

**Central Connecticut State University**  
UNIVERSITY SENATE ACTION

**Senate Motion Number FS 12.13.016B**

TO: President Jack Miller  
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with: **Functions and Responsibilities of Standing Committees of the CCSU Faculty** is presented to you for your consideration.
2. This motion was adopted by the University Senate on **01/28/2013**.
3. 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.
4. Under the By-Laws of the University Senate, Section 3.7, the following schedule of action is to be observed.
  - a) By **01/31/2013**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).
  - b) By **02/14/2013**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

**01/31/2013**  
Date

  
James Mulrooney, President, University Senate

ENDORSEMENT:

TO: President of the University Senate  
FROM: President Jack Miller

1. Motion Approved : \_\_\_\_\_
2. Motion Disapproved: \_\_\_\_\_ (Explanatory statement must be appended).
3. Action "is deferred": \_\_\_\_\_
4. Resolution Noted: \_\_\_\_\_
5. Other: \_\_\_\_\_

2/5/2013  
Date

  
President Jack Miller

*Proposed Revision to  
"Functions and Responsibilities of Standing Committees of the CCSU Faculty"*

**PROPOSAL:**

The Committee on Committees proposes the adoption of the following changes for the document "Functions and Responsibilities of Standing Committees of the Faculty," pertaining to the role of the Faculty Senate and of Standing Committees of the Faculty.

**Role of the Faculty Senate and of Standing Committees of the Faculty**

A. Within the limits established by the Connecticut Board of Regents for Higher Education 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. Standing Committees of the Faculty are committees established by the Faculty Senate, with membership and responsibilities that extends beyond a single department or school, whose membership is open to some or all faculty members (including those who are not members of the Faculty Senate). In this document, "committee" always refers to a Standing Committee of the Faculty, unless otherwise stated.

**Relationship between the Administration and Standing Committees of the Faculty**

E. 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.

F. It shall be the prerogative of the Vice President for Academic Affairs to sit as an ex officio, non-voting member of any committee to which he/she is not specifically assigned, except those dealing with individual personnel or individual student issues (such as the Mediation, Termination, Promotion and Tenure, and Grade Appeals committees).

## **Reporting Duties of Standing Committees of the Faculty**

G. Each Standing Committee of the Faculty with more than seven (7) elected faculty shall maintain a website, on which information and documents produced by the committee shall be permanently posted, and kept up to date. The minutes of each of the meetings of the committee should be posted on the website.

H. Each Standing Committee of the Faculty that does not post its minutes on its website shall forward one copy of the minutes of each of its meetings to the Secretary of the Faculty Senate. The Secretary of the Faculty Senate shall post these minutes to the website of the Faculty Senate, and at the end of the year, shall forward a copy of all minutes of all committee meetings, and all minutes of Faculty Senate meetings, to the Library for retention in the archives of the University.

I. Each Standing Committee of the Faculty Senate and all Standing Committees of the Faculty are to report at least once annually to the Faculty Senate.

J. Standing committees dealing with confidential personnel or student-related matters may be exempted from points G, H, and I.

K. Chairs of Standing Committees of the Faculty should be aware that all policy recommendations requiring Faculty Senate approval need to be submitted in writing to the President of the Faculty Senate at least one week prior to the meeting at which the proposal is to appear as an agenda item.

## **Organization of Standing Committees of the Faculty**

L. Each Standing Committee of the Faculty is to organize by October 15th and is to report names of their elected chairs to the Secretary of the Faculty Senate in order that these be posted on the Faculty Senate's website. (The Promotion and Tenure Committee, which is elected in the Fall, shall organize itself as described in its by-laws.) The President of the Faculty Senate shall charge a committee member to schedule an organizational meeting. Those committees whose deliberations do not involve confidentiality should also report their meeting times.

M. Every Standing Committee of the Faculty shall have a statement of purpose including functions, responsibilities, and by-laws. The by-laws shall include a description of how members of the committee are chosen, their number, the length of a single term of service and the maximum number of consecutive terms.

N. The maximum length of continuous service for elected members of any standing committee according to the bylaws of the Faculty Senate is (1) six consecutive one-year terms, (2) three consecutive two-year terms, or (3) two consecutive three-year terms. Members on Standing Committees of the Faculty that are elected to a committee officer position during their last term may be granted a one-term extension and thereby allowed to remain on a committee until the end of their term

as an officer. ~~Committees may include in their by-laws more restrictive service limits, but they may not extend these service limits.~~

### **Membership on Standing Committees of the Faculty**

O. Committees are encouraged to limit the number of their members to a reasonable number. Any committee with more than seven (7) elected faculty members should have a pre-arranged meeting time, which should be included in its by-laws.

P. Committees are encouraged to adopt membership rules that guarantee representation from multiple schools, and administrative faculty if appropriate. In particular:

- 1) A committee with five (5) or more elected AAUP faculty members should require representation from at least two schools;
- 2) A committee with eight (8) or more elected AAUP faculty members should require representation from all four schools;
- 3) If a committee's business is likely to directly impact departments, then the committee's membership should be limited to at most one member per department (or two for larger committees).

If a committee adopts such membership rules, they shall be clearly stated in the committee's by-laws.

Q. Part-time faculty members shall be eligible to serve on all committees from which they are not excluded, either explicitly (through a statement such as "only full-time faculty members may serve on the committee") or by implication (through a statement such as "membership is open to tenured faculty only"). **Part-time faculty members who participate on a committee, do so only on their own volition and on a volunteer basis.**

R. Rules governing who can be a member of the various Standing Committees of the Faculty shall be included in each committee's by-laws. All committees shall follow the following rules governing membership:

- 1) Some committees may have an "open membership" rule, according to which members of the university committee may become members by sending a membership request to the Chair of the committee, without having to stand for election. Such committees shall state clearly which members of the university community can become committee members. If such a committee has any curricular role, voting on curricular issues shall be restricted to teaching faculty members.

2) Voting membership on committees with a curricular role shall be restricted to AAUP faculty members elected by a department, their school, or by the AAUP faculty or a subset thereof; student members may also vote, provided that a fixed number of voting seats on the committee are reserved for students.

3) Voting membership on committees whose role is to fulfill duties mandated by the CSU-AAUP/BOT contract, or whose existence is mandated by the contract, shall be restricted to AAUP faculty members, and shall adhere to any membership rules prescribed by the contract.

4) Voting membership on committees whose role is to determine the winner(s) of a teaching or research award, or of teaching or research grants, shall be restricted to AAUP faculty members; in the case of a teaching award, a fixed number of voting seats may also be assigned to students.

5) Voting membership on all other committees shall be restricted to AAUP faculty, administrative faculty and students.

### **Formation of new Standing Committees of the Faculty**

S. 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 and on the Faculty Senate website. It is the responsibility of the Faculty Senate to keep the handbook and the website up to date.

T. A similar process (as in point S) may be implemented for dissolution of a committee, merging of related committees, or other such actions involving new, standing, or ad hoc committees.

### **Definitions**

U. In all committee by-laws,

1. The term "AAUP faculty" refers to full-time and part-time employees of CCSU who are represented by AAUP.
2. The term "Instructional faculty" is synonymous with "AAUP faculty", but is archaic and should be replaced if possible.
3. The term "Teaching faculty" refers to AAUP faculty members whose primary job description includes classroom teaching. Such individuals shall be considered teaching faculty even if non-teaching reassigned time takes more than half of their load credit.
4. The term "Administrative faculty" refers to employees of CCSU who are represented by SUOAF-AFSCME.