ARTICLE 5
FACULTY PARTICIPATION PROCEDURES

5.1 Before making a full-time appointment to the instructional faculty (members of the Instructional Faculty bargaining unit), the President shall receive the recommendations of the affected department, and the academic Division Head or a designee who shall have consulted department or division members (see Article 3.2). Positions shall be posted with the AAUP Chapter whenever searches are initiated. A representative of the President may require the nomination of more than one candidate for any vacancy. In the absence of recommendations from the department or division head, the President may make or recommend an initial contract appointment, provided the responsible members or faculty agencies have failed to act within a reasonable period of time, or cannot act because of time limitations. Such an initial contract appointment shall be reviewed by the department and/or academic division. After receiving appropriate recommendations, the President shall decide whether to change the temporary appointment to a longer appointment as defined in Article 4.8.

5.1.1 Whenever an unclassified professional position is to be filled, the University shall make a good faith effort to promptly inform the AAUP chapter.

5.2 Full-time appointments to the bargaining unit shall fall within the following ranks:

- Instructor, Staff Librarian, Staff Counselor, Coach I, Athletic Trainer I
- Assistant Professor, Assistant Librarian, Assistant Counselor, Coach II, Athletic Trainer II
- Associate Professor, Associate Librarian, Associate Counselor, Coach III, Athletic Trainer III
- Professor, Librarian, Counselor, Coach IV, Athletic Trainer IV

5.3 Standards for Full-time Appointment or Promotion to Respective Ranks
Listed below are the standards which must be met for full time appointment or promotion to the respective ranks within the bargaining unit (see Article 6.3 for coaches and athletic trainers). In each case, the
degree must be from a college or university regionally accredited at the time of the award of the degree.

5.3.1 Instructor, Staff Librarian, Staff Counselor
An earned master’s degree appropriate to the field from an accredited college or university.

5.3.2 Assistant Professor, Assistant Librarian, Assistant Counselor
(A) An earned doctorate or a terminal degree appropriate to the field from an accredited college or university, or

(B) At least three (3) years of full-time service in a college or university at a rank of Instructor or above, plus
   1. A master’s degree, plus
   2. An additional full year of study above the master’s level.

5.3.3 Associate Professor, Associate Librarian, Associate Counselor
An earned doctorate or a terminal degree appropriate to the field from an accredited college or university plus at least five (5) years of full-time service in a college or university in a rank of Assistant Professor or above.

5.3.4 Professor, Librarian, Counselor
An earned doctorate or a terminal degree appropriate to the field from an accredited college or university plus at least eight (8) years of full-time service in a college or university including at least five (5) years at a rank of Associate Professor or above.

5.3.5 Comparable Standards
A candidate who does not meet the standards of Articles 5.3.1 - 5.3.4 may also be appointed or promoted to a rank listed above provided the candidate has credentials and/or experience substantially comparable to the listed standards. A recommendation for such appointment or promotion may be initiated by the individual, the DEC or a search committee, but shall not be considered further in the absence of a positive recommendation from the departmental committee. The President, upon receipt of recommendations from departments, committees, and individuals in the appointment process, shall make the final university judgment.
5.3.6 Educational Exchange Programs

Full-time members may participate in educational exchange programs for one (1) year or less, if they, their departments and the University agree to the exchange and the replacement persons possess credentials appropriate to their assigned duties. Conference and workshop funds (Article 9.5) may be used to support a member in such an exchange.

5.4 A full-time member shall be considered for promotion pursuant to Article 4.11 provided the candidate meets the standards of appointment (Articles 5.3.1 through 5.3.4), to the new rank or has served at least ten (10) years in the current rank. Those who have served ten (10) years or more in rank must compete under the same criterion (Article 4.11.9) as all other candidates in the promotion process except for the degree requirements set forth in Articles 5.3.1 - 5.3.4. This provision does not in any way constitute an obligation to promote members who are eligible for consideration.

5.4.1 The President may, in rare instances, to avoid a tangible injustice, recommend a full-time member to the Board for promotion outside normal procedures. In such a case, the President shall provide a written explanation to the department concerned.

5.5 When a full-time member transfers to a new department, any new expectations concerning credentials to qualify for promotion shall be agreed upon between the member and administration in consultation with the receiving department, reduced to writing, and shall subsequently bind all evaluators in the promotion process.

5.6 CSU Professor

The Board, upon the recommendation of a President and the Chancellor, may award full-time members the title, CSU Professor, provided that the member: 1) has been recommended for the honor by the President who has received the advice of a committee elected from the membership by a procedure designed by the Senate and approved by the President; 2) has been recognized by peers in the field for professional excellence.

CSU Professors shall retain their title for the duration of their service to the system and shall receive additional compensation at a rate 1.10 times their regular salaries.
Not more than four (4) CSU Professorships shall be awarded in any given year, and there shall not be more than twelve (12) in Connecticut State University nor more than three (3) in any one university at any given time.

5.7 Emeritus Status

Emeritus designation shall be bestowed upon a retiring member of the full-time faculty upon recommendation of the department and approval by the President. Emeriti shall be afforded at least the following privileges: desk space if available, university computer account, library privileges, catalog listing, a printed certificate, professional use of the title, invitations to university functions, course privileges available pursuant to Article 13.13, faculty parking privileges and inclusion on the mailing lists for all university publications.

5.8 Faculty Senate

A majority of the membership in the Senate shall be drawn from members.

5.9 Constitution and Bylaws

The Senate shall adopt a written constitution and bylaws upon ratification by a majority of its constituency. The Senate and all university-wide standing committees shall adopt written rules of order approved by the Senate or by another process consistent with the Senate’s Constitution. The Constitution and bylaws, which become effective upon Presidential approval, shall be consistent with state and national laws, and the terms of this Agreement. The Constitution and bylaws must be consistent with each other.

5.10 When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Senate’s recommendation.

5.11 The Senate shall adopt written Rules of Order specifying the policies, procedures and criteria governing nomination and election to university bodies under its jurisdiction or as assigned to its responsibilities by this Agreement.
5.12 Faculty Handbook

Each University, under the direction of its President, shall prepare, publish and distribute to full-time faculty, and make available to part-time faculty upon request, a faculty handbook consistent with provisions of this Agreement which shall contain at least:

(A) Procedures detailing the channels of communication and decision-making among individuals, departments, committees and governing bodies.

(B) A complete and up-to-date copy of the Senate bylaws and bylaws of other university bodies.

5.13 Selection of Administrators

The Board endorses the concept of participation of full-time instructional faculty in the process of selection of academic administrators. The role of the instructional faculty in selection of an administrator should be commensurate with the legitimate faculty interest in the position.

5.14 Departments

Each teaching member shall belong to one home department. Departments of a university shall be established by the University administration with the advice of the Senate according to criteria of commonality of interest and academic purpose, without any numerical limits on size. Divisions or other major groupings of departments with some common interest may also be formed.

5.14.1 Interdisciplinary academic programs may also be established by the University Administration with the advice of the Senate following consultation with appropriate faculty bodies. Members who teach in or direct such programs shall remain members of their home departments.

5.15 Except as specifically provided in other sections of this Agreement, the academic department is the structure through which the instructional faculty shall participate in academic and personnel matters.

5.16 A department shall express its decisions by majority vote of its full-time members, except where otherwise provided by this Agreement or in the department’s bylaws.
5.17 The department shall have responsibility for the content and development of courses, curriculum and programs of study within its discipline, research and service within its area, and for evaluation of the performance of all department members, subject to all other provisions of this Agreement.

5.17.1 For interdisciplinary programs, the members of the several departments involved, or those who regularly teach in the program, shall have responsibility for the content and development of the courses and curriculum of the program, unless specified otherwise in the establishment of the program. Curricular changes involving individual courses and departmental programs shall be initiated at the departmental level following procedures of review as established by the Senate and approved by the President; a similar process shall be followed for interdisciplinary courses and programs. Curricular changes involving core curricula shall be initiated in the appropriate university-wide curricular body and shall follow established procedures of that body. Program review recommended by a department, interdisciplinary program, University Curriculum Committee, Senate or any member of the University administration shall directly involve the affected department(s) or program(s) at the earliest practicable time.

5.17.2 Class size limits shall be determined on sound educational principles by the appropriate academic Dean in consultation with the department or interdisciplinary program. Under normal circumstances the department shall have primary responsibility for individual teaching assignments within the department. In establishing the departmental assignments for members who teach in interdisciplinary programs, the department chairperson shall consult with appropriate members in the interdisciplinary program. The academic department or interdisciplinary program may establish and administer policies on grading and admissions to and academic standings in its programs, providing such policies are consistent with university-wide policies established by the Senate and approved by the President.

5.18 Programmatic Adjustment and Redeployment of Resources

The administration and CSU-AAUP concur that the universities with their diversity of intellectual and professional resources offer potential for creative problem-solving through the application of the combined capabilities of members of the university community.
Both parties to this Agreement recognize that the role and importance of a department/area of study to balanced academic offerings is not accurately and properly evaluated on the sole basis of number of students studying courses in the department/area. From year to year student interests will change in both short- and long-term cycles. Successful educational programs result from a balance between guidance provided to students in the form of general educational requirements necessary to a broad educational experience on the one hand, and institutional efforts to meet current student interests and expectations on the other. The purpose of this Article is to facilitate the institutional processes necessary for study of the university structure/curriculum while student objectives and general educational programs change, during a period of steady-state staffing and budgetary constraint.

This article is not an extension of Article 17; rather its objective is to bring about the kind of prior study and change necessary to meet educational objectives without reaching the point of dislocation and hard feelings resulting from a declaration of financial exigency in the academic community.

When the President, or the Curriculum Committee in consultation with the President, suggests that a department or program merits in-depth study because of a continuing loss of student enrollment appearing to be representative of a long term trend, the President in consultation with the Senate may establish a University Commission to effectuate the purposes of this Article.

The President and the Senate shall direct the formation of a University Commission composed of two (2) full-time members elected by the Senate and familiar with curricular matters, two (2) persons appointed by the President, the Chairperson of the affected department and the appropriate academic Dean. One further member of the Commission shall be appointed by the Senate President based upon a judgment of which member of the University community would most contribute to the Commission’s work.

The first meeting shall be convened within two weeks at the call of the Senate President who shall preside until the Commission elects its Chairperson who may not be the Senate President, an officer of CSU-AAUP or an officer of the university AAUP Chapter.
The objective of the Commission shall be to study the designated area and such related areas as may be appropriate and make recommendations in writing to the President and other segments of the academic community as to what adjustments, redeployments of existing personnel, curricular changes and additional actions should be undertaken to better meet needs of the entire academic community. The Commission shall complete its work within three (3) months of its first meeting, and shall not exceed its authority as set forth above.

5.19 When departments are divided or merged, full-time members may be assigned to the new organizational units by the President following consultation with all affected parties. In all other cases, a full-time member may be transferred from one department to another only upon agreement of the member and administration pursuant to Article 5.5.

5.20 A department, interdisciplinary program, University-wide Curriculum Committee, the Senate or the President may initiate a recommendation for program discontinuance. If a recommendation for discontinuance originates from a source other than the Curriculum Committee or Senate, as appropriate, it shall be submitted in writing to the Curriculum Committee or Senate as appropriate. Once it has received or initiated a recommendation for program discontinuance, within sixty (60) days during the academic year, the Curriculum Committee or Senate as appropriate shall investigate the impact of such discontinuance and make its recommendations to all affected parties. Assessment of such program discontinuance proposals by all parties shall include consideration of bona fide educational needs. After reviewing the Curriculum Committee/ Senate's recommendations, the President shall take appropriate action, including appropriate recommendations to the Board of Trustees. If program discontinuance would result in involuntary separation of a full-time member, said discontinuance shall not occur except pursuant to the provisions of Article 17.

5.21 Department Bylaws

Each department shall have written bylaws consistent with this Agreement and procedures established pursuant to this Agreement describing its structure and procedures; such bylaws shall require approval by a majority of the full-time department members and the appropriate Dean. A copy of such bylaws shall be filed with the Senate, the respective Dean, the Chief Academic Officer, and the local AAUP Chapter. When the appropriate Dean finds departmental bylaws to be
unworkable or inconsistent with this Agreement or with procedures established pursuant to this Agreement, the Dean may require appropriate changes. The Dean and members of the department shall strive to resolve any disagreements. Any unresolved dispute between a department and the Dean shall be referred for a final binding resolution to a committee of three (3) consisting of a designee (not in the affected department) of the AAUP Chapter President, a designee (not the Dean involved) of the President, and a designee agreeable to both Presidents.

5.21.1 When a dispute arises within a department regarding the application of departmental bylaws, not related to this Agreement, said dispute shall be referred for a final binding resolution to a committee of three (3) consisting of the Chief Human Resources Officer and two (2) full-time members (not in the affected department) appointed by the Senate President. Such settlements shall be consistent with this Agreement.

5.22 Each department shall keep minutes of all department meetings and its standing committees and, with the exception of DEC minutes, such minutes will be available to all department members, the respective Dean and the Chief Academic Officer.

5.23 Department Chairperson

The department Chairperson has the dual responsibility of leading the department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the department. The department Chairperson is the normal channel of communications between the department and other departments, division/areas or like groupings, offices and the administration.

5.23.1 Interdisciplinary Program Director

Interdisciplinary programs of sufficient size or complexity may require program directors.

5.24 Department Chairpersons, Academic Division Directors, Area Directors and Interdisciplinary Program Directors shall be selected in accordance with university procedures. These members shall serve until completion of their terms as specified by university policy.

If any of these members is evaluated pursuant to Article 4.13 and the President determines, based on the evaluation, that the best interest of
the University is not served by the member remaining in office, the President may require that the member resign from office.

Upon such resignation, university procedures for the selection of Chairpersons, Academic Division Directors, Area Directors and Interdisciplinary Program Directors shall be used to determine a replacement. Such procedures shall be expedited with final selection taking place within thirty (30) days from the date of the vacancy. During the interim the President may appoint a member in an acting capacity to fill the vacancy.

5.25 In specific articles of this Agreement where the action of the President is predicated upon receipt of a recommendation from a faculty body and where a time interval for such recommendation is prescribed by this Agreement or developed between a Senate and the President pursuant to this Agreement, the President may act seven (7) days after the time limit established in this Agreement or pursuant to this Agreement has elapsed without receipt of such faculty recommendation. If, in this Agreement, action by the President is predicated upon establishment of a policy mutually agreed on by the President and a university body, the President shall be bound by the most recent prior university policy until agreement is reached. Actions by the President in such instances shall be reasonable and consistent with the terms of this Agreement.