

The Constitution of the Faculty Senate

(Revision March 2005)

1. Preamble

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.

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 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 Faculty 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 be composed of one faculty member for every fifteen members, or fraction thereof, elected from each academic department. For the purpose of computing senatorial constituencies all full-time faculty members within a group shall be counted. No department chairperson shall be eligible to vote for, or serve as, senator from their 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 any other institution of higher education. 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 non-teaching, 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 non-teaching, 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

3.2.1 The non-teaching 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.

3.2.2 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.

3.3. Each voting district of the University shall elect one permanent alternate for each of its Senators. Elected alternates must meet the same requirements as elected Senators. The permanent alternate is the only one who may substitute for a Senator.

3.4. The President of the University shall be a non-voting member of the Senate.

3.5. Term in Office

3.5.1. The term of office for a 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 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 or Vice-Presidency 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 departments, schools, or administrative offices 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 shall receive three semester hours of released time per semester for his or her duties.

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 shall receive one and a half hours of released time per semester for his or her duties.

3.10. The Faculty Senate shall elect a Secretary from among its members annually. The Secretary of the Senate shall receive three hours of released time per semester for his or her duties.

4. Restrictions

4.1. Since the Faculty Senate derives its powers from the faculty, 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 President of the University upon receipt of such petition shall, within three calendar weeks, call for a Special Session of the faculty to consider the items contained in the petition. The President upon receipt of 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 University President 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.

4.2. The agenda and minutes of all Faculty Senate meetings will be communicated to each faculty member, and the minutes of the Faculty Senate will be available in the University Library and on the Faculty Senate website.

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. Each department shall adopt a procedure for the recall of its Senators and submit a copy of these procedures to the Secretary of the Senate.

4.6. An amendment of the Constitution of the Faculty Senate of Central Connecticut State University may be initiated:

4.6.1. By the Faculty Senate on recommendation of the Committee on Constitution and By-Laws or of an individual senator at any regularly scheduled meeting of the Faculty Senate and subject to consideration at a Special Session of the faculty.

4.6.2. On recommendation of any Special Session of the faculty.

4.7. The adoption of the final form of a constitutional amendment requires a majority of those voting in a secret ballot of the entire faculty. This secret ballot shall be conducted by the office of the President of the University within 14 calendar days of passage in the Senate.

The By-Laws of the Faculty Senate

(Revised May 2, 2005)

1. Elections Procedures

1.1. In the spring of each academic year, the President of the University shall require from each voting district a certified list of its unclassified, full-time membership. This list shall include all members of the unit irrespective of the term of their employment or whether or not they are on leave. It shall not include part-time members or members who have not yet assumed their duties at the University.

1.2. The President of the University shall return these countersigned lists to the units with number of Senators due the unit correctly noted in time for elections.

1.3. Within five days of the completion of the election, the voting unit's administrative officer shall notify the President of the University of its senatorial representation for the coming year.

1.4. 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 certified according to 1.3. 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 years, the Senate shall solicit nominations for the Presidency and Vice-Presidency from its existing Senators. Annually in the spring semester, the Senate shall solicit nominations for the Senate Secretary. The election of officers shall occur in 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 Senate Steering Committee.

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 odd numbered 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 odd numbered 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; 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 runoff:

Number to be elected	Number to be in nomination
1	2 leading candidates
2 or more	2 or more than the number of vacancies

If subsequent runoffs 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.

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, and New Business. The President of the Senate may use his or her discretion as to the participation of non-Senators and the attendance of students, guests, and witnesses. Faculty Senate meetings are open to all CCSU faculty members.

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". 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. Any motion to amend the Constitution of the Senate, that is, to bring before the full faculty a change in the Constitution, shall require a two-thirds vote.

3.8. 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. These By-Laws may be suspended according to the latest edition of Robert's Rules of Order and 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.

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

**The Bylaws will be updated to reflect the following:

Except for the Committee on Promotion and Tenure, the members of these committees shall be elected annually in the spring for terms beginning in the fall. The Committee on Promotion and Tenure is elected in the fall. Interim vacancies shall be filled as needed.

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, all of the University’s Standing 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:

- Advisory Committee for CSU Professorship
- Committee on Academic Integrity
- 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)

Some committees have a mixed constituency and methods for selecting members

The Diversity Committee has an open membership to faculty members, staff, and administrators.

The UPBC is a balance between teaching faculty and administrative faculty/management (but is chaired by teaching faculty).

The CCSU Foundation Grant Advisory Committee is chaired by an administrative faculty member who is currently not a Senator in the Faculty Senate.

The members of the remaining Standing Committees of the Faculty are elected by a process that involves the entire faculty. These committees are:

- Academic Assessment Committee
- 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 or Department. These committees are:

Academic Assessment Committee (elected within Schools)
Curriculum Committee (elected by Department)
Graduate Studies Committee (elected by Department)

Functions and Responsibilities for Standing Committees of the Faculty

(Revised May 7th, 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 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.

I. Organization

A. Elections

1. The Academic Standards Committee (ASC) shall organize itself as follows:
 - a. The Nominating Committee shall begin in February to solicit a slate of potential officers to lead ASC for the following year. The officers must be members representing academic departments and will consist of a chair, vice chair and secretary.
 - b. Officers for the following year shall be voted on by secret ballot and decided by majority vote. This election shall be the first agenda item following approval of the minutes during the last regularly scheduled meeting of the academic year. Officers shall formally assume their duties immediately before adjournment of this meeting.
 - c. The new officers shall set a time and place for the first meeting to occur after the first week but not later than the fourth week of the fall semester. The officers shall inform the membership of this meeting in writing.

B. Duties of the Officer

1. The Chair
 - a. Shall call and preside at all meetings.
 - b. Shall draw up and circulate an agenda at least 10 days in advance of each monthly or special meeting.
 - c. Shall represent ASC in all University matters or provide for representation.
 - d. May participate in debate as any other member, and vote in case of a tie.
 - e. Shall serve a one-year term and may not serve more than two consecutive terms.

2. The Vice Chair

- a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term.
- b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.
- c. Shall serve a one-year term and may not serve more than two consecutive terms.

3. The Secretary

- a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings.
- b. Shall be responsible for maintaining the permanent records of ASC and the distribution of ASC minutes to all ASC members and other required or interested parties within 20 days following the meeting.
- c. By the second meeting of each academic year shall distribute copies of the duties and responsibilities of ASC and its by-laws to all members.

4. Committees

- a. The Nominating Committee
 1. Shall consist of three members elected at the February meeting.
 2. The Nominating Committee Chair shall administer the election of officers. If the chair is a candidate then another member of the Nominating Committee shall oversee the election.
- b. Special Committees, with the concurrence of the ASC, may be formed to investigate or consider special matters.

II. Floor Procedures

A. Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.

B. The chair shall provide each member with a copy of any main motion for general business at least ten (10) days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the ASC members present, this ten-day advance may be waived.

C. The chair shall include on the agenda any item proposed by any ASC member. If not included in time for insertion on that month's agenda, it will be included on the following month's agenda.

D. Regular ASC meetings shall be held each month of the academic year, but if the chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting to the next month.

E. On the petition of any five (5) members of the ASC, the chair must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the petition. The chair has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance.

F. A quorum at any regular or special meeting will consist of more than 50% of voting members and represent at least two schools. The quorum for the Nominating and Special Committees shall not be less than one-third of its membership or two (2) persons, whichever is greater.

G. The order of business normally shall be: call to order, approval of minutes from the previous meeting, announcements, committee reports, old business, new business, and adjournment.

III. Amendments and Changes in By-Laws

A. Amendments and additions to the by-laws may be made by a vote of three-fifths of the members present at a regularly scheduled meeting, provided a quorum is present.

Committee on Academic Integrity

Membership: A standing committee of the CCSU Faculty Senate, the Academic Integrity Committee (AIC) 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.

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

Officers: At the first fall meeting, the AIC will choose a chair, vice-chair, and secretary. Officers serve for one year, and cannot serve for more than two consecutive years.

Responsibilities:

1. **Chair:** Convenes meetings; distributes an agenda 3 working days in advance; participates in debates and can vote. Represents the AIC to the Faculty Senate, to other relevant university bodies, or arranges alternative representation.
2. **Vice-Chair:** Serves as chair in the chair's absence.
3. **Secretary:** Records the disposition of committee business, keeping an accurate record of any resolutions and any votes, and distributes such a record ("the minutes") to the committee members 3 working days in advance of the next meeting.

Organization: The Academic Integrity Committee will meet as a body once a month (and can meet more frequently with a majority vote), while subcommittees may meet an additional time per month. By petition of at least three committee members, the chair will convene an emergency meeting at the earliest possible time.

Revisions of the by-laws require a 3/5 vote of the body as a whole.

Functions: 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.

Faculty Senate Diversity Committee

(Revised in 2006)

Article I Name

This committee, a permanent committee of the Faculty Senate, shall be known as the Faculty Senate Diversity Committee.

Article II Purpose

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.

Article III 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.

Article IV Officers

The committee shall have a Chair, who will schedule and conduct meetings, a Vice-Chair, who will assume the duties of the Chair in the Chair's absence, and a Recording Secretary, who shall record and distribute the minutes of meetings. The Chair and the President of the Faculty Senate will be jointly responsible for managing the finances of the Committee. The officers will be elected at the first meeting of the Committee in the fall semester, subject to a call to meet issued by the President of the Senate.

Article V Meetings

The Chair shall call meetings as needed, with no less than one in the fall semester and one in the spring semester. Meetings are to be conducted informally, unless, at the discretion of the Chair, rules of procedure require enforcement. If so, the Committee will be governed by Robert's Rules of Order, in its most recent edition. A quorum shall consist of 20% of the Committee's total membership.

Article VI

A simple majority at any scheduled meeting may amend these by-laws provided the proposed amendment(s) is distributed by the Committee Chair via e-mail at least one week in advance of the meeting at which the proposed amendment will appear on the agenda.

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.

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.

Organization:

1. The Curriculum Committee shall organize itself in May, electing its Chair (two year term) and Secretary (one year term) from among those members representing academic departments, and fix its time and place of meeting.
2. The Chair shall appoint a Vice-Chair for a one-year term. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the members present at any regular or special meeting of the Curriculum Committee, provided that written proposed amendments are presented to Curriculum Committee members via the Chair at least two weeks prior to the meeting.

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.

Curriculum Committee Procedures:

1. The Committee shall use Robert's Rules of Order, Newly Revised.

2. Submission of requests:

- a. Requests for curriculum changes shall be made on the latest Curriculum Committee standard forms for course or program change.
- b. Requests for changes shall be in the hands of the Chair at least two weeks in advance of the meeting at which they are to be considered.
- c. Copies of each request in the number specified by the Chair are required. In the case of graduate courses, additional copies in the number specified by the Graduate Studies Committee are to be sent directly to the Graduate Studies Committee via its chair.
- d. Proposals for majors, programs, and courses which are presented and/or justified as either required and/or recommended by an appropriate accrediting organization and any changes in majors, programs, or courses so presented and/or justified, must be accompanied by a copy of the accrediting organization's requirements and/or recommendations.

3. An agenda of items to be considered at any meeting shall be sent by the Curriculum Committee Chair to members of the Committee, Department Chairs, and appropriate administrative personnel not less than ten (10) days prior to the meeting.

4. Authorization of requests:

- a. Requests from a Department shall carry evidence of department approval and evidence of review by the Department Chair and the Dean(s).
- b. Requests from a School shall carry the endorsement of the Dean and evidence of review by the Chairs of the departments concerned.
- c. Requests affecting more than one Department shall carry not only an appropriate endorsement but also evidence of review by the other group(s) concerned.

5. The Curriculum Committee may receive and consider suggestions and/or recommendations from the President, the Faculty Senate, or any other properly constituted agency of the University.

6. The Curriculum Committee may, by majority vote, make amendments to requests for curriculum changes which do not essentially affect the substance of the request (e.g., changes in wording, cycling pattern). However, any substantial changes may be made only with the concurrence of the representative(s) and/or spokesman of the Department(s) concerned, and lacking this consent, the request will be returned to the submitting agency.

7. Changes approved by the Curriculum Committee by its March meeting and by the Faculty Senate by its second meeting in March will normally appear in the next appropriate University Catalogue.

8. The Curriculum Committee shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
9. The Curriculum Committee shall retain the unique prerogative of making recommendations to the faculty concerning additions and deletions of courses and programs.
10. Procedures for effecting minor changes:
 - a. Requests for a change in the designator, number, title, cycling pattern and/or description may be submitted to the appropriate Dean(s) for approval provided that the essential nature of the course is not changed. The Dean(s) shall consult with the Chair of the Curriculum Committee before approving any such request. A report of such actions shall be made to the Chair of the Curriculum Committee, who shall make reports of such changes to the Curriculum Committee at the next scheduled meeting. At such a meeting, objections can be brought forth.
 - b. The Graduate Studies Committee shall review all proposals, including non-substantial changes, concerning graduate programs and courses for graduate credit.
11. Authorization of courses not yet approved by the Curriculum Committee and/or the Faculty Senate: The Vice-President for Academic Affairs may authorize the offering of a not-yet-approved course for a single session, provided that time does not permit its approval before the schedule is fixed, and provided that an appropriate request (standard form) has been made to the Curriculum Committee.
12. Departments wishing to require a higher grade than passing as a prerequisite must request approval from the Curriculum Committee with a statement of justification for the request.
13. The Curriculum Committee shall make a written report to the Faculty Senate within ten (10) school days of the Curriculum Committee's action. Actions taken by the Curriculum Committee are not official until approved by the Faculty Senate and signed by the President.

Curriculum Committee Structure:

1. The work of the Curriculum Committee having increased to the level that efficient and judicious operation of the Committee is no longer possible in the Committee of the whole, the following subcommittee structure is established:
 - a. Standing subcommittees are established to review all undergraduate curriculum proposals from the Departments within each School. These subcommittees are: Arts and Sciences, Business, Education and Professional Studies, and Technology.

- b. Each subcommittee shall be composed of all members of the Curriculum Committee representing constituencies within that School, one representative at large from each of the other Schools appointed by the Curriculum Committee Chair, the Dean of the School, one student appointed by the Curriculum Committee Chair, and the Chair of the Curriculum Committee, ex-officio. Each subcommittee shall organize itself.
 - c. Each subcommittee shall review all proposals emanating from any of its constituencies and make recommendations, favorable or unfavorable, to the Curriculum Committee. Each subcommittee shall possess the power to recommend amendments, subject to the limitations on the Curriculum Committee itself.
 - d. Each subcommittee shall meet prior to all Curriculum Committee meetings where pertinent items appear on the agenda.
 - e. The minutes of each subcommittee shall be distributed by the Curriculum Committee Chair to members of the Curriculum Committee in advance of Curriculum Committee meetings.
2. The Graduate Studies Committee shall review all proposals concerning graduate programs and courses for graduate credit.
3. The International and Area Studies Committee shall be recognized as the review committee for all international program and course proposals as well as all course proposals for which an “International” designation is requested.
4. In order to assist in the refinement, development and implementation of the General Education Program, a permanent subcommittee called the General Education subcommittee shall be established.
- a. The General Education subcommittee shall be appointed by the Curriculum Committee Chair and be composed of two representatives each from Study Area I and Study Area II; one representative from each of the four Skill Areas, Study Area III, and Study Area IV; one representative each from the Schools of Business, Education, and Technology; the coordinator of the International and Area Studies Committee (IASC); one student; the Dean of Arts and Sciences; and the Chair of the Curriculum Committee, ex-officio. It shall organize itself.
 - b. The subcommittee shall review all proposals placed before it and make recommendations, favorable or unfavorable, to the Curriculum Committee. It shall possess the power to recommend amendments, subject to the limitations on the Curriculum Committee.
 - c. The subcommittee shall receive and/or initiate recommendations to the Curriculum Committee concerning the implementations of the General Education Program.
 - d. The subcommittee shall meet prior to all Curriculum Committee meetings where pertinent items are on the agenda and at such other times as its Chair may request.
 - e. Minutes of the General Education subcommittee shall be

distributed by the Curriculum Committee Chair to members of the Curriculum Committee in advance of Curriculum Committee meetings.

5. Representative(s) from the initiating department, school, or other appropriate agency shall be requested to attend all subcommittee meetings concerned with their proposals as well as executive sessions of the Curriculum Committee.

Clarification of function with respect to the reviewing of existing courses.

1. The Curriculum Committee shall hold an annual review of a report from the Registrar's Office of those courses which have not been taught during the past three-year period. (The report should include courses offered but not taught, with enrollment figures at the time of cancellation.)
2. These courses will be placed automatically on the Committee's agenda for review and the affected departments notified.
3. This review shall commence immediately concerning courses which have not been taught during the past three academic years.

Excellence in Teaching Award Committee

(Revised 1990)

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.

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.

Grade Appeals Committee

(Revised on 12/2/02)

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.

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

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

I. Organization

A. Elections

1. The Information Technology Committee (ITC) shall organize itself as follows:

a. The Election Committee shall begin in February to solicit a slate of potential officers to lead the ITC for the following year. The officers must be current ITC members representing academic departments and will consist of a chair, vice chair and secretary.

b. Officers for the following year shall be voted on by secret ballot and decided by majority vote. This election shall be the first agenda item following approval of the minutes during the last regularly scheduled meeting of the academic year. Officers shall formally assume their duties immediately before adjournment of this meeting.

c. The new officers shall set a time and place for the first meeting to occur after the first week but not later than the fourth week of the fall semester. The officers shall inform the membership of this meeting in writing and/or via electronic mail.

B. Duties of the Officer

1. The Chair

a. Shall call and preside at all meetings.

b. Shall draw up and circulate an agenda at least 10 days in advance of each monthly or special meeting.

c. Shall represent the ITC at the Faculty Senate, in all other University matters or provide for representation.

d. May participate in debate as any other member, and vote in case of a tie.

e. Shall serve a one-year term and may not serve more than two consecutive terms.

2. The Vice Chair

a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term.

b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.

c. Shall serve a one-year term and may not serve more than two consecutive terms.

3. The Secretary

a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true

copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings.

b. Shall be responsible for maintaining the permanent records of the ITC and the distribution of ITC minutes to all ITC members and other required or interested parties within 20 days following the meeting.

c. By the second meeting of each academic year shall distribute copies of the duties and responsibilities of the ITC and its by-laws to all members.

4. Committees

a. The Election Committee

1. Shall consist of three members elected at the February meeting and shall oversee the elections of officers.

2. Members of the Election Committee shall recuse themselves from the Election Committee if they are nominated for office.

b. Special Committees may be formed to investigate or consider special matters.

II. Floor Procedures

A. Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.

B. The chair shall provide each member with a copy of any main motion for general business at least ten (10) days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the ITC members present, this ten-day advance may be waived.

C. The chair shall include on the agenda any item proposed by any ITC member. If not included in time for inclusion on that month's agenda, it will be included on the following month's agenda.

D. Regular ITC meetings shall be held each month of the academic year, but if the chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting to the next month.

E. On the petition of any five (5) members of the ITC, the chair must call a special meeting within two calendar weeks of receipt of the petition, unless a regular meeting is scheduled within three weeks of receipt of the petition. The chair has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance.

F. A quorum at any regular or special meeting will consist of more than 50% of voting members and represent at least two schools. The quorum for the Election and Special

Committees shall not be less than one third of its membership or two (2) persons, whichever is greater.

G. The order of business normally shall be: call to order, approval of minutes of the previous meeting, announcements, committee reports, old business, new business, and adjournment.

III. Amendments and Changes in By-Laws

A. Amendments and additions to the by-laws may be made by a vote of three fifths of the members present at a regularly scheduled meeting, provided a quorum is present.

IV. 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.

Graduate Studies Committee

(Bylaws Revised 3-20-03)

I. 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.

II. Organization and Procedures

1. The GSC shall organize itself in the spring before the end of the academic year, electing its chair and secretary from among those members representing academic departments and the University library.
2. The date and place of meeting shall be established at the organizational meeting. The GSC will ordinarily meet on the fourth Thursday of each month during the academic year.
3. The latest edition of "Robert's Rules of Order, Newly Revised," shall be the parliamentary authority for the GSC.
4. A quorum shall consist of forty percent of academic department and library representatives as specified in Articles I. 1 and I. 2.
5. The by-laws may be amended by a majority vote of GSC members present at any regular or special meeting of the GSC provided that written amendments are presented to the GSC members at least 30 days prior to the call of the meeting.
6. An agenda of items to be considered in any meeting shall be sent by the Chair to members of the Committee, Department Chairs and appropriate administrators not less than seven days prior to the call of the meeting. The by-laws shall be distributed to members prior to the first fall GSC meeting.

7. Standing Committees shall be established to carry out the functions and responsibilities as described in the Standing Committees Structure Article IV.

III. 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.

IV. Standing Committees Structure

1. Standing Committees are established to effectively carry out the business of the GSC. The Standing Committees shall include:
 - a. Appeals Definition: The Appeals Committee will meet on an as needed basis to review any appeals of non-graded evaluations. These include processes related to graduate admissions, comprehensives, or any other non-graded performance-based assessments.
 - b. Curriculum Definition: The Curriculum Committee will meet at least one time per month during the academic semester to discuss changes in graduate curriculum to be forward to the Graduate Studies Committee.
 - c. Graduate Policy Definition: The Graduate Policy Committee will meet at least one time per month during the academic semester to discuss and forward changes in graduate policy as well as provide advice, input and feedback to the Dean of the Graduate School in a timely manner.
 - d. Scholarship and Awards Definition: The Scholarship and Awards Committee will meet on an as needed basis to determine the recipients of graduate academic awards and to organize and facilitate a graduate research day.

2. Assignment of members to standing committees will be carried out by the chair of the GSC at the beginning of the academic year. Members should be provided the opportunity to request specific committee assignments.
3. Standing Committee membership will be balanced by School. The GSC chair should make assignments in a fair and equitable manner.
4. Chairs of the Standing Committees for the new academic year will be appointed by the chair of the GSC prior to the end of the previous academic year. All Standing Committee chairs will have previously served on the GSC before chairing a standing committee. Membership on the Policy Committee will consist of representatives from each of the four Schools on campus. The chair of the Policy Committee will have previously served on the Policy Committee.
5. The Standing Committees shall review all proposals emanating from any of the constituencies and make recommendations to the GSC membership. The Standing Committees shall possess the power to recommend amendments, subject to the limitations of the GSC itself.
6. The Standing Committees shall meet prior to all GSC meetings where pertinent items are on the agenda.
7. A written report shall be presented to members of the GSC as to the results of the standing committee deliberations or recommendations, in advance of GSC meetings whenever practical.
8. *Ad hoc* committees chaired by a GSC member and including GSC members and other University faculty as appropriate may be appointed by the GSA Chair or the Dean of the School of Graduate Studies.

V. Graduate Studies Committee Approval Procedures

1. Requests for Curriculum Changes
 - a. All requests for curriculum changes shall be governed by the University Curriculum Committee by-laws.
 - b. Requests from a department or school shall be signed by the Department Chair and the Deans of both the academic school and the Graduate School.
 - c. Copies of requests submitted to the Chair of the University Curriculum Committee shall be forwarded concurrently to the Chair of the Graduate Curriculum Committee at least one week in advance of the Graduate Curriculum Committee meeting at which they are to be considered.
 - d. Requests affecting more than one department shall carry appropriate endorsement by the other group(s) concerned.

- e. Department representatives shall be present at the Graduate Curriculum Committee meeting to discuss the proposed changes and respond to questions from members of the Graduate Curriculum Committee.
 - f. All proposals approved by the Graduate Curriculum Committee shall be submitted to the next regularly scheduled Graduate Studies Committee meeting for approval prior to referral to the Faculty Senate.
 - g. Procedures for effecting minor curriculum changes shall be in accordance with the University Curriculum Committee by-laws.
2. Requests for Changes in Scholastic Standards or Admissions Policies
- a. Requests for changes that deviate from current graduate scholastic standards or admissions policies shall be made according to the latest Graduate Studies Committee approved format (Attachment I).
 - b. Requests for changes to graduate scholastic standards or admission policies shall be approved by the Graduate Studies Committee prior to referral to the Faculty Senate.
 - c. Requests shall be referred to the Chair of the Graduate Policy Committee at least one week prior to its regularly scheduled meeting. A copy of the request shall be forwarded concurrently to the Chair of the Graduate Studies Committee.
 - d. Following approval by department faculty, requests from a department or school shall be signed by the Department Chair, the Dean of the academic school and the Dean of the Graduate School.
 - e. Requests affecting more than one department shall carry appropriate endorsement by the other group(s) concerned.
 - f. Department representatives must be present at the Graduate Policy Committee meeting to review the proposed changes and respond to questions from members of the Graduate Policy Committee.
 - g. All proposals approved by the Graduate Policy Committee shall be submitted to the next regularly scheduled Graduate Studies Committee meeting for approval prior to reporting to the Faculty Senate.

VI. Recommended Format for GSC Submissions Relating to Scholastic Standards or Admissions Policies

- a. Requests for changes to Graduate scholastic standards or admissions policies shall be made according to the following captioned format:
 - Nature of request
 - Date voted on by Department faculty

Rationale for recommended change
Exact wording that will go into Graduate Catalog
Date new policy will go into effect
Effects on programs and faculty load
Signatures of Department Chair(s), Academic Dean(s), and Graduate
School Dean

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).

Selection means:

The Faculty Senate shall elect the five faculty members, the Student Senate, the two members.

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).

Sabbatical Leave Committees

(Revised on 9/2/92)

[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.

Election:

Members shall be elected by the full-time Faculty of the University prior to May 15th for the following year. A plurality shall be sufficient for election. In the event that an elected committee member is unable to serve, prior to the commencement of deliberations, the nominee with the next highest number of votes will assume that position. One half of the AAUP committee (four members) will be elected annually, thus serving staggered terms. All members of the AFSCME committee are elected in odd-numbered years and serve two-year terms.

Organization:

The Committees shall meet and organize themselves at the call of the University President and shall establish their own procedures.

Functions and Responsibilities:

The appropriate committee shall receive all requests and proposals as submitted to the University President by the various departments and areas. The Committees 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. In case of denial, the Committee will communicate the reasons to the applicant.

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)

Mission

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.

By Laws

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).

Selection:

Faculty/staff members are elected by the Faculty Senate for staggered two-year terms; at least three (3) must be instructional faculty. One (1) student member will be elected by the Student-Athlete Advisory Committee. The other student member will be appointed by the Student Government Association.

The UAB annually elects its chairperson from the elected faculty/staff membership in September.

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)

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 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.

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.

University-Wide Promotion and Tenure Committee

(Bylaws revised: January 28, 2008)

1. Purpose of the Committee

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.

2. 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.

3. Terms

Members of the committee shall serve two-year terms. Members may not serve consecutive terms.

4. Election of Members of the Committee

- a. The Elections Committee of the Senate has the responsibility for gathering nominations, verifying the acceptance of all nominees, constructing the ballot, and

conducting the faculty elections for this Committee. The Elections Committee shall preserve all the voting records for two years.

b. Nominations shall be solicited and elections shall be held as soon as practicable in the fall semester, with elections to be completed no later than the end of September.

c. Members shall be elected by the full-time faculty members of the AAUP Bargaining Unit of the University. All such faculty members are eligible to vote for all positions on the Committee.

d. Elections shall be conducted to assure staggered terms, as follows. Professors from the schools of Arts and Sciences and Engineering and Technology, and associate professors from the schools of Education and Professional Studies and Business shall be elected in even years, and professors from the schools of Education and Professional Studies and Business and associate professors from the schools of Arts and Sciences and Engineering and Technology shall be elected in odd years. Two at-large professors shall be elected in even years, and one in odd years. In the first year of this rotation (2008), odd-year positions shall be elected for one-year terms.

e. The ballot shall contain at least two nominees (from the appropriate rank and school when applicable) for each position up for election. All candidates shall be identified on the ballot by their rank and school.

f. The ballot shall be organized into two groups of candidates, one containing professors and one containing associate professors. Voters shall be instructed to vote for the appropriate number of candidates: in even years, four professors and two associate professors; in odd years, three professors and two associate professors. Ballots containing votes in excess of the number specified shall be discarded.

g. The winners of the school-specific positions shall be the candidates from those schools receiving the most votes. The winners of the at-large positions shall be the candidates receiving the most votes once the school-specific winners are removed from the pool.

e. In the case of a tie, the Elections Committee will conduct run-off elections until a candidate emerges with a majority vote.

5. Organization

The Committee shall meet and organize itself at the call of the President of the University. The Committee shall elect a chairperson and shall establish the following: procedures for examining and discussing each candidate's file and arranging an opportunity for each candidate to appear before the Committee; the method of voting; and the form of the

recommendation. All such decisions shall be consistent with the terms of the BOT/CSU-AAUP contract and the University promotion and tenure document.

6. 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.

7. Criteria for Promotion and Tenure Recommendation

The Promotion and Tenure Committee shall follow the same criteria for tenure and promotion recommendations as set forth in the current BOT/CSU-AAUP Contract, based on the categories listed.

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.

Procedures pending (see Senate minutes)

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.

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 of Institutional Advancement, the Provost, the Vice President of Student Affairs, the Counsel to the President, the Chief Financial Officer, the Chief Human Resources Officer, the Chief Administration 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, 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

(Current Description Needed)

Advisory Council against Alcohol, Tobacco, and other Drug Abuse

(Current Description Needed)

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>.

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 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 Administration 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.

Organization

These by-laws may be amended by 2/3 vote of the members present at any regular or special meeting of the Committee, provided that written proposed amendments are presented to the Committee members via the chair at least two weeks prior to the meeting.

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 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.

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 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 President and serve two-year terms.

Parking & Traffic Appeals Committee

Functions & Responsibilities:

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. [Handbook author's note: This means no librarians, counselors, or coaches can serve on this committee!]

Procedures:

1. Appeals shall be filed with the Chairperson of the Committee on the approved form within ten calendar days of the date of the ticket.
2. Within thirty days of receipt of the appeal, the Committee shall meet, consider and decide the appeal on the basis of the information provided on the appeal form. The appellant may in addition appear and present his/her case in person. Appellants shall be notified by mail at least ten days in advance of the date, time and place of the Committee's meeting.
3. Appeal decisions shall be by majority vote of the Committee members present and voting.
4. Notification of the Committee's decision shall be by mail.

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

(Current Description Needed)

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. All e-mails will be addressed at the Committee's regularly scheduled meetings and you will receive a response.

University Scholarship Committee

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 30th 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.

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.