "administrative faculty" shall refer to individuals represented by SUOAF-AFSCME.

## 2. Powers and Responsibilities

2.1. Within the limits imposed by the Board of Trustees for the Connecticut State University, academic policies of the University are a responsibility of the faculty of the University. The powers of the faculty are delegated to the Faculty Senate, which represents the will of the faculty.

2.2. The Faculty Senate has decision-making authority in such areas as curriculum matters, degree requirements, scholastic standards, academic freedom, admission policies, and student behavior.

2.3. The Faculty Senate serves in an advisory capacity in the appointment of administrative officers, budget and planning matters, university organizational structure, promotion and tenure policy, and in other matters affecting the educational quality and mission of the university.

2.4. The Faculty Senate is the sole legislative body representing the faculty. Therefore, all of the University's Standing Committees shall report directly to the Faculty Senate. Furthermore, each standing committee, except those dealing with individual personnel or individual student issues (such as the Mediation, Termination, Promotion and Tenure, and Grade Appeals committees), which shall follow any reporting procedures specified by their committee by-laws, shall send one copy of all minutes and reports to the Secretary of the Faculty Senate. The Secretary of the Faculty Senate shall forward the minutes and reports to the President of the Faculty Senate, and each Senator shall receive a copy of the minutes and reports or be able to download a copy of the minutes and reports from

any University standing committee. Any jurisdictional question arising out of the work of a standing committee shall be decided by the Faculty Senate.

### 3. Organization

#### 3.1. Constituency from the Teaching Faculty (represented by AAUP)

3.1.1. The Faculty Senate shall include one faculty member for every fifteen full-time members, or fraction thereof, elected from each academic department. For the purpose of computing senatorial representation, all full-time faculty members within a group shall be counted, except as may be specified elsewhere in this Constitution. No department chairperson or interim chairperson shall be eligible to vote for, or to serve as, Senator or alternate from any department.

3.1.2. There shall be three Senators and three alternates who are part-time faculty at CCSU and are not full-time employees at this or any other institution of higher education. A Senator elected as a representative of part-time faculty may continue to serve as a Senator notwithstanding temporary full-time appointment, and such a Senator shall not vote in or be counted as part of a departmental constituency. These members will be elected (following procedures adopted by the Senate) in the spring semester of even-numbered years. No more than one Senator and one alternate may come from the same department. The election of part-time faculty Senators shall be conducted by the Senate Elections Committee.

3.1.3. Counselors shall elect one senator for every fifteen faculty members, or fraction thereof, of their number.

3.1.4 The unclassified, full-time library faculty members shall elect one senator for every fifteen faculty members, or a fraction thereof, of their number.

3.1.5 The unclassified, full-time faculty members who are coaches and non-instructional athletic trainers shall elect one senator for every fifteen faculty members, or a fraction thereof, of their number.

3.1.6 The department chairpersons in each of the duly established academic schools of the University shall elect one senator for every fifteen members, or fraction thereof, of their number. This same provision shall extend to any academic school of the University created in the future.

#### 3.2. Constituency from Administrative Faculty

The unclassified, full-time faculty members (represented by SUOAF-AFSCME), excluding those named in Sections 3.1., shall elect one Senator for every fifteen members, or fraction thereof, of SUOAF-AFSCME personnel. The President of the University shall certify the number thereof and cause the election to take place.

3.3. Each-constituency of the University shall elect as many permanent alternates as Senators. Elected alternates must meet the same requirements as elected Senators.

3.4. All of the following administrators shall be non-voting members of the Faculty Senate ex-officio: the President of the University, the Vice President of Academic Affairs, and the academic and graduate Deans or their chosen representatives.

### 3.5. Term in Office

3.5.1. The term of office for a voting Senator shall be two years. Vacancies shall be filled by the elected alternate for the remainder of the unexpired term and a new alternate shall be elected.

3.5.2. A voting member of the Faculty Senate may be elected for a total of three consecutive terms irrespective of the constituency represented.

3.5.3. In the event of a Senator's election to the Presidency, Vice-Presidency, or Secretaryship of the Faculty Senate, the senator shall complete the two-year term provided for these offices without regard to the length of time remaining in the Senator's elected term.

3.5.4. The constituency represented by the President of the Faculty Senate shall elect a replacement to complete their regular term of office.

3.5.5. As constituencies become eligible for additional representation, the original term shall be for one or two years so as to provide staggered terms.

3.6. The election of Senators shall be held not later than the last school day of the academic year preceding the term during which the Senator is to serve. Additional representatives shall be elected by any constituency as soon as it is entitled to them.

3.7. For the purpose of computing senatorial constituencies all full-time faculty members within a group shall be counted.

3.8. The Faculty Senate shall elect a President from among its members to serve for two years. The President of the Senate for his or her duties shall receive three hours of reassigned time per semester if a full-time teaching faculty member, pay for three hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.9. The Faculty Senate shall elect a Vice President from among its members to serve for two years. The Vice President of the Senate for his or her duties shall receive one and a half hours of reassigned time per semester if a full-time teaching faculty member, pay for one and a half hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.10. The Faculty Senate shall elect a Secretary from among its members to serve for two years. The Secretary of the Senate for his or her duties shall receive three hours of reassigned time per semester if a full-time teaching faculty member, pay for three hours per semester if a part-time faculty member, or similar reduction in work load if a member of another employee category.

3.11. Officers are elected by the Senate to serve the Senate and may be removed from office by a majority vote of the Senate. A motion to remove an officer may be made as part of the ordinary course of business of the Senate, but a vote on such a motion shall not be held until the first Senate meeting after the meeting at which the motion is made. The motion to remove an officer shall be the first order of business after the vote on approval of minutes.

#### 4. Restrictions

4.1. The Faculty Senate derives its powers from the faculty, and therefore any decisions of that Senate may be reviewed and reversed by a vote of the faculty. If twenty-five or more faculty members so petition, the Office of the President of the University or the Senate Elections Committee upon receipt of such petition shall, within three calendar weeks hold a Special Session of the faculty to consider the items contained in the petition. The Office of the President of the University or the Senate Elections Committee upon receipt of such a petition shall notify the President of the Faculty Senate what matters have been cited in the petition and indicate that all action on these matters shall be suspended pending disposition by the faculty. The Office of the President of the University and the Senate Elections Committee shall ascertain the validity of the signatures on any petition so submitted. The final decision on petitioned items shall be made, subsequent to the Special Session, by a majority of those voting in a secret ballot of the entire faculty to be completed within two weeks of the Special Session. If a such a petition is delivered within one month of the end of a semester, the Senate Elections Committee shall have authority, after consultation with the Senate President and the Office of the President of the University, to decide either to complete the process of Special Session and vote before the end of that semester, or to delay the process until the first three weeks of the subsequent semester.

4.2. The agenda of each Faculty Senate meeting shall be made available to each faculty member by an e-mail message from the Senate Secretary at least five calendar days before the meeting, and the minutes of the previous Faculty Senate meetings shall be made available at the same time and in the same way. Such an e-mail message may either contain the agenda and minutes or refer faculty to postings of the agenda and minutes on the Senate website or other readily accessible electronic location. The Office of the President of the University shall assist the Secretary in making such e-mail contact with the entire faculty possible.

4.3. Respective of Collective Bargaining agreements, Senators representing SUOAF-AFSCME shall not be franchised to vote in the election of members of the University-wide Committee on Instructional Faculty Promotion and Tenure.

4.4. The vote of each Senator on roll call votes shall be included in the minutes.

4.5. Any Senator or alternate, or member of any faculty-wide, University-wide, or Senate committee may be recalled by a majority vote of the constituency that elected that Senator, alternate, or committee member; such a recall vote shall be initiated by a petition of any five members of that constituency. If the bylaws of a constituency has a provision for recall of a Senator or committee member that differs from the procedure described in the preceding sentence, the constituency's bylaws shall take precedence.

4.6. Amendments to this Constitution of the Faculty Senate shall be voted on by the Faculty Senate after initiation by recommendation of the Committee on Constitution and By-Laws, by a motion by an individual Senator according to the ordinary rules of procedure of the Senate, or by petition to the Senate by 15 or more members of the faculty.

4.7. An amendment to this Constitution of the Faculty Senate shall go into effect immediately on passage by a vote of the majority voting in a secret ballot of the entire faculty. This secret ballot shall be conducted by the Senate Elections Committee with assistance from the Office of the President of the University. This secret ballot shall be conducted within 14 calendar days of the passage of an amendment by the Senate or, if a proposed amendment is not passed by the Senate and is subject to a petition, in accordance with article 4.1. of this Constitution concerning the right of the faculty to reverse Senate decisions.

## The By-Laws of the Faculty Senate

*(Revisions adopted February 8, 2010)*

### 1. Elections Procedures

1.1. In the Spring of each academic year, the Office of the President of the University, in consultation with the unions representing Faculty Senate constituencies, shall prepare lists of eligible voters and convey those lists by March 15 to those responsible for conducting elections in each constituency, including department chairs and the Senate Elections Committee.

1.2. Voting eligibility and the calculation of the number of Senators for constituencies shall be according to the following rules:

1.2.1. Individuals are counted as voting members of a constituency regardless of term of employment or leave status.

1.2.2. Prospective employees who have not yet started their employment at the University are not counted as voting members of any constituency.

1.2.3. An individual may vote in no more than one constituency.

1.2.4. An individual who is a full-time employee of the University in one constituency represented in the Senate and who is a part-time employee of the University in another constituency represented in the Senate shall be eligible to vote and be counted in the calculation of Senate representation only as a member of the full-time constituency.

1.2.5. An individual who has been a part-time faculty member who becomes a full-time faculty member shall be counted as a full-time faculty member for purposes of voting and calculation of Senate representation unless such an individual is serving as a Senator or alternate representing part-time faculty.

1.3. Within five days of the completion of an election of a Senator or Senators, the committee, individual, or office responsible for conducting the election shall notify the Office of the President of the University, the President of the Faculty Senate, and the Senate Elections Committee of the Senator or Senators and alternate or alternates elected.

1.4. The Office of the President of the University shall publish the membership of each year's Senate before the beginning of each academic year.

1.5. Each ex-officio Senator may designate a permanent alternate each academic year who shall have no vote. Elected alternates shall meet the same requirements as elected Senators. The permanent alternate is the only one who may substitute for a

Senator. Elected alternates shall be elected by the same procedures used for election of Senators. No individual may cast more than one vote.

1.6. Replacements and additions to the membership during the year shall be in accord with applicable procedures above.

## 2. Organization

### 2.1. Elections of the Senate Elections Committee and Elections for Senate President, Vice President, and Secretary

2.1.1. The first order of business of each initial fall meeting of the Faculty Senate shall be the election of the members of the Elections Committee. Nominations shall be made from the floor and seconded. Election shall be by a majority of the Senators present and voting. The Elections Committee shall make nominations for all vacant positions on other elected committees at the next regular Senate meeting. All faculty members shall be asked by the President of the Senate to indicate their committee preferences at the beginning of each fall semester.

2.1.2. During the Spring semester of even numbered calendar years, the Senate shall solicit nominations for President, Vice-President, and Secretary from its existing Senators. The election of officers shall occur at the first regularly scheduled Senate meeting in April.

### 2.2. Meetings

2.2.1. The Senate shall meet on the second and fourth Mondays in February, April, September, October, and November, on the second Monday in March, May, and December, and on the fourth Monday in January. In the event that classes are not in session on any of the above dates, the President may cancel the meeting or set an alternative time for the Senate to meet.

2.2.2. An emergency-meeting may be called at any time by the President of the Senate after consulting with the Steering Committee of the Senate.

2.2.3. An emergency meeting of the Senate shall be called by the President of the Senate upon receipt of a written petition signed by at least ten Senators.

2.2.4. In the event of the absence of both the President and the Vice President at any regular or emergency Senate meeting, the Senate shall organize itself and elect a temporary presiding officer, who shall preside only as long as both the President and Vice President are absent.

### 2.3. The President of the Senate

2.3.1. The President shall report all approved Bills and Resolutions to the President of the University. A "Resolution" is defined as an expression of the sentiment of the Senate which requires no action by the President of the University. A "Bill" requires action by the President of the University. The President of the Senate shall, with the help of the Secretary, keep a running account of these Bills and Resolutions, by their numbers, which shall be published annually in the first minutes of the Senate's regular sessions. In this record of Bills and Resolutions, the status of each shall be noted.

2.3.2. The President may address the Senate at any time.

2.3.3. In emergencies, that is, in the case of a major disruption of the ordinary academic activities of the University, the President of the Senate shall be called upon as an adviser to the President of the University.

2.3.4. On ceremonial occasions, such as graduations and inaugurations, the President of the Senate shall be given a proper and honored place.

2.3.5. Before making any remarks in general faculty meetings, the President shall make it clear whether these remarks are made on behalf of the Senate or as an individual faculty member.

2.3.6. The President shall annually appoint a Parliamentarian.

2.3.7. The President shall call and preside over the meeting at which a successor is chosen. Tenure of office shall cease upon the first meeting of the Fall semester in even numbered calendar years when the President-Elect shall assume the leadership of the Senate.

### 2.4. The Vice President of the Senate

2.4.1. The tenure of office for the Vice President shall cease upon the first meeting of the Fall semester in even numbered calendar years when the Vice President-Elect shall assume his or her position in the Senate.

2.4.2. In the absence of the President, the Vice President shall preside with the full authority of the President. The Vice President shall be a member of the Steering Committee.

## 2.5. The Secretary

2.5.1. The Secretary shall prepare and distribute the minutes, call the roll on roll call votes, and call the time under limited debate. The Secretary shall be a member of the Steering Committee.

## 2.6. Standing Committees of the Senate and Their Duties

2.6.1. The Steering Committee shall consist of the Vice President, The Secretary, and from three to five senators appointed annually by the President of the Senate. The number of Senators appointed shall depend on the constituencies represented by the President of the Senate, the Vice President and the Secretary. The Steering Committee (including; the President of the Senate) shall include Senators representing at least one of each of the following constituencies: Arts and Sciences; Business; Education and Professional Studies; Engineering and Technology; and a combined constituency that includes librarians, coaches and athletic trainers, counselors, part-time faculty and administrative faculty. Appointments shall be confirmed by a majority vote of the Senate at the first regularly scheduled Senate meeting after the appointments are announced. In the event that an appointment is not confirmed, the President of the Senate shall make another appointment. This committee meets with the President of the Senate before each regular meeting to determine the agenda. It shall assign each Bill or Resolution a number running continuously from "FS-1" on. Should a Bill or Resolution arise in debate, the Secretary shall immediately assign it an appropriate number. The agenda, as agreed upon by the Steering committee, shall be sent to all members of the Faculty prior to each meeting.

2.6.2. The Elections Committee shall consist of six Senators elected annually from different areas of the University. This Committee makes nominations for and conducts all internal Senate elections and University-wide elections that are the responsibility of the Senate. The Committee's nominations shall be distributed to Senators so as to allow sufficient time for Senators to consult their constituents. Nominations by the Elections Committee shall not require a second. Before all elections within the competence of this committee, the floor of the Senate shall be opened for further nominations. Nominations from the floor shall require seconds. In elections to University-wide committees a plurality of at least forty (40) percent of those voting is required for election. In the event that a sufficient number of candidates are not elected, the following runoff procedure shall be used for a first run-off:

Number to be elected

1

2 or more

Number to be in nomination

2 leading candidates

2 or more than the number of vacancies

If subsequent run-offs are required, then only one (1) more than the number of candidates to be elected shall be on the ballot.

2.6.3. The Committee on Committees shall consist of three Senators elected by the Senate annually to review and keep up-to-date the committees of the Senate and the Functions and Responsibilities of Standing Committees of the Faculty. All Standing Committees of the Faculty should be reviewed by the Senate on a three-year cycle beginning in the 1995-96 school year. This review should include one-third of all committees each year. There should be no overlapping or duplication of standing committee responsibilities. The Committee on Committees shall report to the Senate by the end of the Spring semester.

2.6.4. The Committee on Appointments and Personnel shall consist of three Senators elected by the Senate annually. It shall consult with the Administration on University-wide appointments. It shall oversee the procedures for the implementation of the personnel policies provided in the existing collective bargaining contracts.

2.6.5. The Committee on Constitution and By-Laws shall consist of the Parliamentarian and two Senators elected annually.

2.6.6. The Committee on Academic Freedom shall consist of three Senators elected annually and shall review and report to the Senate all matters involving academic freedom within the University, advise and consult with the faculty and administration on issues of academic freedom and promote an awareness of these issues throughout the University community. The Committee shall elect its own chairperson and shall present an annual report to the Senate during the spring.

2.6.7. Where committee representation is by school (e.g., the Academic Standards Committee) elections will be specific to that school unless otherwise stated in a committee description.

## 2.7. Standing Committees of the Faculty Elected University-Wide, with Special Contractual Obligations

2.7.1. The Elections Committee supervises university-wide elections to the Mediation Committee for Instructional Faculty and the Termination Appeals Committee for Instructional Faculty. These elections shall be held in the Spring for a term beginning in the Fall. An interim vacancy shall be filled as needed. The Elections Committee will propose panels of nominees to the faculty. The Elections Committee will survey the faculty to determine interest in particular committee service.

## 2.8. Standing Committees of the Faculty

### 2.8.1. Standing Committees of the Faculty with Members Elected by the Senate

The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections in the Senate for the following Standing Committees of the Faculty:

Committee on Academic Integrity

Committee on Diversity

CCSU Foundation Grant Advisory Committee

Excellence in Teaching Award Committee

Grade Appeals Committee

Library Committee

Safety and Environmental Health Committee

Student Affairs Committee

University Athletics Board

University Planning and Budget

The members of these committees shall be elected annually in the spring for terms beginning in the fall. Interim vacancies shall be filled as needed.

### 2.8.2. Standing Committees of the Faculty with Members Elected by the Faculty.

The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections from amongst the faculty for the following Standing Committees of the Faculty:

Advisory Committee for CSU Professorship

Information Technology Committee

Mediation Committee

Sabbatical Leave Committee (AAUP)

Termination Hearing Committee

## University-Wide Committee on Instructional Faculty Promotion and Tenure

The members of these committees shall be elected annually in the spring for terms beginning in the fall. Interim vacancies shall be filled as needed.

### 2.9. Administrative Committees with members Elected by the Senate

2.9.1. The Elections Committee shall solicit nominations, shall determine indications of willingness to serve, and shall conduct elections for the Distinguished Service Award Committee. The members of the Distinguished Service Award Committee shall be elected annually by the Senate in the spring for terms beginning in the fall. Interim vacancies shall be filled as needed.

2.10. Members of standing committees who either have missed three (3) regularly scheduled or generally announced consecutive meetings or who have not notified the committee Chair of their intention to serve by the first of November may, by discretion of the Chair, have forfeited membership for that academic year. In such cases, the committee Chair will notify the electing or appointing body.

2.11.1. To allow access to committee service and to prevent undue accumulation of individual power, elected, non-ex-officio membership in committees described in these By-Laws shall be limited to no more than six consecutive years at a time, with at least a one year gap in service before being allowed to serve on the same committee again, except where otherwise specified in these By-Laws.

2.11.2. The Senate may, on a case by case basis, for stated cause, by two-thirds vote, permit individuals to remain on a committee for additional terms. This provision to extend terms shall not apply to the Senate itself, to the Promotion and Tenure Committee, to the Mediation Committee for Instructional Faculty, or to the Termination Appeals Committee for Instructional Faculty.

2.12. The Senate may, on a case by case basis, for stated cause, by two-thirds vote, temporarily enlarge a committee or permit individuals not eligible to serve on a committee to serve on that committee. This provision to allow special membership on a committee shall not apply to the Senate itself, to the Promotion and Tenure Committee, to Mediation Committee for Instructional Faculty, or to the Termination Appeals Committee for Instructional Faculty.

### 3. Floor Procedures

3.1. Robert's Rules of Order in its latest edition, shall be used to regulate the meetings of the Senate except where they are in conflict with the Constitution or By-Laws of the Faculty Senate.

3.2. The Steering Committee shall place items on the agenda, shall request that the President of the Senate conduct open hearings on items, or shall request that the President of the Senate refer items to another committee for comment and study. The Steering Committee shall arrange for the distribution to each faculty member a copy of any proposal, be it resolution, report, or other document, from any committee of the University at least seven days in advance of the meeting at which the proposal appears as an agenda item. To recommit an item back to the Standing Committee, however, requires a vote of the Senate.

3.3. The order of business shall normally be: Minutes, Announcements, Faculty Standing Committee reports, Senate Committee reports, Old Business, New Business. A committee chair shall have the right to participate in Senate discussion when making a report to the Senate or when business is before the Senate that affects the operation of his or her committee. The President of the Senate may use his or her discretion as to the participation of non-Senators in discussion. Faculty Senate meetings are open, and the Steering Committee should make efforts to see that meetings are held in a way to accommodate those interested in attending. When, despite such efforts, space is limited, priority attendance should be given to members of constituencies represented in the Senate.

3.4. A roll call vote shall be taken on any motion upon the request of a Senator unless there is objection. If objection is heard, the affirmative vote of five or more Senators shall be required to over-rule the objection. The roll call vote of each Senator shall be recorded in the minutes as "Yes", "No", "Abstain", or "Absent". A majority of the Senate may require any vote to be taken by secret ballot. Whenever a meeting is adjourned for lack of a quorum, the roll shall be taken and printed in the minutes.

3.5. All elections shall be by secret ballot.

3.6. Any parliamentary error made in one session but noted in the next shall become immediately the first "Announcement," and the Senate shall judge whether the error is to stand or be corrected.

3.7. All Bills and Resolutions, duly numbered and passed, shall be reported to the President of the University within five school days of the session in which they are passed. Bills shall be returned to the President of the Senate marked: "approved", "disapproved", or "deferred", within ten school days of their receipt. If a Bill is not approved or deferred, the President of the University shall append an explanatory comment. All Senators shall be notified by the President of the Senate, of the President's action concerning a duly numbered Bill within twenty school days of such action. If a Bill is approved, the President of the University shall circulate the contents as University policy within ten days of approval and cause the same to be printed in the appropriate official University publication.

#### 4. Miscellaneous Rules and Regulations

4.1. Provisions in these By-Laws pertaining to the conduct of a meeting and not pertaining to the rights of Senators or to the representation of faculty may be suspended for all or a portion of a meeting by majority vote.

4.2. These By-Laws may be amended by a majority vote. A copy of any proposed amendment to these By-Laws must be circulated to every Senator at least seven days in advance of the meeting at which the amendment will be considered, and notice of it must appear on the meeting agenda.

4.3. These By-Laws shall become effective immediately upon passage by the Faculty Senate and shall be published in the Faculty Handbook.

## Overview of Faculty Standing Committees

This section presents the by-laws (or functions and responsibilities) for the Standing Committees of the Faculty. If a committee wishes to change by-laws, functions and/or responsibilities, it must seek Senate approval— typically the committee would work on suggested changes with the Senate’s Committee on Committees. For the most up to date information regarding these committees, see the Faculty Senate website: <http://web.ccsu.edu/facsenate/>.

### Committee Etiquette

Not all of these committees are explicitly required to report to the Faculty Senate every academic year; however, all are encouraged to do so as a courtesy to their fellow faculty members. Pursuant to article 2.4 in the Faculty Senate Constitution, each standing committee—except those dealing with individual personnel or individual student issues (such as the Mediation, Termination, Promotion and Tenure, and Grade Appeals committees)—shall report to the Faculty Senate by sending minutes or reports to the Secretary (who then forwards items to the President and Senators). If no issues are raised in the report, the Senate President can simply ‘receive’ the report and mention it as an announcement during a Senate meeting.



#### **Robert Rules of Order: Motions to Adopt (in Total) are Rare & Motions to Receive are Superfluous**

“Reports are received when they are presented. A motion to receive them after the fact is superfluous.” Also: “Sometimes, a report contains recommendations or suggests the need for the group to take some specific action. In those cases, the presiding officer states the question on the motion that arises from the report, not on whether to adopt the recommendations contained in the report, and not on whether to receive, adopt, or accept the report.” [Pages 293-294. “Robert’s Rules for Dummies” by C. Alan Jennings]

Alternatively, the Steering Committee of the Faculty Senate can, at the Faculty Senate President’s behest, place an item on the agenda. In accordance with Faculty Senate by-law 3.2, any proposal, resolution, report, or document must be distributed seven days prior to the meeting if it is on the Senate agenda. Therefore, committees must be mindful not to wait until the end of the academic semester to report. If too many committees report at the last minute, the Senate may not have adequate time to digest and reflect upon actionable items. This in turn leads to proposals that are hastily accepted, rejected, or indefinitely postponed. A committee report that is postponed on the floor of the Senate would need a favorable Senate vote to recommit it back to the Steering Committee, causing further delay or potential dismissal of the committee’s work (Faculty Senate by-laws 3.2).

***Committee Member Service—Come Prepared to Do Business on the Agenda***

In terms of service, it is advisable to show up to every meeting prepared and informed. Pursuant to section 2.10 in the Faculty Senate by-laws, “Members of standing committees who either have missed three (3) regularly scheduled or generally announced consecutive meetings or who have not notified the committee Chair of their intention to serve by the first of November may, by discretion of the Chair, have forfeited membership for that academic year. In such cases, the committee Chair will notify the electing or appointing body.” It is suggested that newly elected members not only familiarize themselves with the current by-laws of the committee but also seek information on what the committee has done in its recent past.

The rest of this section breaks down the Standing Committees of the Faculty. First, the Function and Responsibilities of all Standing Committees of the Faculty are listed. The Standing Committees of the Faculty are broken down into two groups: those whose members are elected by the Faculty Senate and those whose members are elected by the faculty. It is important to note that the committee elections in the Senate do not restrict nominations in every case only to Senators (except for Standing Committees of the Senate); interested candidates who are not Senators may show up as guests and accept nominations.

**The Two Types of Faculty Committees**

There are two subdivisions of Standing Committees of the Faculty. There are Standing Committees of the Faculty whose elections are held during Faculty Senate meetings. Those committees are:

- Academic Integrity Committee
- Advisory Committee for CSU Professorship
- CCSU Foundation Grant Advisory Committee
- Diversity Committee
- Excellence in Teaching Award Committee
- Grade Appeals Committee
- Library Committee
- Student Affairs Committee
- University Athletics Board
- University Planning and Budget Committee (UPBC)

The faculty members of the remaining Standing Committees of the Faculty are elected by processes involving the entire faculty. These committees are:

- Academic Assessment Committee
- Academic Standards Committee
- Committee on Academic Advising
- Information Technology Committee
- Mediation Committee
- Sabbatical Leave Committee
- Termination Hearing Committee
- Promotion and Tenure Committee
- CSU Trustees Teaching Award Committee

### CSU Trustees Research Award Committee

Other committees are elected by School, Program or Department. These committees are:

Curriculum Committee (elected by Department)

Graduate Studies Committee (elected by Department)

International and Area Studies Committee (elected with Programs)

The following list of committees provides basic information on each committee's membership, function, and purpose. For up-to-date AND complete information on each committee's membership, by-laws, website, and meeting dates, please see the listing at the Faculty Senate website:

<http://web.ccsu.edu/facsenate/senatecommitteewebsite/CommitteeList.html#top> .

## Functions and Responsibilities for Standing Committees of the Faculty

(Revised May 7<sup>th</sup>, 2001, <http://www.ccsu.edu/facsenate/Minutes/Minutes2000-01/Minutes05-07-2001.htm>)

### *General Statements*

- A. Within the limits established by the Board of Trustees for the Connecticut State University and provisions set forth in the approved Policies and Procedures for the State University Faculties, the academic faculty and administration share jointly the establishing of University Policy.
- B. The Faculty formulates and recommends policy through the Faculty Senate and through Standing Committees of the Faculty.
- C. The Faculty Senate is recognized as the instrument of the Faculty with the functions and responsibilities indicated in the Constitution of the Faculty Senate of Central Connecticut State University, approved by vote of the Faculty on May 9, 1974.
- D. The President of the University, having the ultimate responsibility for the operation of the University, shall have veto powers concerning all matters of policy. All Faculty Senate and Departmental Appointees to Standing Committees are subject to the approval of the President.
- E. It shall be the prerogative of the Vice President for Academic Affairs to sit as an ex-officio member of any committee to which he/she is not specifically assigned.
- F. Each Standing Committee of the Faculty as well as the Faculty Senate shall forward one copy of the minutes of each of its meetings to the University Library for retention in the archives of the University. For information purposes only, each Standing Committee of the Faculty shall forward one copy of the minutes for their meetings to the President of the Faculty Senate and to Chairpersons of each Department. The President of the Faculty Senate shall make these minutes available to Faculty Senators.
- G. All policy recommendations requiring Faculty approval shall be submitted in writing to the members of the Faculty Senate at least seven days prior to the meeting at which the proposal is to appear as an agenda item.
- H. Every Senate Committee of the Faculty shall have a statement of purpose including functions, responsibilities, and by-laws. How members are chosen, their number and length of service— both of a single term and number of consecutive terms— should be stated. It is important, that, if possible, the committee's meeting times be included in this statement. The maximum length of continuous service on any standing committee for elected members is either (1) three consecutive two-year terms or (2) two consecutive three-year terms. Members on Standing Committees of the Faculty that are elected into office during their last term shall be granted a one-term extension. Committees may include in their by-laws more restrictive service limits, but they may not extend these service limits.

I. Any committee with five (5) or more elected members must have representation from at least two schools. For operational efficiency, it is recommended that Standing Committees of the Faculty hold elected membership to seven (7) or fewer in most cases. No department shall have more than one member per committee where that committee's business directly impacts that department.

J. All Standing Committees of the Faculty are to organize themselves by October 15th and are to report names of their elected chairs to the Senate in order that these be published with the minutes of the first Senate meeting of November. The Senate President shall charge a committee member to schedule an organizational meeting. Those committees whose deliberations do not involve confidentiality should also report their meeting times.

K. All Standing Committees of the Faculty Senate and all Standing Committees of the Faculty are to report at least once annually to the Faculty Senate.

L. Formation of new or *ad hoc* Standing Committees of the Faculty Senate and Standing Committees of the Faculty shall be by the action of the Faculty Senate. At the time of formation, the membership, means of selection, and the specific functions and responsibilities of the new committee must be clearly defined. Upon approval of the Faculty Senate, the name, functions, responsibilities, and by-laws will be posted in the listed descriptions of Standing Committees of the Faculty in the Faculty Handbook. It is the responsibility of the Faculty Senate to keep this document up-to-date.

M. In the following committee descriptions four definitions are assumed:

1. *Committee* refers only to such a group with membership and responsibilities beyond a single department or school.

2. *Instructional/Teaching Faculty* are those represented by AAUP; *Administrative Faculty* are those represented by SUOAF/ AFSCME.

3. *Membership* implies full-time faculty. However, if a part-time member participates on a committee, then they do so only on their own volition and on a volunteer basis.

## Academic Assessment Committee

### *Membership*

Committee membership will consist of:

- Twelve (12) voting faculty members to be elected by the faculty, with at least one (1) from each School. Elected members serve staggered three-year terms and may serve no more than two consecutive full terms.
- The Deans of each School may choose to appoint one (1) additional voting faculty member to the Committee. Appointed faculty members serve one-year terms, for up to six consecutive years.
- The Director of Institutional Research and Assessment is a non-voting (ex-officio) member of the Committee

### *Mission*

The Academic Assessment Committee is a standing Committee of the Faculty elected by the Faculty and serves as the primary advisory body about practices for the evaluation of student learning outcomes in CCSU's undergraduate and graduate programs. The Committee also coordinates, but does not implement, the overall program for the assessment of general education learning outcomes. The Committee is responsible for providing feedback and support to Departments by reviewing reports about their assessment of student learning outcomes, and for identifying and disseminating promising assessment practices. <http://www.ccsu.edu/oira/assessment/committee/ByLaws.htm>

The primary functions of the Academic Assessment Committee are to:

- Provide feedback and support about assessment to Departments on a multi-year cycle through a review of reports about the assessment of student learning in their programs and in general education courses offered by the Department. The Committee addresses assessment models, plans, and use of findings but will not evaluate the level of student performance or learning.
- Identify outstanding or promising assessment practices and make recommendations for awards or grant funding, when available.
- Coordinate the assessment of general education learning outcomes by establishing procedures and practices by which Department-based assessment findings may be connected and aggregated.
- Communicate with the General Education Subcommittee of the Curriculum Committee about student learning in general education and make appropriate suggestions based on findings from assessment.
- Communicate with faculty and the University community to highlight promising assessment models and promote faculty ownership of the assessment process.
- Advise the Office of Academic Affairs about institution-wide initiatives to assess student learning outcomes.
- Consult in the selection of a faculty representative to the CSU System Assessment Committee

## Academic Integrity Committee

### *Membership*

A standing committee of the CCSU faculty senate, the Academic Integrity Committee is comprised of 9 faculty (with at least one member from the library), 1 graduate student, and 1 undergraduate. The Judicial Officer is an ex-officio member.

Faculty members are elected by the senate to staggered two-year terms. Graduate and undergraduate members will be nominated by their governments.

### *Function*

The Academic Integrity Committee advocates for, and raises awareness of, academic integrity issues at CCSU; the responsibility for acting with integrity remains up to each member of the university. The Committee reports to the senate about the status of the Academic Integrity Policy, and it convenes events designed to highlight current controversies or research in academic integrity. (Academic integrity here is understood to encompass ethical behavior on the part of students and faculty alike.)

Duties of the AIC include:

1. Collecting, reporting, and analyzing data from the Judicial Officer about faculty use of the academic misconduct policy.
2. Advocating for the use of the formal policy for determining academic misconduct.
3. Educating the campus community about academic misconduct.
4. Revising the academic misconduct policy as circumstances dictate.
5. Identifying best practices in combating academic misconduct.

## Academic Standards Committee

*(Revised on 9/2/92)*

### *Membership*

- Deans or representatives appointed by the Deans of undergraduate schools, all ex officio; and the Registrar, the Dean of Continuing Education, the Director of Admissions, and the Dean of Student Affairs, or their representatives, all ex officio and non-voting.
- Faculty members shall be elected by their undergraduate schools with: seven from Arts & Sciences, two from Business, and two from Education & Professional Studies and one from Technology.
- Two students elected by the Student Senate for renewable one-year terms.

### *Functions and Responsibilities*

The Academic Standards Committee reviews and recommends to the Faculty Senate undergraduate academic standards and policies including:

1. Admission to the University.
2. Good standing, probation and dismissal from University
3. Admission, retention, and dismissal from any undergraduate professional program of the University.
4. Matters related to a student's academic program, such as:
  - a. academic loads
  - b. academic awards
  - c. academic eligibility for extracurricular activities
  - d. withdrawal from class
  - e. grading system
  - f. class attendance

## **Advisory Committee for CSU Professorship**

*(Revised on 10/10/95)*

### **Functions and Responsibilities**

Pursuant to article 5.6 of the current BOT-CSU/CSU-AAUP contract (1993-96), the Committee advises the President in the nomination of members for the title "CSU Professor." Rights and privileges of the CSU Professorship are described in article 5.6.

### *Membership*

Five members of the tenured instructional faculty are elected by the full time instructional faculty of the University in the spring of each year. A slate of eight nominees shall be chosen by a majority of the instructional faculty of the Senate.

### *Procedures*

The Committee shall organize itself annually in September, electing a Chairperson.

CCSU is entitled to three CSU Professorships. If there is a vacancy, the Committee may decide to invite nominations. In this event, the invitation for nomination from AAUP members, administrative faculty and administrators shall be issued by October 15. Nominations are due by November 30. The Committee shall review nominations and make its recommendation(s) to the University President by March 1.

## CCSU Foundation Grant Advisory Committee

### *Membership*

1. Five teaching faculty, with at least one from each undergraduate school, elected by the Faculty Senate for staggered two-year terms.
2. One administrator appointed by the University President.

### *Functions and Responsibilities*

1. To devise and publicize criteria for awarding of CCSU Foundation grants
2. To review grant proposals and make awards

## Committee on Academic Advising

### *Membership*

- Eight teaching faculty elected by the faculty, one from each academic school and four at-large members.
- One representative from each academic school appointed by the Dean of the school
- Ex-officio and voting members including:
  - The faculty director of the FYE program or designee
  - The Director of Admissions or designee
  - The Director of the Academic Center for Student Athletes or designee
  - The Director for the Center for Advising and Career Exploration (CACE) or designee
- One student member to be appoint by the Student Government Association
- Ex-officio and non-voting members including:
  - The Director of Institutional Research and Assessment

### *Functions and Responsibilities*

1. Define academic advising and establish outcomes for advising
2. Articulate the roles and expectations for the various advising systems on campus
  - Center for Advising and Career Exploration
  - School advising centers
  - Academic departments
  - Supplemental systems.
3. Build partnerships to facilitate effective advising collaborations, both internal and external to the University
4. Consult with other constituencies on campus when appropriate
5. Monitor and examine undergraduate academic advising
6. Make recommendations regarding academic advising

## **CSU Trustees Teaching Award Committee**

*(Passed by the Senate December 10, 2007)*

### *Membership*

Six Full Professors with at least one representative from each school of the University.

### *Elections*

Members shall be elected each spring by the full-time faculty for staggered two-year terms. In the Committee's inaugural year, six members shall be elected: the winners shall be the candidates from each of the four schools with the highest vote total, and the two remaining candidates with the next highest vote totals; the three winners with the highest vote totals shall be elected to two-year terms, and the other three to one-year terms. Thereafter, annual elections shall be held to fill vacancies, with the winners to be those candidates (from the appropriate schools, if necessary) with the highest vote totals.

### *Organization*

The Committee shall organize itself annually in September, and shall elect a chairperson.

### *Functions and Responsibilities*

In accordance with the guidelines and deadlines set forth by the CSU Trustees, the Committee shall solicit nominations from the CCSU community, collect materials in support of nominees, and select the candidate to receive the award. The award competition is open to tenured or tenure-track assistant and associate professors who have distinguished themselves as outstanding teachers for at least five years and have at least a two-year record of promoting instructional improvements for their programs or departments.

## **CSU Trustees Research Award Committee**

*(Passed by the Senate December 10, 2007)*

In accordance with the guidelines and deadlines set forth by the CSU Trustees, the committee shall solicit nominations from the CCSU community, collect materials in support of nominees, and select the candidate to receive the award. The award competition is open to assistant and associate professors in tenure-track or tenured positions. Nominees are expected to demonstrate substantive contributions or achievements in their academic field of study during the last five years.

### *Membership*

Six faculty at rank of professor with at least one representative from each school of the University.

### *Elections*

Members shall be elected each spring by the full-time faculty for staggered two-year terms. In the committee's inaugural year, six members shall be elected: the winners shall be the candidates from each of the four schools with the highest vote total, and the two remaining candidates with the next highest vote totals; the three winners with the highest vote totals shall be elected to two-year terms, and the other three to one-year terms. Thereafter, annual elections shall be held to fill vacancies, with the winners to be those candidates (from the appropriate schools, if necessary) with the highest vote totals.

### *Organization*

The committee shall organize itself annually in September, and shall elect a chairperson.

### *Functions and Responsibilities*

In accordance with the guidelines and deadlines set forth by the CSU Trustees, the committee shall solicit nominations from the CCSU community, collect materials in support of nominees, and select the candidate to receive the award. The award competition is open to assistant and associate professors in tenure-track or tenured positions. Nominees are expected to demonstrate substantive contributions or achievements in their academic field of study during the last five years.

## Curriculum Committee

*(Revised December 2002)*

### *Membership*

1. The Deans of the Undergraduate Schools and the Dean of the School of Graduate Studies, ex-officio.
2. One member and alternate elected for a two-year term by and from the membership of each academic department, the library, and the academic counselors. All members will serve on at least one subcommittee.
3. Five students, one appointed by each Dean of an Undergraduate School and Dean of Graduate Studies, for renewable terms of one year.
4. The Chair of the Graduate Studies Committee and the Chair of the International and Area Studies Committee, ex-officio.

### *Functions and Responsibilities*

1. To review and recommend to the Faculty Senate policies concerning the University curricula including the structure of all majors, minors and concentrations of all graduate and undergraduate programs, both departmental and interdepartmental; and on all modifications, additions, utilizations, and deletions of all courses and programs within the curricula.
2. To make a continuous study of the University curricula as they relate to programs authorized by the Board of Trustees for the Connecticut State University.
3. To hold an annual review, following notification of the affected departments, of those courses which have not been taught for two consecutive years.

## Diversity Committee

*(Revised in 2006)*

### *Membership*

Membership is open to all current students, faculty members, administrators, and employees of the University. Members can either be nominated or provide self-nomination to the Elections Committee of the Faculty Senate. All prospective members will be asked to provide a short biography, and their nomination will be voted on by the Faculty Senate at a meeting held in the spring of the academic year. The term of membership is one academic year, and there is no limit to the number of years a member may serve, nor is there a limit to the number of members who may serve on the committee. The chair of the committee will keep the membership rolls.

### *Mission*

The purpose of the Faculty Senate Diversity Committee is to advise the University on and make recommendations regarding the promotion of policies, curricular enhancements, and campus events designed to foster respect for all people. To that end, the committee will support and design programs and events which:

- Promote a diverse student body at CCSU.
- Promote a diverse faculty at CCSU.
- Promote and advocate that the principles of diversity are incorporated into all hiring and promotion decisions.
- Promote multicultural competence.

## Excellence in Teaching Award Committee

*Membership:* One member of the teaching faculty from each undergraduate school, a student selected by the Student Government Association, an alumna/us selected by the Alumni Association, and the winner of the award from the previous year. Except for the last, members serve staggered two-year terms. Faculty members are selected by the University President from a slate elected by the Faculty Senate.

### *Mission*

The purpose of this Committee is to advise the University President regarding this award.

The Excellence in Teaching Award has been designed to recognize the importance of good teaching at CCSU. Professor will be judged by excellence in classroom teaching, rapport with students, encouragement of independent thinking, and positive attitude toward students and student advisement.

Selection will be based on evidence of excellence in all of these areas on a continuing basis, not merely an isolated brilliant performance.

- Knowledge of discipline
- Commitment to the intellectual development of students in part through understanding of the subject and developing constructive attitudes in students
- Originality and creativity in teaching styles and techniques
- Ability to secure the respect and confidence of both students and colleagues
- Ability to inspire students through rigor in intellectual endeavors, personal integrity and contagious enthusiasm.

## **Grade Appeals Committee**

*(Revised on 12/2/02)*

### *Membership*

The Grade Appeals Committee shall be made up of five instructional faculty members. Nominations shall be solicited of the whole faculty, and the Faculty Senate elects the five from among those nominated so that there are two members from Arts and Sciences and one member each from the other three undergraduate schools. Three members are elected one year for two-year terms, and two more are elected for one-year terms for the first year. Thus, after the first year, terms are staggered.

### *Mission*

The responsibilities of the Grade Appeals Committee are discussed in the section on University Policies, Procedures and Information under “Appeals for Grade Change Policy.”

## Graduate Studies Committee

*(Bylaws Revised 3-20-03)*

### *Membership*

One member and alternate *shall be* elected for a two-year term from and by the faculty of each academic department offering graduate courses and of the University library. Elected alternates can serve as representatives of their departments only when elected members are unable to fulfill their responsibilities.

In addition, any department offering more than one specialization or degree program may select one member to represent any degree specialization. Similarly, the faculty committee or the departments offering any interdisciplinary or multidisciplinary degree program which enrolls more than thirty students annually may each select a member to serve on the GSC.

- The Chair of the Curriculum Committee, *ex officio*.
- The Dean of the School of Graduate Studies and the Deans of the Academic Schools, *ex officio*.
- The Chair of the International and Area Studies Committee, *ex officio*.
- One student and an alternate from each school of the University (Arts and Sciences, Business, Education and Professional Studies, and Technology) is selected for a one-year term by and from the matriculated students in good standing according to procedures established by the Graduate Student Association.

### *Functions and Responsibilities*

1. To review and recommend to the Curriculum Committee all proposals and recommendations regarding graduate courses and programs.
2. To formulate and recommend to the Faculty Senate academic policies affecting graduate matters such as courses, programs, degree requirements, scholastic standards and admission policies.
3. To evaluate proposals and recommendations of faculty members, departments, and University committees for their effect on the whole graduate program.
4. To hear appeals from the administrative decisions of the Dean of the School of Graduate Studies relative to admission to candidacy, meeting of degree requirements and similar matters.
5. To recommend to the Dean the names of graduate students eligible for scholarships, fellowships and other awards.
6. To present to the Faculty Senate an annual report of the activities of the Committee prior to the close of the academic year.
7. To advise the Dean regarding graduate programs, policies and procedures.

## Information Technology Committee

(Revised 5/7/01)

### Membership

Faculty members shall be elected by their undergraduate schools through Faculty Senate nominations made during the spring semester. Two weeks after the Faculty Senate has acknowledged the nominations, the Faculty Senate will oversee the general election where faculty members in each School elect the nominated representatives for their School. Administrative faculty will be elected by their constituents. All members shall be elected for two-year, staggered terms. All ex-officio appointments will be appointed by their respective Dean or Director.

Membership shall be based on the following distribution:

Area	Members
<b>School of Business Faculty (AAUP)</b>	<b>3</b>
<b>School of Education and Professional Studies Faculty (AAUP)</b>	<b>3</b>
<b>School of Engineering and Technology Faculty (AAUP)</b>	<b>2</b>
<b>School of Arts and Sciences Faculty (AAUP)</b>	
<i>Natural Sciences</i> -- Biological Sciences, Chemistry, Geography, Physics/ES	<b>2</b>
<i>Social and Behavioral Sciences</i> – Anthropology, Criminology/Criminal Justice, Communication, Economics, Political Science, Psychology, Sociology and Social Work	<b>2</b>
<i>Humanities</i> – English, History, Modern Languages, Philosophy	<b>2</b>
<i>Fine Arts</i> – Art, Music, Theater, Graphic Design	<b>2</b>
<i>Mathematics/Computer Science</i> – Mathematics, Computer Science	<b>2</b>
<b>Library Faculty (AAUP)</b>	<b>1</b>
<b>Administrative Faculty (AFSCME)</b>	<b>2</b>
<b>Ex Officio Appointments (all non-voting)</b>	
<i>Dean, School of Arts &amp; Sciences</i>	<i>1</i>
<i>Dean, School of Business</i>	<i>1</i>
<i>Dean, School of Education and Professional Studies</i>	<i>1</i>
<i>Dean, School of Engineering and Technology</i>	<i>1</i>
<i>Director of Library Services</i>	<i>1</i>
Chief Information Officer	<i>1</i>
<i>Director of Media Services</i>	<i>1</i>
<b>Total :28</b> (21 voting)	

### Functions and Responsibilities

A. To recommend strategies for the use of information technology to further the teaching and research goals of faculty.

- B. To recommend and assess policies for the use of information technology resources in an academic environment - in class, between classes and online.
- C. To serve as a faculty advocate and provide advice to Information Services, the Media Center, the Library, and IT providers in each School.
- D. To suggest areas for training of faculty and promote the use of information technology in all academic endeavors.
- E. To foster the use of information technology as a means of improving communication and a sense of community among the faculty.
- F. To identify and disseminate best practices in the educational use of information technology.
- G. To identify priorities for faculty use of technology and contribute to the University's strategic planning initiatives by providing specific feedback to campus units responsible for University planning.

## **Library Committee**

(Revised on 3/24/08)

### *Membership*

Five elected teaching faculty members, two students elected by the Student Senate for one-year renewable terms, and the Director of Library Services, ex officio (non-voting).

### *Functions and Responsibilities*

1. To make recommendations related to library policies in so far as they impact the teaching, research and service responsibilities of the faculty and the studies of students.
2. To serve in an advocacy role for the Library.
3. To act as a hearing board for students and faculty with grievances concerning the library.
4. To advise the Vice President for Academic Affairs and other administrative officers as to the status of the library as an effective instrument serving the needs of the university.
5. To participate in planning for future library facilities.

## Mediation Committee for Instructional Faculty

### *Membership*

All members of the Instructional Faculty, as defined in Article 2 of the AAUP/BOT Contract (1993-96), shall elect six of their number by secret ballot: three members and three alternates. The term shall be for three years, with one member elected in April each year, to begin serving on the following September 1. The Elections Committee of the Faculty Senate shall nominate a minimum of two candidates for each position to be filled. If a vacancy on the Committee arises, an election shall be held to fill the unexpired term.

(The initial election of these members was held in the Fall Semester of 1977, with one elected for a one-year term, one for a two-year term, and one for a three-year term.)

### *Organization*

The Committee shall organize itself after September 1, each academic year but not later than the fourth week of the fall semester. The Committee shall elect one of its members to the chair.

### *Functions and Responsibilities:*

The functions of the Mediation Committee shall be those described in Article 16.6.3 of the AAUP/BOT contract (1993-96).

## Promotion and Tenure Committee

*(Bylaws revised: January 28, 2008)*

### *Structure of the Committee*

- a. There shall be a single Promotion and Tenure Committee for teaching faculty, library faculty, counselors, and coaches, hereafter referred to collectively as “faculty.”
- b. The committee shall consist of eleven members: one professor and one associate professor from each of the four academic schools (Arts and Sciences, Business, Education and Professional Studies, and Engineering and Technology), and three professors (or equivalent rank for librarians, counselors, and coaches) elected at-large. No department may have more than two members serve on the committee in a given year. All members must be tenured and must have completed a minimum of six years full-time service with the University.
- c. No person shall serve as a member of the Promotion and Tenure Committee in the academic year in which he/she applies for promotion or tenure.
- d. In the event that an elected committee member is unable to serve, the person with the next highest vote total from the appropriate rank and school will assume that position if that person received at least 20% of the votes cast in the election. This provision shall take effect:
  - When a voting member resigns.
  - Under other circumstances, such as prolonged illness, or when a committee member is absent from a significant number of committee deliberations as determined by the Committee.
- e. When no replacement member from the appropriate rank and school is available from among the candidates in the last election, the CCSU-AAUP President and Faculty Senate President shall jointly select a replacement from the appropriate rank and school, with the chairperson of the Promotion and Tenure Committee to act as a tie-breaker in the event that the two presidents cannot agree.

### *Purpose*

The purpose of the University Promotion and Tenure Committee is to evaluate candidates for promotion and tenure and to make recommendations to the Provost regarding the granting of promotion and tenure in accordance with this document.

### *Functions and Responsibilities*

- a. The Committee shall examine and discuss each candidate’s file. It may decide to solicit additional written information about the candidate from any other source. Any special conditions in the candidate’s letter of appointment or subsequent extensions or modifications of such appointment as provided under section 4.7 of the Collective Bargaining Agreement shall be considered in the evaluation process for promotion or tenure. The Committee shall not accept or consider any information other than that present in the candidate’s file, except as provided by the

candidate at the time of appearance before the Committee or solicited by the Committee.

b. No individual letters of recommendation for tenure or promotion shall be written by a Promotion and Tenure Committee member while serving on the Committee.

c. The candidate shall be given an opportunity to appear before the Committee prior to making its decision and respond in writing to any Committee solicited material.

d. The Committee will act in full accord with the letter and spirit of CCSU's Affirmative Action policies against discrimination.

e. The Committee shall forward the completed candidate file to the Provost together with its own recommendation.

f. Committee members, when not meeting as a committee, shall treat as confidential the information in any candidate's file and the Committee's deliberations and votes.

g. The Promotion and Tenure Committee shall each April present to the Senate and faculty a statistical summary of the year's promotion and tenure cases, including breakdowns by gender and by race and ethnicity, and an evaluation of the year's process. The Committee shall use data provided by the University administration, including the gender and race and ethnicity categories used by the administration, in preparation of the report. The Committee shall be mindful of privacy concerns; if, in the judgment of the Committee, breakdown of the data by gender or by race and ethnicity compromises individual identity of candidates, the Committee may combine minority categories and/or report data combined for periods of up to five years rather than just the current year. The report shall be followed by at least one open faculty forum. The President and/or Provost and the Deans should be involved in the public evaluation of the process.

## Sabbatical Leave Committees

*[Note: There are two sabbatical leave committees, one that handles AAUP members' requests and one for AFSCME members' requests.]*

### *Membership*

Eight members for the AAUP Committee; three members for the AFSCME Committee. Members will be from the AAUP and AFSCME bargaining units, respectively. Membership is limited to members of the Faculty who have completed six years of full-time service. No person may serve who is a candidate for sabbatical leave. No member shall serve more than two years in succession.

### *Functions and Responsibilities*

The Committee shall invite eligible faculty to submit sabbatical proposals. The invitation for sabbatical proposals shall include the criteria used in the past (a possible way to accomplish this is to make the rubric publicly available). The Committee shall inform potential applicants of any changes to the selection criteria.

The Committee shall receive all requests and proposals as submitted to the University President by the various departments and area. The Committee shall make recommendations to the President on the basis of merit and in conformity with the current BOT/CSU/AAUP contract or the SUOAF/AFSCME contract. Applicants shall be given an opportunity to appear before the Committee prior to its making a decision and shall respond in writing to any Committee request for material. The Committee should consider holding spots for meritorious proposals dependent on Fulbright grants or other external awards. In case of denial, the Committee will communicate the reasons to the applicant. The Committee shall report publicly to the Faculty Senate each Spring.

## Student Affairs Committee

### *Membership*

1. Four (teaching and non-teaching) faculty members elected by the Faculty Senate for staggered terms of two years.
2. Four student members appointed by the Student Senate for one-year terms.
3. The Vice President for Student Affairs, ex officio.

The Committee shall organize itself during September of each year electing a faculty member as its chairperson.

### *Functions and Responsibilities*

1. To review and recommend to the President of the University policies and procedures for the establishment and recognition of all student clubs, groups, and organizations at the University.
2. To make recommendations to the President of the University concerning applications for recognition by specific student clubs, groups, and organizations.
3. To review and recommend to the Faculty Senate policies, procedures and regulations concerning student affairs in such areas as student rights and responsibilities and student behavior, individual, in small groups, and as a student body as a whole.

## Termination Hearing Committee

### *Membership*

All members of the Instructional Faculty, as defined in Article 16.3.6 of the AAUP/BOT Contract of 1993-1996, shall elect five of their number by secret ballot. The term shall be for two years beginning September 1, with elections to be held in April. The Elections Committee of the Faculty Senate shall nominate a minimum of twice as many persons as are to be elected. If a vacancy on the Committee arises, an election shall be held to fill the unexpired term.

The Committee shall organize itself after September 1 each academic year but not later than the fourth week of the fall semester. The Committee shall elect one of its members to the chair.

### *Functions*

The Termination Appeals Committee shall have the functions and follow the procedures as provided under Article 15 of the AAUP/BOT Contract of 1990-1993.

## University Athletics Board

*(Revised on 1/30/06)*

### *Membership*

The University Athletics Board (UAB) shall be comprised of five (5) elected faculty and staff members, exclusive of members of the Department of Athletics; Two (2) student members ; the Director of Athletics( ex-officio, voting); the Faculty Representative to the NCAA ( ex-officio, voting); the Vice President of Student Affairs (ex-officio, non-voting); the Director of the Student-Athlete Support Services ( ex-officio , non-voting); the Compliance Coordinator (ex-officio, non-voting), and the Chairperson of the Athletics Department (ex-officio, non-voting).

### *Functions and Responsibilities:*

The UAB serves to provide a structure for the dissemination of information about the athletics program to the Faculty Senate and the University community; it also works with the administration to oversee institutional control of athletics. As an academic committee, its areas of responsibility include academic progress of student-athletes and related elements that impact academic progress. The committee also receives reports from the Athletic Director, the Compliance Coordinator, the Faculty Athletic Representative, and the Director of the Student- Athlete Support services. Specific duties of the UAB are to:

- A. Receive and evaluate reports each semester on the academic progress of student-athletes and on institutional athletic eligibility.
- B. Conduct waiver hearings in accordance with the academic eligibility requirements set forth by the University.
- C. Represent the concerns of faculty and students in regards to the scheduling of practices and competitive events.
- D. Remain informed about membership in national and regional athletic associations and conferences ( e.g., NCAA, ECAC, NEC), and review reports required by these organizations.
- E. Remain informed about the annual athletics budget that is prepared by the Athletics Director, regarding admission to contests and gate receipts.
- F. Receive reports from the Athletic Director on athletic recruitment policy and admission procedure.
- G. Receive reports from the Athletic Director on the establishment and status of intercollegiate sports programs.
- H. Collaborate with the Athletic Director and the Faculty Athletic Representative on issues relating to institutional control of athletics.
- I. Report to the Faculty Senate on issues or concerns that involve any of the above.

## University Planning and Budget Committee

*(Charter approved by the Senate May 7, 2001)*

### *Membership*

The Committee's membership will be composed as follows:

- six members of the teaching faculty, one of whom will be part-time, elected by the Senate; *for staggered three-year terms.*
- three members of the administrative faculty elected by the Senate; *for staggered three-year terms.*
- two at-large members (one teaching faculty member and one administrative faculty member) appointed by the President to provide balance among units on campus; *for staggered three-year terms.*

The following will be appointed annually by the President, upon nomination:

- one undergraduate student recommended by the Student Government Association.
- one graduate student recommended by the Graduate Student Association.
- one part-time student recommended by the Director of Continuing Education.
- *Ex officio* members including the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, and a Dean selected by the Council of Deans. The Executive Officer for Planning and Analysis and the Chief Financial Officer serve *ex officio* and provide staff support to the Committee.

### *Mission*

The University Planning and Budget Committee (UPBC) advises the University President, within the context of the University's mission, through the Senate, on the long-term goals, strategic planning process and budgetary priorities of the University. It provides a forum for the discussion of planning and budgetary issues so that recommendations reflect the concerns of the entire campus community.

The Committee will:

- recommend to the President criteria and principles which the University should consider in determining its programmatic priorities, and make specific recommendations based on current conditions and the University's mission and vision statements.
- evaluate planning and budget processes and recommend changes as needed.
- participate in the periodic review of the University's mission and vision statements.
- develop parameters for strategic planning initiatives, including mechanisms to solicit, review and recommend proposals.
- consult in the creation and implementation of the University's strategic planning process.
- serve as a forum for discussion and advice concerning general budget matters.

The Committee will report to the President through the Faculty Senate and will choose its own chair. Members of the Committee will serve *three-year terms* and may serve two consecutive terms. *Elected teaching and administrative faculty will be selected for staggered*

*terms.* Students, upon nomination, will be appointed annually by the President.

The University Planning and Budget Committee will provide an annual written report to the Senate at an appropriate time near the end of each academic year. The report will contain recommended priorities and a summary of the Committee's findings, actions and recommendations for the year.

## **Presidential Committees and Other Faculty Committees**

The President of the University forms, retains, and relies upon committees outside of the University Senate. Many of these committees have faculty representation. Many of the below committees are appointed, and the list is not complete since the administration, like the Senate, can call into formation *ad hoc* committees to deal with items of interest.

### **The Executive Committee**

The Executive Committee meets with the President to discuss matters of ongoing or immediate concern. The Committee includes the Vice President for Institutional Advancement, the Provost, the Vice President for Student Affairs, the Special Assistant to the President, the Chief Financial Officer, the Chief Human Resources Officer, the Chief Administrative Officer, the Chief Information Officer, and the Chief Diversity Officer.

### **The Provost's Council**

The Provost's Council, presided over by the Provost and Vice President for Academic Affairs, includes deans of the four undergraduate schools: Arts & Sciences, Business, Education and Professional Studies, and Engineering and Technology; the Associate Vice President and Dean of the Graduate School; the Associate Vice President for Academic Affairs; the directors of the Library, Continuing Education, the Learning Center, Institutional Research and Assessment, the Center for Advising and Career Exploration, and the Center for International Education. The Council meets twice monthly to discuss matters of importance to the University, particularly in Academic Affairs.

### **Advisory Committee on Environmental Sustainability**

The Committee seeks to have the University community embrace environmental sustainability as an institutional way of operating. It works to minimize the University's impact on the environment, so that we leave a better and more balanced ecosystem. It is committed to the principles of Leadership in Energy and Environmental Design (LEED), addressing green space preservation, and developing a campus-wide recycling program. The committee endeavors to have the University nationally recognized as a leader in environmental sustainability.

### **Advisory Council against Alcohol, Tobacco, and other Drug Abuse**

This advisory council works to reduce the high risk use of Alcohol, Tobacco and Other Drugs (ATOD) at Central Connecticut State University and within our community.

### **Committee on Concerns of Women**

The Committee on Concerns of Women (CCW) is a presidential committee which assists the Office of the President in promoting the status of women at Central. New members are nominated by existing members of the Committee or if someone is interested in joining, he or she may contact one of the co-chairs and the membership is considered.

The co-chairs compile a list of appointees and the President invites them to join the committee. Membership is limited to 30.

The Committee functions in an advisory capacity and brings forward recommendations on or concerning women's issues. The CCW is actively involved in issues related to child care, sexual harassment, affirmative action, and women's studies. In addition, the Committee sponsors speakers on women's issues throughout the year and has special programs during March, which is Women's History Month. The Committee also serves in an advisory capacity to the Ruth Boyea Women's Center.

More information about the CCW can be found at <http://www.ccsu.edu/CCW/default.htm>.

### **Distinguished Service Award Committee**

The Distinguished Service Award/Honorary Doctorate Committee (DSA/HD) annually solicits from the University community nominees for both these honors. The committee reviews and recommends to the University President candidates for both. In the case of honorary doctorate, as part of its review procedure, the committee will seek counsel from appropriate academic departments and deans.

### **Enrollment Management Council**

(Current Description Needed)

### **Facilities Planning Committee**

The Facilities Planning Committee is chaired by the Chief Administrative Officer. Its members include the Vice President of Institutional Advancement, the Provost, the Vice President of Student Affairs, the Special Assistant and Counsel to the President, the Director of Institutional Research and Assessment, the Chief Information Officer, the Chief Financial Officer, the Chief Human Resources Officer, the Chief Administrative Officer, the Associate Chief Administrative Officer, and the Assistant to the Dean of Arts and Sciences. Two faculty members appointed by the President of the Faculty Senate are invited to serve on the Committee along with the Chair of the UPBC. This Committee meets as necessary and deals with issues related to the creation, development, renovation, and allocation of space on campus.

### **International and Area Studies Committee**

*(Revised on 4/17/00)*

#### *Membership*

The Coordinator of each of the duly recognized Area Studies Programs, who shall have been appointed by the President of the University for a period of three years from nominees elected by the faculty members academically associated with each program. Additionally one more member from each Area Studies Program elected for a three-year term. Elections are staggered. The Director of the Center for International Education, the

Chair of the University Curriculum Committee and the coordinator of the International Business Programs are ex officio members.

The Committee shall organize itself after the beginning of each academic year but not later than the fourth week of the fall semester. The chairperson will be elected by the members of the Committee and serve a three-year term. The chairperson will be known as the Program Director.

#### *Functions & Responsibilities*

1. To coordinate advising in programs in International and Area Studies.
2. To identify the faculty members who may appropriately be involved in each International or Area Studies program.
3. To recommend policies to the Faculty Senate which would affect International and Area Studies programs.
4. To review and recommend to the Curriculum Committee proposals for additions of or changes in International and Area Studies programs or courses. The International and Area Studies Program Committee reviews the “International” designation of courses.

### **Human Studies Council**

The Human Studies Council (HSC) consists of at least five members appointed by the Associate Vice President for Academic Affairs/Dean of Graduate Studies. The Council meets as necessary and reports to the Associate Vice President.

It is the policy of CCSU that research involving human subjects is an important and necessary activity of the University and must be conducted in an ethical manner. The HSC has developed a set of procedures for implementing this policy in accordance with the regulations of the US Department of Health and Human Services, and is responsible for reviewing all such research, whether conducted by faculty, staff or students. The policy is articulated below:

#### *Policy Concerning Human Research*

Anyone associated with the University (faculty, staff, students, etc.) doing research using human participants as subjects (regardless of the location of the research) must submit a proposal to the HSC for approval. Researchers not affiliated with the University who are requesting data collection access to University employees, students or databases must also submit a proposal to the HSC for review. All research (including- but not limiting to- dissertations, theses, special projects, etc.) involving human subjects must be reviewed and approved (or exempted) prior to any data collection. Certain institutional research also may be exempt. Upon submission of a standard HSC review or an exemption form by the researcher, review status will be determined by the HSC Chair or designee. Failure to obtain approval or exemption prior to the beginning of data collection may lead to a lack of endorsement by the University and may increase legal liability to the researcher and all parties involved.

Please note that if data collection involves accessing any CCSU databases, permission from the CCSU Director of Institutional Research and Assessment is required. Please see [www.ccsu.edu/planning/DataCollection.htm](http://www.ccsu.edu/planning/DataCollection.htm) for the complete data collection policy. If data collection is related to research involving human subjects, then HSC approval must also be obtained.

If the research proposes to collect individually identifiable health information (Protected Health Information or PHI) from a health care facility or other entity that is covered by the federal health care privacy law known as HIPAA (Health Insurance Portability Law and Accountability Act), then HIPAA-related information must be submitted to the HSC along with the standard HSC proposal. Details are available from the HSC Chair or HSC Administrator.

Further information, approval/exemption forms and meeting dates may be obtained at the HSC website, [www.ccsu.edu/humanstudies](http://www.ccsu.edu/humanstudies).

### **Institutional Animal Care & Use Council**

The Institutional Animal Care and Use Council (IACUC) consists of six members appointed by the Associate Vice President for Academic Affairs/Dean of Graduate Studies. The Committee meets as necessary and reports to the Provost.

The IACUC develops, implements, and governs the policies and procedures for the humane care of laboratory animals used in research and education at the University. All research involving the use of animals at CCSU must be approved and monitored by this group. Membership on the IACUC and standards for the use and care of laboratory animals will be in compliance with the requirements of the Animal Welfare Act, as administered by the US Department of Agriculture, and the recommendations of the National Institutes of Health's Office of Laboratory Animals. Copies of the Application for Project Approval form are available from the IACUC Chairperson. This form can also be found in The Master's Thesis Handbook and Writer's Guide for graduate students. After the IACUC reviews the application, the Chairperson issues approval forms when appropriate.

### **Minority Recruitment and Retention Committee (AAUP)**

In recognition of the compelling and continuing need to recruit and retain bargaining unit members who are members of minorities and other protected groups, the Minority Recruitment and Retention Program was created with the purpose of increasing the number of such full-time members. The committee is charged with the responsibility of assisting search committees in recruiting new members of minorities and other protected groups. In addition, the committee assists the University in retaining such members, and engages in other actions to meet these objectives. Committee members are appointed by the University President and serve two-year terms.

## **Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)**

The Minority Recruitment and Mentoring Committee was created to increase the proportion of bargaining unit members who are members of minority and other protected groups. To this end, the Minority Recruitment and Mentoring Committee is charged with the responsibility of assisting search committees with recruiting and identifying qualified minority candidates. The committee shall also ensure that mentoring arrangements and professional development opportunities are available for newly appointed minority employees. Committee members are appointed by the University President and serve two-year terms.

## **Parking & Traffic Appeals Committee**

The functions and responsibilities of the Committee are to hear and decide appeals of penalties assessed for violations of the Parking and Traffic Regulations of Central Connecticut State University as approved by the Board of Trustees and the State Traffic Commission. *This committee has no authority over towing charges.*

The membership of the Committee shall consist of one member elected from each academic school; one administrator; two students (one residential, one commuter) appointed by the University President; the Director of Public Safety, ex officio; each union other than AAUP is eligible to elect one of its members.

## **Pre-Health Professions Advisory Committee**

(Clarified Information Pending) [Editor's Note: This Committee convened in the School of Arts & Sciences via appointment of faculty by the Dean as a result of the need to assist students applying to medical schools. Medical schools required a letter of support from the University so the Pre-Health Advisory Committee was set-up. It has since expanded its role of advising service to students seeking a health related profession; however, it might need to articulate its constituencies and appointment methods to better reflect the fact that Nursing and Biomolecular Sciences are not located in the SA&S.]

## **President's Advisory Committee for Students with Disabilities**

Provide advice to the University President on student disability issues. Support and advise members of the University community through information and recommendations. Develop and maintain a network or system that upholds academic integrity and/or student learning standards, while providing equal access and addressing the needs of disabled students.

## **Retention and Graduation Council**

The Retention and Graduation Council was established in April 2007 to gain a better understanding of why students leave CCSU and why so many fail to graduate in six years, and to make recommendations for increasing student persistence and academic success. The Council, which is jointly chaired by the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs, is composed of representatives from units that have a direct impact on student retention and graduation, as well as four faculty

representatives from each academic school and representatives from the student body. The following units have ex officio representation on the Council: Admissions and Recruitment, Academic Articulations and Partnerships, Advising and Career Exploration, Assessment and Institutional Research, Bursar, Financial Aid, Information Technology, Marketing Communications, Pre-Collegiate and Access Services, Registrar, Residence Life, and Student Activities and Leadership Development. The Faculty Senate President also serves on the Council, as does an assistant/associate dean/counselor from each academic school. The Council, which holds monthly meetings throughout the academic year, commissions studies by subcommittees of the Council concerning specific student populations and initiates projects to improve retention and graduation.

### **Review Panel for Assigning Faculty Authored Textbooks**

Per Connecticut statute, before requiring students to purchase a textbook or intellectual property for a course that the faculty member authored or developed, the faculty member must obtain prior approval from this panel for such use. The review panel is appointed by the Provost and shall include no fewer than five (5) members including tenured faculty members recommended by the Deans of their respective Schools. (See Chapter 5: Policies for more information.)

### **Safety & Health Committee**

In May, 2006, President Miller approved a resolution that dissolved the Faculty Senate's Safety and Environmental Health Committee in favor of establishing a University Safety and Health Committee in accordance with Section 31-40v of the Connecticut General Statutes, which require that all state agencies covered under the worker's compensation laws of the State of Connecticut establish a safety and health committee. [Regulations 31-0v-1 through 31-40v-11](#) specify the rules for "establishing and administering committees which will bring employers and employees together in a non-adversarial, cooperative, and effective effort to promote safety and health at each worksite."

The Committee's role is to share ideas with the University administration regarding safety; accident and illness prevention programs; training in the identification and reduction of workplace hazards; and safety and health education.

The University Safety and Health Committee has representatives from all employee groups: AAUP; SUOAF; Administrative and Residual; Administrative-Clerical; Protective Services; and Maintenance and Service - as well as members of university management; the Office of Environmental Health and Safety; the CCSU Public Safety Department; and the Student Government Association.

The Safety and Health Committee wants to know of your concerns, and we welcome your comments and suggestions for how we can maintain a safe and healthy campus community. Please feel free to e-mail the Committee at [safetyhealthcommittee@ccsu.edu](mailto:safetyhealthcommittee@ccsu.edu). All e-mails will be addressed at the Committee's regularly scheduled meetings and you will receive a response.

## University Scholarship Committee

### *Membership:*

The Committee is constituted and appointed by the President of the University. It consists of the Vice President for Institutional Advancement who serves as Chairperson, the Associate Vice President for Academic Affairs, the Bursar, the Director of Admissions or designee, the Director of Athletics or designee, the Director of the Center for International Education or designee, the Director of Financial Aid or designee, the Registrar, and an at-large member appointed by the President.

### *Functions & Responsibilities:*

The University Scholarship Committee is responsible for approving policies and guidelines for scholarships to Central Connecticut State University students. The Committee authorizes scholarships and awards pursuant to approved policies and guidelines. In addition, the Committee ensures that all scholarships awarded comply in all respects with applicable state and federal laws and those regulations of other external bodies to which the University belongs or from which the University receives scholarship funds. The Committee meets monthly to act on proposed policies, guidelines, or scholarship awards. On or about June 30<sup>th</sup> of every year, the Chair submits a report to the President listing awards granted by source and amount and summarizing the disposition of any appeals considered.