

MAR 31 2008

TO: President Jack Miller  
FROM: President of the University Senate  
New Britain, CT

- The attached motion of the University Senate, dealing with Classified Document Highlighting Dept. Chairperson is presented to you for your consideration. Two additional copies are included for your use.
- This motion was adopted by the University Senate on March 10 2008
- After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.
- Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.
  - By \_\_\_\_\_, Senate action reported to the President of University.  
(Date)  
(Within five school days of the session in which they are adopted).
  - By \_\_\_\_\_, President of the University to return the motion to the President of the Senate. (Within 10 school days of its receipt).  
\_\_\_\_\_  
(Date) Adams for T. Craine  
President, University Senate (Tim Craine)

ENDORSEMENT:

TO: President of the University Senate

FROM: President Jack Miller

- Motion Approved \_\_\_\_\_ ✓
- Motion Disapproved \_\_\_\_\_  
(Explanatory statement must be appended)
- Action "is deferred" \_\_\_\_\_
- Resolution Noted \_\_\_\_\_
- Other \_\_\_\_\_

4/8/08  
Date

Jack Miller  
President

Senator Crundwell moved the following, which Passed: A Clarification Document Highlighting the Involvement of Department Chairpersons in Activities Originating Outside of Their Departments.

Department Chairpersons are elected to serve three year terms by members of their respective academic Departments. As such, they represent their Departments to their Deans, the Provost, and other Departments. Chairpersons are, first and foremost, members of the faculty elected by the faculty. They serve primarily to facilitate the functioning of their Department and to lead in the daily academic functions of their Department.

Like the faculty in their Departments, Department Chairpersons have contractual duties which extend into teaching, research, and service. Campus colleagues are asked to respect the unique situation of the Chair as the academic leader and administrative liaison for the Department. Also, one should recognize the following points when asking for the assistance of Chairpersons.

- 1) Department Chairpersons shall exercise their judgment on what decisions and actions are to be delegated within their Departments.
- 2) Since assessment of any load credit activity is required contractually, evaluations of chairpersons shall continue to be the responsibility and duty of Department faculty .
- 3) As a best practice for a timely and informed response, any request upon chairpersons must reflect the time required for them to adequately consult with their faculty. During the academic year when courses are in session, a general rule for adequate planning shall be that Chairpersons should have at least two weeks minimum to consult with their faculty on actions that originate outside of their Department. In the event that duties must be performed on a shorter timescale, Chairpersons shall seek additional time such that their faculty can be consulted adequately if need be.
- 4) Summer duties place special burdens upon Chairpersons without 12-month appointments. It should be recognized that Department Chairs on 10-month contracts have limited summer contractual obligations. Therefore, during the winter and summer sessions when Chairpersons and their faculty may be away from campus for an extended period of time, a general rule for adequate planning shall be that Chairpersons should have four weeks minimum to consult with their faculty on actions that originate outside of their Department. In the event that duties must be performed on a shorter timescale, Chairpersons shall seek additional time such that their faculty can be consulted adequately if need be.
- 5) For all meeting requesting the attendance of a Chairperson, the Chairperson shall be allowed to send a designee if unable to attend.
- 6) The University recognizes that any change, any revision, or any new policy or procedure that affects a Chairperson ability to “leading the department in fulfilling its responsibilities in academic and personnel areas” and in “facilitating the need of the Department” [from Section 5.23 of the CSU-AAUP/BoT Contract] shall be presented and discussed by the Provost, the Deans, the Department Chairpersons, as well as the CCSU-AAUP executive council.