

## Section 12

# Eastern Connecticut State University

A Unit of the Connecticut State University System

## Faculty Handbook

## University Senate

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# UNIVERSITY SENATE CONSTITUTION

## 1. Preamble

In order to carry out our responsibilities with regard to the governance of the University and the formation and review of its policies, we, the Faculty of Eastern Connecticut State University, do establish and confirm the University Senate to represent us. In so doing, we delegate those powers which are ours and which are not reserved to other bodies by statute or contract.

## 2. Powers and Responsibilities

2.1 The University Senate and the University Administration share a joint responsibility and authority for the development of University policies in such areas as curriculum, degree requirements, scholastic standards, admission policies, academic freedom, promotion, tenure and continuing appointments, and University organizational structure, in the selection of the President, Vice Presidents, and Deans, in budget and planning, and in other matters affecting the educational quality and mission of the University.

2.2 The Senate shall present its decisions in the form of Bills and Resolutions. 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 requiring no action by the President of the University.

2.2.1 The President of the Senate shall, with the help of the Secretary, keep a current record, by numbers assigned to them, of all Bills and Resolutions, with notes as to their status; such record shall be available to faculty members.

2.2.2 Approved Bills and Resolutions of the Senate shall be reported to the President of the University within five school days of their approval. The President of the University shall return Bills to the President of the Senate within fifteen school days, marking them approved or disapproved (the Faculty shall likewise have a period of fifteen days in which to petition for reversal of a Senate decision; see Article 3). If a Bill is disapproved, the University President shall furnish a written explanatory comment to the Senate. Approved Bills shall become official University policy.

2.3 The University Senate shall constitute and establish or approve the procedures for all committees representing the instructional and/or administrative faculty. Such committees shall report to the University Senate, except when exempted by the University Senate.

2.4 The University Senate must approve the establishment of new departments and divisions and all changes or reorganizations of existing departments and divisions.

2.5 The University Senate may consider and decide any jurisdictional matter that in its view has not been delegated to others.

### **3. Restrictions**

3.1 Since the University Senate derives its powers from the Faculty, the Faculty may review and reverse any of its decisions. If ten percent or more members of the Faculty so petition within fifteen school days of the announcement of a Bill of the Senate, the Senate President shall within ten days call a special session of the Faculty to consider the petition.

3.1.1 Upon receipt of a petition to reverse a Bill of the Senate, the Senate President shall notify the University President. All action on the matter of the Bill shall thereupon be suspended, pending a resolution of the petition.

3.1.2 The Faculty must discuss the petition during a duly called meeting which must be held at least one week prior to voting on the matter. The Faculty may reverse an action of the University Senate by a majority of the Faculty members voting. Such voting shall be by sealed envelope, using a checkoff system. If the Senate action in question is not duly reversed in that vote, such action shall stand and be subject to no further petition.

3.2 Senators may be recalled or replaced by their constituencies in accordance with the constituency's bylaws.

3.3 An amendment to the Constitution of the University Senate may be initiated by the University Senate or by any special session of the Faculty. The proposed amendment and an announcement of a special session of the Faculty to ratify it must be circulated to the total Administrative and Instructional Faculty at least ten school days prior to a vote. Ratification of an amendment requires a majority of the Faculty present, voting by secret ballot at a special session of the Faculty, and the approval of the President of the University. The procedure for presidential approval shall follow the rules applying to Senate Bills (see Article 2.2.2).

### **4. Organization**

#### *4.1 Membership and Representation*

4.1.1 The University Senate shall consist of one representative for each academic department, one for the Library and Counseling Faculty, one for Athletics Faculty, the President of the University as a non-voting member, and three senior officers of the Administration (i.e., the two Vice Presidents and the Dean of Student Affairs), five representatives chosen by and from members of the Administrative Faculty bargaining unit, four Faculty members elected at large from the entire Instructional and Administrative Faculty of the University, and three students selected by the student government.

4.1.2 Each constituency shall provide an alternate for each of its senators; this provision applies to the three senior officers of the Administration, but not to the President of the University. The Administrative Faculty shall be allowed to designate a pool of alternates up to the total number of Administrative Faculty senators, rather than a specific alternate for each senator. Similarly, alternates for Senators-At-Large may serve in the absence of any At-Large-Senator. Academic departments may designate a third person to serve as Senate representative when the Senator and Alternate are both unable to attend a Senate meeting. Such temporary departmental representatives shall be accorded all the rights and privileges normally reserved for senators and their service shall not be subject to Senate confirmation.

4.1.3 All regular elections shall be reported to the Senate no later than March 1, with the new senators taking office after the last regularly scheduled meeting of the academic year. Each senator and alternate shall be elected for a two-year term and may be reelected. The following departments shall hold elections in odd-numbered years: Communications, Environmental Earth Science, Physical Sciences, Economics, Business, Education, Modern and Classical Languages, and Psychology. The other departments shall hold their elections in even-numbered years: Art, Biology, English Language and Literature, History-Political Science-Philosophy, Mathematics and Computer Science, Music, Sociology and Applied Social Relations, the Library and Counseling Faculty, and Athletics.

4.1.4 The Administrative Faculty shall elect three representatives for two-year terms in even-numbered years and two representatives for two-year terms in odd-numbered years.

## *4.2 Meetings*

4.2.1 The University Senate shall meet on a regular schedule during the academic year. Special sessions of the University Senate may be called by the Senate President, by ten percent of the Senate membership, or by twenty percent of the Faculty. All petitions must be in writing and the purpose of the meeting clearly stated. The Senate President must call a special meeting within six working days during the academic year after receipt of such a petition.

4.2.2 Meetings of the University Senate shall be open to all administrative officers, faculty and students. Faculty members may participate in Senate discussions, and other visitors may request permission to speak on a particular issue.

4.2.3 The University Senate may vote to go into executive session by a two-thirds vote of senators present. Minutes reporting executive session action shall be made public within twenty-four hours of such session.

4.2.4 The Senate Secretary shall deliver the minutes and make all reports available to all members of the Senate, the Faculty, and administrative officers within five academic working days after a Senate meeting. Copies of all Senate minutes and reports shall be filed in the Official Records of the University Senate in the University Archives.

4.2.5 The Senate shall take no action unless a quorum is present. A quorum shall consist of a majority of senators or alternates on the official University Senate Roster.

4.2.6 A simple majority shall decide votes of the University Senate in all cases not otherwise specified in the Senate Constitution or Bylaws.

4.2.7 The University Senate shall conduct its business in accordance with Robert's Rules of Order.

### *4.3 Officers*

4.3.1 The officers of the University Senate shall be a President, a Vice-President for Instructional Faculty, a Vice President for Administrative Faculty, a Secretary and any such other officers as the University Senate may deem necessary. These officers and the chairpersons of all standing committees of the Senate shall constitute the Executive Committee of the University Senate.

4.3.2 These officers shall be nominated from the University Senate members at a special organizational meeting held after the last regularly scheduled meeting of the academic semester and before the end of the academic year. This meeting shall be called by the outgoing Senate President at the convenience of the new Senate members. Voting shall be by secret ballot, and their terms shall be for one year. The past officers shall preside over the University Senate until new officers have been elected. Any officer of the University Senate may be removed by a vote of two-thirds of the senators or alternates. Action on such a motion shall take place no sooner than the next regular meeting of the Senate.

4.3.3 In the event of the office of the Presidency of the University Senate becomes vacant, the Senate shall select one of its Vice Presidents to preside over election of a new President.

### *4.4 Duties of the Officers*

#### 4.4.1 The President

4.4.1.1 To preside at all meetings of the University Senate and Faculty meetings called by the Senate President.

4.4.1.2 To serve as an ex-officio member of all University Senate committees.

4.4.1.3 To call all meetings of the University Senate and certain meetings of the Faculty.

#### 4.4.2 Vice Presidents for Instructional and Administrative Faculties

4.4.2.1 To assume the duties of the President when the President is temporarily absent. The Vice President for Instructional Faculty shall assume this duty in odd-numbered years and the Vice-President for Administrative Faculty in even-numbered years.

#### 4.4.3 The Secretary of the University Senate

4.4.3.1 To keep accurate records of the Senate attendance and the proceedings of all Senate meetings. To deliver the minutes of the University Senate meetings of the Faculty and make the minutes and Senate reports available to the entire university community. To oversee maintenance of the Official Record of the University Senate in the University Library.

### **5. Ratification**

This Constitution and changes thereto shall be ratified when approved by a majority vote of the Instructional and Administrative Faculty.

**[This version includes all approved amendments through April 18, 1995. cfc]**

# UNIVERSITY SENATE BYLAWS

## **1. Organization:**

The first order of business of each organizational meeting of the University Senate shall be the election of the President, Vice-President from the Instructional Faculty, Vice-President from the Administrative Faculty, Secretary, and members of the Standing Committees. Once elected, the President shall appoint a Parliamentarian.

## **2. Meetings:**

Meetings of the University Senate shall be called by the President of the Senate at regular intervals during each semester. Such regular intervals shall be established at the organizational meeting.

**2.1** In the event of the absence of the President from the University Senate the Vice-President from the Instructional Faculty shall preside as President in odd-numbered calendar years, the Vice-President from the Administrative Faculty in even-numbered calendar years.

**2.2** In the event of the absence of the President of the University Senate, the Vice-President who then presides has full authority of the President.

**2.3** Other sessions may be called at any time by the President or acting President of the University Senate after consulting with the executive committee, or within five (5) working days of receipt of a written petition signed by at least ten (10) senators.

**2.4** The President of the University Senate shall chair all Faculty Meetings called by the Senate.

## **3. Officers:**

Designation of officers is as described in the Constitution of the University Senate.

**3.1** Term of office: Senate officers shall assume their duties immediately upon election.

**3.2** Duties: Duties of officers are as described in the Constitution of the University Senate.

#### **4. Nominations and Elections:**

Except in cases exempted by the University Senate, the Organization Committee serves as the nominating and elections committee. Each Department, the Library, Athletics and Counseling Faculty, and the Administrative Faculty shall inform the Organization Committee of any forthcoming vacancies in their University Senate representation no later than the first Friday in December. Each unit will submit to the Organization Committee the names of its Senators and Alternates for the next academic year no later than March 1st.

**4.1** Senators and Alternates must be chosen from among full-time members of the Faculty who have served one full academic year. The names of the new Senators and Alternates will be published by the third Friday in March.

**4.2** The Organization Committee shall distribute to all Faculty eligible to vote a list of At-Large Senator and University-wide committee positions which will become vacant during the coming academic year, together with descriptions of these committees and any restrictions on membership, and with nomination papers for these positions, by the first Friday in March.

**4.3** Nominations will be accepted until the third Friday in March. The Committee shall scrutinize each nomination for eligibility, and shall contact each eligible nominee in writing to confirm their willingness to serve if elected. Nominees shall have until the first Friday in April to return their consent forms to the Committee; failure to do so will be interpreted as unwillingness to accept the nomination.

**4.4** The Committee shall distribute to all Faculty eligible to vote the materials for the balloting process by the second Friday in April. Voters shall have until the fourth Friday in April to return ballots to the Committee. Results shall be announced at the first meeting of the new Senate, and shall be published shortly thereafter along with the results of the Senate elections. Faculty elected to any office or committee seat shall be so notified by the Committee at the close of elections.

**4.5** Organization committee will retain a list of runners-up, to provide replacements for unexpired terms of At-Large Senators or other vacancies on University-wide committees. If such replacements are insufficient in number, other elections will be conducted.

**4.6** Except in the case of the Academic Program Review Committee, terms of office shall be two years for all standing committees of the University Senate and for all other committees for which the Senate conducts elections excluding the Senate Executive Committee except as provided in appropriate documents or collective bargaining agreements. No individual may serve more than three consecutive terms on any one standing committee of the Senate.

## **5. Standing Committees of the Senate:**

Standing Committees of the Senate shall do the work outlined below, fulfill obligations assigned in the contract, and assume other duties at the behest or with concurrence of the Senate.

**5.1** The first order of business for each Standing Committee will be the election of a Chairperson and Secretary. It is the duty of the Chairperson to report to the Senate; if the Chairperson is not available to give a report, then a member of the Committee who is a senator may be appointed by the Committee to report to the Senate.

**5.1.1** Unless otherwise noted in the description of an individual committee, each member of a Standing Committee shall have one vote.

**5.2 The Executive Committee** shall coordinate and expedite the work of the Senate and prepare the agenda for Senate meetings. It represents the University Senate throughout the calendar year, though any decision it makes in the name of the University Senate must be submitted to the Senate for action.

**5.3 The Academic Affairs Committee** shall consist of seven voting members: four members of the Instructional Faculty and one member of the Administrative Faculty elected by the University Senate, and two students elected by the Student Senate. At least one of the faculty members shall be a Senator. A quorum consists of four voting members. The Vice-President for Academic Affairs serves as an ex officio member without vote. The University Registrar also serves as an ex officio member without vote unless elected by the Senate to be the voting representative of the Administrative Faculty.

**5.3.1** The Academic Affairs Committee shall consider academic matters including but not limited to the following: academic policy, calendar, catalogue, standards of admissions and retention, advisement, standards for major/minor requirements, transfer credit from other institutions, and credit earned by life experience and learning.

**5.4 The Academic Program Review Committee** shall consist of seven members elected by the University Senate. Six members shall be from the full-time Instructional Faculty and one member shall be from the full-time Administrative Faculty; one of these seven members shall be a Senator. In no case shall there be more than one member from any academic department. The term of office shall be three years, with members elected on a rotating basis.

**5.4.1** The Academic Program Review Committee shall oversee the assessment process for all academic programs, shall notify programs that are due for self-assessment, shall review and comment on the written report, and shall select the outside consultants who will also review and comment on the program and its report.

**5.5 The Budget and Resources Allocation Committee** shall consist of eight members: five faculty elected by the University Senate, two students elected by the Student Senate; the Vice President for Administrative Affairs or designee shall be a member without vote. At least one of the faculty members shall be a senator, and at least one shall be from the Administrative Faculty.

**5.5.1** The Budget and Resources Allocation Committee shall inform and advise the University Senate on matters of budget and allocation of human and material resources that are vital to the welfare and development of the University as a whole. The committee has the following responsibilities: overall assessment of the present and proposed budgets of the University; recommendation of ways to strengthen the University's effort to secure resources and to distribute them equitably; and advisement to the University Senate on ways of handling financial matters.

**5.6 The Curriculum Committee** shall consist of nine members representing the broadest possible constituency, six elected by the University Senate, one elected by instructional faculty at-large, and two students elected by the Student Senate. Election of the at-large member of the Committee shall be conducted with other University-wide elections. Faculty representation shall be according to the following formula: University Senate--one seat; Education, Communications, Business/Management and Health and Physical Education--one seat; Humanities (Fine Arts, English, Modern and Classical Languages, Philosophy)--one seat; Natural Sciences and Mathematics (Biology, Environmental Earth Science, Physical Science, Mathematics and Computer Information Science)--one seat; Social Sciences (History, Economics, Political Science, Psychology, Sociology)--one seat; Support Services (Library and Counseling, Athletics, Academic Affairs, Student Affairs, Business Affairs, Special Programs)--one seat. The Deans of Arts and Sciences, Continuing Education, and Professional Studies shall be consulted when appropriate, but shall not be members of the Committee.

**5.6.1** The Curriculum Committee shall concern itself with the development of any curriculum offered for credit in the undergraduate, graduate, and continuing education programs of the University. Major concerns will be the introduction, growth, reduction, or discontinuance of departments or programs, proposed majors and minors, shifts in program emphasis, and new courses.

**5.7 The General Education Program Committee** shall be composed of nine voting members. Five members shall be elected by the University Senate on a rotating basis for terms of three years; one each from Humanities, Social Sciences, Natural Sciences and Mathematics, Professional Studies, and the Administrative Faculty. Three members shall be the chairs of the Academic Affairs, Curriculum, and Academic Program Review committees or their designees (to be elected by a majority vote of the affected committee from among its members). None of these members shall come from the same department; in cases of conflict, the affected committee chair shall give way to a designee. No more than two Administrative Faculty shall serve as voting members. The Student Senate shall elect one student member to the committee. The Dean of Arts and Sciences shall be an ex officio member without vote.

**5.7.1** The General Education Program Committee shall be concerned with the program, procedures, and policies relating to the program of general education of students at Eastern. These concerns include leadership for the program, approval and oversight of courses to serve general education, and the categorization of courses within the program. The committee shall work closely with the appropriate senate committees, academic officers, department chairs, academic program directors, and administrators.

**5.8 The Organization Committee** consists of seven members: five faculty elected by the University Senate and two students elected by the Student Senate. At least one of the members shall be a Senator; at least one member shall be from the Administrative Faculty. Terms of office shall be set on a rotating basis.

**5.8.1** The Organization Committee shall be the nominations and elections committees that represent the Faculty, except in cases exempted by the University Senate. It will maintain a roster of all existing University Committees, oversee the Senate committee structure and make recommendations to the Senate for establishing or abolishing committees, changing the composition or structure of committees, and resolving jurisdictional disputes. It will maintain an elections list, in accordance with Sec. 4.5. At the request of the Senate, the committee shall propose revision of the Constitution and/or Bylaws of the Senate.

**5.9 The Personnel Policies Committee** shall consist of eight members: five faculty elected by the University Senate and two students elected by the Student Senate; the Dean of Personnel or designee shall be a member without vote. At least one of the faculty members shall be a Senator, and at least one shall be from the Administrative Faculty.

**5.9.1** The Personnel Policies Committee shall be the primary body in which University policies and procedures pertaining to the evaluation of faculty for retention, tenure, and sabbatical leave, and the triennial evaluation, are developed, reviewed, and revised for submission to the Senate. In addition, the committee shall review department procedures for evaluation of faculty to make them as consistent and fair as possible, and aid in developing guidelines for departments to use in their deliberations on promotion and tenure, including definitions of equivalencies.

**5.9.2** When a vacancy occurs in an administrative position such as Director, Dean, or Vice-President, the University President or his/her designee shall confer with the Personnel Policies Committee and discuss the establishment of the search committee. The Personnel Policies Committee shall then submit nominations for Faculty representative to the Senate for election. The Search Committee shall consist of two instructional and two administrative faculty members chosen by the University Senate, and one administrative and one instructional faculty member appointed by the University President. In addition, the University President may appoint a senior administrative officer who is not a member of the administrative faculty. If both the University President and the Committee deem it appropriate to have student representation, the Student Senate may elect a student member and the University President may appoint another. The President or his/her designee shall convene the first meeting of the search committee.

**5.10 The Support Services Committee** shall consist of seven voting members: five faculty elected by the University Senate and two students elected by the Student Senate, plus the appropriate Vice President or designee. At least one of the faculty members shall be a Senator, and at least one shall be from the Administrative faculty.

**5.10.1** The Support Services Committee shall facilitate understanding between the University Senate and all support services (to include Administrative and Fiscal Affairs, Public Information, Institutional Research, Student Affairs, and Admissions and Records) and shall serve as a forum for Support Services personnel to present problems, ideas, and recommendations.

**5.11 Other University Committees** such as the Promotion and Tenure Committee (SB 83/84-1), the Sabbatic Leave Committee (SB 14-82A amended SB 86/87-2), the Academic Program Review Committee (SB 86/87-5), the Faculty Development Committee (SB 87/88-1A), the Professorship Awards Advisory Committee (SB 87/88-2), the Mediation Committee (SB 87/88-7), the Termination Appeals Committee (SB 87/88-8), and the University Writing Board (SB 89/90-3) shall have their purposes, duties, membership, term of service, and method of selection determined by the Senate at the time of their establishment, and will be subject to review. Election rules for these committees and brief statements of purpose are summarized below. Committees as they function will refer to the original documents.

**5.11.1 The Promotion and Tenure Committee** for the instructional faculty shall be composed of four full professors, one full professor alternate, three associate professors, and one associate professor alternate from among the tenured, full-time instructional faculty. In no case shall there be more than one member from any academic department. A faculty member applying for promotion and/or tenure is not eligible to serve on the Promotion and Tenure Committee. Committee members shall be nominated and elected at-large from among the full-time instructional faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be two years, with members elected on a rotating basis. The Committee shall recommend, relative to instructional faculty, promotions and/or tenure to the University President.

**5.11.2 The Sabbatic Leave Committee** for the instructional faculty shall be composed of seven principal members and one alternate from among the full-time instructional faculty. In no case shall there be more than one member from any academic department. A faculty member applying for sabbatic leave is not eligible to serve on the Sabbatic Leave Committee. Committee members shall be nominated and elected at-large from among the full-time instructional faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be three years, with members elected on a rotating basis. The Committee shall review requests of instructional faculty eligible for sabbatic leave and recommend candidates to the University President.

**5.11.3 The Faculty Development Committee** shall be composed of four members and two alternates from the full-time instructional faculty and one member and one alternate from the full-time administrative faculty. In no case shall there be more than one member from any academic department. Committee members shall be nominated and elected at-large from among the full-time instructional and administrative faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be three years, with members elected on a rotating basis. The Faculty Development Committee shall propose policies to promote faculty development to the University Senate through the Personnel Policies Committee; shall conduct ongoing assessments of faculty development activities; shall provide advice to the Vice President of Academic Affairs; and shall provide a report of its activity to the University Senate at least once each semester. At the invitation of the Faculty Development Committee and at the discretion of the Vice President of Academic Affairs, administrative liaisons with no vote may be appointed to the Faculty Development Committee on a *pro tem* basis.

**5.11.4 The Professorship Awards Advisory Committee** shall be composed of three full professors and one full professor alternate from among the tenured, full-time instructional faculty. In no case shall there be more than one member from any academic department. Any faculty member nominated for the award is not eligible to serve on the Professorship Awards Advisory Committee. Committee members shall be nominated and elected at-large from among the full-time instructional faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be three years, with members elected on a rotating basis. The Committee shall recommend candidates to the University President for award of the title, CSU Professor, to members who have been recognized by peers in the field for professional excellence.

**5.11.5 The Mediation Committee** shall be composed of three members and three alternates from among the tenured, full-time instructional faculty. In no case shall there be more than one member from any academic department. There shall be at least one member and one alternate from the School of Professional Studies and one member and one alternate from the School of Arts and Sciences. Members and alternates of the Mediation Committee shall not be members or alternates of the Termination Appeals Committee. A slate of nominees voted on by full-time instructional faculty members of the Personnel Policies Committee shall be submitted to the Senate. The slate shall contain two nominees in the first year and one nominee in subsequent years, if submitted, by the University President. Election shall be by vote of the instructional faculty members of the University Senate. The term of office shall be three years, commencing on September 1 and ending August 31, with members elected on a rotating basis. No member shall serve more than two consecutive terms. The Committee shall assist the parties in attempting to effect a resolution at the step two level in Procedures for Dismissal for Adequate Cause.

**5.11.6 The Termination Appeals Committee** shall be composed of five members and four alternates from among the tenured, full-time instructional faculty. In no case shall there be more than one member from any academic department. There shall be at least two members and one alternate from the School of Professional Studies and two members and one alternate from the School of Arts and Sciences. Members and alternates of the Termination Appeals Committee shall not be members or alternates of the Mediation Committee. Committee members shall be nominated and elected at-large from among the full-time instructional faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be three years, commencing on September 1 and ending August 31, with members elected on a rotating basis. No member shall serve more than two consecutive terms. The Committee shall fulfill all responsibilities designated in the CSU-AAUP Collective Bargaining Agreement regarding procedures for dismissal.

**5.11.7 The University Writing Board** shall consist of five members of the teaching faculty: one from the sciences, one from humanities/fine arts, one from the social sciences, and two from different departments within the School of Professional Studies. The Writing Director shall serve as an additional ex officio member. Board members shall be nominated and elected at-large from among the full-time instructional faculty under the supervision of the Organization Committee of the University Senate. The term of office shall be three years, commencing on September 1 and ending August 31, with members elected on a rotating basis. The Board shall work with the Academic Affairs Committee and the University's Transfer Articulation Officer to establish a sequence of University Writing Competence Requirements, with the Curriculum Committee to establish criteria for courses to meet those requirements, with the Office of Academic Affairs to solve staffing and funding problems for the examinations and courses, and with the Academic Program Review Committee to evaluate the effectiveness of the program every five years. The Board shall advise the Director of the Writing Program in the administration of established requirements and oversight of the placement and competency examinations, make appropriate recommendations to the director and, where special circumstances exist, hear appeals.

**6. Amendments:**

An amendment to the Bylaws of the University Senate may be initiated by any Faculty Senator or any standing committee of the Senate. The proposed amendment will be filed with the President of the Senate, who will publish the proposed amendment and the date of its presentation in the minutes of the Senate meeting. The amendment will be acted upon at the next ensuing regular meeting of the Senate. Approval of an amendment requires a two-thirds majority of the Senators present, provided that a quorum is present.

**[This version includes all amendments through 8/17/99.]**

## UNIVERSITY COMMITTEES

The communication and decision-making process is heavily dependent on the committee structure at every level of the Connecticut State University System (CSU). The University Senate is a representative body, as are many of the committees.

In addition to the Committees listed below, each academic department has by-laws, which identify departmental standing committees and "ad hoc" committees dealing with special needs as they occur at every level.

### Committees Established by ECSU University Senate Bylaws

	Bylaw Reference
Academic Affairs	5.3
Academic Program Review	5.4
Budget and Resource Allocation	5.5
Curriculum	5.6
Executive	5.2
Faculty Development	5.12.3
General Education Program	5.7
Graduate Studies	5.8
Mediation	5.12.5
Organization	5.9
Personnel Policies	5.10
Professorship Awards Advisory	5.12.4
Promotion and Tenure	5.12.1
Sabbatic Leave	5.12.2
Support Services	5.11
Termination Appeals	5.12.6
University Writing Board	5.12.7

### Committees Required by BOT/CSU/AAUP Agreement

Minority Recruitment/Relations	3.4.1
Academic Freedom Panel	4.2.3.1
Academic Freedom	4.2.3.3
Dept. Evaluation Committee	4.11.1
Promotion and Tenure	4.11.13
CSU Grants Committee	9.11
Distance Learning (3/1/94 deadline)	10.15
Sabbatical Leave	13.7
President's Grievance Committee	15.5.3
CSU Grievance Arbitration	15.5.4
University Mediation Committee	16.3.5

Termination Hearing Committee	16.3.6
Faculty Development	9.6

**Committees Required by BOT/CSU/SUOAF Agreement**

Minority Recruitment and Mentoring	3.2
BOT Employee Relations	5.5
Academic Freedom Panel	8.2
Academic Freedom Committee	8.3.2

**Other University Committees**

- Administrative Council
- International Studies Advisory
- University Excellence Awards
- Honorary Degree Committee
- Honors and Awards Committee
- Building Naming Committee
- Commencement Committee
- Advisory Community Council
- Committee on the Arts
- Athletic Advisory Council
- Freshman Athletic Eligibility Committee
- Campus Beautification
- Campus Information Systems Advisory Board
- Coaches Committee
- Computing Advisory and Liaison
- Committee on Liberal Arts
- Enrollment Management
- Facilities Planning and Usage
- Advisory Council on International Affairs
- Market Evaluation Committee
- Minority Recruitment
- Planning and Priorities Council
- Quality Improvement Team
- Safety
- Research Advisory
- Human Subjects
- Non-Discrimination/Sexual Harassment
- Sexual Assault and Rape Protocol Review

## ACADEMIC PROGRAM REVIEW COMMITTEE GUIDELINES

(as of 4/21/98)

### *University Senate Charge*

5.4 The Academic Program Review Committee shall consist of seven members elected by the University Senate. Six members shall be from the full-time Instructional Faculty and one member shall be from the full-time Administrative Faculty; one of these seven members shall be a Senator. In no case shall there be more than one member from any academic department. The term of office shall be three years, with members elected on a rotating basis.

5.4.1. The Academic Program Review Committee shall oversee the assessment process for all academic programs, shall notify programs that are due for self-assessment, shall review and comment on the written report, and shall select the outside consultants who will also review and comment on the program and its report.

### *Committee Philosophy*

The purpose of the academic program review is to assess the quality of the academic programs. As a means of making a formulative assessment, the Academic Program Review Committee (APRC) takes a holistic approach to the process. Each program will be assessed with regard to:

1. appropriateness of the required curriculum;
2. quality of course instruction;
3. quality of student recruitment, advisement, and retention;
4. incorporation of students into pre-professional settings;
5. faculty scholarship, research, and creative activity; and
6. student learning outcomes.

## The Review Process

The program review will be conducted in three phases. APRC will notify each program/department that is scheduled for review the semester before the process begins (see *Academic Program Review Cycle*, p. 12.22).

**Phase 1. Program/Department Assessment.** At the beginning of the first semester of the review process, APRC will meet with the program/department faculty to discuss the review process. Ways to tailor the assessment outline (Appendix B) to the program being reviewed will be addressed, including a discussion of the program's assessment methods and appropriate external reviewers. An APRC liaison to the program will be determined at this meeting. The program will then prepare a summary assessment report following the approved outline and submit the report to APRC by the end of the semester with a list of five to six possible external reviewers. Upon receipt, APRC will review the report for completeness. Incomplete reports will be returned with a letter indicating the necessary information that must be added in order for the report to be accepted and the process to continue. Accepted complete reports will be distributed to the Vice President of Academic Affairs, the appropriate Dean, and external reviewers when selected.

**Phase 2. External Program Review.** APRC will select two external reviewers for each program/department and arrange for the reviewers to visit the campus. APRC, in consultation with the program, prepares a one to two day schedule for the external review. A typical external program review schedule includes:

- an initial meeting with APRC
- meeting with the program director
- tour of program facilities
- meetings with students
- meetings with program faculty
- meetings with the Dean
- meeting with the Academic Vice President
- an exit meeting with APRC

As soon as possible following the visit, the reviewers submit their report(s) to APRC. The report should assess the program according to the categories identified in the *Academic Program Assessment Outline of Summary Report* (see p. 12.24) as well as any additional categories believed to be appropriate. Upon receipt, APRC will forward copies of the report to the program, the Dean, and the Vice President of Academic Affairs. After receiving its copy of the report, the program may prepare a written response to its contents within one month.

**Phase 3. Internal Program Review.** APRC will arrange and conduct a meeting with the program faculty and appropriate Dean to discuss the assessment report and external reviewers' report (including the program's response). Dialogue will focus on concrete proposals to support and improve the academic program. A proposal drafted by the program faculty and Dean will serve as a goal-commitment statement for the program until the next program review. A copy of this statement will be forwarded to the University Senate and the Academic Vice President.

## **Academic Program Review Cycle**

Note: Interdisciplinary programs will be reviewed during the review process of the director's home department. Year A starts with Academic Year 1998/99.

### ***Year A 1998-99***

Modern and Classical Languages

Major: Spanish

Mathematics and Computer Science

Major: Computer Science, Mathematics

Physical Sciences

### ***Year B 1999-00***

Environmental Earth Science

Major: Environmental Earth Science

Honors Program

History, Political Science, Philosophy

Majors: History, History and Social Sciences, Public Policy and Government

Minor: Philosophy

### ***Year C 2000-01***

Psychology

Major: Psychology

Bachelor of General Studies Degree Program

Associate in Science Degree Program

Individualized Major

***Year D 2001-02***

English

Major: English

Education

Majors: Early Childhood Education, Middle Level Education

Certification: Early Childhood, Elementary, Middle School Secondary

MS: Education

***Year E 2002-03***

Business Administration

Majors: Accounting, Business Administration

Minor: Management Information Systems

MS: Organizational Relations, Accounting

Fine Arts

Major: Fine Arts

Minors: Dance, Fine Arts, Music, Theater, Visual Arts

***Year F 2003-04***

Biology

Major: Biology

Communication

Major: Communication

Economics

Major: Economics

***Year G 2004-05***

General Education Program

Health and Physical Education

Majors: Physical Education, Sport and Leisure Management

Minors: Athletic Coaching, Recreation and Leisure Management

Sociology and Applied Social Relations

Majors: Sociology, Social Work

Minors: Anthropology, Criminal Justice, Canadian Studies, Latin American Studies

## **Academic Program Assessment Outline of Summary Report**

**MISSION STATEMENT:** (State in 50 words or less) The mission statement gives the program a clear purpose and direction, focusing on the needs of the students rather than the abilities of the members of the program. This student-centered focus ensures that the program remains externally rather than internally focused. Also, the mission statement describes the unique aim of the program—differentiating it from similar competing programs. A well-written mission statement provides guidance to students, faculty, and University administrators. Thus, the mission statement acts like glue to hold the organization together.

Provide a copy of the mission statement. If changes have occurred in the mission statement since the last program review, indicate what these changes are and the rationale behind them.

**GOALS AND OBJECTIVES:** Provide a statement of program goals or objectives, including those not listed in the ECSU catalog or those in the planning stages. Further, the program faculty should review and summarize the goals and objectives from the previous academic program review to determine the extent to which the goals and objectives have been realized.

### **I. Appropriateness of Required Curriculum**

Provide a copy of the program description as found in the most recent ECSU catalog. If changes have occurred in the program description since the last program review, indicate what these changes are and the rationale behind them. Include any proposed changes to the curriculum that are in process or in the planning stage. Provide a flow chart that shows how courses in the discipline build upon each other to support upper-level courses. Clearly show how the program insures that students are prepared for advanced courses (e.g., portfolios, juries, prerequisites, screening, testing etc.). Summarize departmental evaluative measures used to assess student learning. Relate curriculum to goals of the mission statement. Compare the program curriculum to standards found in professional accrediting societies, graduate programs, etc. or supported by the literature. Describe on-going methods presently in use to assess the program's quality.

### **II. Course Instruction**

Review copies of syllabus for each course (if taught by more than one faculty member, review syllabus for each instructor) in the program curriculum. Address whether the syllabi meet the requirements outlined in the ECSU catalog, such as “information about instructor's grading practices (method of evaluation); attendance policy, if any; number of examinations; textbooks; written assignments; office hours; special requirements; course outline and objectives.” Review any proposed changes to courses that are in process or in the planning stage. Describe on-going methods presently in use to assess the quality of course instruction. Summarize the results since the last review and

comment on any observable trends. Indicate and comment on faculty retirements, new hires, promotions, and tenures since the last program review.

### **III. Student Recruitment, Retention, and Advisement**

*Recruitment:* Describe the recruitment activities employed by the program to attract a qualified and diversified (gender and ethnic) student population from high schools and community colleges to major in the programs. Also, note the activities to attract those undeclared ECSU students to major in the program, as well as ECSU students to take courses in the major/program. Indicate the number of these activities undertaken each year, number of faculty involved, and the number of majors that come from these targeted institutions/workshops. Comment on the success of these efforts. Include any proposed recruitment activities that are in process or in the planning stage.

*Retention:* Provide information on course enrollments and declared majors by class standing since the last program review along with faculty utilization during this period. Comment on any observable trends, in particular discuss retention of majors by discipline, gender, and minority status and possible reasons that may explain retention increase/decline/equilibrium. Describe the methods employed by the program to retain majors, such as departmental activities, mentoring programs, etc.

*Advisement:* Provide a statement on how student advisement is conducted. If advisement is conducted as a department or by departmental sub-discipline, indicate how the process works. If advisement is conducted by individual faculty, review statement from each advisor. How are advisees assigned? What is the advisee load for each faculty member? Include any proposed changes to advisement and retention activities that are in process or in the planning stage. Describe on-going methods presently in use to assess the quality of advisement. Summarize the results and comment on any observable trends.

### **IV. Incorporation of Student Into Pre-professional Setting**

Provide a statement on how students are drawn into the professional context of the program discipline. Are there any student sections of professional organizations on campus? Does the program sponsor a discipline-related student organization? How many students do faculty take to professional conferences or meetings each year? Are lecture/performance series or departmental seminars offered? Are there departmental activities, such as field trips, parties, or award/recognition ceremonies? How are important events in student life recognized by the program (e.g., faculty attendance at convocation, graduation, etc.)? Include any proposed activities that are in process or in the planning stage. Describe ongoing methods presently in use to assess student development/morale. Summarize the results by academic year since the previous review and comment on any observable trends.

## **V. Faculty Scholarship, Research Creative Activity**

Review faculty development activities, research, creative activity, and public service that is in progress or has been completed by faculty since the last program review. Faculty activities that may be considered include grants, faculty research, collaborative student-faculty research, publications, presentations, performances, exhibitions, committee work, public service, etc. Summarize the significance of each activity vis-à-vis program quality. Comment on any observed trends.

## **VI. Student Learning Outcomes**

Develop a plan for assessing student learning outcomes and conduct the assessment. Educational program assessment is complex and requires the use of multiple measures. These measures may include student independent research, internal internships, external internships, publications, presentations, performances, and objective measures and where appropriate, standardized instruments.

Provide a summary of outcome activities, such as:

- Indicate title, date, organization or location, and faculty advisor for independent research, internal internships, publications, presentations, performances. Note any trends such as an increase in student research in a particular sub-discipline or creative activity in a particular genre. Note any means of assessing student research/creative activities.
- List external internship opportunities coordinated through the department and students who participated in these internships. (list faculty advisor and dates) Annotate the satisfaction level of the external organization/company. Note any trends such as an increase/decrease in external internship opportunities or increased/decreased sponsor satisfaction.
- Summarize student and alumni survey information on research/creative activity/internship experiences vis-à-vis program quality.
- Summarize alumni survey information on employment and graduate school enrollment vis-à-vis program quality.

Take results of assessment activities and compare findings with the current program goals and summarize the analysis.

Devise a plan to improve the program based on student learning outcomes and summarize the plan.

## ECSU APRC Program Review Checklist(s)

(as of 2/17/99)

**Program Name** \_\_\_\_\_

**Reviewer Name** \_\_\_\_\_

**Date** \_\_\_\_\_

### *MISSION STATEMENT*

The mission statement should:

- \_\_\_\_\_ Be stated in 50 words or less
- \_\_\_\_\_ Have a clear purpose and direction focused on student needs
- \_\_\_\_\_ Describe the unique aim of the program (i.e., differentiate it from similar, competing programs)
- \_\_\_\_\_ Identify changes (if any) made to mission statement since last program review
- \_\_\_\_\_ Provide a rationale for these changes

### *GOALS AND OBJECTIVES*

The program statement should include the following:

- \_\_\_\_\_ All goals and objectives, including
  - \_\_\_\_\_ those not listed in the ECSU catalog
  - \_\_\_\_\_ those in the planning stages
- \_\_\_\_\_ A review and summary of goals and objectives from previous review
- \_\_\_\_\_ An analysis of extent to which previous goals/objectives were realized

## ***I. Appropriateness of Required Curriculum***

The report should:

- Include a program description as found in most recent ECSU catalog
- Note changes made to program description since last program review
  - changes made should be indicated
  - a rationale should be given for these changes
- Identify proposed changes to the curriculum (in process or in planning stages)
- Include a flow chart that identifies how courses build on each other to support upper-level courses
- Other evidence showing how students are prepared for advanced courses (may include some of the following:)
  - portfolios
  - juries
  - prerequisites
  - screening
  - testing
  - other

The report should:

- Include a summary of departmental evaluative measures for assessing student learning
- Describe on-going methods used to assess program quality
- Comment on any trends

## ***II. Course Instruction***

The report should:

\_\_\_\_\_ Include syllabus for each in curriculum (one for each instructor, if taught by more than one person)

The report should note whether each syllabus meets the requirements in ECSU catalog, such as:

- \_\_\_\_\_ method of evaluation (instructor's grading practices)
- \_\_\_\_\_ attendance policy, if any
- \_\_\_\_\_ number of examinations
- \_\_\_\_\_ textbooks
- \_\_\_\_\_ written assignments
- \_\_\_\_\_ office hours
- \_\_\_\_\_ special requirements
- \_\_\_\_\_ course outline and objectives
- \_\_\_\_\_ Review proposed changes to courses (in process or in planning stage)
- \_\_\_\_\_ Include a summary of results since last review
- \_\_\_\_\_ Comment on any trends since last review
- \_\_\_\_\_ Indicate and comment on the following (if any) since last review:
  - \_\_\_\_\_ faculty retirements
  - \_\_\_\_\_ new hires
  - \_\_\_\_\_ promotions
  - \_\_\_\_\_ tenures

### ***III. Student Recruitment, Retention, And Advisement***

#### ***Recruitment***

The report should:

\_\_\_\_\_ Describe the *kind* of recruitment activities program uses to attract to the program's major(s) a qualified student population that is

\_\_\_\_\_ qualified

\_\_\_\_\_ diversified

\_\_\_\_\_ gender diverse

\_\_\_\_\_ ethnically diverse

\_\_\_\_\_ from high school

\_\_\_\_\_ from community college

For *each* of these activities, describe also the *number* of these activities, including the following:

\_\_\_\_\_ number of activities

\_\_\_\_\_ number of faculty involved

\_\_\_\_\_ number of majors coming from each of these activities

\_\_\_\_\_ Describe the *kind* of activities designed to attract the following:

\_\_\_\_\_ undeclared ECSU students to program major(s)

\_\_\_\_\_ ECSU students to take courses in the major/program

Again, for each of these activities, describe also the number of these activities

\_\_\_\_\_ number of activities

\_\_\_\_\_ number of faculty involved

\_\_\_\_\_ number of majors coming from each of these activities

\_\_\_\_\_ Comment on the success of all recruitment efforts

\_\_\_\_\_ Note any proposed recruitment activities that are in process or in the planning stage

## ***Retention***

The report should:

- \_\_\_\_\_ Give information (by class standing) on course enrollments since last review:
  - \_\_\_\_\_ freshmen
  - \_\_\_\_\_ sophomore
  - \_\_\_\_\_ junior
  - \_\_\_\_\_ senior
- \_\_\_\_\_ Give information (by class standing) on declared majors since previous review:
  - \_\_\_\_\_ freshmen
  - \_\_\_\_\_ sophomore
  - \_\_\_\_\_ junior
  - \_\_\_\_\_ senior
- \_\_\_\_\_ Give information on faculty utilization since last review
- \_\_\_\_\_ Comment on retention of majors by
  - \_\_\_\_\_ discipline
  - \_\_\_\_\_ gender
  - \_\_\_\_\_ minority status
- \_\_\_\_\_ Comment on possible reasons to explain retention increase/decline/equilibrium
- \_\_\_\_\_ Comment on any other observable trends
- \_\_\_\_\_ Describe methods used to retain majors, such as
  - \_\_\_\_\_ departmental activities
  - \_\_\_\_\_ mentoring programs
  - \_\_\_\_\_ other
- \_\_\_\_\_ Note any proposed changes to retention activities that are in process or the planning stage

## ***Advisement***

The report should:

- \_\_\_\_\_ Make a statement describing how advisement is conducted
- \_\_\_\_\_ If conducted as a department or by department sub-discipline, indicate how process works
- \_\_\_\_\_ If conducted by individual faculty, provide review statement from each advisor
- \_\_\_\_\_ Describe how advisees are assigned
- \_\_\_\_\_ Note advisee load for each faculty member
- \_\_\_\_\_ Note any proposed changes to advisement activities that are in process or the planning stage
- \_\_\_\_\_ Describe on-going methods to assess quality of advisement
- \_\_\_\_\_ Summarize results and comment on any observable trends

#### ***IV. Incorporation of Students into Pre-Professional Setting***

The report should:

- \_\_\_\_\_ Make a statement describing how students are drawn into the professional context of the discipline; for example,
  - \_\_\_\_\_ student sections of professional organizations on campus
  - \_\_\_\_\_ program sponsors discipline-related student organization
  - \_\_\_\_\_ number of students faculty take to professional conferences or meetings each year
  - \_\_\_\_\_ number of lecture/performance series or departmental seminars offered
  - \_\_\_\_\_ departmental activities (e.g., field trips, parties, award/recognition ceremonies)
- \_\_\_\_\_ Describe how important events in student life are recognized by the program; for example,
  - \_\_\_\_\_ faculty attendance at convocation
  - \_\_\_\_\_ faculty attendance at graduation
  - \_\_\_\_\_ other
- \_\_\_\_\_ Note proposed activities in process or in planning stage
- \_\_\_\_\_ Describe on-going methods used to assess student development/morale
- \_\_\_\_\_ Summarize the results by academic year since the program's last review
- \_\_\_\_\_ Comment on any observable trends since the last review

***V. Faculty Scholarship, Research, Creative Activity***

The report should:

\_\_\_\_\_ Review the following faculty endeavors since the last review:

\_\_\_\_\_ development activities

\_\_\_\_\_ research

\_\_\_\_\_ creative activity

\_\_\_\_\_ public service

\_\_\_\_\_ Summarize significance of each activity vis-à-vis program quality:

\_\_\_\_\_ development activities

\_\_\_\_\_ research

\_\_\_\_\_ creative activity

\_\_\_\_\_ public service

\_\_\_\_\_ Comment on any observed trends

## ***VI. Student Learning Outcomes***

The report should:

- \_\_\_\_\_ Describe the program's plan for assessing student learning outcomes
  - \_\_\_\_\_ Measures may include the following:
    - \_\_\_\_\_ student independent research
    - \_\_\_\_\_ internal internships
    - \_\_\_\_\_ external internships
    - \_\_\_\_\_ publications
    - \_\_\_\_\_ presentations
    - \_\_\_\_\_ performances
    - \_\_\_\_\_ objective measures
    - \_\_\_\_\_ standardized instruments (where appropriate)
- \_\_\_\_\_ Provide a summary of outcomes activities, such as
  - \_\_\_\_\_ title, date, organization or location and faculty advisor for
    - \_\_\_\_\_ student independent research
    - \_\_\_\_\_ internal internships
    - \_\_\_\_\_ publications
    - \_\_\_\_\_ presentations
    - \_\_\_\_\_ performances
- \_\_\_\_\_ Note any means of assessing student research/creative activities
- \_\_\_\_\_ For external internships coordinated through the department, list the following:
  - \_\_\_\_\_ what external internship
  - \_\_\_\_\_ students who participated
  - \_\_\_\_\_ faculty advisor
  - \_\_\_\_\_ dates of external internship
- \_\_\_\_\_ Note satisfaction level of external organization/company
- \_\_\_\_\_ Note any trends, such as
  - \_\_\_\_\_ increase/decrease in ext. internship opportunities
  - \_\_\_\_\_ increase/decrease in sponsor satisfaction
- \_\_\_\_\_ Summarize student and alumni survey information on research/activity/internship experiences vis-à-vis program quality
- \_\_\_\_\_ Summarize alumni survey information and graduate school enrollment vis-à-vis program quality
- \_\_\_\_\_ Compare findings of assessment activities with the current program goals
- \_\_\_\_\_ Summarize this comparison/analysis
- \_\_\_\_\_ Describe/summarize plan to improve the program based on student learning outcomes