

Section 7

Eastern Connecticut State University

A Unit of the Connecticut State University System

Faculty Handbook

Professional Development, Funding, Research and Recognition

	Page #	Current as of
Section Contents	7.1	8/1/01
Center for Educational Excellence	7.2	8/1/01
CSU Professor	7.2	8/1/01
Conference and Workshop Funds	7.2	8/1/01
Conversations in the Discipline	7.3	8/1/01
(Summer) Curriculum Development Funds	7.4	8/1/01
Distinguished Faculty Member	7.6	8/1/01
(CSU-AAUP) Faculty Development Awards	7.7	8/1/01
Emeritus Status	7.10	8/1/01
(University) Excellence Awards	7.11	8/1/01
Graduate Study	7.11	8/1/01
Grants	7.12	8/1/01
Grant Proposals to External Agencies	7.12	8/1/01
Financial Disclosure Policy	7.14	8/1/01
Honorary Degree	7.15	8/1/01
“In Residence” Faculty Appointments	7.17	8/1/01
Professional Leave Procedure	7.19	8/1/01
<i>(ECSU) Research Advisory Council</i>	7.20	8/1/01
<i>Committee on the Use of Human Subjects in Research</i>	7.21	8/1/01
<i>Guidelines for Research on Human Subjects</i>	7.23	8/1/01
(CSU-AAUP) Research Grants	7.27	8/1/01
Reassigned Time	7.32	8/1/01
Retraining Funds	7.33	8/1/01
Sabbatic Leave	7.34	8/1/01
Tuition Waiver	7.38	8/1/01

Center for Educational Excellence

The Center for Educational Excellence (CEE) was established in 1987. Located at Eastern since 1991, the Center's mission is to enhance teaching and learning within the University community, promote excellence in educational research and practice, and support curricular initiatives.

The goals and objectives of the Center are to:

- Identify professional development needs of University faculty;
- Serve as a support and resource for faculty and departments in working to enhance teaching effectiveness and improve classroom learning;
- Disseminate information about educational practice and research;
- Support applied research and other innovative faculty-initiated projects that deal with pressing educational issues; and
- Serve as a support and resource for curricular initiatives.

CSU Professor

The Board of Trustees of the Connecticut State University may award the title of CSU Professor, providing that the person: (1) has been recommended for the honor by the CSU Chancellor and a President who has received the advice of a committee elected from the membership by a procedure designed by the Senate and approved by the President (SB 87/88-2); and (2) has been recognized by peers in the field for professional excellence.

Conference and Workshop Funds

Funds are allotted for full-time members with at least one semester of service for attendance at professional seminars, workshops, and conferences. The Academic Dean of each School sets guidelines for the distribution of such funds in conformity with Article 9.5 of the agreement and policies and guidelines stipulated in SR 85/86-6:

The President shall consult with the cabinet and the Senate President in assigning the travel funds. Each full-time member shall normally not be allowed more than \$1,200.00 reimbursement per contract year toward the cost of fees, travel, food and lodging related to attendance at such events, provided such travel is approved in advance; for part-time members this amount shall be no more than \$600. Reimbursement for travel, food and lodging shall be consistent with Articles 9.7 and 9.8 of this Agreement.

Requests for funds to attend professional seminars, workshops or conferences must be submitted to the appropriate Dean at least five (5) weeks in advance. Upon approval, the President shall process the request at least two (2) weeks in advance of the attendance. The administration shall give due consideration to requests that cannot be submitted in accordance with specified time limits.

Not more than thirty (30) days following the activity, the member shall submit a claim for reimbursement on the appropriate form, documentation following as soon as possible thereafter. The business office shall process the claim no more than forty-five (45) days following the receipt of the claim and/or required documentation. If no claim has been submitted to the business office within the thirty (30) day deadline, funds committed for the particular activity may be made available to others.

If a member fails to attend a seminar, workshop, conference or like activity for which funding has been previously approved, the member shall inform the university's business office, which shall promptly inform the appropriate personnel.

A pattern of unreasonable denial of a member's requests to attend workshop/conferences may be appealed to the President or designee.

Requests for travel funds from this category should follow the steps described in this handbook under the headings for in-state and out-of-state travel.

Conversations in the Discipline

The CSU System continues to support discussion and interactions among faculty across our four universities through the Conversations in the Discipline program funded by the Board of Trustees through the System Office budget.

This program encourages faculty from all the CSU universities who share academic interests to come together for focused conversation about common issues or problems. While the program is designed to allow faculty from the same discipline but different universities to get together, it also promotes the sharing of ideas among faculty from different disciplines.

Small grants, averaging \$300, are available to defray the cost of such get togethers. The assumption is that meetings will be held on the campus of one of the CSU universities or in nearby locations, which are available at little or no cost. The meeting rooms in the CSU System Office at 39 Woodland Street in Hartford are available as well. Faculty members are also encouraged to make use of CSU's teleconferencing equipment to join people at several locations.

While faculty members are free to suggest any topic for these "conversations," this program is particularly interested in three themes, which are current and warrant ongoing deliberation. The first is assessment, especially assessment of student learning outcomes. The second is the use of technology in the classroom, and here you might focus on online course delivery. The third theme is faculty instructional development.

Specific guidelines for proposals are provided annually during the Fall semester. To apply for a grant, the faculty member may submit a proposal to the Vice President for Academic Affairs describing the topic, the budget requested, the universities included and the expected date and location of the meeting. A summary report is due to the Vice President for Academic Affairs following at the conclusion of the program.

(Summer) Curriculum Development Funds

The CSU-AAUP Collective Bargaining Agreement authorizes funds for curriculum development-related activities to be performed by faculty members during the summer. The Collective Bargaining Agreement provides Eastern with funding to support this endeavor for the current academic year. Curriculum development funds are distributed by the Vice President for Academic Affairs, with advice from the Academic Deans and from the Faculty Development Committee. Competitive curriculum development proposals are solicited at least once a year.

Faculty members are invited to submit individual, collaborative or departmental curriculum-development proposals. Priority will be given to proposed projects that encourage:

- Development of new, innovative academic majors, and
- Integration of technology in the teaching and learning process.

Funding available for such projects will be awarded following the review and recommendation of a faculty committee convened for this purpose.

Guidelines and Procedures

Proposals should be no more than four (4) pages in length and should include the following sections:

- Introduction:* Provide background information and a brief rationale for the project, not to exceed one page in length.
- Objectives:* State specific goals and objectives clearly.
- Activities:* Describe the specific activities and provide a time frame for these activities.
- Budget:* Provide a one page detailed budget containing stipend(s), supplies, and miscellaneous expenses.

Faculty should discuss the project with their department chair, and dean, where appropriate, before submitting the proposal for consideration.

Submission Deadline: Mid March*, 4:30 p.m.

Submit Proposals to: (To Be Announced)

Award Notification: Mid April*

Termination Date: Late August*

Reporting Requirement: Late October*

Faculty who receive awards will be required to submit a report, including an evaluation of the project and copies of any materials developed. A budget report must also be submitted to the Office of Fiscal Affairs. Grant funds not used by the termination date will be automatically returned to the University for future use as mandated by the CSU-AAUP Collective Bargaining Agreement.

In the event that travel is required in conjunction with a grant, a Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See *Travel Policies and Guidelines*, p. 6.59)

* To be announced.

Distinguished Faculty Member

The award is given annually to honor a faculty member whose excellence in classroom teaching and devotion to scholarship continue to bring recognition to the University and have a positive impact on the lives of his/her students.

Criteria

To be eligible for consideration, one must have:

- At least three years' teaching experience as a full-time faculty member at Eastern Connecticut State University;
- Completed a terminal degree or research and scholarly publication;
- Demonstrated excellence in teaching;
- Shown evidence of outstanding scholarly, or if in the arts, creative productivity, and other professional contributions.

Selection Committee

The Selection Committee includes prior recipients of the award and the Vice President for Academic Affairs or his designee, who will serve as a non-voting facilitator.

Nominations are solicited annually, and may be submitted to the Vice President for Academic Affairs.

(CSU-AAUP) FACULTY DEVELOPMENT AWARDS

Annually, funds are allocated for faculty development following procedures in BOT/CSU/AAUP Agreement, Section 9.6, and SB 87/88-1A, and referenced in the University Senate By-Laws. The Faculty Development Committee (FDC) annually announces the availability of AAUP faculty development funds for both full-time and part-time AAUP members. Awards are available in the following categories (subject to change):

	Individual Awards Not to Exceed
A) Program Enhancement Award	\$1500.00
B) Innovative Project Award	\$1500.00
C) Formal Study Award	\$1000.00

GUIDELINES

A Faculty Development Award proposal must include the following:

1. **Cover Sheet and Abstract.**
2. **Proposal Narrative.** The proposal narrative (limit four (4) pages) should contain a clear, concise statement of the faculty development activity. It should also briefly describe how the project will enhance professional development within the specific categories for which funds are requested.
3. **Applicants** must indicate if they wish their proposal to be considered for funding in more than one category. In addition, applicants must indicate:
 - a. if they are receiving or have received financial support for their project from another agency or organization;
 - b. indicate previous support and number of years since last award from FDC and also attach a one (1) page report of previous project;
 - c. if travel related, please attach appropriate documentation of official program.
4. **Proposal Budget.** Please itemize budget request and show the relationship of budget items to proposed activities. Include other proposed sources of funding with itemized budget. Other applications for funding are for information purposes only and will not alter grant distribution. *All requests for funds must be consistent with state guidelines.*
5. **Academic Vitae.** Limited to only two (2) pages.
6. Awardees are encouraged to participate in the FDC-organized-and-supported Lunch and Learn Seminars.

Award recipients will be required to submit a project report on or before October 15 the following year.

Deadline for Application. Early December* by 4:30 p.m. Late proposals will not be accepted. Announcements of awards will be made no later than mid December.

Send eleven (11) copies (original proposal, plus ten (10) copies) to: Chairperson, Faculty Development Committee.

AAUP FACULTY DEVELOPMENT AWARD categories

The AAUP Faculty Development Awards are divided into three categories (subject to change): Program Enhancement Award, Innovative Project Award, and Formal Study Award. One or more awards may be granted under each category.

A. Program Enhancement Award (*Individual Awards not to Exceed \$1,500*)

The purpose of the Program Enhancement Award is to support the development of programs and projects that are consistent with the University's master plan.

Proposals are welcomed that involve either a single discipline or multiple disciplines. Priority will be given to those activities that support program enhancement in the following areas (subject to change):

- | | |
|-------------------------------------|----------------------------|
| a) Experiential Education | f) General Education |
| b) Student Retention | g) First Year Program |
| c) Multidisciplinary Programs | h) Developmental Education |
| d) International Study and Exchange | i) Diversity Issues |
| e) Programs | j) Information Technology |
| Innovative Instruction | k) Community Outreach |

Applicants must explain how the proposed activities will enhance departmental or institutional programs.

B. Innovative Project Award (*Individual Awards not to Exceed \$1,500*)

The purpose of the Innovative Project Award is to support the development (or continuation) of workshops, seminars, meetings, or other broadly defined faculty development activities.

Priority will be given to those projects that will have wide impact on faculty development in several disciplines. Awards may be made to individuals or departments.

* Please contact Faculty Development Committee for exact date.

C. Formal Study Award (Individual Awards not to Exceed \$1,000)

The purpose of the Formal Study Award is to support faculty development that involves formal study in one's discipline or related discipline. Priority will be given to individuals seeking support to attend graduate courses, mini-courses at conferences, workshops, or clinics for which tuition is charged. Funding may include tuition, books, or housing costs.

The award is not intended to support graduate course tuition for individuals pursuing a secondary or advanced degree. Applicants need to report whether they have applied for and/or received AAUP travel funds.

Applicants must explain how the formal study will enhance their teaching and scholarship skills.

In the event that travel is required in conjunction with a grant, a Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See Travel Policies and Guidelines, p. 6.59)

Emeritus Status

Emeritus designation shall be bestowed upon a retiring member of the full-time faculty upon recommendation of the department and approval by the President. Emeriti shall be afforded at least the following privileges: desk space if available, University computer account, library privileges, catalog listing, a printed certificate, professional use of the title, invitations to University functions, course privileges available pursuant to Article 13.13 of the AAUP-BOT/CSU Collective Bargaining Agreement (see Tuition Waiver/Course Privileges in Professional Development section), faculty parking privileges, and inclusion on the mailing lists for all university publications.

The following procedures shall apply to recommendations for emeritus status for members of the SUOAF Bargaining Unit in accordance with Article 15.9 of the CSU-SUOAF Collective Bargaining Agreement:

Eligibility:

Eligibility for consideration of emeritus status shall pertain only to members retiring from state service in accordance with State Statutes and who have earned continuing appointment at Eastern Connecticut State University.

Recommending Process:

A nomination for emeritus status may originate from a member's supervisor or from a colleague in the member's office or department.

1. Any positive endorsement or original recommendation emanating from the supervisor in Step One should be transmitted to the next appropriate University officer in the supervisory chain.
2. Such officer shall forward any positive recommendation and supply an endorsement to the appropriate vice president, or if none, directly to the President.
3. The vice president shall forward any positive recommendations and endorsements to the President.

The President shall forward his recommendation for approval only to the Board of Trustees.

Excellence Awards

Each year, Eastern Connecticut State University presents six Excellence Awards to recognize employees of the University who made outstanding contributions in the areas of Teaching Creative/Scholarly Activity and Service to the University.

Excellence in Teaching (two awards)

This award is given each year to two (2) teaching faculty members (one full-time and one part-time) to recognize the importance of good teaching at ECSU. Nominees for this award are judged in the areas of knowledge of subject matter, effective use of appropriate teaching methods, effectiveness of instilling in students a love-of-lifelong learning, effectiveness in contributing to the student's intellectual growth, contributions to curricular development, and innovations in pedagogy.

Excellence in Creative/Scholarly Activity (one award)

This award is given to a full-time faculty member who has demonstrated excellence in his/her field through such activities as professional presentations at conferences, production/performance of artistic work, research, and publication.

Excellence in Service to the University (three awards)

This award is given to recognize excellence in service to the University and the world beyond the campus. It is awarded as follows:

- One to a full-time teaching faculty member, counselor, or librarian
- One to a full-time unclassified employee (other than above) and
- One to a full-time classified employee

Criteria, process, and nomination forms are available in the office of the Vice President of Academic Affairs.

Graduate Study

To facilitate professional growth, it is often necessary for a faculty member to take graduate work during regular semesters while teaching at the University. For individuals who find themselves in this situation, the following guidelines are suggested:

- A faculty member taking graduate work during the regular semesters must fulfill all class assignments, keep regular office hours, and teach with customary thoroughness.
- When a change of classes and class meeting times is sought, a reasonable effort will be made to adjust the instructor's schedule. A request for such an adjustment must be made in conjunction with the Department Chairperson and Dean sufficiently early that the schedules of the affected faculty member can be duly considered.

Grants

Eastern provides support to faculty members who are interested in seeking grant funds from outside sources. Information in this regard is available from the Academic Grants Officer, ext. 54414.

Operating, equipment, academic computing, and University Assistant funds may be used for research and curriculum and faculty development in accordance with the goals of each academic department.

Grant Proposals to External Agencies

All ECSU faculty and administrators submitting any proposals to external organizations that may result in a grant or contract award must complete the forms required for internal review.

- 1) Contact the Academic Grants Office to obtain copies of forms required for internal and State review. The Academic Grants Office also offers assistance with Grant Searches--identifying potential funders/grant programs, reviewing the application materials, responding to the evaluation criteria, assistance with state and federal forms, review of your proposal, copying and mailing.
- 2) Contact the Fiscal Affairs Office for information on indirect cost rates, and for review and assistance with the budget. Support available includes coordination with Human Resources about position costs and calculations of fringe benefits. A minimum of three working days should be allowed for this step.
- 3) At least one week prior to due date, distribute 6 copies of your complete proposal to first 6 reviewers listed on the Approval Form with:
 - ECSU Proposal Approval Form
 - For Federal proposals, attach State forms OPM CP-1 and OPM CP-2

If sufficient time is not provided for this review, the President/Vice President may not sign the proposal in time to meet the due date (Step 5)

- 4) Those on the list should VAX or email approval or any comments ASAP to the:
 - a. Applicant (or chair if applicant does not have email or a VAX line), and
 - b. Academic Grants OfficeAny dissenting opinions should be sent to the above and all concerned parties.
- 5) After sign-off, VAX or email approval by first 6 reviewers, submit 1 original and 1 copy of the final proposal to the VP of Academic Affairs for signatures (or to Academic Grants Office to assist with this). The original will be returned to you for mailing. The copy will be kept by the VP. The Academic Grants Office will make and distribute copies to relevant others if the final document is significantly different from the one in Step 3. Send one fully signed copy of Grant Proposal to the Accounting Office.

- 6) Copy and mail the following on or before the due date:
- Original proposal and required number of copies to funding sponsor
 - For all federal proposals, mail copy of State forms OPM CP-1 and OPM CP-2 to:

William Quigg, Intergovernmental Review Coordinator OPM
Policy Development and Planning Division
80 Washington Street, Hartford, CT 06106-4459

and

Dr. William J. Cibes, Chancellor
39 Woodland Street
Hartford, CT 06105-2337

- 7) Notify Fiscal Affairs, Accounting Office when Grant Proposal is received or rejected.

Note: Appropriate ECSU budget forms must be submitted with all grant applications.

If you have questions regarding the completion of forms or the grant process, contact Academic Grants Office, x54414. For Fiscal Review and Assistance, contact Fiscal Affairs, x55336.

In the event that travel is required in conjunction with a grant, a Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See *Travel Policies and Guidelines*, p. 6.59)

Financial Disclosure Policy

In order to assure the independence and impartiality of Eastern Connecticut State University's outside supported teaching, research, and public service activities, and to comply with state and federal regulations pertaining to financial conflict of interest, this policy is promulgated and is intended to apply to all employees of Eastern Connecticut State University engaged in outside supported activities.

As a part of the grant/contract application process, Principal Investigators, Co-investigators and other grant/contract-supported staff must positively assert in writing on forms provided by the University, the absence of a financial or other interest or affiliation held by them or a member of their immediate family in the sponsoring organization or in companies from which goods and services will be obtained under the outside supported activity.

On the receipt of this form, the appropriate dean or vice president will certify that Eastern Connecticut State University has implemented a written and enforced conflict of interest policy that is consistent with the provisions of NSF Grant Policy manual Section 510 and Department of Health and Human Services' (DHHS) conflict of interest policy contained in the Code of Federal Regulations 42CFR, part 50, subpart F, and 42CFR, part 90; and that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made and all identified conflicts of interest will have been satisfactorily managed, reduced, or eliminated prior to the institution's expenditure of any funds under the award. In cases involving state or federal grants or contracts, conflicts that cannot be satisfactorily managed, reduced or eliminated must be disclosed to the state or federal funding agency.

Should the dean or vice president determine that a potential conflict exists he/she will meet with the Principal Investigator to determine the extent of the conflict & resolve how it will be managed, reduced or eliminated prior to the institution's expenditure of any funds under the award.

In addition, the Principal Investigator, Co-investigator and other grant/contract-supported staff must inform the University immediately if such a financial or other interest is subsequently assumed by them or a member of their immediate family.

The President of the University or designee will annually provide a copy of this policy to all Principal Investigators, Co-investigators and other grant/contract staff and it will be made a part of the Grant Handbook.

This policy will be reviewed annually and revised as needed to assure the complete financial objectivity of outside supported endeavors and the full compliance with current state and federal regulations.

Honorary Degree

The University may award an honorary doctoral degree to individuals who have shown evidence of exemplary contributions in the fields of public service, academic disciplines, the arts, or any other contributions which have had an outstanding impact on the lives of others. The Honorary Degree Committee submits its recommendations to the President, who forwards them for approval by the CSU/BOT. The degree is conferred by the Board of Trustees.

The following “Policies and Procedures for the Granting of Honorary Doctoral Degrees in the Connecticut State University, May 5, 2000” were adopted by the CSU Board of Trustees (CSU-BOT Resolution #00-47):

The granting of honorary doctoral degrees to individuals of distinguished merit is a common practice at the Connecticut State University System. The purpose of granting honorary doctoral degrees is to honor a person and to advance the work and reputation of the Connecticut State University System.

No person during his or her term as a member of the Board of Trustees and no person during his or her employment by the Connecticut State University System shall be granted an honorary degree. No Connecticut resident holding elective office from a Connecticut constituency and no Connecticut resident holding appointive office in the legislative, executive, or judicial branches of state government shall be considered for an honorary degree during the term of his/her election or appointment and for one year, thereafter.

Honorary degrees shall be granted only when circumstances warrant such action. It is possible that in some years no honorary degree will be awarded.

Identification of potential recipients of honorary doctoral degrees will be made under the supervision of the university president. The president shall be responsible for maintaining the confidentiality of the name of the potential recipient until the process has been concluded and the prospective recipient has agreed to accept the honorary degree.

The university president himself/herself shall forward to the Chancellor of the Connecticut State University System the name of a potential recipient with an explanation as to why the individual merits the honor, a thorough discussion of the potential recipient’s background and an assessment of the benefits and possible criticism or controversy which may result from the potential recipient’s being granted an honorary doctorate.

The Chancellor of the Connecticut State University System after consultation with the Chair of the Academic Affairs Committee, and in concurrence with the recommendation, shall authorize the university president to approach the potential recipient regarding his/her interest and availability.

Upon receipt of such authorization by the Chancellor, the university president will ask the prospective recipient to communicate privately in writing his or her commitment to

accept the honorary degree at a specific place, at a specific time, and at a specific ceremony, and, if requested, the commitment to deliver an address.

When a prospective honorary degree recipient confirms in writing his or her commitment to accept the offered degree at the specified time, place, and ceremony, and if requested, his or her commitment to deliver an address, the nomination will be presented to the Academic Affairs Committee and, if it is approved, to the full Board of Trustees for confirmation.

All honorary degrees will be conferred by the Chairperson of the Board of Trustees or by a Trustee designated by the Chairperson of the Board of Trustees. Following is the wording to be used when conferring the honorary degree: "BY VIRTUE OF THE AUTHORITY VESTED IN ME, THE TRUSTEES OF THE CONNECTICUT STATE UNIVERSITY SYSTEM CONCURRING, I CONFER UPON YOU THE DEGREE, DOCTOR OF _____ HONORIS CAUSA, AND INVEST YOU WITH ALL THE RIGHTS AND PRIVILEGES PERTAINING THEREUNTO. IN TOKEN THEREOF I HAND TO YOU THE DIPLOMA AND DIRECT THAT YOU BE VESTED WITH THE HOOD APPROPRIATE TO YOUR DEGREE."

The format of the diploma presented to the recipients of honorary degrees shall be approved by the Trustees. The hood to be worn by the recipients of honorary degrees shall be a design approved by the Trustees.

“In Residence” Faculty Appointments

On November 5, 1982, the Board of Trustees for the Connecticut State University adopted a resolution concerning the Establishment of the “In Residence” Title. According to the resolution, persons of established reputation in their chosen fields, such as writers, artists, poets, business executives, and others, can make significant contributions to the instructional programs of the Connecticut State Universities by spending limited periods of time in residence on the campuses. The appointments to this title shall be essentially honorary in character, although in appropriate situations, compensation may be paid. Persons shall be appointed to such title only for specified limited terms and shall not be eligible for tenure or for any other privilege not authorized by the Board of Trustees. This honorary title will be used to attract outside individuals of established reputation. The approval of the appointments shall be by the Board of Trustees.

Process for Submitting Nominations for the “In Residence” Title

1. Academic departments (or other units) initiate the process by consulting with the appropriate academic dean or administrator. Following consultations, all required nomination materials are submitted to the academic dean or appropriate administrator. The nomination shall include the following information:
 - Date of departmental or unit approval
 - Copy of nominee’s curriculum vita
 - Comprehensive justification for the nomination, including information on the nominee’s established reputation and accomplishments
 - The length of the proposed appointment (specific semester or academic year)
 - List of expected contributions to the department and the University during the period of the appointment
 - Resource requirements, included recommended compensation (where appropriate), and other support (as discussed with the academic dean)
2. If the dean or administrator approves of the nomination, nomination materials are forwarded to the Vice President for Academic Affairs.
3. If the Vice President for Academic Affairs approves, the nomination will be forwarded to the President.
4. If the President approves, the nomination will be forwarded to the Connecticut State University (CSU) System.
5. Nomination materials are first reviewed by the CSU Council of Academic Vice Presidents.
6. Following review by the CSU Council of Academic Vice Presidents, nomination materials are forwarded to the Academic Affairs Committee of the CSU Board of Trustees.

7. Approved nominations by the Academic Affairs Committee of the CSU Board of Trustees are sent to the CSU Board of Trustees for approval or disapproval.
8. The Vice President for Academic Affairs is responsible for notifying the Dean or administrator of the Board's action.
9. The President sends an appointment letter to the appointed individual.
10. The academic dean is responsible for handling matters pertaining to the appointment of the "In Residence" faculty member.

Appended Information

1. Statement (justification for the appointment) to include information on nominee's reputation and accomplishments and expected contributions to the department and University. This professionally written statement will be submitted to the CSU Board of Trustees.
2. Evidence of departmental or unit approval of nomination.
3. Statement on resource implications, including, but not limited to, space requirements, support and compensation if applicable.
4. Copy of nominee's recent curriculum vita.

Professional Leave Procedure

Professional leave requests by teaching faculty must be made only during their work year, which is specified as “that period which begins on the fourth (4th) Monday in August and terminates on the last day in May” in Article 9.1 of the CSU-AAUP Collective Bargaining Agreement. Teaching faculty using state funds for travel during the summer will need to submit the Travel Authorization (TA) form only.

Procedure for Professional Leave When Travel Is Requested

1. Upon receipt of a travel request, the appropriate Dean or Director will determine if any professional leave is to be charged.
2. The Dean or Director will notify the employee of the leave approval (including a listing of the days) and instruct the employee to enter the days on the time card or departmental attendance sheet for faculty.
3. Payroll shall record the appropriate entry upon receipt of the time card (or department attendance sheet).

Procedure for Professional Leave When Travel Is Not Requested

1. The employee shall make the request for professional leave by memo to the appropriate Dean or Director.
2. The Dean or Director will notify the employee of the leave approval (including a listing of the days) and instruct the employee to enter the days on the time card or departmental attendance sheet for faculty.
3. Payroll shall record the appropriate entry upon receipt of the time card (or department attendance sheet).

The approval from the Dean or Director shall be entered on the Travel Authorization itself using the following entry “The following dates are charged to professional leave.”

When required, the Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See *Travel Policies and Guidelines*, p. 6.59)

ECSU RESEARCH ADVISORY COUNCIL

The ECSU Research Advisory Council was established by mandate of the Board of Trustees of the Connecticut State University.*

Responsibilities

The ECSU Research Advisory Council (RAC) makes recommendations to the President or his designee on the implementation of the Board of Trustees' policy regarding the Connecticut State University Research Foundation, and advises the President on the operation of the Research Foundation and, in general, on the conduct of research and public service activities on campus.

In addition, two faculty and the administrative representatives to the RAC will represent ECSU on the CSU Research Foundation Advisory Council.

Reporting

The Research Advisory Council reports through its chair to the University President or designee.

Membership and Terms of Office

The Research Advisory Council is made up of eight (8) regular members, and one (1) ex officio member, as follows:

#	Representative	Selected by	Term of Office
1	Inst. Faculty	Academic Deans	3 years
2	Inst. Faculty	Academic Deans	3 years
3	Inst. Faculty	Academic Deans	3 years
4	Inst. Faculty	Academic Deans	3 years
5	Admin. Faculty	Vice President for Academic Affairs	3 years
6	Academic Grants Officer		Continuing
7	Student	Vice President for Student Affairs	1 year
8	Administrator	Vice President for Academic Affairs	3 years
9	University Budget Officer or designee		Continuing (ex officio)

* Regulations governing administration of research and public service activities within the Connecticut State University and the management of the Connecticut State University Research Foundation, CSU BOT, November 2, 1990.

Activities of the ECSU Research Advisory Council

The ECSU Research Advisory Council (RAC) was established by mandate of the CSU Board of Trustees in 1990. In February 1995, the RAC was convened by the Vice President for Academic Affairs and instructed to oversee a subcommittee (originally named the Research Proposal Subcommittee) appointed to evaluate research proposals dealing with human subjects. In its deliberations, the RAC (chaired by Dr. Beverley Anderson, Dean of Arts and Sciences) identified several aspects of research at ECSU that required institutional policies, including:

- 1) Research on human subjects and on non-human vertebrate animals;
- 2) Research misconduct;
- 3) Disclosure of financial conflict of interest by grant or contract applicants.

In consultation with the ECSU administration, the RAC developed the policies referred to above, with the intention of submitting final versions of the policies to the University Senate for its review and endorsement.

Committee on the Use of Human Subjects in Research

In January, 1999, the Research Proposal Subcommittee was renamed the Committee on the Use of Human Subjects in Research (CUHSR) to more accurately reflect its mission of reviewing only those research proposals dealing with human subjects.

By authority of the Vice President for Academic Affairs, the CUHSR operates under the immediate oversight of the Research Advisory Council and has responsibility for reviewing for scholarly merit and ethical considerations proposed research involving living human subjects. Since 1995, the committee has reviewed more than fifty research proposals.

The current operating procedures for the CUHSR are described in the Guidelines for Research on Human Subjects at ECSU. The Research Advisory Council is in the process of revising the membership criteria for the CUHSR to assure compliance with federal guidelines for institutional review boards overseeing research on human subjects.

Background to the Guidelines for Research on Human Subjects at ECSU

Rationale

To ensure the safety of humans serving as research subjects, federal funding agencies (*e.g.*, NSF, NIH, HHS) and various professional societies in the biomedical and social sciences, and education, stipulate that certain types of research involving human subjects cannot be initiated without the explicit approval of an institutional review board; the institutional review board is expected to evaluate proposed research for both scholarly merit and ethical treatment of the human subjects.

The Guidelines for Research on Human Subjects at Eastern Connecticut State University were formulated to comply with the guidelines for safe and ethical research on human subjects established by the federal government (Code of Federal Regulations Title 45, Part 46-Protection of Human Subjects) and to meet the ethical standards of various professional societies (*e.g.*, American Psychological Association, American Sociological Association).

Development and Implementation

In the spring of 1995, after reviewing existing policies at other universities, the ECSU Research Advisory Council developed a policy outlining the procedures by which proposed research involving human subjects (and non-human vertebrate animals) should be submitted to the Research Proposal Subcommittee (renamed the Committee on the Use of Human Subjects in Research in 1999) for review. The policy went through several iterations and in September, 1995, faculty and staff were notified via email that the latest version of the policy was available for review by the ECSU community; critical comment from several faculty members were incorporated into a subsequent version of the policy.

Over the next four years, the policy was revised extensively based on feedback from faculty submitting research proposals and committee members reviewing those proposals, as well as a careful examination of the federal policy dealing with protection of human subjects in research.* Thus, the current Guidelines for Research on Human Subjects at ECSU (last revised on 10/12/99) were developed over a period of nearly five years and reflect the committee's experience in evaluating more than fifty research proposals.

* In December, 1997, the RAC approved the Interim Policy on the Use of Non-human Vertebrate Animals in Teaching and Research and ECSU, which eliminated the requirement that research on non-human vertebrate animals be reviewed by the Research Proposal Subcommittee. This change in the policy prompted the renaming of the Research Proposal Subcommittee to the Committee on the Use of Human Subjects in Research.

GUIDELINES FOR RESEARCH ON HUMAN SUBJECTS

Introduction

In order to insure ethical treatment of human subjects and to remain in compliance with applicable state and federal regulations, all research on living human subjects conducted by Eastern Connecticut State University (ECSU) faculty, staff, or students, or involving University property, is subject to the following guidelines. Failure to comply with the guidelines could constitute a violation of the ECSU Policy on Research Misconduct.

The ECSU Research Advisory Council's Committee on the Use of Human Subjects in Research (CUHSR) has responsibility for reviewing for scientific merit and ethical considerations all proposed research involving human subjects (certain exemptions are noted below). The research cannot be initiated until a research proposal has been reviewed and granted approval by the CUHSR.

Definitions of Important Terms

The following operational definitions are based on the Code of Federal Regulations Title 45, Part 46- Protection of Human Subjects, Sections 46.102 and 46.402:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

Note: Some research on human subjects conducted in educational settings on normal education practices, or involving educational tests, interview or survey procedures, or observations of public behavior, may be exempt from the review process (see Exempt Categories of Research, below). In addition, a student project conducted as a pedagogical exercise for an academic course (excluding independent study courses) with no intention of presenting the results to an audience other than the students in that course or the course instructor or other faculty in the sponsoring department, is not considered research and will normally not require review by the CUHSR; the course instructor has the responsibility for ensuring that such a project is conducted in a safe and ethical manner. Results from a student class project dealing with human subjects that i) does not fall under the exempt categories of research, and ii) has not been reviewed by the CUHSR may not be published or presented in a public forum (e.g., research seminar or conference).

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains 1) data through intervention or interaction with the individual, or 2) identifiable private information.

Interaction includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes.

Private information includes behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which an individual can reasonably expect will not be made public (e.g., medical records). Private information must be individually identifiable (i.e., the

identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining information to constitute research involving human subjects.

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those normally encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Exempt Categories of Research

In accordance with the Code of Federal Regulations Title 45, Part 46- Protection of Human Subjects, Section 46.101b, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from the review process:

1. Research conducted in established or commonly accepted educational settings and involving normal education practices, such as i) research on regular and special education instructional strategies, or ii) research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observations of public behavior, **unless**: i) information taken from these sources is recorded in such a manner that the subjects can be identified, directly or through identifiers linked to the subjects; **and** ii) any disclosure of a human subject's responses outside the research could reasonably place the subject at risk of criminal or civil liability, or be damaging to the subject's financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observations of public behavior that is not exempt under category 2 of this section, **if** the human subjects are elected or appointed public officials or candidates for public office, **or** if federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects designed to study, evaluate, or otherwise examine i) public benefit or service programs, ii) procedures for obtaining benefits or services under those programs, iii) possible changes in or alternatives to those programs or procedures, or iv) possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and food quality evaluation and consumer acceptance studies, i) if wholesome foods without additives are consumed, or ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the U.S. Food and Drug Administration, or approved by the U.S. Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

An investigator who determines that his/her research falls under one or more of the exempt categories does not need to submit a research proposal to the CUHSR. Questions about the determination of exempt status for research may be directed to the Chair of the CUHSR.

Research Proposals

Investigators planning to conduct research on human subjects that does not qualify for exempt status (as defined above) should submit to the Chair of the CUHSR six (6) copies of a research proposal containing the information outlined below (student research proposals should be forwarded to the CUHSR by a faculty sponsor). The proposal should be written for a general audience and should avoid technical jargon specific to a particular discipline.

1. Title of research project.
2. Statement of the qualifications of the investigator, by training and experience, to carry out the research. Proposals submitted by undergraduate or graduate students should include the name and affiliation of the faculty supervisor(s) overseeing the research project.
3. Brief literature review of the research topic, and clear statements of the rationale and objectives of the proposed research.
4. Concise description of the research protocol, indicating criteria and method for selecting subjects, experimental procedures, type of data to be gathered, method of data analysis, *etc.* Where appropriate, a copy or sample of the research instrument to be employed should accompany the proposal.
5. Anticipated dates for starting and completing the study.
6. Statement of how confidentiality of subjects will be addressed.
7. Statement of whether or not deception will be used. If deception will be used, the rationale for such deception and the method for debriefing the subject(s) should be described.
8. Where appropriate, the investigator should explain how the consent of a non-English speaking or non-literate individual will be obtained.
9. A copy of the consent form to be signed by each subject or the subject's legally authorized representative must accompany the proposal. The consent form should be printed on official ECSU letterhead and should contain the following information:
 - a) A statement of the purpose and procedures of the research.
 - b) An explanation of the subject's responsibilities and the duration of participation.
 - c) A description of any foreseeable risks and benefits to the subject. If the research poses only minimal or no risk, this should be clearly stated.
 - d) A statement describing the extent to which confidentiality of records identifying the subject will be maintained.

- e) A statement indicating that participation is voluntary, and that the subject can refuse to participate or terminate his/her participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- f) A statement that the results of the investigation will be made available to the subject upon request by the subject.
- g) An explanation of whom to contact for answers to pertinent questions about the research and the research subject's rights, along with an institutional address for the person to be contacted. For student projects, the name and address of a faculty supervisor should be included.

Note: Consistent with the Code of Federal Regulations Title 45, Part 46- Protection of Human Subjects, Section 46.116c-d, the requirement for an informed consent document signed by the subject may be waived **if**

- i) the investigator can clearly show why the research could not practicably be carried out without the waiver; **and**
- ii) the research involves no more than minimal risk to the subject, **and**
- iii) the waiver will not adversely affect the rights and welfare of the subject.

Investigators using human subjects under the age of 18 must normally obtain signed consent from the child's parent or guardian. Samples of all necessary consent forms (*e.g.*, from parents, teachers, administrators, daycare supervisors) should accompany research proposals using children as subjects.

Note: *In certain exceptional cases, investigators using children as research subjects may be exempt from the requirement for obtaining informed consent from the child's parent or guardian; investigators should refer to the Code of Federal Regulations Title 45, Part 46- Protection of Human Subjects, Section 46.401-409 for more information.*

Review Process

The CUHSR will meet at least once a month to discuss and vote on research proposals under consideration. Research proposals must be submitted to the CUHSR at least two weeks prior to the next scheduled meeting in order to be considered at that meeting. Upon the favorable evaluation of a research proposal by a majority of the members of the CUHSR, the CUHSR Chair will notify the investigator in writing, with copies sent to the Vice President for Academic Affairs and the appropriate Dean, that the research proposal has been approved. If a majority of the CUHSR votes that the research cannot be approved, or that modifications to the research proposal or research protocol are required before approval can be granted, the investigator will be informed of this decision in writing. Research proposals that are modified and resubmitted will be evaluated without prejudice.

Appeals

The CUHSR has the authority to approve, require modification in (in order to secure approval), or disapprove all research activities covered by this policy. An appeal to a decision by the CUHSR should be submitted in writing to the Chair of the ECSU Research Advisory Council. Appeals will be considered by the Research Advisory Council in consultation with the Vice President for Academic Affairs.

CSU-AAUP UNIVERSITY RESEARCH GRANTS

The University Grants Committee invites full-time faculty to apply for a grant under Article 9.10 of the CSU-AAUP Collective Bargaining Agreement. Grant applications are due no later than mid February* to the campus representative listed in these guidelines. Grants will be announced in early April. Grant funds may be spent during the following summer or the following academic school year. The purpose of such grants is to provide faculty with research opportunities that will enhance the educational mission, visibility and research stature of Connecticut State University. According to Article 9.10:

“During the life of this Agreement there shall be available to full-time members a pool of money to fund research grants in the amounts set forth in Article 12.10.1. These monies shall be available at each university in an aggregate amount proportional to the number of full-time members at that University.

“There shall be a Connecticut State University Grants Committee of thirteen (13) individuals: four (4) appointed by the President of CSU-AAUP (one (1) from each campus), four (4) appointed by the Chancellor (one (1) from each campus), and one (1) from the University System Office who shall serve in a non-voting capacity. The remaining four (4) committee members shall be appointed as follows: two (2) by the President of CSU-AAUP and two (2) by the Chancellor in consultation with each other in an effort to achieve disciplinary balance on the committee.

“The Committee shall establish criteria and priorities for selection and shall solicit and review grant proposals which must be received by the Committee not later than February 1st of each year.* The Committee shall recommend meritorious proposals to the Chancellor of Connecticut State University by March 15 of each year. The Chancellor of Connecticut State University shall forward recommendations to the Board of Trustees, which shall announce the approved grants by April 10 of each year. Approval of grant proposals shall be based solely on the merit of the proposal and availability of funds.

“Grant applicants, using the form provided by the Committee, shall describe the nature of the proposed research and include a budget of up to \$4,000 with no more than \$2,000 as a stipend and the remainder for support services, supplies, and/or equipment. The stipend shall be outright, and the grant shall be unrestricted. Any equipment purchased under said grant shall become the property of the University. The member may determine whether the purchase of support services, supplies, and/or equipment shall be made directly or administered through university procedures.

“Within three (3) months of the termination date of a grant, the principal investigator(s) shall submit to the Committee a report describing the results of the research and shall include a detailed accounting of the funds granted. Reports will be due on or before the end of September. Any funds unaccounted for shall be returned to the University.”

* Candidate Representative to be announced.

The University Research Grant Guidelines establish the last day of June of the year following the grant award as the termination date for each grant. Following that date, any unspent funds will be returned to the University Research Grants account and used to augment future allocations to support faculty research.

CSU-AAUP UNIVERSITY RESEARCH GRANT GUIDELINES

The following generalized guidelines are governed by the CSU-AAUP Collective Bargaining Review. Specific guidelines are announced annually.

Applicants for University Research Grants must remain on the faculty for the duration of the grant-supported activity. Faculty members planning sabbatical leaves are eligible for a grant. However, faculty members on unpaid leave are not eligible.

Examples of priorities, evaluation criteria, and proposal guidelines follow. A calendar of contractually established dates for proposal submissions, committee recommendations, and award announcements is also included.

Priorities

Quality proposals that enhance the educational mission, visibility, and research stature of Connecticut State University are sought. Proposals to the University Grants Committee should respond to one or more of the following priorities:

1. Encourage the establishment of new research or new creative projects.
2. Assist faculty to continue and/or complete meritorious research or creative projects.
3. Encourage projects with potential for future external funding.

Criteria

The Committee will use the following criteria to rate the quality and completeness of proposals:

1. Consistency with one or more of the Committee's declared priorities.
2. Evidence of a well-focused and worthy purpose, presented in relationship to previous related scholarship.
3. An appropriate and feasible methodology or plan of work.
4. Inclusion of a realistic budget clearly stated and justified.
5. Likelihood of significant outcome, such as publication, performance, exhibition, or future funding.
6. Evidence of applicant's qualifications to conduct the proposed project.

Readers

The Committee will consist of two groups of six readers each. Each group is responsible for reviewing proposals from two universities other than their own.

The readers from Central and Eastern will be responsible for rating proposals submitted by Southern and Western faculty members while the readers from Southern and Western will be responsible for rating proposals submitted by Central and Eastern faculty members.

Proposals

A grant proposal must contain the following:

1. Cover Sheet and Abstract
2. Proposal Narrative: The narrative should be limited to 5 double-spaced pages of standard typeface (about 1200 words). Appendices may be attached at the writer's discretion, but will not necessarily be considered in the overall assessment. This page limitation will be enforced: **submissions with narratives longer than 5 pages will not be reviewed**. The narrative should be a clear statement of your project's purpose and significance, and of the methodology you will use. Most reviewers will not be specialists in your field. A brief review of related research undertaken by you and/or others will help the Committee understand the significance of your project. A creative arts proposal should contain a description of the work to be produced, materials and facilities to be used, personnel, and production requirements. All travel must be justified; where foreign travel is proposed, the proposer must have ascertained that collections/resources are not available in the United States and so state.
3. Proposed Budget: The budget must justify and show the relationship of budget items to proposed activities. If a stipend to the applicant is part of the budget, the conceptual limit of \$2,000 per applicant for stipend includes the total of salary and normal fringe payments and tax withholding. Stipend payments to AAUP members or to CSU students will be administered through University payroll procedures.
4. Brief Curriculum Vitae (in an approved, 2-page format).
5. Human Subjects and Vertebrate Animals: If your research involves human subjects and/or vertebrate animals, you must also submit your proposed project to the appropriate review panel on your campus, and must indicate the status on the cover sheet of this application. No application involving human subjects, including survey or interview research, and/or vertebrate animals will be reviewed unless it has been submitted to the review panel, and no grant will be recommended by the Committee without evidence that the proposal has been approved by the appropriate review panel.
6. Submit proposals to the appropriate campus representative.
7. You may, as an individual, submit more than one proposal, but awarded funding shall not exceed \$4,000.
8. Joint proposals will be funded at no more than \$ 4,000 per proposal.

Approximate Deadline Calendar*

Mid February 5:00 p.m.

Deadline to submit ten (10) copies to the representative from your institution listed above. Note: No proposals will be accepted after 5:00 p.m. on the appointed date in mid February.

Mid March 5:00 p.m.

University Grants Committee makes its recommendations to the Chancellor of Connecticut State University. Campus representatives notify applicants of the Committee's recommendations.

Early April

The Board of Trustees announces the grants to be awarded.

Last day of the following September

A copy of the report describing the results of the research should be submitted to your campus representative on or before the last day of September of the following year.

In the event that travel is required in conjunction with a grant, a Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See *Travel Policies and Guidelines*, p. 6.59)

* Please contact the appropriate campus representative for the exact date.

Reassigned Time

Each institution in higher education is assigned a unique "mission support factor" that represents an estimate of faculty resources needed by the institution for research, departmental administration, public service, and other faculty-leave time requirements. The estimate of faculty time at Eastern for these purposes is 17 percent of the total FTE faculty time.

Where the BOT/CSU/AAUP Collective Bargaining Agreement (*ref. 8/23/96, Sec.10.6*) makes no provision or where no side letter of agreement has been developed, faculty load credits for non-instructional or quasi-administrative responsibilities may be awarded for needs of the University, school, or department. Faculty requested to perform such duties or who wish to apply for reassigned time for projects of benefit to the University as a whole must first confer with the Department Chairperson. If the Department Chairperson approves, he or she sends the request to the Dean. If the Dean approves the request, it is forwarded to the Vice President for Academic Affairs. Such requests must be initiated no later than two semesters in advance of the projected reassignment.

Reassigned Time for Research

At the discretion of the President or designee following an advisory system established by the Academic Vice President, full-time members may be awarded reassigned time for research purposes or for supplementary laboratory credit of up to one quarter (1/4) load credit for each class hour of each laboratory selected. Total allocations for research shall be no less than sixty (60) percent of the minimum credits allocated and for supplementary laboratory credit, no less than twenty-five (25) percent.

Load credits allocated for this purpose shall be no less than:

<i>Institution</i>	<i>Work Load Credits per Semester</i>
<i>CCSU</i>	<i>90</i>
<i>ECSU</i>	<i>30</i>
<i>SCSU</i>	<i>90</i>
<i>WCSU</i>	<i>36</i>
<i>Total</i>	<i>246</i>

No individual may be awarded more than six (6) load credits per semester under this provision. Guidelines and procedures and forms are available in the office of the Dean.

Retraining Funds

Retraining funds may be allocated to full-time faculty members. Such funds shall be used to defray tuition, book, travel, and related expenses incurred by a member in pursuing a retraining program approved by the President and CSU-AAUP. Retraining of a full-time member who wishes to learn a new discipline, either within or outside of the disciplines encompassed by the member's department, may be funded in accordance with established procedures. Prior to filling out the application for retraining, an interested faculty member should discuss his or her program of study with the appropriate Academic Dean. Proposal for Retraining forms are available from the Academic Affairs Office.

In the event that travel is required in conjunction with retraining, a Travel Authorization Request Form must be on file at the Travel Desk prior to the date of travel.

Reimbursement of travel-related expenses will not be possible if the Travel Authorization Form is not on file at the Travel Desk prior to the date of travel.

(See *Travel Policies and Guidelines*, p. 6.59)

SABBATIC LEAVE

Sabbatic leave is educational leave. Sabbatic leaves are granted for the benefit of Connecticut State University. Sabbatic leave is granted for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching of faculty members. All proposals for such leave must merit approval on the basis of these standards.

Upon the completion of six (6) academic years of full-time service, a faculty member is eligible for a sabbatic leave. Untenured members may not take a sabbatic leave. After a sabbatic leave, a person does not again become eligible until completion of an additional six (6) academic years of full-time service.

Each proposal will be submitted by a member in writing and judged through a process proposed by the Senate and approved by the President. The initial deadline for submission shall be no earlier than September 15. A part of every process shall be the deliberation and action of a sabbatic leave committee composed of and elected by members at that University.

All proposals that meet the standards specified above shall be judged on the basis of their competitive merit. Among those proposals deemed equal in merit by the sabbatic leave committee, preference shall be given to members with the longest service since their last sabbatic leave. The parties believe that approximately 64 sabbatic leaves for each year of this Agreement are appropriate. However, no sabbatic leave shall be recommended by the committee or approved by the President that fails to meet meritorious purposes.

The President will grant sabbatic leaves and report such leaves to the Board. To facilitate the work of sabbatic leave committees and to document the value to the University of sabbatic leaves, each member will submit to the President and the sabbatic leave committee within one (1) semester of return from sabbatic leave a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the original proposal; such statement shall be retained by the sabbatic leave committee and be available to the University community.

Sabbatic leave may be granted for either a full year at half pay or a half-year at full pay without prejudice. Funds shall be distributed among the Universities on a prorated basis for sabbatic leaves. A member on sabbatic leave shall continue to accrue sick leave, longevity credit and retirement service credit at the full-time rate. Sabbatic leave outside the normal academic semester shall be permissible. To be eligible for longevity payment during the sabbatic year, a member must be on the payroll on either April 1 or October 1 of the year in question.

Those accepting and completing sabbatic leave are expected to return to the University for one (1) year following expiration of the leave unless specifically exempted from this provision by the President in writing. The forms for sabbatic leave are available in offices of the Deans and the Human Resources Department.

Policy for Instructional Faculty

Sabbatic leave is educational leave and is granted for the purpose of scholarly and creative endeavors that advance the professional competence, retrain, enrich the teaching or enhance the research of the faculty member to the benefit of the Connecticut State University. Special consideration shall be given for the purpose of retraining to meet institutional needs.

1. Eligibility

In order to be eligible, a faculty member must be tenured or have had a positive recommendation for tenure made by the President. The applicant must have been a full-time member of instructional faculty for six years. After any sabbatic leave, another six years of full-time service on the instructional faculty must be completed.

Policy for Administrative Faculty

The purpose of this sabbatic leave policy is to provide opportunity for administrative faculty to work for the benefit and advancement of the Connecticut State University and for the purpose of scholarly and creative endeavors that enhance the administrative faculty members' professional competence.

1. Eligibility

Upon the completion of six years of full-time service, an administrative faculty member is eligible to be considered for a sabbatic leave. The number of sabbatic leaves available each year is limited and depends upon the availability of funds. After a sabbatic leave, a person does not again become eligible until the completion of an additional six (6) years of full-time service.

2. Application Procedure

- a) An official application form may be secured in the Office of the President.
- b) Applications must be presented to the Chairperson of the Sabbatic Leave Committee by December 1st in order to be considered for Sabbatic Leave for the following academic year. Do not let the possibility of a grant notification delay filing of the application.
- c) Applicants will be notified of the status of their application by February 1st with final announcement of sabbatic granted for the following calendar year no later than April 1st.

3. Benefits and Responsibilities

- a) Remuneration, Benefits, and Length of Time payment for persons on sabbatic shall be full pay for such leaves up to one half (1/2) year or half pay for leaves greater than one half (1/2) year, but less than or equal to one full year. During sabbatic leave, the administrative faculty member shall be eligible for all scheduled salary adjustments and for all other benefits which would have been provided to the faculty member of the University were the faculty member not on leave.
- b) Activity Engaged in While on Sabbatic
 - 1. A grant may be accepted during the period of the Sabbatic.
 - 2. An individual shall not accept any full-time remunerative position.
 - 3. An individual may not accept a position that will work to the detriment of his/her sabbatic plan.
- c) Protection of Administrative Faculty Member in Job Benefits

Full rights and job benefits of administrative faculty members on sabbatic leave shall be protected and maintained during the period of leave, in accordance with the current Collective Bargaining Agreement between the state University Organization of Administrative Faculty AFSCHE, Council 4, Local 2836 and the Board of Trustees for the Connecticut State University.
- c) Responsibilities of Recipients
 - 1. The recipient shall submit, within two months after completion of the sabbatic leave, a report to the President and the Sabbatic Leave Committee. The report shall clearly indicate how well the objectives of the leave have or have not been fulfilled.
 - 2. The Sabbatic Leave Committee shall arrange for one or more presentations to the University community by each sabbatic recipient.

4. Sabbatic Leave Committee Selection and Implementation

- a) The Sabbatic Leave Committee shall consist of three members of administrative faculty elected by AFSCME members.
 - 1. The administrative faculty member applying for sabbatic may not be eligible to serve on the above committee.
 - 2. Administrative faculty members shall serve for a period of two years except that terms shall be staggered initially.
 - 3. Annually, two individuals shall be appointed to the committee.
- b) Rotation of Sabbatics Among Administrators applies for a sabbatic leave and is denied the privilege may apply without prejudice the following year.
- c) Basic Criteria for Evaluation of Sabbatic Leave Applications (not all the criteria need apply in the consideration of a given proposal):
 - 1. Contribution to the professional growth of the individual.
 - 2. Contribution to specific developmental needs of the institution.
 - 3. Translation of new knowledge from one field to another.
 - 4. Increase in the depth of knowledge in a given area.
 - 5. Contribution to the profession and/or the discipline.

d) Committee Requests For Further Information.

1. The Sabbatic Leave Committee may request further information from the applicant.
2. The Sabbatic Leave Committee shall recommend the names of the candidates selected to the President of the University.

Sabbatic Leave Addendum

Section 13.7, CSU-AAUP Collective Bargaining Agreement states “. . . each member will submit to the President and the sabbatic leave committee within one (1) semester of return from sabbatic leave a written statement setting forth the experiences and accomplishments attained in pursuit of the objectives set forth in the original proposal; such statement shall be retained by the sabbatic leave committee and be available to the University community.”

The Sabbatic Leave Committee, 1999-2000, decided that sabbatic leave reports should be housed at the Reserve Desk in the Library. The reports will be kept in the Sabbatic Leave Folder at the Reserve Desk for six years from the semester of their submission. Each sixth year cohort of reports will then be transferred to and kept in the University Archives. Sabbatic leave reports will be available to the University community on a "Library Use Only" basis.

Tuition Waiver/Course Privileges

Article 13.13 of the BOT/CSU/AAUP Collective Bargaining Agreement states:

“Subject to the approval of the receiving university, a permanent, full-time or emeritus member, with at least one (1) semester of service, and their spouse, as well as their children under the age of twenty-five (25), may take courses without tuition or State University fee at any university within Connecticut State University on a space available basis, provided, however that participation in said courses shall not interfere with the member's employment obligations. This benefit shall also be available to the above mentioned spouse and dependents surviving a deceased member (death having occurred on or after August 24, 1990, during the member's active service) who had accumulated ten (10) years of service in the University. Individuals taking courses on this basis may be admitted to a course in which space is not available, at the discretion of the instructor. Admission to a course shall not be counted toward overload credit as described in Article 10.3 of the BOT/CSU/AAUP Collective Bargaining Agreement. Cost of this provision shall be absorbed.