WCSU - FACULTY HANDBOOK

2025-2026 Fall Edition

Abstract

The Faculty Handbook is prepared under the supervision of the Provost/Vice President for Academic Affairs. Updates, additions, corrections, etc., should be sent to the Office of the Provost/Vice President for Academic Affairs (cunninghamj@wcsu.edu).

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Overview of the Organization

The *Faculty Handbook* is issued to all full-time faculty in fulfillment of contractual requirements of the collective bargaining agreements between the Connecticut State University and the American Association of University Professors and SUOAF/AFSCME. In the event of discrepancies between provisions contained in the Faculty Handbook and the collective bargaining agreements, the collective bargaining agreements govern.

The *Faculty Handbook* also contains all Bylaws of the University Senate and its standing committees, plus policy documents adopted by the Senate.

The Purpose of the *Faculty Handbook*, in addition to meeting contractual obligations, is to provide faculty with an overview of the organization, policies, procedures, and services of Western Connecticut State University. It does not attempt to be definitive, nor does it duplicate material that is readily available in other documents. These documents are available in the Ruth A. Haas Library and other locations, as indicated.

Except for the section on University Governance, the *Faculty Handbook* is also a reference work for part-time teaching faculty and all other University employees. Full time and part-time AAUP faculty should refer to the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University, August 25, 2007- August 25, 2011, and to successor Agreements. Part-time faculty should refer particularly to Articles 2, 3.1, 3.2, 3.3, 4.2, 4.6, 4.7.a, 4.13, 4.14, 9.1 – 9.1.3, 9.2, 9.3, 9.4.3, 9.4.4, 9.4.5, 9.4.6, 9.7-9.9, 10.4-10.4.2, 10.7.1, 12.8-12.8.2, 13.9-13.10, 13.13, 14.2.1, 15, 16, and 18.6.

Administrative faculty should refer to the Collective Bargaining Agreement between State University Organization of Administrative Faculty AFSCME-Council 4-Local 2836 and the Board of Trustees for Connecticut State University System, July 1, 2007-June 30, 2011, and to successor Agreements.

Institutional Characteristics and History of WCSU

Since its inception in 1903, Western Connecticut State University has evolved into an institution that comprehensively serves the intellectual, creative, and professional development needs of its community. The university remains true to its mission, providing a vibrant educational environment and active outreach programs and partnerships that have long-lasting benefits to its stakeholders.

The university's mission is published online and in print, including undergraduate and graduate catalogs and the faculty handbook. The mission statement is clear and distinct, defining educational and other dimensions, including instruction, scholarship and public service. In addition, it forms the basis for the mission statement of each of the university's schools and departments.

WCSU is one of seventeen members of the Connecticut State Colleges and Universities (CSCU). As a state university, its mission statement reflects the interests and needs of the people of the State of Connecticut. It was approved by the Connecticut State University System Board of Trustees in 1998 and affirmed by the current Connecticut Board of Regents for Higher Education (BOR).

University Mission

Western Connecticut State University changes lives by providing all students with a high quality education that fosters their growth as individuals, scholars, professionals, and leaders in a global society.

To achieve this, we

1. Offer undergraduate and graduate programs that weave together liberal arts and professional education and instill a desire for life-long learning.
2. Sustain a vibrant, inclusive campus that connects individuals through co-curricular programs, cultural events, and service to the community.
3. Attract student-centered faculty who are passionate teachers and accomplished scholars.
4. Establish partnerships that create opportunities for internships, research, and experiential learning.

Values

Excellence. We value outstanding achievement realized through persistence, effort, honest feedback, and self-reflection.

Curiosity. We value the questions that drive learning, innovation, and creativity, which serve as the beginning and the desired outcome of education.

Dialogue. We value the conversations that explore diverse perspectives and encourage shared understanding.

Engagement. We value the interactions with ideas, peers, and community that are essential to a vibrant university environment.

Opportunity. We value the possibilities created by affordable, accessible educational environments in which students can grow into independent thinkers and confident leaders.

Respect. We value the right of all people to be treated with dignity and fairness and expect this in our policies, classrooms, and community.

Vision

Western Connecticut State University will be widely recognized as a premier public university with outstanding teachers and scholars who prepare students to contribute to the world in a meaningful way.

Approved by the University Senate March 24, 2017

Statewide Organization of Public Higher Education

Board of Regents for Higher Education/Connecticut State Colleges & Universities

The Board of Regents for Higher Education was created by Connecticut State Statute on July 1, 2011, and serves as the governing body for seventeen Connecticut State Colleges & Universities--four state universities; twelve community colleges; and Charter Oak State College, Connecticut's only public, online, degree-granting institution.

Governance Structure

On the board, there are nineteen total members, broken down as follows:

Fifteen voting members:

- Nine appointed by the Governor
- Four appointed by legislative leadership, of whom one is a specialist in K-12 education and the three remaining are alumni of the Connecticut Community Colleges, and Connecticut State Universities, and/or Charter Oak State College
- The chair and vice-chair of the Student Advisory committee

Four non-voting, ex officio members:

- Commissioner of the Department of Education
- Commissioner of the Department of Economic and Community Development
- Commissioner of the Department of Labor
- Commissioner of the Department of Public Health

The Chair of the Board of Regents is appointed by the Governor and the Board of Regents elects a vice-chair and other officers from among its membership.

Among other responsibilities, the board sets statewide tuition and fee policies; establishes financial aid policies; reviews and recommends any new academic programs; and, in collaboration with institutional stakeholders, conducts searchers for and selects campus presidents.

In addition to governance responsibilities, the board also hold broad responsibilities for development and coordination of statewide higher education policy.

Organizational Chart

The organizational chart is located in the appendices to this handbook.

Administrative Organization

The administration of Western Connecticut State University is divided into four divisions that are overseen by the President.

The four organizational divisions are:

1. Division of Academic Affairs
2. Division of Finance & Administration
3. Division of Enrollment Management & Student Affairs
4. Division of Institutional Advancement

President's Area

President

The President of the University is the Chief Executive Officer of the institution and reports to the President of the Board of Regents. The President is responsible for the proper functioning of the campus, the welfare of all students and employees who are assigned to it; and for carrying out all policies and regulations established by the Board of Regents, the DHE/BGHE and the State of Connecticut.

The President represents the University in all policy matters relating to the public and makes all official statements on behalf of the University. In the absence of the President, the following executive officer(s) in the order listed is the designated responsible operating official:

Provost/Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Institutional Advancement. In the absence of all of the above, a dean will be designated for the period of such absence.

Chief Human Resources Officer

The Chief Human Resources Officer is responsible for the supervision of the Human Resources Department, which includes Personnel and Labor Relations programs for all full-time and part-time employees.

Chief Diversity, Equity & Inclusion Officer

The Chief Diversity Officer reports to the University President and is responsible for developing and managing a comprehensive program of human rights, equal opportunity, diversity values and Affirmative Action for the University that will contribute to the University's compliance with equal opportunity and human rights regulation and the enhancement of human rights and campus life. The position is also responsible for coordinating disability services for University employees.

Chief Information Officer, Information Technology & Innovation

The Chief Information Officer is responsible for all aspects of information technology including university desktops, laptops, servers and storage; information security; voice and data networks; residence hall networks; software licensing and training; application development; database management; the university web site; and computer labs and technology-equipped classrooms.

Police Department

The WCSU Police Department is a 24-hour police department. The WCSU police officers can be found around campus either in cars, on foot or bicycles. Their vehicles and uniforms are highly visible and easily recognizable. They enforce campus rules and regulations, and the laws of the State of Connecticut.

The WCSU Police Department is established in accordance with Section 10a-156b of the Connecticut General Statutes, which provides for a special police force at WCSU whose members have the same duties, responsibilities and authority as members of a duly organized local, municipal or state police department.

WCSU PD provides services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.

Athletics

WestConn Athletics offers eighteen varsity sports. The men's and women's teams belong to the National Collegiate Athletic Association (NCAA) Division III. The football program is a member of the Massachusetts State Collegiate Athletic Conference (MASCAC), while the other 17 intercollegiate athletic programs are members of the Little East Conference (LEC).

Men	**Women**
Fall — soccer, football, golf, cross country	*Fall*— volleyball, tennis, soccer, field hockey, cross country
Winter — basketball, Ice Hockey, Indoor Track & Field	*Winter* — basketball, Indoor Track & Field
Spring — tennis, baseball, lacrosse, Outdoor Track & Field	*Spring* — softball, lacrosse, Outdoor Track & Field

Division of Academic Affairs

Provost / Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs assumes overall responsibility for the entire area of academic affairs and the total instructional program of the University, in accordance with established policy and the direction of the University President.

The Provost/Vice President for Academic Affairs exercises academic leadership and promotes the intellectual life of the University. He/she guides, plans, controls all academic projects, and serves as chief academic and executive officer for the President.

The Provost/Vice President for Academic Affairs is responsible for the administration, coordination and supervision of all academic personnel and related programs and services. He/she coordinates and integrates the activities of the schools under his/her jurisdiction and works with others in coordinating activities among the various areas, schools and departments of the University.

The Provost/Vice President for Academic Affairs President makes recommendations to the President regarding policies, personnel, plans and procedures in the area of academic affairs. He/she maintains liaison with the Vice President for Finance and Administration and, with him/her, develops procedures for implementation of administrative and/or University policy. He/she is also responsible for executing academic strategic planning and coordinates the institutional, regional and state accreditation processes.

In addition, the Provost/V.P. for Academic Affairs assures student advocacy, promotes and represents the University to external publics as appropriate, plans for and allocates critical resources, and implements quality assurance/assessment measures.

Reporting to the Provost/VPAA are: the Deans of the Ancell School of Business, Macricostas School of Arts and Sciences, School of Professional Studies, and the School of Visual and Performing Arts; the Director of Library Services, the Director of the Kathwari Honors Program, the Director of Institutional Research, the International Services Coordinator, the Office of Sponsored Research and Administrative Services, the Coordinator of the First Year Program, Pre-Collegiate and Access Programs, Graduate Programs, and External Programs.

Academic Support Programs

WCSU offers academic support to students in the form of tutoring and first year programs. For tutoring there are four areas: The Tutoring Resource Center, Ancell Learning Commons, the Writing Center, and the Math Clinic. First year programs include a faculty coordinator of the first-year navigation courses and the first-year mentor program jointly organized by the

first-year librarian, director of the Tutoring Resource Center Director, and the Faculty Coordinator of the first-year courses.

Career Success Center

The Career Success Center is an important university resource for all students, freshmen to seniors, graduates and alumni. The Center engages all stakeholders, both inside and outside the university to enable opportunities for essential experiential learning and employment. It does this through programs, tools, coaching and information sessions on life design, marketing/advertising for jobs and careers, applied learning/internships, major exploration, professional skill development, live and virtual career fairs, targeted events, engagement opportunities with employers/mentors, and anything else that guides students and alumni toward professional opportunities. Students can engage with the Center in a variety of ways, including an all-day career studio and deployable support from student Career Peer Leaders, specialized coaching appointments, on-demand and scheduled workshops, and 24/7 online support from a wealth of virtual resources. Specialized online resources are available at https://www.wcsu.edu/careersuccess/e-tools/ and include software for career assessment, career research, current job and internship postings from employers who want to hire WCSU students/alumni, resume and interviewing guidance and practice, and e-connections with other peers and professionals. The Career Success Center staff also highly recommends virtual visits with career experts, live connections with Career Peer Leaders (by appointment), and virtual connections with academic classes and other university teams/organizations to learn about opportunities and strategies to integrate professional essentials for career and life success.

External Programs

The Provost's Office support WCSU's bachelor's degree-completion programs in Management and Nursing on the Naugatuck Valley Community College campus, and Management only at Northwestern Community College. Responsibilities include the planning, marketing, and implementation of such programs, and coordination with host schools, the external community, and the home campus. Quality of instruction is ensured through the use of Western's faculty members, course outlines, and materials at all external locations, as well as the particular school dean's involvement in all administrative and academic operations.

Graduate, International & Student Success

International Services Coordinator

The International Services Coordinator assists students (and their spouses/dependents) in obtaining and maintaining F-1 non-immigrant visa student status. The Coordinator guides students when navigating the processes of non-immigrant F-1 regulations and university procedures. The Coordinator can provide general information regarding other non-immigrant visa types (J-1 and H-1), assists with change of status to F-1 non-immigrant student status and referrals to appropriate resources. The Coordinator leads the international student orientation program/on-going programming to facilitate learning about U.S. culture and maintaining valid F1 non-immigrant status and all the benefits associated with it.

Institutional Research & Assessment

The Director of Institutional Research and Assessment is responsible for compiling surveys, interpreting enrollment, admissions and faculty statistics, assessing student outcomes, and coordinating the students' semester evaluations of faculty.

Kathwari Honors Program

The Kathwari Honors Program at Western Connecticut State University was founded to foster and nurture academic and civic excellence among outstanding students in all four WCSU schools.

Library Services

The Director of Library Services is responsible for coordinating, supervising and directing all aspects of the libraries. This includes strategic planning, budget development, staff development, library services programs, library consortia agreements, delivery of services to all staff utilizing new information systems and media technologies, community outreach programs and evaluation of donated materials.

The Office of Sponsored Research Administrative Services

The Director of the Office of Sponsored Research Administrative Services is responsible for assisting faculty and staff in the development, preparation, and submission of proposals for external funding; for assuring that project directors effectively manage funded grants and contracts; and for establishing and maintaining effective working relationships between grant applicants/recipients, funding sources, WCSU administrative departments and external regulatory agencies.

Pre-Collegiate & Access Programs

To enhance and ensure that pre-college students have the opportunity to develop their academic skills required for college admissions, Western has established the ConnCap (state)/Upward Bound (federal) Programs for high school students and the Excel Program (state/local) for middle- school students. These pre-college programs have assigned advisers and staff dedicated to assisting and closely monitoring the middle/high school students' academic progress, throughout their public school experience. These pre-college programs also provide and promote academic achievement, cultural enrichment, the use of technology and instructional classes; from pre-algebra to parental workshops. All middle and high school students are provided a five-week to six-week academic summer enrichment programs that includes selective field trips.

Included in the Pre-Collegiate & Access Programs is the EAP (Educational Achievement & Access Program) that offers academically under-prepared students, an intense "five-week" summer program, in order for selected EAP students to fulfill admission requirements. The five-week EAP program provides students the opportunity to learn about college life, while taking two academically challenging college classes. All EAP students must successfully pass with a minimum of "C" or higher in their Math and Writing classes, to be officially admitted into Western as a full-time student in the fall-semester.

Registrar

The Registrar's Office is responsible for managing student academic records, including course registration, grade processing, and transcript issuance. The office also oversees academic class scheduling, ensures compliance with academic policies, certifies student enrollment, and verifies undergraduate degree completion for graduation.

Division of Finance & Administration

Vice President for Finance & Administration/Chief Financial Officer

The Vice President for Finance and Administration has overall responsibility for the six finance, administrative and facilities offices that serve the University's students and faculty. Each department has a Director who reports directly to the Vice President. Collectively, these offices manage the University's finances, purchasing, travel, master planning, space allocation, construction, health and safety, and maintenance functions.

Administrative Services

The Director of Administrative Services is responsible for the Purchasing, Travel, Property Management, Shipping and Receiving, and Mailroom Operations areas. This department is responsible for ensuring that WCSU's contracts comply with all relevant federal and state law. The Director is also responsible for the University's records management and liability insurance functions.

Fiscal Affairs

The Director of Fiscal Affairs/Controller supervises and coordinates the Accounting Office, Cashier's Office, Payroll Office and the Budget, Accounts Payable, Accounts Receivable and Grants Accounting functions.

Division of Enrollment Management & Student Affairs

Vice President for Enrollment Services & Student Affairs

The Vice President for Enrollment Management & Student Affairs (VPEMSA) is a member of the President's executive team and actively participates in major decisions impacting the operation of the university and its 5,000 plus students. The VPEMSA oversees all aspects of campus/student life for the university's resident, commuter, and non-traditional students. Divisional responsibilities include management oversight and innovative leadership for the following offices and campus life activities: AccessAbility Services; Campus Ministries; Center for Student Involvement; Civic Engagement; Club Sports; Commuters; Community Service; Counseling Services; Greek Life; Health Services; Housing & Residence Life; Intramurals; Judicial Affairs; Orientation; Parent Services; Recreation; Student Affairs Research & Assessment; SGA/Student Organizations; Student Concern Team (SCT); Substance Abuse Prevention Programs (CHOICES); Testing Services; Veterans Affairs Programming; Wellness; and the Women's Center.

AccessAbility Services

The Office of AccessAbility Services (AAS) directs and coordinates accommodations and support services for undergraduate and graduate students with documented disabilities. AAS seeks to accommodate students with documented disabilities to allow them equal access to their education. Accommodations are designed to level the playing field for students with disabilities, while maintaining the integrity and standards of each academic program. WCSU appreciates that everyone is unique; therefore each student who requests accommodations from AccessAbility Services is considered on a case-by-case basis. Accommodations and support services may include extended time on exams, reduced distraction testing location, scribes, audio books, book scanning, interpreters, assistive technology, housing accommodations and accessible furniture. Services may include advocacy training, academic coaching, writing assistance and assistive technology training.

Assistant Dean of Students

The Assistant Dean of Students reports to the Dean of Student Affairs and is responsible for preparing students for lifelong engagement in a global and multicultural society - the Office of Commuter Student Services (e-newsletter and the Commuter Student Organization), the Office of Parent Services and e- newsletter, co-chairs the Student Veterans Advisory Committee, serves as the appeals officer for Judicial Affairs, is involved in New Student Orientation, and directs Campus Ministries.

Campus & Student Centers

This office administers the programs and facilities of the Westside Campus Center and the Midtown Student Center. Both facilities include dining areas, conference rooms, lounges, computer facilities and recreational facilities. The Campus Center features a cardio fitness center, a staffed computer lab and *The Daily Grind,* a late-night dining and entertainment venue featuring Starbucks coffee, Tazo tea and snacks. It is a great place to bring your evening class for informal discussion. The Student Center houses certain student

organizations, the campus bookstore, the Student Technology Training Center and a game room. Also, this office manages the university-wide box office system, providing ticketing needs for all university events. To schedule an event in either facility, please use the WCSU Event Planning Portal (https://reserve.wcsu.edu/EMSWebApp/).

Campus Ministries

WCSU Campus Ministries is currently supported by the Newman Center, providing catholic services to our students. Our ongoing goal is to expand our faith-based outreach on campus to be more inclusive of other religious denominations in further support of our students.

Center for Student Involvement

The Center for Student Involvement (CSI) is the main point of contact for student leaders wanting to get involved, plan events, form new student organizations and assist those currently involved with one. The CSI staff advises in the operation of more than 80 student organizations including the Student Government Association, the Program Activities Council, and Fraternity and Sorority Life, and provides assistance with leadership development, university policies, and event planning. The Leadership, Compassion and Creativity Certificate Program (LCCC) is also run through the CSI Office. The CSI staff coordinates programs, events, and activities on campus organized by and for students.

Clubs and organizations are always looking for advisors! If you would be interested in advising a student club, feel free to contact Dennis Leszko at leszkod@wcsu.edu or call 203-837-8214.

Communications and Marketing

The Director of Communications & Marketing has primary responsibility for the planning and organization of the University's public affairs program. This includes public information and publications promoting a positive image of the University to internal and external audiences.

Counseling Services

Counseling Services provides a wide range of services including confidential individual and group counseling, psycho-educational workshops, training and consultations to students, administration, faculty and staff in a safe and supportive environment. All Services for the Fall semester will be provided virtually with the exception of crisis appointments.

Dean of Students

The Dean of Students reports to the Vice President for Student Affairs and is responsible for developing, supervising, evaluating and coordinating the following services: AccessAbility Services, Counseling Services, Health Services, Judicial Affairs, Orientation, Student Affairs Research and Assessment, Substance Abuse Prevention, Wellness, and the Women's Center.

Health Services

Health Services provides comprehensive and compassionate healthcare for a culturally diverse student population in a safe, nurturing environment. We empower students to take charge of their own health and wellbeing and to become responsible healthcare consumers through our care and educational programming. We encourage and teach healthy behaviors to better facilitate the academic success of WCSU students.

Housing and Residence Life

The department of Housing and Residence Life believes that our residence halls are crossroads where we promote academic excellence, build communities, and support student development. Students are encouraged to actively participate in creating vibrant communities through programming and personal involvement. The CULTURETM program (Creating Undergraduate Learning through Unique Residential Experiences) is the structure we use to accomplish this. Included in CULTURE are a variety of services and programs designed to assist students in achieving their own academic goals. Each building has one or

more Academic Resource Mentors (ARMs) who act as resources to campus and community services, which can assist residents. PASS tutors (Peer Academic Support Services) are volunteers who offer assistance to fellow residents in areas where they excel.

Office of Judicial Affairs

This office administers the university's student discipline process, serving as liaison to all university departments regarding matters pertaining to student conduct. All WCSU students are expected to adhere to the policies and procedures outlined in the Student Code of Conduct. Formal complaints, as well as any inquiries concerning the student discipline system and student discipline records, should be directed to this office.

Recreation, Intramurals, and Club Sports

Life's about balance - get out and get active! The Recreation Department here at WCSU is located in Berkshire Hall and is dedicated to providing the campus community with a multitude of various recreational activities to encourage physical fitness and promote a positive well-being. The Intramural and Club Sports programs provide opportunities for individuals who share a common interest in a recreational sport, to improve their skill level and overall knowledge of the sport or activity. Our university is unique in that the WCSU community can utilize athletic facilities on two different campuses.

Substance Abuse Prevention Program (CHOICES)

The CHOICES program provides free and confidential services to students including: 1) screening and assessments of substance use, abuse and possible addiction/dependence on alcohol or other drugs; 2) Education and counseling regarding substance use and abuse; 3) Information, treatment resources and referrals for treatment off campus in the community; 4) Peer support groups, campus and community 12 step meetings, educational programs to positively influence attitudes and behaviors regarding alcohol and other drug use on campus and throughout life. The office also houses a lending library of literature and other educational media for staff and students.

Division of Institutional Advancement

Vice President for Institutional Advancement

The Vice President for Institutional Advancement has oversight responsibilities for development, university relations, publications and design, university events, alumni relations and all development activities with outside agencies, organizations, and individuals.

Development

The Director of Development has the primary responsibility of the University's fundraising program.

Event & Conference Management

This office is tasked to plan, develop, and manage events, certain Colonial Athletic events, and activities for the University's students, staff, faculty, and the local and regional communities. We strive to promote student success by providing an experienced, reliable, and professional staff of event planners to assist faculty, staff, students, and community clients with the planning and implementation of their events.

Office of Alumni Relations

The Office of Alumni Relations is responsible for cultivating relationships with WCSU alumni. Events and programs planned, coordinated and implemented by the Alumni Office include: homecoming, class reunions, regional and local gatherings, alumni dinner theatres, annual golf tournament, Hall of Fame events, Golden Circle Luncheons, WestConn Sweethearts events, alumni publications, alumni scholarships, special alumni receptions, online networking, and relations with the WCSU Alumni Association.

Academic Organization

The University is organized into four schools: Ancell School of Business, School of Arts and Sciences, the School of Professional Studies; the School of Visual, Performing & Communication Arts and an Office of Graduate Studies and External Programs. Each school has its own standards, retention criteria, and faculty. All credit programs are offered through one of the four schools. Each of these schools is administered by an academic dean responsible to the Provost/Vice President for Academic Affairs.

Macricostas School of Arts and Sciences

The Macricostas School of Arts and Sciences comprises ten departments:

1. Biology;
2. Chemistry;
3. Computer Science;
4. English & Interdisciplinary Studies
5. History, Philosophy & World Perspectives;
6. Mathematics;
7. Physics, Astronomy and Meteorology;
8. Psychology;
9. Social Sciences;
10. World Languages and Cultures;

Ancell School of Business

The Ancell School of Business has five departments:

1. Accounting;
2. Finance;
3. Management;
4. Management Information Systems;
5. Marketing

School of Professional Studies

The School of Professional Studies has six departments:

1. Education
2. Educational Psychology;
3. Health Promotion and Exercise Sciences;
4. Division of Justice and Law Administration;
5. Nursing;
6. Social Work

School of Visual, Performing & Communication Arts

The School of Visual, Performing & Communication Arts is composed of five departments:

1. Art;
2. Communication and Media Arts
3. Music;
4. Theatre Arts
5. Creative and Professional Writing

Graduate Studies and External Programs

The Provost and Vice President for Academic Affairs is responsible for the oversight of the University's graduate programs and the management of extension campuses and programs for Western Connecticut State University.

Academic Officers

Academic Deans

The Academic Deans provide leadership for development, supervision, and evaluation of personnel and programs in the departments of their Schools. The Academic Deans coordinate interschool functions with other deans; serve on most University-wide committees; and are responsible for the planning and management of their individual schools. Each Academic Dean makes recommendations and reports to the Provost/Vice President for Academic Affairs. Responsibilities of the Academic Deans include:

- Planning, organizing, staffing, allocating resources, directing, coordinating, controlling, and evaluating appropriate departments and offices.
- Enforcing policies and regulations of the Board, University, Administration, and Senate.
- Overseeing the educational tasks (admissions, advising, promotional, student programs, etc.) of their schools and their efficient conduct and management.
- Overseeing and assessing the curricula and quality of instruction of the schools and the assignment of duties to all personnel. Serving as spokesperson for their schools.

Chairpersons of Departments

Each academic department is located within an appropriate school and has a chairperson who is the official spokesperson for the department members. Information on the selection and responsibilities of the department chairperson and faculty members is provided in Department Bylaws. (See CBA 5.23)

See additional details regarding department chairpersons in "Instructional Departments."

University Governance

Western Connecticut State University embraces a commitment to shared governance to support open dialogue, input from all parties, and adequate deliberation of all decisions affecting the University. Members of AAUP, SUOAF, and WCSU Administration endorse the description offered in the CSU-AAUP Collective Bargaining Agreement:

> *Collegiality in academic governance…can best be accomplished through Senates selected by representatives of the appropriate university constituencies in accordance with each institution's constitution and tradition. Matters of concern to the Senate include: (a) curriculum policy and curricular structure, (b) requirements for degrees and granting of degrees, (c) policies for recruitment, admission and retention of students, (d) academic policies relating to students, and (e) other matters of campus concern.*

In support of these goals, a robust set of Senate committees contribute to decision-making processes at WCSU. The bylaws to all such committees are included in this section.

In addition to all committees that flow from the University Senate, school-level committee bylaws are included here for convenience and as a comprehensive record of all university governance.

Senate Approval October 16, 2019

Western Connecticut State University Senate Constitution

EFFECTIVE JULY 1, 1980

PREAMBLE

The Western Connecticut State University Senate exists by the will of the Faculty. Its existence is based upon the principle that to institute new or change existing policies concerning matters over which local university autonomy exists, it is necessary to have the approval of the University Administration, i.e., the President or designated representative(s), and the University Senate, if it wishes to act.

The University Senate also exists to act as a forum to discuss and, by resolution, to express its views on any topic of concern to the faculty.

I. Authority

Concerning policies over which local and University autonomy exists, the approval of the University Senate, if it wishes to act, is required. In the exercise of its authority over curriculum policy and curricular structure, requirements for degrees and granting of degrees, policies for recruitment, admissions and retention of students, academic policies relating to students and other matters of campus community, and consistent with the principles of shared governance and academic freedom, the University Senate shall:

A. Vote on behalf of the General Faculty (The General Faculty of Western Connecticut State University consists of all unclassified personnel other than the President of the University.)
B. Institute new policies.
C. Change existing policies.
D. Review policy implementation.
E. Establish committees and determine committee structure.
F. Review committee structure.
G. Receive reports from all standing and ad hoc committees.
H. Conduct elections and referenda.

II. Responsibility

The University Senate has the responsibility to:

A. Meet regularly, and when necessary, in special session.
B. Represent the General Faculty.
C. Inform the General Faculty of its deliberations and actions.
D. Act upon reports from all standing and ad hoc committees.
E. Serve as a General Faculty forum to discuss and, by resolution, to express its views on any topic of concern to the General Faculty.

III. Membership

A. Senators representing all academic departments shall be elected according to the respective departmental bylaws by the following formula:

   One Senator from each of the academic departments, one librarian, one counselor, and one from athletic coaches and non-instructional athletic trainers. Any department that has fewer than four full-time members may join with another department to elect a Senate representative.

B. One Senator shall represent part-time faculty; this Senator shall not simultaneously represent any other constituency. This Senator shall be elected by part-time faculty and may be either full-time or part-time Teaching Faculty.

C. Two Senators shall be elected by and from Administrators I through VII.

D. Two Senators, one voting and one nonvoting, shall be elected by and from the group consisting of all Deans and Vice Presidents.

E. One Senator and one alternate shall be elected by the SGA.

F. Faculty Senators will be elected for a two-year term.

1. One half the Senators will be elected each year.
2. Terms will begin July 1 of each year.

G. The WCSU representative to the Board of Regents faculty advisory committee shall be *ex officio* and nonvoting.

IV. Constitutional Amendments

A. Constitutional amendments may be proposed in either of two ways:

1. By a report to the Senate President of a Senate Review Committee he/she has appointed;
2. Twelve Teaching Faculty members. The Teaching Faculty of Western Connecticut State University consists of all full-time:
    a) Instructional faculty;
    b) Librarians, Athletic Coaches and Non-Instructional Athletic Trainers, and Counselors as defined by the AAUP collective bargaining agreement.

B. A proposed amendment shall be announced to the Senate meeting immediately following its proposal to the Senate President and then submitted in writing to the Teaching Faculty.

C. A faculty meeting shall be called by the Senate President for the purpose of discussing any proposed amendment within one academic month of its announcement at a Senate meeting.

D. Within two weeks of the faculty meeting, a vote by ballot of the Teaching Faculty shall be conducted on any proposed amendment. A majority of those voting shall determine the outcome.

Amended April 18, 2017 (by referendum)
Administrative approval May 1, 2017

University Senate Bylaws

Section A. Definitions

1. The Teaching Faculty of Western Connecticut State University consists of all full-time:
    a. Instructional Faculty; and
    b. Librarians, Athletic Coaches and Non-instructional Athletic Trainers, and Counselors as defined by the AAUP collective bargaining agreement.
2. The Non-teaching Faculty of Western Connecticut State University consists of all unclassified personnel, other than the Teaching Faculty and the President of the University.
3. The Administrative Faculty of Western Connecticut State University consists of all Non-teaching Faculty excluding the Vice Presidents, the Associate Vice Presidents, Deans, and the Chief Diversity Officer.

Section B. Terms of the University Senate

4. The terms of office of the University Senate members shall be from July 1 to June 30.
5. The first meeting of each University Senate shall be in the May prior to their term of office, and shall be chaired by the president of the previous years' University Senate. In that May meeting the University Senate's officers shall be elected.

Section C. Officers

6. Senate officers shall consist of a President, a Vice President, a Secretary, and an Archivist to be elected before the end of each academic year by the incoming University Senate.
7. The duties of the University Senate President shall be:
    a. to serve as the chief executive officer of the Senate;
    b. to preside at all meetings of the Senate;
    c. to appoint a parliamentarian;
    d. to call all meetings of the University Senate by distributing the agenda to the General Faculty;
    e. to forward all University Senate resolutions to the University President within seven (7) working days of University Senate approval; and
    f. to receive and convey Senate agenda item submissions to the executive committee.
8. The duties of the University Senate Vice President shall be:
    a. to assume the duties of the University Senate President in the absence of or at the request of the University Senate President;
    b. to serve as a member of the Nominations and Elections Committee;
    c. to distribute the call for agenda items at least 14 days prior to the upcoming University Senate meeting; and
    d. to perform such other functions as may be assigned by the President.
9. The duties of the University Senate Secretary shall be:

a. to inform fully the faculty in writing of all decisions, in the form of meeting minutes;

b. to maintain the electronic recording of a Senate meeting until the formal approval of the minutes of that meeting has occurred. The recordings of the meetings shall be saved for three years and the recordings shall be turned over to the Archivist by the Secretary.

10. The duties of the University Senate Archivist shall be:

    a. to keep records of the minutes and of documentation regarding Senate actions;

    b. to keep records of policy motions and resolutions sent to the President of the University;

    c. to ensure the transfer of University Senate files to the University Archivist for permanent preservation.

    d. to update and maintain, in coordination with the Office of the Provost, the Faculty Handbook of all University procedures passed by the University Senate and approved by the University President.

Section D. Meetings

11. The University Senate shall meet the third Wednesday, at 3.30 p.m., and in the event that the agenda is not completed, on the following Wednesday at 3:30 p.m. of each academic month when the University is in session, unless the Senate President: a. cancels the meeting; or b. selects an alternate day and/or meeting time.

12. Special meetings of the University Senate may be called by

    a. petition of ten elected Senators;

    b. the President of the Senate when it is not in session;

    c. the University Senate during its own session; or

    d. the University President or his/her designee.

13. A majority of the voting membership is required for a quorum, i.e., 50% + 1. Senators must be physically or virtually present to be counted as in-attendance and to vote. The presiding officer shall not vote except as allowed for by the most recent edition of *Robert's Rules of Order*.

14. Minutes of each meeting shall be distributed with the agenda for the following regularly scheduled meeting. The most recent edition of *Robert's Rules of Order* shall serve as a general guideline for minutes.

15. The minutes of each meeting shall include a list of those Senators who attended.

16. There shall be no executive sessions; all meetings of the University Senate are to be open to any member of the University community. Those who wish may request to speak under the operating rules on items under discussion.

Section E. Conduct of Business

17. Unless otherwise provided for in these Bylaws, the most recent edition of *Robert's Rules of Order* shall govern the conduct of business.
18. The General Faculty of Western Connecticut State University consists of all full-time unclassified personnel, other than the President of the University. A General Faculty roster clearly identifying Teaching and Administrative Faculty shall be published by the University administration as early as possible each academic year.
19. The University Senate and University President must approve all changes in bylaws to University Senate committees prior to their implementation.
20. Policy matters shall not be voted on at the same meeting during which they are introduced.
21. The University President or any faculty member may bring business to the Senate by communicating it in writing to the University Senate President at least ten days prior to the meeting at which it will be presented.
22. Referenda
    a. By a petition signed by 25 or more non-senators and presented to the University Senate President, any matter upon which the University Senate may act shall be brought to a written referendum of the Teaching Faculty.
    b. The procedure for a written referendum shall be as follows:
        i. The petition must be accompanied by a copy of the matter, properly worded for the referendum;
        ii. The University Senate President shall call for and convene a meeting of the Teaching Faculty as soon as possible. A majority of those present and voting shall determine whether the wording of the matter is appropriate for referendum. If the wording is not accepted, the petition shall be returned to the petitioners to be reworded and, at a later date, resubmitted to the faculty for approval of the wording by either another Teaching Faculty meeting or by a written ballot. Following the above vote, the faculty meeting shall become an open forum for debate on the substance of the petition;
        iii. Within one week of the faculty meeting or approval of the wording of the matter (whichever is later), a referendum shall be conducted on the issue by the Senate Nominations and Elections Committee. A majority of those voting shall determine the outcome;
        iv. The same matter shall not be brought to referendum more than once each academic year.

Section F. Committees

23. The following is a list of Senate Committees, Centers, and Institutes:
    a. Procedural Committees
        I. Executive Committee
        II. Nominations and Elections Committee
    b. Standing Committees

I. Academic Leave Committee
II. Assessment Committee
III. Committee on General Education
IV. Committee on Online Education
V. Committee on Physical Working Conditions
VI. Committee on Undergraduate Curriculum and Academic Standards
VII. Enrollment Management Committee
VIII. Faculty Development and Recognition Committee
IX. Graduate Council
X. Information Technology Committee
XI. Library Services Policies Committee
XII. Promotion and Tenure Committee
XIII. Reassigned Time for Research or Creative Activity Committee
XIV. Student Life Committee
XV. University Planning and Budgeting Committee

c. Centers and Institutes
I. Center for Excellence in Learning and Teaching
II. Jane Goodall Center
III. Western International Center

24. There shall be an Executive Committee consisting of the President, the Vice President, the Secretary, and the Archivist of the University Senate.
25. The duties of the Executive Committee are to:
    a. annually establish a calendar of Senate meetings;

b. decide which of the submitted items should be placed on the agenda, and to return to the sender(s) all items not placed on the agenda, with reasons for the decision, and where possible, suggestions for a more appropriate channel;

c. continually review policies and procedures;

d. maintain liaison with the University administration;

e. assist the proper working of the Senate by calling for regular reports, when due, from all committees that report to the University Senate, and by following up all official notifications of University Senate action with requests for reports of actions taken by the appropriate party, when such action has not been taken or reported within the specified time.

26. There shall be a three-member Nominations and Elections Committee to conduct faculty elections, i.e., to operate the entire process by which faculty members are voted into the elective positions on standing and ad hoc Senate committees, and on appropriate University committees. The Committee shall consist of the University Senate Vice President and two teaching faculty elected by the University Senate.

    a. The Committee shall also coordinate the election of representatives to standing and ad hoc committees by the constituent groups.

    b. All elections of the University Senate and its committees shall be completed by the last day in April.

    c. The Committee shall conduct elections in accordance with its bylaws.

27. All Committees, Centers, and Institutes that report to the Senate shall submit an annual report at the end of each academic year that contains:

    a. a list of current members as well as any membership changes that occurred during the academic year;

    b. the name of the outgoing and incoming chairs;

    c. what action has been taken since the previous report; and

    d. what business is currently before the committee.

28. Except for emergency situations, committee reports to the University Senate shall be submitted in writing sufficiently in advance of the meeting at which they are to be presented so they may be distributed with the agenda of that meeting.

Section G. Amendments

29. These Bylaws may be amended by a majority of the voting membership of the University Senate.

30. These Bylaws and subsequent amendments become effective immediately upon passage by the University Senate and the approval of the University President.

Sept. 16, 1980
Revised-Senate approval: 2/2/1989
Admin. Approval: 1/2/1990
Rev.-Senate approval: 12/19/ 1990, (R90-5-22)
Admin. Approval: 8/5/1991
Rev.-Sen. approval: 3/18/1992, (R92-3-2)
Admin. Approval: 4/14/1992

Rev. Senate Approval: 10/15/97(R97-10-I)
Admin. Approval: 7/28/98
Senate Amended 10/17/2001 (R-01 0905)
Administrative Approval 10/31/2001
Senate Amended 5/6/2017 (R-17-05-06)
Administrative Approval 5/16/2017
*Senate Amended 4/17/ 2019 (*R-19-04-04)
Administrative approval 4/18/2019
Senate Amended 6 May 2020 (R-20-05-02)
Administrative approval 18 August 2020

Nomination and Elections Committee Bylaws

I. Objectives

A. To run elections every Spring and Fall to fill those vacancies which occur on University committees. Spring Election procedures will be initiated at the beginning of the Spring term. Spring elections will be completed by the last day in April. Fall elections will be held as appropriate to fill committee vacancies, and will be completed by the last day in November.

B. To run special elections as requested by the University Senate President.

II. Areas of Responsibility

A. To survey the university community for willingness to serve on the various committees.

B. To determine eligibility of people willing to serve on specific committees.

C. To prepare, distribute, collect, and process ballots at the various stages of the nomination and election process.

D. To coordinate with University administration in updating the Senate roster.

III. Membership

A. Total membership: 3

B. University Senate Vice President and two (2) teaching faculty members elected by the Senate for overlapping two-year terms.

IV. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened as the need arises by the previous year's chairperson if that individual still serves on the committee. In his/her absence, the President of the University Senate will designate a committee member to convene the committee.
2. A second meeting in the Spring will be convened by the committee chairperson no later than the last week in February to ensure appropriate time for willingness to serve, elections, review of results, and finalization of committee formation. As stated in 1A, this process must be completed by the last day of April.
3. A quorum consists of two members.
4. Meetings may be conducted electronically.

B. Officers

1. The committee chairperson shall be elected at the first meeting of the next academic year following the Spring election.

C. Reports

1. Committee records and reports from the current and previous academic years are maintained on file with the committee chair. The tallies from each stage of the election are kept, and ballots are destroyed.

2. At the conclusion of each election, results are sent to the University Senate President, the Provost/Vice President for Academic Affairs, and are distributed to the general faculty.
3. The Committee will generate an annual report for submission to the University Senate each year.

D. Amendments

1. These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the subsequent approval of the amendment(s) by the University Senate, and the President of the University.

E. Procedures for elections

1. In order to run elections, the Committee must be provided by the University Senate with the membership rules for each committee. Any question about the interpretation of these rules will be settled by the University Senate President.
2. Election requests and instructions for special elections and referenda may come from the University Senate President.
3. The Committee shall conduct elections in the following manner:
    a. A notice shall be circulated to all faculty members informing them of an approaching election. If the Faculty Handbook does not contain a description of the function of any committee for which elections are to be held, then the Nominations and Elections Committee shall publicize such committee's function;
    b. There shall be no distinction in rank and tenure status of faculty for eligibility for committee service, with the exception of any committee in whose establishment rank and tenure were expressly stated to be a requirement for membership.
    c. The election shall be conducted in three steps:
        a. The Committee shall first request faculty members inform them of those committees on which they are interested in serving. See Step 1, Willingness to Serve.
        b. For those committees where the number of candidates is more than double the elective vacancies, the committee shall hold a preferential primary. In each such case, voters may select no more than twice as many candidates as there are elective vacancies. See Step 2, First Ballot.
        c. For each committee to which members are to be elected, the Committee shall provide the faculty with a final list of candidates containing approximately twice as many candidates for each committee as there are elective vacancies, if possible.

Step 1 Willingness to Serve (not an election)

The purpose of this stage is to find who is willing to serve on which committee.

Step 2 First Ballot (vote from willingness to serve candidates)

This ballot determines the composition of a committee, unless, perhaps, there is a tie. This vote must contain the names of the delegates from the willingness to serve and an abstain elective. This determination is made as follows: The person (or persons, in the case of positions voted for as a group) with the highest number of votes is the winner.

Step 3 Runoff Ballot

This ballot determines the composition of a committee in the case of a tie. The person with the highest number of votes in the runoff election is the winner.

Special case a

If the runoff ballot contains another tie, there are two options:

1. One person may accede to the other,
2. If no one accedes, the winner can be determined by the flip of a coin by the Nomination & Elections Committee.

F. Filling Vacancies

1. A vacancy arising in an elective position on any committee shall be filled by the available candidate with the next highest number of votes in the previous Spring/Fall election. The balance of the vacant term shall be filled by election at the next regular election.
2. If it is necessary for a committee with a vacancy to meet prior to the completion of the elections process, and committee members feel the vacancy should be filled because it cannot meet quorum, then the Senate President may appoint interim committee members to serve until an election is held.
3. Appointed faculty will serve only until the completion of the next regularly scheduled election.

September 16, 1980
Revised: Apr. 1984
Revised - Senate approval: Nov. 2, 1991
Admin. Approval: Dec. 12, 1991
Revised - Senate approval: Dec. 9, 1998
Admin. Approval April 2, 1999
Revised - Senate Approval: May 10, 2017
Administrative Approval: May 16, 2017
Revised: Senate Approval 12/19/2019
Administrative Approval: 1/2/2020

Ombudsman

Upon the recommendation of the University President, the Senate established the office of Ombudsman on February 17, 1988.

The Ombuds, a member of the AAUP bargaining unit, is elected to office by both the AAUP membership and SUOAF membership of the University (March 23, 1988), and shall:

A. Work independently, confidentially, and objectively to help students, faculty, and staff find solutions to problems encountered at the university.
B. Have direct access to the President.
C. Report to the Senate (with constraints of confidentiality). (The Senate clarified this to mean to make appropriate and adequate reports, one at the last meeting of each semester, and to accept appropriate Senate recommendations).
D. Receive agendas and follow-up documentation of the President's Council, Academic Council, and Administrative or other Councils and meet with the Provost/Academic Vice President and Finance and Administration Vice President as necessary to address problems brought to the Ombuds.
E. Receive one and a half (1.5) load credits of reassigned time per semester for a period of two years. (This reassigned time may be renewed for no more than an additional two years if the WCSU President and the WCSU-AAUP President agree to the continuation.)
F. Have a two-year term of office but shall not be eligible for re-election or reappointment for more than four consecutive years.
G. Represent AAUP members, SUOAF members, and students on appropriate issues.
H. Be guided by principles of the International Ombuds Association for organizational ombuds best practices.

Approved by the University Senate on October 19, 2022

University Senate Standing Committees

1. Academic Leave Committee
2. Assessment Committee
3. Enrollment Management Committee
4. Faculty Development and Recognition Committee
5. General Education, Committee on (Gen-Ed)
6. Graduate Council
7. Information Technology Committee (ITC)
8. Library Services Policies Committee
9. Online Education, Committee on
10. Physical Working Conditions, Committee on
11. Promotion and Tenure Committee (P&T)
12. Reassigned Time for Research or Creative Activity, Committee on
13. Student Life Committee
14. Undergraduate Curriculum and Academic Standards, Committee on (CUCAS)
15. University Planning and Budgeting Committee

Academic Leave Committee Bylaws (Sabbaticals)

I. Areas of Responsibility

A. To review applications for sabbatic leave and make recommendations to the University President or designee.

B. To review applications for retraining grants and make recommendations to the University President or designee.

C. Within the limits of the CSU-AAUP contract and legal limits, maintain complete and absolute confidentiality about all data and deliberations.

II. Membership and Officers

A. Total membership: 7

1. Five (5) teaching faculty members, one elected by and from the teaching faculty of each of the four schools and one elected by and from the Librarians/Counselors/coaches group, for overlapping 2-year terms.

2. Two (2) non-teaching faculty members elected by and from those represented by SUOAF-AFSCME for overlapping 2-year terms.

B. No applicant for sabbatical leave may be a member of the committee the year his/her application is considered.

C. Officers

1. The chairperson shall be elected by a majority vote of elected members in the spring semester, following new member elections and preceding commencement.

2. The position of secretary shall be filled by each member in turn on an alphabetically rotating basis, unless otherwise agreed to by the committee.

III. Conduct of Business

A. The first meeting of each academic year shall be convened by the chairperson. In his/her absence the President of the University Senate will designate a Committee member to convene the Committee.

1. A quorum shall consist of 4 members.

2. Meetings are in executive session. Chairperson may call a meeting of the committee electronically as an option.

3. Procedures shall be reviewed early in the Fall semester.

4. By September 28th, the Committee shall receive applications, review criteria of the current collective bargaining agreements, and determine the method of evaluation of applications. If the 28th falls on a weekend or holiday the applications will be accepted until 5:00 p.m. of the next regular business day.

5. The Committee shall meet as often as necessary until the review of applications is completed, a report submitted to the University President, and all other Committee business completed for the year.
6. Decisions of the Committee require a majority vote of the members present or polled virtually and or face to face.
7. The Committee may request an applicant to appear before it to discuss his/her application.
8. The Committee shall rank the applicants for sabbatical leave using the following three categories: highly recommend, recommend, and not recommend.

B. Documents to be received by the Committee
   1. Applications for sabbatic leave and/or retraining grants from the applicants.
   2. Application review from departments and directors.
   3. Application reviews from Deans or Provost.

C. Reports to be submitted by the Committee:
   1. Recommendations to the University President/Provost regarding sabbatic leave and any faculty retraining grant applications.
   2. Annual report of the Committee to the University Senate.

D. Reports to be received by the Committee
   1. In accordance with the AAUP contract article 13.7, each person receiving a sabbatic leave will submit to the Chief Academic Officer and to the Committee a written statement setting forth the experiences and accomplishments attained in pursuit of the objective set forth in the original proposal. This statement is to be provided within one (1) semester of the individual's return from sabbatic leave.
   2. Upon receipt, each statement shall be transmitted by the Committee chairperson to the WCSU Library Archivist, to be made available to the University community. The method of transmission shall be established by the Library Archivist.

E. Amendments
   1. These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the approval of the University Senate and the President of the University.

IV. Evaluation of Application

A. AAUP and SUOAF-AFSCME contracts state that the:
   1. Applicant must have completed six (6) years of full-time service at the University or six (6) years of full-time service since a previous sabbatic leave.
   2. Leave must benefit the CSU System.

3. Sabbatic leaves are for purposes of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching of members.

B. Department Library Faculty or Counseling Center's Review

1. Professional merits of the proposal.
2. Value to the department, library, or counseling center.
3. Impact of applicant's absence on teaching or work assignment within department, library, or counseling center.

C. Dean or Director of Library Science or Counseling Center's Review

1. Impact of the proposed leave on staffing within the school, library, or r center.
2. Potential benefit to the University.

D. Administrative Faculty Review Procedures.

1. Impact of the proposed leave on the department.
2. Potential benefit to the University.

E. Committee's Review

1. The Committee will check IV.A.1. and consider IV.A.2., IV.A.3., IV.B., IV.C. and IV.D., as appropriate.
2. The Committee will review for appropriateness:
    a. Project Description: What is the research, project, or creative activity you intend to execute? What do you plan to do? Provide an abstract of no more than 100 words, then clearly state your specific goals.
    b. Literature Review & the Field: How is this work relevant to a body of literature, scholarly knowledge, or creative activity? How does this project contribute to an existing body of work? Why does this project matter? Explain why you have the specific knowledge and skills necessary to achieve your goals.
    c. Work Plan: Explain how you will execute the project. Provide a time-line explaining how you will proceed in the time requested. Include an explanation of how you will ensure you have appropriate facilities and professional contacts. How do you plan to do this? Provide an itinerary if necessary.
    d. Outcomes and Reporting: What are the plans for reporting on this work, for publishing, presenting, or executing this project? Focus on the impact on your research and discipline. Explain how your project will contribute to curriculum development and/or student learning, and how it will support the university's strategic plan.

F. The Committee shall base the major portion of its evaluation on the potential benefits to the University of the applicant's project. Consideration will be given to

1. Clear goal of the project.
2. Suitable preparations.
3. Creative record of applicant.
4. Clarity of presentation.
5. Likelihood of the production of a creative product during the sabbatic period or shortly thereafter.
6. The project clearly supports the university's strategic plan.
7. The project supports student learning.

September 16, 1980

Revised; Aug. 1984; Mar. 1985; Sept. 1988, April 2020 Senate approval: Nov. 16, 1988

Admin. Approval: Jan. 2, 1990

Senate Approval: Apr. 26, 1991 (R91-4-8)

Admin. Approval: May 15, 1991

Revised: R-02-10-05 Admin.

Approval: Nov. 21, 2002

Senate Approval: Feb. 21, 2007 (R-07-02-04)

Admin. Approval: 5/4/07
Rev. Senate Approval R-09-0304

Admin. Approval 2/23/10

Revised Senate: May 10, 2017

Administrative Approval: May 16, 2017

Revised Senate: 6 May 2020

Admin Approval: 18 August 2020

Assessment Committee Bylaws

I. Purpose

Supports the Office of Institutional Effectiveness & Planning to ensure that the University fully develops and implements an ongoing, systematic program for the assessment of student learning outcomes, which includes but is not limited to setting educational and student development goals; gathering and interpreting information and evidence to demonstrate whether students are reaching such goals; and using such evidence for improvement of student learning. reaching such goals; and using such evidence for improvement of student learning.

II. Objectives, Responsibilities, and Powers

A. To advise the University Senate and Provost/ Vice President for Academic Affairs on assessment matters and assessment quality;

B. To collaborate with the Office of Institutional Effectiveness & Planning to coordinate assessment efforts of all student involved experiences across the university

1. This committee will provide guidance and recommendations on the development of objectives and assessment methods

C. To establish Institutional Outcomes with appropriate assessment with input from the University Senate;

D. To facilitate assessment programs on an institutional, school, and program level;

E. To coordinate the maintenance of records of current assessment activities at the University in an accessible electronic format;

F. To promote ongoing assessment of Student Learning Outcomes information;

G. To coordinate assessment events for sharing of assessment strategies and results;

H. To coordinate with the NECHE Compliance Officer each February to assure the assessment processes at the university meet the needs of NECHE accreditation.

III. Membership (13)

Member	**Appointed/Elected**
Associate VP Institutional Effectiveness & Planning (1)	Appointed
Provost designee (1)	Appointed
Dean of Student Affairs (1)	Appointed
Director of Institutional Research and Assessment (1)	*Ex-Officio*
Representative of General Education Committee (1)	Appointed by Chair of Committee on Gen Ed.
Teaching Faculty (1 from each school) and (1) Librarian/Counselor/Coach (5)	Elected by teaching faculty overlapping for 3-year terms
Administrative Faculty (1)	Appointed for 3-year term (SUOAF)
Students with overlapping 2-year terms (2)	Appointed by SGA

IV. Conduct of Business

A. The first meeting of each academic year shall be convened by one of or

both cochairs.

B. A quorum will consist of no less than one-half (1/2) of the voting members. Unfilled positions, if any, shall not be counted in determining quorum.

C. Regular meetings will be held once a month during the fall and spring semesters. As determined by collective agreement by committee members. Attendance and voting may be electronic.

D. Meetings can be held virtually, or in-person as agreed upon by committee members.

E. Special meetings may be called by one or both co-chairs.

F. The call to meetings, accompanied by the agenda, shall be published not less than three days prior to the meeting.

G. Decisions of the Committee shall be made by majority vote of the members present.

H. All members of the committee will have the right to vote.

I. Meetings shall be conducted in accordance with Roberts Rules of Order, Revised.

V. Officers

A. The committee will be co-chaired

1. The faculty co-chair will be chosen by the committee members at the last meeting of the academic year. This Co-Chair should be one of the six faculty on the committee. The Chairperson for the following year shall be elected at the last meeting of the academic year from and by the voting members of the following year. In the absence of a Chairperson, the President of the University Senate shall designate a member to convene a meeting, of the Committee, for the purpose of electing a Chairperson.
2. The administrative co-chair will be the Associate VP of Institutional Effectiveness & Planning

B. The position of Secretary shall be filled by each member, excluding the CoChairs, on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. The Director of Institutional Research will be responsible for maintaining a digital archive of all university assessment plans and reports.

D. Newley elected or appointed members should be invited to the last meeting of the academic year.

Senate Approval: Sept. 21, 1994 (R94-9-4)
Rev. Feb. 16, 2000

Admin. Approval: March 14, 2000
Senate Approval: Feb. 21, 2006 (R-07-02-03)
Admin. Approval: May 4, 2007

Senate Approval: May 19, 2019
Administrative Approval: May 2019

Senate Approval: 3/29/2022
Administrative Approval: 3/29/2022
Senate Approval 4/19/2023
Administrative Approval May 17, 2023
Senate Approval February 19. 2025

Enrollment Management Committee Bylaws

I. Objectives

A. To provide a vehicle whereby faculty and students may have some involvement in the process of recruiting, admitting and retaining students.

B. To provide a vehicle whereby the Office of Admissions can inform the other constituencies of the University of its functions and needs.

II. Areas of Responsibility

A. To develop, review and recommend to the University Senate and Administration policies which will govern enrollment management, i.e., admission, readmission and retention to the University.

B. To develop, review and recommend to the University Senate and Administration policies that govern admission of transfer students.

C. To advise the Director of Admissions and/or AVP of Enrollment Services on actions in relation to the admission and/or advisement of incoming students.

III. Membership

A. Total membership: 10

1. Six (6) general faculty members, for overlapping 3-year terms, with vote.
    i. Four (4) one from each school, elected by the general faculty for overlapping three-year terms.
    ii. One (1) elected by the general faculty from the librarians/Counselors/Coaches' group for an overlapping three-year term.
    iii. One (1) administratively appointed for overlapping three-year terms.
2. Director of Admissions, ex officio non-voting member.
3. AVP of Enrollment Services, ex officio non-voting member.
4. Two (2) students selected by the SGA, with vote.

IV. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened by the previous year's chair, if that individual still serves on the committee. In their absence, the President of the University Senate will designate a committee member to convene the committee.

2. A quorum shall consist of the members present physically or virtually at a regularly called meeting. Decisions are made by majority vote physically or virtually.

3. Meetings are held physically or virtually at least twice a semester (February, April, September, November) or as needed during the academic year. The chair may call meetings with at least five days' notice.

4. A call to meeting accompanied by an agenda is presented to committee members at least 2 days prior to each meeting.

5. The committee operates under a modified form of parliamentary procedure

B. Officers

1. The chair for the following year shall be elected by a majority vote at the final meeting of each academic year, after the election of new members and before commencement.
2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee

C. Reports

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee shall submit an annual report to the University Senate.
3. Reports, suggestions, recommendations may be received from any member or group of the University constituency. Individuals may be invited to attend committee meetings to discuss items of mutual interest.

D. Minutes

Minutes of all meetings shall be distributed via a shared folder titled "Enrollment Management Committee meeting minutes" on OneDrive in which the constituents listed below will have access:

1. All members of the committee.
2. University Senate President.
3. University Senate Archivist
4. Academic deans of the four (4) schools (who will distribute to all chairs and program directors accordingly).

V. Amendments

These Bylaws may be amended by two-thirds vote of members present physically or virtually at any regularly scheduled meeting at which there is a quorum, and by the approval of the University Senate and the President of the University.

5/16/1980
Revised: Senate Approval R-03-02-04
Administrative Approval 4/22/03

Senate Approval: 2/21/2007 (R-07-02-09)
Admin. Approval 5/4/07
Senate Approval: 5/23/2022 (R-22-05-03)
Administrative Approval 5/26/2022

Faculty Development and Recognition Committee Bylaws

I. Areas of Responsibility

A. To evaluate proposals submitted by teaching faculty for professional development and make recommendations to the Provost/Vice President for Academic Affairs for granting approval of proposals.

B. To be responsible for the annual Faculty Recognition Ceremony, including the identification of persons who are to be honored at the ceremony from teaching faculty, administrative faculty and management categories.

1. The committee will receive self-nominations and nominations by other members of the university community.
2. Scholarship: Publication of a book, an article in a peer reviewed journal, chapters in books, presentation of a research paper at a regional or national conference, service on national and regional boards, or the equivalent in the arts (one person exhibitions, prestigious group shows, museum shows, public and corporate collections, reviews, professional appearances beyond the campus, demonstrable excellence in one's musical instrument, media performances, as evidenced by published reviews or letters of endorsement by professional agencies, or reproduction rights) related to the individual's discipline/position.
3. Service: service on national or regional boards; the holding of a major leadership position in the community or in a professional organization; major involvement in community collaboration projects related to the individual's discipline/position.
4. Award/Honor: an award given to recognize excellence in the individual's discipline/position.
5. Grants/Fellowships.
6. Newly earned degree and/or professional certificate.

II. Membership (Total 8)

A. Five teaching faculty members, one from each school and one from the Librarians/Counselors/Coaches group with each elected by the teaching faculty of that school for overlapping three-year terms.

B. One academic dean appointed by the Provost/Vice President for Academic Affairs.

C. One administrative faculty member elected by and from that group.

D. Director of the Office of Sponsored Research Administrative Services, ex officio.

III. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened by the Chairperson. If for any reason the chair cannot serve on the committee, the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of four (4) members, three (3) of whom must be teaching faculty.

3. Meetings will be held during the academic year as warranted. Meetings are called to order by the chairperson or designee.
4. Agendas are prepared by the chairperson or designee and presented to each member at least one week prior to the meeting.
5. A simple majority of all members is needed for all decisions.
6. Faculty members should observe application submission deadlines. Consideration of late submissions is not guaranteed.

B. Officers

1. The chairperson for the following academic year shall be elected at the final meeting of the academic year.
2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. Reports

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee shall submit an annual report to the University Senate.

D. Minutes

1. Minutes of all meetings shall be distributed to:
    a. All members of the committee.
    b. University Senate President.
    c. University Senate Archivist (2 copies).
    d. Academic deans of all schools.

IV. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and with the approval of the University Senate and the President of the University.

Senate Approval: 3/18/1992 (R92-3-6)
Admin. Approval: 4/14/1992
Senate Approval: 5/18/1993 (R93-5-4)
Admin. Approval: 6/17/1993

Senate Approval: 4/16/2003 (R-03-04-02)
Admin. Approval 8/5/2003
Senate Approval: 11/15/2006 (R-06-11-01)
Admin. Approval 4/23/2007

General Education Bylaws (Committee on)

I. Objective

To ensure that the general education curriculum is consistent with the mission of Western Connecticut State University, the State of Connecticut's general education requirements, and the New England Commission of Higher Education (NECHE) accreditation standards.

II. Responsibilities

A. Review regularly the general education requirements in light of current scholarly work on the subject, the University's mission, State mandates and recommendations, NECHE accreditation standards, and measures of effectiveness.

B. Recommend general education goals and objectives as well as general education curricular changes to the Committee on Undergraduate Curriculum and Academic Standards (CUCAS)[1]. Such recommendations, if endorsed by CUCAS, shall be forwarded to the University Senate for appropriate action.

C. Assess and ensure, in consultation with the Assessment Committee, that the outcomes of the general education program are directly related to established goals and objectives.

D. Review existing general education courses to ensure that they meet established goals and objectives and advise academic departments and Provost/Vice President for Academic Affairs accordingly.

E. Review and monitor the university's policies regarding general education transfer credits to ensure that they meet established goals and objectives.

F. Course Review Responsibilities:

1. Review and determine if newly proposed general education courses meet established goals and objectives before they are forwarded to CUCAS.
2. Review and determine if Faculty Developed Courses meet established goals and objectives following the approval of such courses through normal procedures, if such courses are intended to meet general education requirements.
3. Review and determine if Student Independent Study Courses meet established goals and objectives following the approval of such courses through normal procedures, if such courses are intended to meet general education requirements.
4. Review and determine if Guided Reading Courses meet established goals and objectives following the approval of such courses through normal procedures, if such courses are intended to meet general education requirements.

G. Review and monitor the First Year Experience Program

III. Membership (10 voting, 1 non-voting)

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[1] "Goals and objectives" in these bylaws refer to the goals and objectives of the general education program.

A. One (1) from and elected by the teaching faculty of the Ancell School of Business for a three-year term.

B. One (1) from and elected by the teaching faculty of the School of Professional Studies for a three-year term.

C. Two (2) from and elected by the teaching faculty of the Macricostas School of Arts and Sciences for three-year terms.

D. One (1) from and elected by the teaching faculty of the School of Visual, Performing & Communication Arts (SVPCA) for a three-year term.

E. One (1) at-large from and elected by the teaching faculty for a three-year term.

F. One (1) from and elected by the library faculty for a three-year term.

G. One (1) school dean (Ancell, MSAS, PS, or SVPCA) designated by the Provost to serve a one-year term.

H. One (1) undergraduate student selected by the Student Government Association (SGA) for a one-year term.

I. One (1) non-voting member from CUCAS designated by the Chairperson of CUCAS.

J. Coordinator of the First Year Experience Program.[2]

IV. Conduct of Business

A. The Chairperson shall call the meetings of the Committee. In the absence of the Chairperson, his or her designee shall call the meetings, except as noted in item V. A of these bylaws.

B. A quorum shall consist of no fewer than one-half (1/2) of the voting members. Unfilled positions, if any, shall not be counted in determining quorum.

C. Regular meetings shall be held once a month during the fall and spring semesters. Such meetings shall be held on the first Thursday of the month, unless otherwise agreed to by two-third (2/3) or more of all the members.

D. Special meetings may be called by the Chairperson.

E. The call to meetings, accompanied by the agenda, shall be delivered to Committee members not less than three days prior to each meeting.

F. Decisions of the Committee shall be made by majority vote of the members present.

G. Meetings shall be conducted in accordance with Roberts Rules of Order, Revised.

H. No meeting shall be held in executive session.

I. When it is not possible for a committee member to attend in person, attendance and participation for meetings may occur either when members are physically present or via audio/web conference (WebEx, Skype, etc.).

J. If all members are physically present for a meeting, then voting will occur by voice vote. If meetings are held via audio/web conferencing, or if some members are

[2] The Coordinator shall receive a minimum of six (6) hours of release time per calendar year. Allocation for additional release time hours will be recommended by the Committee on General Education when program growth necessitates it

participating remotely and others are physically present, then a roll call vote will be conducted.

K. In the event that a vote is required between meetings an email vote will be conducted. The motion and results of the voting will be recorded in the next meeting minutes as a roll call vote.

V. Officers

A. The Chairperson for the following year shall be elected at the last meeting of the academic year from and by the voting members of the following year. In the absence of a Chairperson, the President of the University Senate shall designate a member to convene a meeting of the Committee for the purpose of electing a Chairperson.

B. The position of Secretary shall be filled by each member, excluding the Chairperson, on an alphabetical rotating basis, unless otherwise agreed to by the Committee.

VI. First Year Experience Program Coordinator

The Coordinator of the First Year Experience Program

A. Shall be a full-time faculty member recommended by the Committee on General Education and appointed by the Provost, and

B. Shall receive no less than six (6) hours of release time per calendar year. Allocation for additional release time hours shall be recommended by the Committee on General Education as program growth requires.

C. The Coordinator's responsibilities shall include:

1. Coordinating the First Year Experience Program.
2. Identifying, recruiting, and retaining faculty to teach First Year Experience courses.
3. Supporting faculty teaching First Year Experience courses.
4. Working collaboratively with appropriate campus constituencies.
5. Assessing First Year Experience Program impact.

VII. Reports

A. The Committee, through its Chairperson, shall report all policy recommendations to the University Senate. Such recommendations, when appropriate, shall be endorsed by CUCAS and/or the University Planning and Budget Committee (UPBC), before the University Senate acts upon them.

B. The Committee shall submit an annual report to the University Senate.

VIII. Minutes

A. Minutes of the meetings shall be distributed to:

1. All members of the committee
2. School deans and department chairpersons
3. University Senate Archivist
4. Provost

B. Minutes shall also be published by such means as practical (university-email system, web page, etc.)

IX. Amendments

These bylaws may be amended by two-thirds (2/3) vote of members present at any regularly scheduled meeting at which there is a quorum and with the subsequent approval of the University Senate and the University President

Senate approval: (R-05-02-04), 3/16/05
Administrative Approval: 3/17/05
Senate Approval: 12/20/2006 (R-06-11-09)
Admin. Approval: 4/23/2007
Senate approval: 5/14/2008 (R-07-12-01)
Admin. Approval: 5/3/2011

Rev. Senate Approval: R-12-05-03
Admin. Approval: 5/10/2012
Senate Approval:10/16/2019
Admin. Approval: 10/18/2019

Graduate Council Bylaws

I. Name and Purpose

A. Name

This body shall be called the Graduate Council.

B. Responsibilities

1. The Graduate Council is responsible for developing, maintaining, and recommending changes in graduate program policies at Western Connecticut State University.
2. The function of the Graduate Council is to foster high academic and professional quality in programs, faculty, students, and support services.
3. The Graduate Council sets admission and university standards by:
    a. Developing minimum admission and academic standards for all graduate students.
    b. Reviewing admission and academic standards of graduate programs.

C. Curriculum

The Graduate Council reviews and makes recommendations on all curriculum matters involving graduate programs.

II. Membership

A. The Associate Vice President for Academic Affairs (nonvoting)

B. The Associate Vice President for Enrollment Services (nonvoting)

C. The Associate Director of the Graduate Admissions (nonvoting)

D. The Deans of the Schools (two voting)

1. Ancell School of Business
2. Macricostas School of Arts and Sciences
3. School of Professional Studies
4. School of Visual, Performing & Communication Arts
5. The two (2) voting deans are selected annually, on a rotating basis, by the provost/Vice President for Academic Affairs

E. The faculty members designed as Coordinator of graduate programs (voting)

F. Two graduate students as representatives at large recommended by the Graduate Council Chair and approved by the Council (voting)

III. Officers

A. Chairperson

1. The chairperson shall be elected by a majority vote of the Graduate Council at the May meeting.
2. She/he may designate a member of the Graduate Council to serve as chairperson in his/her absence.

B. Secretary

1. Associate Vice President for Academic Affairs or his/her designee shall serve as Secretary.

IV. Meetings

A. Frequency and Place

1. Regular meetings of the Graduate Council shall ordinarily be held once a month from September through May each academic year. An annual schedule of meetings and meeting places (in agreement with the official academic calendar) shall be published on or before September 20 of each year by the incumbent chair. In the event that the chair cannot publish the schedule, the Associate Vice President for Academic Affairs shall do so.
2. Agenda items and all supporting documentation must be posted electronically at least seven (7) days prior to the regularly scheduled meeting.
3. Meetings shall be conducted according to Robert's Rules of Order.

B. Records of Meetings

1. The Secretary shall keep the minutes of all business transacted at meetings.
2. Copies of the minutes of meetings shall be posted electronically to all members at least three (3) days prior to the next meeting.
3. The official permanent record of the minutes is stored electronically. Courses and programs approved are maintained by the Office of Academic Affairs.

C. Voting

1. A quorum shall consist of a majority of the voting members.
2. All decisions of the Council shall be made by a majority vote of those present except as noted elsewhere in these bylaws.
3. In the event that a quorum is not met at a regularly scheduled meeting of the Council, voting may take place electronically within one (1) week.

D. Reports

1. The Graduate Council, through its chair, shall report all policy recommendations to the University Senate and the Provost/Vice President for Academic Affairs.
2. The Graduate Council shall submit an annual report to the University Senate.

V. Function

A. Ad Hoc Committees

The Council may establish ad hoc committees to perform specific tasks. The chairperson and members of such committees will be appointed by the Graduate Council. An ad hoc committee will cease to exist when its final report has been accepted by the Graduate Council.

B. Four (4) Standing Committees

The chairperson and members of standing committees will be appointed by the Graduate Council.

1. Curriculum Committee

   The Curriculum Committee reviews all proposed changes to curriculum prior to submission to the Graduate Council.

   a. Membership: Minimum of three (3)
   b. Meetings: Once a month or as necessary
   c. Reports: At Graduate Council meetings, as necessary

2. Scholarship Committee

   The Scholarship Committee reviews, evaluates, and recommends candidates for graduate scholarships.

   a. Membership: Minimum of three (3)
   b. Meetings: Once a month or as necessary
   c. Reports: At Graduate Council meetings, as necessary

3. Vision Committee

   The Vision Committee prepares and reviews the Strategic Plan for Graduate Studies prior to submission to the Graduate Council.

   a. Membership: Minimum of three (3)
   b. Meetings: Once a month or as necessary
   c. Reports: At Graduate Council meetings, as necessary

4. Catalog Committee

   The Catalog Committee reviews the online catalog and recommends changes to the Graduate Council.

   a. Membership: Minimum of three (3)
   b. Meetings: Once a month or as necessary
   c. Reports: At Graduate Council meetings, as necessary

VI. Changes to the Bylaws

These bylaws may be amended by approval of two-thirds of all voting members of the Graduate Council. This can occur at any meeting. The amendment must have been moved and accepted at a previous meeting. Such changes must then be approved by the University Senate and the President of the University.

Approved by the Graduate Council: 4/10/89
Senate Approval: 4/26/89
Revised 12/13/89
Senate Approval R-03-09-03
Administrative Approval 10/10/03
Senate Approval: 2/21/07(R-07-02-12)
Admin. Approval 5/4/07
Senate Approval: 11/17/10 (R10 11 03)
Revised 4/15/13
Senate Approval: 5/7/14
Senate Approval: 5/10/17
Administrative Approval: 5/16/17

Information Technology Committee Bylaws

I. Purpose of Committee

To recommend educational technologies to support and improve the teaching and learning environment at Western Connecticut State University.

II. Objectives

A. To assist and support faculty by providing the technology necessary to meet their teaching and research needs.

B. To ensure students are empowered to attain the highest standards of academic achievement through exposure to the latest information technologies.

III. Responsibilities

A. The committee will develop, review, and recommend to the appropriate unit or body regarding:

1. the overall direction of educational technologies;
2. the refresh policy for desktop, classroom, and lab computers and peripherals;
3. the supported software for desktops, classrooms, and labs;
4. student and faculty training and services.

IV. Membership (11 voting members)

A. The faculty membership shall include the following representatives elected by and from that School for overlapping two-year terms on the Committee:

1. One member from the following: (1) Macricostas School of Arts and Sciences, (2) School of Professional Studies, (3) Ancell School of Business, and (4) School of Visual, Performing & Communication Arts.
2. Additionally, one faculty member each from (1) Management Information Systems and (2) Computer Science Department shall be appointed by the department chairs.

B. Administrative membership includes

1. Two representatives from Information Technology as appointed by the CIO, *ex officio;*

2. Director of Library Services and Associate Dean for Academic Success Programs or designee, *ex officio;*

C. One (1) representative from the Technology and Instructional Design for Digital Learning (TIDDL) group. Choice of representative and term will be determined by TIDDL, *ex officio*

D. One (1) student representative shall be appointed by the Student Government Association, *ex officio*.

V. Conduct of Business

A. Meetings and Voting

1. The committee will meet monthly and conduct business, following the most recent edition of Robert's Rules of Order.
2. Meeting times will be arranged at the beginning of each semester and will be based on the schedule of the majority of the membership.
3. Members can be physically present at meetings or attend via audio or video conferencing.
4. A quorum shall consist of more than 50% of the filled positions, and must include at least three (3) faculty members.
5. Each voting member has one (1) vote.

B. Reports

1. The committee will prepare and submit an annual report to the University Senate.
2. The committee will disseminate an annual list of all educational software purchased and deployed on campus, and include such with the annual report to the Senate.

C. Minutes

1. Minutes of each meeting will be distributed to the membership one week prior to the next meeting.
2. Once approved, minutes will be posted publicly on the web.

D. Officers

1. The chairperson will be elected by majority vote at the May meeting for a one-year term, and must be a faculty member.
2. Secretary responsibilities will be rotated among the membership.

VI. Amending the Bylaws

These bylaws may be amended by a two-thirds (2/3) majority of members present at any regularly scheduled meeting at which there is a quorum, and with the approval of the University Senate and President of the University.

Senate Approved: R-00-05-03
Administrative Approval: 10/23/2000
Senate Approved 11/15/2006 (R-06-11-07)
Administrative Approval: 4/23/07
Rev. Senate Approved (R-09-10-03)
Administrative Approval 2/23/10

Senate Approval: 3/22/2017
Administrative Approval: 4/3/2017
Senate approval: 12/19/2019
Administrative Approval: 1/2/2020

Library Services Policies Committee Bylaws

I. Responsibilities

A. To review, develop and recommend to the University Senate and Administration policy concerning the academic, administrative, and public role of the University Library and Academic Success Programs, including but not limited to instructional design, tutoring resource center, FY peer mentor program.

B. To advise the Associate Dean of Library Services and Academic Success Programs on matters concerning the delivery of services to students, faculty, administration and the various publics which utilize these services.

II. Membership (Total 12)

A. Associate Dean of Library Services and Academic Success Programs, ex officio

B. Library Faculty Spokesperson, ex officio, or designee

C. Four teaching faculty members, one from each of the four schools, elected for overlapping three-year terms by and from the faculty of their respective schools

D. One administrative faculty member elected to a three-year term by and from that group

E. One representative from IT&I, appointed by the CIO One administrative faculty member elected to a three-year term by and from that group

F. Instructional Designer, appointed by the Associate Dean of Library Services

G. Tutoring Resource Center Coordinator

H. Two students selected by SGA for one-year terms

III. Conduct of Business

A. Meetings

1. The Committee will meet regularly during the semester and conduct business following the most recent edition of Robert's Rules of Order.
2. The first meeting of each academic year shall be convened by the Committee's Chair. If there is no Chair, the President of the University Senate will designate a Committee member to convene the Committee.
3. Meeting times will be arranged at the beginning of each semester based on the availability of the majority of the membership.
4. At the first meeting of the academic year the Committee Chair will distribute the Committee bylaws for review and discussion
5. A quorum shall consist of a majority of the members. Unfilled positions shall not count toward quorum.
6. Attendance and participation for meetings may occur either when members are physically present or via audio/web conferencing (WebEx, Skype, etc.) or a combination of the two.
7. If all members are physically present for the meeting voting will occur verbally. If meetings are held via audio/web conferencing or if there are some members on web conferencing and others physically present, a voice vote or a show of hands vote will be conducted. In the event that a vote is required between meetings an e-mail vote will be conducted and the motion and results of the voting will be recorded in the next meeting minutes.
8. With the exception of the Associate Dean of Library Services, the remaining membership has voting privileges.

B. Officers

1. The Chair shall be elected by majority vote at the last meeting of the academic year.
2. Non-voting members are not eligible to serve as Chair.
3. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed to by the Committee.

C. Reports

1. The Committee, through its Chair, shall report all policy recommendations to the University Senate.
2. The Committee shall submit an annual report to the University Senate.
3. The Committee shall submit any reports on an advisory basis to the Associate Dean of Library Services.

D. Minutes/Annual Report

1. Minutes of all meeting shall be distributed to:
   - All members of the Committee
   - University Senate President
   - University Senate Archivist

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting, subject to the approval of the University Senate and the President of the University.

IV. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting, subject to the approval of the University Senate and the President of the University.

Senate Approval: 3/18/1992 (R92-3-4)
Admin. Approval: 4/14/1992
Senate Approval: 11/16/1994 (R94-11-3)
Senate Approval: 11/15/2006 (R-06-11-03)
Admin. Approval 7/14/2009
Senate Approval: 3/22/2017

Administrative Approval: 4/3/2017
Revised Senate Approval 11/20/2019
Administrative Approval 12/6/2019
Senate Approval: May 19, 2021 (R-21-05-01)
Admin. Approval: May 25, 2021

Online Education Committee Bylaws

I. Objectives

To ensure that university online education is consistent with the mission of Western Connecticut State University.

II. Responsibilities and Powers

A. To Identify the needs of faculty concerning effective online education.

B. To review available technology and services for effective online education, course design, and delivery and make recommendations to the University Senate.

C. To determine need for and types of administrative support for effective online education and make recommendations to the University Senate.

D. To review issues of governance where online education is concerned and to make recommendations to the University Senate.

E. To make recommendations to the University Senate about university online education strategy.

F. To establish ad hoc or standing subcommittees as needed.

III. Membership

1	Academic Dean (Ex officio/Appointed by VPAA annually)
1	Information Technology & Innovation (Ex Officio/Appointed by Chief Information Officer
1	Instructional Designer (Ex Officio/Appointed by the Director of Library Services
1	Director, AccessAbility Services (or representative appointed by Director)
7	Teaching Faculty (2 at large, 1 from each school and 1 librarian): Elected by Teaching Faculty, overlapping for three-year terms
1	Administrative Faculty (Elected by Administrative Faculty, for three-year term)

12 Total - All members are voting members including the chairperson

IV. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened by the previous chair. In his/her absence, the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of six (6) members, at least four (4) of whom are elected.
3. Attendance and participation for meetings may occur either when members are physically present or via audio/web conferencing or a combination of the two.
4. At the first meeting of the academic year, the Committee Chair will distribute the committee bylaws for review and discussion.

5. A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.
6. Concerned parties may attend, or be invited to attend, to discuss specific items.
7. Decisions of the committee are made by majority vote of those members present.
8. If all members are physically present for the meeting, voting will occur verbally. If meetings are held via audio/web conferencing, or if some members are on audio/web conferencing and others physically present, a roll call vote will be conducted. In the event a vote is required between meetings an email vote will be conducted and the motion and results of the voting will be recorded in the next meeting minutes.
9. Meetings shall be held at least monthly during the regular academic year, as called by the chairperson, or in the absence of the chairperson, by a quorum of the committee.

B. Officers

1. The chairperson shall be elected by a majority vote at the first meeting of the academic year.
2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed upon by the committee.

C. Reports and Recommendations.

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee shall submit an annual report to the University Senate.
3. The committee shall refer to other University-wide standing committees, matters appropriate to their function.
4. The committee shall refer for action to the University Senate recommendations for University policy change which is outside the responsibility of any standing committee.

D. Minutes

1. Minutes of all meetings shall be distributed and posted as appropriate.
2. Annual report will be approved by majority vote of the committee at the end of the academic year. It will be distributed and posted as appropriate.

V. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and by the approval of the University Senate and the President of the University.

Senate 4/18/2001; Admin. 5 / 1/2001
Senate 11/16/2016; Admin. 1/3/2017
Senate 2/3/2002; Admin. 5/10/2002
Senate 2/2/2007; Admin. 5/4/07
Senate 9/23/2019; Admin. 9/23/2019

Physical Working Conditions Bylaws (Committee on)

I. Objectives

Purpose of the committee is to investigate all aspects of the University's physical environment which would affect the physical well-being of the University community and make appropriate recommendations concerning the remediation of hazards.

II. Areas of Responsibilities

A. Health, Safety, and Security: In order to safeguard the health, safety, and security of all personnel, students, and the public, every effort shall be made to attain and maintain the standards prescribed by OSHA, NFPA, and local state, and federal regulations.

B. Professional Matters: Specific conditions to be examined by the committee shall include, but not be limited to: physical plant, classrooms, offices, ergonomic equipment, physical safety, and other conditions relating to the working situation on campus.

III. Powers

A. Identify and investigate hazardous conditions; prioritize the problems; obtain cost estimates; submit recommendations for resolution to appropriate administrative department(s).

B. The committee has the power to decide which issues brought before them may be beyond the scope of their Areas of Responsibility, and make referrals to the appropriate University committee or department chairperson/supervisor as needed.

IV. Membership and Electorate

A. The committee shall consist of twelve members (11 voting members) selected from the various University constituencies.

B. Permanent appointment of the Director of Facilities and Operations Services (nonvoting).

C. Two (2) members of the non-teaching faculty to be selected by the non-teaching faculty, at least one of whom must be an administrative faculty member.

D. Five (5) teaching faculty members, one member from each School and one member from the Librarians/Counselors/Coaches group, each elected from their respective school or group.

E. Three (3) members selected by and from the classified personnel, to include representation from all three unions.

F. One (1) student selected by SGA.

V. Terms of Office

A. Each group of members (teaching faculty, non-teaching faculty, and classified personnel) will have two-year terms of office.

B. Each will divide the members on an alternating schedule; one-half will be elected in an even numbered year and one-half will be elected in an odd numbered year.

C. The student selected by the SGA will have a one-year term of office.

VI. Conduct of the Committee

A. Meetings

1. There shall be a regularly scheduled meeting once a month during the academic year, or on an as needed basis.
2. Additional meetings may be called by the chairperson.
3. A quorum shall consist of five members.
4. No business shall be conducted in the absence of a quorum.

B. Officers

1. Chairperson: to be elected by majority vote at the last meeting of the academic year for the subsequent year's committee.
2. Secretary: to be rotated through the committee membership.

C. Requests for Investigation

1. Any individual or group in the various University constituencies may submit a written request for investigation of any unsatisfactory working condition, as outlined in Section II (Areas of Responsibility).
2. The committee may itself originate requests for investigation.

D. Reports

1. The committee, through its chairperson, may report directly to the appropriate on campus administrator with requests or recommendations for changes and improvements in working conditions, or for clarification and information of why such conditions exist.
2. The committee shall submit an annual report to the University Senate at the end of the academic year.

E. Minutes

1. Minutes of all meetings shall be distributed to the members of the committee directly following each meeting. At the end of the academic year, all copies of the minutes will be forwarded to the Senate Archivist, along with the annual report.

II. Amendment of Bylaws

Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled session with the approval of the University Senate and the President of the University.

9/16/ 1985
Rev. Senate Approval: R-00-05-09
Admin. Approval: 10/23/2000

Senate Approval: 2/21/2007(R-07-02-10)
Admin. Approval: 5/4/07

Promotion and Tenure Committee Bylaws

I. Responsibilities

A. Evaluate for promotion AAUP members who qualify for consideration.

B. Evaluate for tenure AAUP members who qualify for consideration.

C. Make recommendations for promotion and tenure to the Provost.

D. Within the limits of the CSU-AAUP contract and legal limits, maintain complete and absolute confidentiality about all data and deliberations.

II. Membership

A. Total Membership: 9 voting

B. With the exception of Coaches, members of the committee shall be from among those who are tenured and hold the rank of Associate Professor, Professor, Associate Librarian, Librarian, Associate Counselor, or Counselor. Members of the committee who are coaches shall be from among those who hold the rank of Coach III or Coach IV.

C. All nine (9) members shall be elected from and by the full-time AAUP faculty for overlapping 2-year terms.

D. There shall be at least one member of the committee from each of the four schools (Ancell School of Business, Macricostas School of Arts and Sciences, School of Professional Studies, School of Visual, Performing & Communication Arts) and one from the Librarians, Counselors, and Coaches group. In the event that no eligible member from one of these five groups is willing to serve, that position on the committee shall be filled only for that term by the person who received the next highest number of votes in the most recent election regardless of his or her school or L/C/C affiliation. If that scenario is not possible, then the President of the University Senate shall appoint such a person regardless of their school or L/C/C affiliation.

E. No member of the committee shall be considered for promotion while they are on the committee.

F. No more than two members from an academic department shall serve on the committee in any given academic year, except for the event that no eligible member from one of the five groups (see II.D. above) is willing to serve.

III. Conduct of Business

A. Meetings

1. The first meeting of the committee following election of new members shall be convened by the previous chairperson if that individual shall continue to serve on the committee. In their absence, the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of 7 members.
3. Meetings are in executive session.
4. Decisions of the committee shall be made by majority vote of those members present.
5. When a committee member is absent from a meeting which presents a candidate's file for discussion, that member shall not vote in the recommendation on the candidate
6. In the event of a "tie vote" on a candidate, the committee shall discuss that candidate's file at a subsequent meeting and vote again. A second “tie

vote" result shall represent a negative recommendation since a positive recommendation is based on a majority vote. (See also E.1. below)

7. Scheduling committee meetings for the purpose of discussing candidacies shall allow for a final meeting to conduct any necessary reconsiderations of the candidates.
8. When the Chair of the Promotion and Tenure Committee communicates in writing to anyone outside the committee regarding committee business, copies of the communication shall be given to all members of the committee.

B. Officers

1. The chairperson for the following year shall be elected by a majority vote at the May meeting of each year, after the election of new members.
2. The position of the chair may be shared by two co-chairs if the committee approves by a majority vote.

C. Reports

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee, through its chair, shall submit an annual summary report to the University Senate.

D. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and with the approval of the University Senate and the University President.

E. Procedures and Considerations

1. Any member of the Committee who has participated in a recommendation (e.g., DEC) which is before the committee shall not vote again on the recommendation and shall not participate in the discussion on the recommendation unless asked to do so by other committee members. The only exception to this shall be a "tie vote" caused by the member not voting. Following such a "tie vote" the member, if present, shall vote on the recommendation (see also A.6. above). Members do not function as advocates for their schools or departments.
2. The University President or designee shall make available to the committee the personnel files and all materials submitted to and considered by the DEC and the Dean of those candidates to be evaluated.
3. If the committee wishes to interview a candidate being considered for tenure or promotion or others on matters relevant to the consideration, the committee may request such an interview. If someone other than the affected candidate is called before the committee, the candidate must be informed in writing prior to the meeting and shall have the right to participate in the interview. Such an interview is not an adversarial situation.

4. If the candidate being considered wishes, they may appear before the committee, alone, or with others of their choice. All persons coming before the committee, at the request of the candidate, must speak from a prepared text and must leave a signed and dated copy of the text with the committee. (Additional information can be submitted within 48 hours of the appearance). Such a hearing is not an adversarial situation. Moreover, if the candidate wishes to appear before the committee prior to its recommendation, the candidate must inform the committee chairperson no later than January 15th, or if it is a tenure consideration in the Fall semester, no later than November 17, to facilitate scheduling.
5. The criterion used by the committee in its evaluations and recommendations of candidates shall be the quality of activity, including keeping current in one's field, within each of the categories listed in Article 4.11.9 (for teaching faculty), Article 8.3.1 (for librarians), Article 7.3.1 (for Counselors), Article 6.8 (for Coaches), and Article 6.9 (for Non-Instructional Athletic Trainers) in the AAUP contract. The committee shall weigh these categories in the order listed. Any special conditions in the candidate's letter of appointment or subsequent extensions or modifications and the expectations for tenure and promotion established by the candidate's department in its bylaws shall also be considered.
6. The committee shall make a recommendation to the Provost after considering all previously submitted material and recommendations. In addition to the Dean's recommendation, the only material not seen by the DEC that the committee will consider is additional information with supporting evidence, given to the committee if the candidate appears before the committee. All materials will be transmitted to the Provost for their consideration.
7. A copy of the committee's recommendation shall be sent to the candidate at the time that the committee sends its recommendations to the Provost.
8. In accordance with bylaws approved by the University President and the University Senate, the committee shall rank the candidates for promotion using the following two categories: Recommended, and Not Recommended. In the event of a unanimous vote in the recommended category, the committee shall so inform the Provost and the candidate. The standard statement (see Appendix A) will be sent to each candidate each year by the committee.
9. In accordance with bylaws approved by the University President and the University Senate, the Promotion and Tenure Committee ranks the candidates for promotion using the following two categories: Recommended and Not Recommended. In the event of a unanimous vote in the Recommended category, the Committee shall so inform Provost and the candidate. The standard statement (see Appendix A) will be sent to each candidate each year by the committee.
10. In addition to the standard statements of Appendix A of these bylaws, and using the formats in the aforementioned Appendix, the committee shall give feedback on its decisions to candidates who are not recommended for:
    a. tenure, or
    b. promotion.

F. In the event that members are replaced mid-term and this results in more than five members up for re-election, the committee shall choose the appropriate number of members by lot and request the University Senate President to extend the terms of those members by one year to restore the system to five and four.

See Appendix A of the Promotion and Tenure Bylaws below.

Appendix A of the Promotion and Tenure Bylaws

NOTE: The following examples are for teaching faculty. The "areas" listed should be modified appropriately for Librarians, Counselors, Coaches, and Non-Instructional Athletic Trainers.

For a "recommended" decision for tenure:
The University Promotion and Tenure Committee has recommended you for tenure.
This recommendation is being forwarded to the Provost, pe 4.11.12 of the collective bargaining agreement by the appropriate date specified, the Provost, following consultation with the President, shall make recommendations for the promotion and tenure to the Board informing the member at the same time.

For a "not recommended" decision for tenure:
The University Promotion and Tenure Committee has not recommended you for tenure. After careful consideration of your file and portfolio and a thorough discussion of your application for tenure, the Committee concluded that your credentials are not sufficiently strong in the area(s), checked below (see AAUP/BOT Collective Bargaining Agreement, Article 4.11.9)

_____Load credit activities

_____Creative activities

_____Productive service

_____Professional activities

_____Years in rank

_____Special conditions in letter of appointment or its extensions or modifications

This recommendation is being forwarded to the Provost. Per4.11.14 of the collective bargaining agreement by the appropriate date specified, the Provost, following consultation with the President, shall make recommendations for promotion and tenure to the Board informing the member at the same time.

For a "recommended" decision for promotion:
The University Promotion and Tenure Committee has recommended you for promotion to Assistant Professor/Associate Professor/Professor.
This recommendation is being forwarded to the Provost. Per 4.11.14 of the collective bargaining agreement by the appropriate date specified, the Provost, following consultation with the President, shall make recommendations for promotion and tenure to the Board informing the member at the same time.

For a "not recommended" decision for promotion:

The University Promotion and Tenure Committee has not recommended you for promotion to Assistant Professor/Associate Professor, Professor. Before you again apply for promotion, we strongly suggest that you give some attention to strengthening your credentials in area(s) checked below (see AAUP/BOT Collective Bargaining Agreement, Article 4.11.9).

_____Load credit activities

_____Creative activities

_____Productive service

_____Professional activities

_____Years in rank

_____Special conditions in letter of appointment or its extensions or modifications

This recommendation is being forwarded to the Provost. Per 4.11.14 of the collective bargaining agreement by the appropriate date specified, the Provost, following consultation with the President, shall make recommendations for promotion and tenure to the Board informing the member at the same time.

Admin. Approval: 12/5/1985
Senate Approval: 9/16/1987
(Rev.) Admin. Approval: 10/1988
(Rev.) Senate Approval: 5/11/1988
Admin. Approval: 1/1/1990
(Rev.) Senate Approval: R-01-09-06
Admin. Approval: 1/3/2002
(Rev.) Senate Approval: R-05-11-02
Admin. Approval: 4/20/2006
(Rev.) Senate Approval: R-05-12-7
Admin. Approval: 9/12/2006
(Rev.) Senate Approval: R-07-02-11
Admin. Approval: 5/4/2007
(Rev.) Senate Approval: R-07-10-03
Admin. Approval 10/26/2007
Revised Senate Approval: R-09-04-02
Admin. Approval: 7/14/09
Rev. Senate Approval: R-10-02-03
Admin. Approval 6/15/10
Rev. Senate Approval 5/2/18
Administrative Approval: 5/15/18
Rev. Senate Approval: 5/18/22
Administrative Approval: 5/26/22
(Rev.) Senate Approval 2/7/2023 (R-23-01-04)
Administration Approval 2/8/32023

CSU Professorships (Coordinated by P&T)

The Board of Regents upon the recommendation of the campus President and the CSCU BOR President, may award (faculty) members the title CSU Professor, provided that the member has been: (CBA Article 5.6)

1. Recommended for the honor by the President who has received the advice of a committee elected from the membership by a procedure designed by the Senate and approved by the President;
2. Recognized by peers in the field for professional excellence.

CSU Professors shall retain their title for the duration of their service to the system and shall receive additional compensation at a rate 1.10 times their regular salaries.

Not more than four (4) CSU Professorships shall be awarded in any given year, and there shall not be more than twelve (12) in the Connecticut State University at any given time.

A subcommittee of the Promotion and Tenure Committee will be responsible for making recommendations to the President for CSU Professorship. The subcommittee will follow the Procedures adopted by the Senate by resolution (R89-12-8). The subcommittee will consist of five members, one of whom shall be elected Chair by the members of the subcommittee. The members of the subcommittee shall be elected by the members of the Promotion and Tenure Committee.

Senate Approval: 9/26/1990 (R90-9-2)
Admin. Approval: 9/28/1990

Procedures for Nomination and Selection of a CSU Professor

I. Announce That Applications Are Being Accepted

A. The Senate President shall send out an email announcement at the beginning of the Fall Semester announcing that applications for the CSU Professorship are being accepted. Applications should be sent to the chair of the designated committee, and the deadline for the applications, along with supporting material, shall be November 1st.

II. Application Letter and Supporting Materials

A. Applicants must write a letter declaring their intention to be considered for a CSU Professorship and explaining why they are suitable candidates for this honor. With the letter, applicants must include the following:

B. A current curriculum vita;

C. Copies of professional publications or reviews of creative works, which will be returned after the Committee's deliberations;

D. Outside letters of recommendation;

E. Evidence of activities/recognition/honors from professional groups.

III. Criteria for Recommending Candidates for CSU Professorship to the President

A. Substantial and continuing professional accomplishments as recognized by peers both within and outside the University; creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research and publications.

B. A record of effective teaching which has guided a wide range of students over a long period of time.

C. Evidence of application of scholarly research to the classroom.

D. An ability to make the candidate's discipline intelligible to those who are non-specialists. A letter of application that indicates serious consideration on the part of the candidate of the meaning of CSU Professorship.

E. Contributions to the general welfare of the University.

F. Length of service to the University. (This criterion shall only be used to distinguish between candidates who are outstanding and otherwise equal.)

IV. Deliberations

A. The committee shall consider the extent and, as far as possible, the quality of the evidence presented.

V. Recommendation to the President

A. By December 1, the Committee shall submit no fewer than two (unless the President agrees to accept fewer than two names), but no more than three names to the President. However, if the Committee determines that there are more than three candidates who are equally qualified to be CSU Professors, the Committee may submit as many as five names to the President for his/her consideration and recommendation to the Board of Trustees. If the Committee determines that only one candidate at WCSU meets the qualifications for the CSU Professorship, then it may notify the President of this fact in writing and

submit only one name to him/her. The President shall then consider the recommendation to the Board of Trustees. Each candidate shall be concurrently informed of the Committee's decision on his/her individual candidacy.

VI. Report to The Senate

A. As part of its annual report to the Senate, the designated committee shall inform the Senate of the following:

B. The number of persons who applied for the CSU Professorship;

C. The number of names submitted to the President for consideration and recommendation;

D. If possible, the name of the recipient for the current year.

Senate Approval: Dec. 1, 1990 (R89-12-8)
Admin. Approval: Jan. 8, 1990
Senate Approval: Sept. 26, 1990 (R91-5-10)
Admin. Approval: Sept. 28, 1990
Senate Approval: May 1, 1991 (R91-10-7)
Admin Approval: June 2, 1991; Nov. 1, 1991

Committee on Reassigned time for Research or Creative Activity Bylaws

I. Areas of Responsibility

A. To develop and recommend policies to encourage the use of reassigned time to support research or creative activity at Western Connecticut State University.

B. To recommend review procedures governing Western Connecticut State University's contractually mandated reassigned time for research.

C. To review and make recommendations to the Provost/Vice-President for Academic Affairs on applications for reassigned time for research.

D. To receive and document the submission of reports of the activities and results of approved reassigned time for research projects.

E. To keep a proper record of all committee actions.

II. Membership

A. Total membership: Nine (9)

1. Seven (7) teaching faculty members, no more than two from each school or from the Library/Counselors/Coaches group.
    a. Five (5) selected by the teaching faculty for overlapping three-year terms, with one from each School and one from the Library/Counselors/Coaches group.
2. Two (2) administratively appointed for overlapping three-year terms.
3. One (1) non-teaching faculty members selected by the members of the committee.
4. Director of the Office of Sponsored Research Administrative Services or designee.
5. During a year in which an elected Committee on Reassigned Time for Research or Creativity Activity member applies for reassigned time for research, their committee membership shall be suspended for the fall semester (during which time applications for reassigned time are considered) and they shall not participate in the evaluation of applications. Upon notice of such application by the committee member, the Chair of the committee shall contact the Nomination and Elections Committee Chair and request the name of the runner-up from the school or group's most recent election that the applicant represents, so they may request that they substitute for the elected member for the application review and selection process during the fall semester. If no runner-up is available, university Senate procedures for selection of the replacement of an elected member shall be utilized under the same provisions noted above. If an appointed member applies for reassigned time, a temporary replacement shall be appointed by the Senate President under the same provisions noted above.

III. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened by the newly elected chairperson. At this meeting, the committee shall receive and document reports of the previous years' reassigned time for research projects.

2. A quorum will be represented by a majority of voting members from the filled positions. All members of the committee will have voting power, except when there is a conflict of interest.
3. Actions of the committee will be affirmed by a majority vote of those members present at any duly scheduled meeting.

B. Officers

1. The chairperson shall be elected by majority vote of next year's committee members at the last meeting of the academic year.
2. The position of secretary shall be filled by each member in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. Reports

1. The committee shall report through its chair all policy recommendations to the University Senate.
2. The committee shall submit to the Provost/Vice-President for Academic Affairs and The University Archivist a copy of the reports of the projects of the previous year.
3. The committee shall submit an annual report to the University Senate.
4. The committee shall report to the faculty-at-large on all pertinent matters.
5. The committee shall submit reports to other organizations as required and necessary

D. Minutes

Minutes of all meetings shall be distributed to:

1. All members of the committee.
2. University Senate President.
3. University Archivist

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and the approval of the University Senate and the President of the University.

Sept. 16, 1980; Rev. Senate approval: 1/21/1990,
Admin. Approval: 5/8/1990
Rev. Senate Approval: 11/14/1990 (R90-11-9);
Admin. Approval: 2/1/1991
Rev. Senate Approval: 4/17/1991 9R91-4-11);
Admin. Approval: 5/15/1991
Rev. Senate Approval: 12/18/ 1991 (R91-12-6);
Admin. Approval: Apr. 14, 1992
Rev. Senate Approval 11/15/2000
Admin. Approval: 12/14/2000

Rev. Senate Approval: (R-05-02-05), 3/16/05
Admin. Approval: 4/19/05
Senate Approval: 2/21/2007
Admin. Approval: 5/4/07
Revised Senate Approval: R-09-05-04
Admin. Approval: 7/14/09
Rev. Senate Approval 5/6/2020
Admin. Approval 8/18/2020

Student Life Committee Bylaws

I. Objective

A. The Student Life Committee is concerned with all factors in the University that affect:

B. The quality of life for students; and

C. Students full access to opportunities available in the University.

II. Areas of Responsibility

A. To develop, review and recommend to the University Senate, Student Government Association, and the Administration all policies affecting student life.

B. To act as a liaison among all University constituencies on matters affecting student life.

C. To act as advocate for the enhancement of the quality of Student Life on campus.

D. To advise the Vice President of Student Affairs on matters relating to student life.

III. Powers

A. All legislation, policy recommendations, and decisions related to the objective of this committee shall be brought to the Student Life Committee for review and further recommendation.

IV. Membership

The voting members of this committee are as follows (14 voting, 3 non-voting):

A. Four (4) teaching faculty members, one from each school, elected for overlapping two-year terms by the teaching faculty of their respective schools.

1. Teaching faculty may send alternates if they are unable to attend.

B. Seven (7) students: three appointed by the Student Government Associations; one appointed by the Greek Council; one appointed by the Inter-Residence Hall Council; and one from Varsity Sports appointed by the Student Athletic Advisory Committee; and one from Club Sports appointed by the Coordinator-Recreation, intramural and Club Sports.

1. Students may send alternates if they are unable to attend.

C. Six (6) administrative members of this committee are as follows (3 non-voting):

1. Dean of Student Affairs or Designee
2. Director of Athletics or Designee
3. Director of The Center for Student Involvement (formerly Student Life Office) or Designee
4. Chief of Police or designee
5. Assistant Dean of Student Affairs or Designee
6. One (1) Resident Director elected from among the Resident Directors or appointed by the Director of Housing
7. Three (3) administrative members will have rotating voting privileges for one- year committee terms.

8. The three (3) non-voting administrative members can serve as alternates should a voting administrative member not be in attendance.

V. Conduct of Business

A. Meetings

1. The first meeting of each academic year shall be convened by the previous year's chair, if that individual still serves on the committee. In his/her absence, the Dean of Student Affairs will convene the meeting. Student appointments to the committee must be made by the end of September.
2. A quorum shall consist of a majority of voting members (8), with a minimum of three students.
3. Committee meetings will be held on a monthly basis during the academic year, or as called by the Chairperson.

B. Officers

1. The Chairperson for the following year shall be elected at the last meeting of the academic year from and by the voting members of the following year. In the absence of a Chairperson, the President of the University Senate shall designate a member to convene a meeting of the Committee, for the purpose of electing a Chairperson.
2. Each member shall fill the position of secretary in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee

C. Reports

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee must submit an annual report to the University Senate.
3. The committee shall submit any reports on an advisory basis to the Dean of Student Affairs.
4. The committee shall report back on the status of any issue referred to it.

D. Minutes

1. Minutes of all meetings shall be distributed to:
2. All members of the committee.
3. University Senate President.
4. University Senate Archivist (2 copies)
5. University President.
6. Vice President for Student Affairs

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and the approval of the University Senate and the President of the University.

Student Life Committee Approval: 3/17/1992
Senate approval: 3/18/1992 (R92-4-3)
Admin. Approval: 5/18/1992
Rev. Senate Approval: R-00-05-08
Admin. Approval: 10/23/2000

Rev. Senate Approval: 11/15/2000 (R-00-11-05) Admin. Approval: 12/14/2000
Rev. Senate Approval R-03-05-02 Admin. Approval: 08/05/03

Rev. Senate Approval: (R-04-11-04), 12/15/04
Admin. Approval: 2/10/05
Senate Approval: 2/21/2007 (R-07-02-06)
Admin. Approval: 5/4/07
Student Life Committee Approval: 4/8/ 2013

Senate Approval: 5/8/2013
(R-13-5-2) Admin.
Approval 6/11/13
Senate Approval 5/14/2025

Undergraduate Curriculum and Academic Standards Bylaws, Committee on (CUCAS)

I. Objectives

To ensure that academic programs are consistent with the mission of Western Connecticut State University.

II. Areas of Responsibilities

A. To develop an academic program which shall be required of all students regardless of major.

B. To review all proposals for change in courses, programs and academic standards for need, potential duplication, and conformity to University policy.

C. To receive, review and make recommendations for any program discontinuance.

D. To initiate and stimulate ongoing periodic progress of academic program review.

E. To develop, review and recommend to the University Senate and administration policy concerning the undergraduate grading system and its application.

III. Powers

A. To request and receive reports and recommendations from departments, schools, faculty, etc., regarding curriculum and/or academic standards.

IV. Membership (17 Voting, 3 Non-Voting)

A. Eight (8) teaching faculty members, elected for three-year overlapping terms; two (2) members from each school elected by the teaching faculty of that school.

B. Four (4) academic school deans, ex officio, only two (2) as voting members, appointed annually.

C. Registrar or Registrar's Office designee, ex officio.

D. Four (4) student members, one from each school, selected by the SGA for one-year terms.

E. Two (2) at-large teaching faculty members, elected for three-year terms by the teaching faculty.

F. Director of Institutional Research or his or her designee from the Assessment Committee, ex officio, non-voting.

V. Conduct of Business

A. Meetings

1. Meetings are to be convened by the Chairperson. In the absence of the Chairperson, his or her designate shall convene meetings.
2. A quorum shall consist of nine (9) members, at least five (5) of whom are teaching faculty.
3. Meetings are to be held not less than once a month during the academic year and at the request of the Chairperson.
4. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least three school days prior to each meeting.
5. Ordinarily, no decision shall be made on program or course proposals at a meeting the first time such items are discussed unless said material was received by the members at least three school days prior to the meeting.
6. Decisions of the committee require a majority vote of the members present.
7. Concerned parties may attend meetings to discuss, or be invited to discuss, particular items on the agenda.
8. The committee operates under a modified form of parliamentary procedure.

B. Officers

1. The Chairperson for the following year shall be elected in the last meeting of the academic year. This meeting will take place in two stages. The first meeting will comprise all members for the following academic year. The sole purpose of this meeting is to elect the chair. For the convenience of the members who will be joining the committee, that meeting precedes the regular meeting and is adjourned after the election.
2. The position of secretary shall be filled by each member (excluding Chairperson) in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. Reports

1. To whom reports are given:
    a) The committee, through its chair, shall report all policy recommendations to the University Senate.
    b) The committee shall submit an annual report to the University Senate.
    c) The committee shall report to the appropriate department and school dean concerning recommendations regarding program and course proposals and changes.
    d) The committee shall report to the Provost/Vice President for Academic Affairs (as the University President's designee) for appropriate administrative review of the committee's action.
2. From whom reports are received:
    a) Course and program proposals and course title, level descriptions and credit changes and the common core courses and proposals from the appropriate school curriculum review committees.
    b) New programs and options of major impact to the University from the University Planning and Budgeting Committee
    c) Any University curriculum proposals from the Student Government Association
    d) Any change from the University Senate concerned with common core
    e) Any recommendation for program discontinuance from a department, the University Senate, or the President

D. Minutes

1. Minutes of all meetings shall be distributed to:
    a) All members of the committee
    b) University Senate President
    c) University Senate Archivist (2 copies)
    d) School curriculum review committee chairs
    e) Provost/Vice President for Academic Affairs
    f) Each department chairperson and program director
    g) SGA President

VI. Amendments

These Bylaws may be amended by two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the approval of the University Senate and the President of the University.

Senate Approval: 3/18/1992 (R92-2-1)
Admin. Approval: 4/14/1992
Revised: Senate Approval 5/19/1999
Revised: Senate Approval 5/15/2002 (R-02-04-08)
Admin. Approval: 7/3/2002

Senate Approval: 12/20/2006 (R-06-11-05)
Admin. Approval 4/23/2007
Senate Approval 5/14/2025

University Honors Council

Mission

The Kathwari Honors Program promotes student enrichment built on the fundamental premise that knowledge is an open set of questions and ideas to be explored through highly interactive and interdisciplinary courses, experiential learning, research opportunities, and community engagement.

Program Values Statement

The Kathwari Honors Program centers both personal and public inquiry as drivers of the pursuit of knowledge and the common good. The program seeks to nurture curiosity, compassion, and civic engagement among highly motivated students and to open doors of opportunity and awareness among its members and across the university.

***Learning Outcomes of the Kathwari Honors Program*:**

Upon completion of the Kathwari Honors Program, students will be able to:

- Formulate pressing questions that deserve inquiry (measure: Capstone)
- Conduct inquiries, research, or creative activity that synthesizes knowledge or practice from multiple disciplines (measure: Capstone)
- Present research or creative activity in public presentation, publication, or performance (measure: Capstone)
- Develop ideas in writing or performance (measure: any course)
- Engage in community action or service (measure: Honors Activities)

Policies

1) Kathwari Honors Program Director Workload
    a) The role of the director carries a workload equivalent to at least 6 credit hours per semester (Fall and Spring).
    b) The director's workload during the summer sessions is equivalent to at least 6 credits and may be equivalent to at least 3 credits over the winter intercession.
    c) Additional credits will be provided for courses taught in the Honors program.
2) Responsibilities of the Director of the Kathwari Honors Program
    The Director shall:
    a) Be selected by the Honors Council, who will review applications submitted through a University-wide open call. Applicants must be full-time faculty members at WCSU. The Honors Council shall select the Director by majority vote and forward their selection to the Provost for appointment.
    b) Once appointed, the Director shall serve for a term of three years with the option of a one-term renewal as determined by majority vote by the Honors Council.
    c) Report to the Provost.
    d) Coordinate the Honors 100 course and the Honors 400 Capstone course.
    e) Supervise the work of the Assistant Director and coordinate Honors Program staff meetings.
    f) Review and make acceptance decisions regarding direct applications and student records to the Honors Program.
    g) In consultation with Honors Council, the general faculty, and departments, supervise the workings of the major components of the Honors Program.

h) Work collaboratively with campus consortium and community partners to facilitate programming, training, and opportunities for Honors students.
i) Cooperate with Institutional Advancement on donor initiatives related to the Honors Program.
j) Plan and manage events and activities related to Honors student recruitment, development, engagement, and achievement.
k) Develop, solicit, review, and implement the Honors curriculum in consultation with the Honors Council.
l) Develop, coordinate, implement, and review an assessment model for the Honors program.
m) Review and authorize Honors program expenditures, Honors research and teaching practicums, Honors course enhancements, and Honors student activity requirements.

3) Responsibilities of the Honors Council

The Honors Council shall:

a) Support and advise the Director on the development and implementation of the Honors curriculum, including:
    i) Reviewing and Approving Honors courses.
    ii) Selecting the recipient of any Honors awards.
    iii) Electing the Director of the Honors Program.
    iv) Reviewing and approving policies and procedures for the Honors Program
b) Convene regularly scheduled meetings, convened by the Chair of the Honors Council, or by the Director of the Honors Program if the Chair is absent. Honors Council meetings shall be open to the public.
c) Meet quorum to hold meetings; quorum shall consist of half the filled voting seats of the Honors Council.
d) Vote on decisions taken during meetings; in the event that a vote is required between meetings, an e-mail vote will be conducted. Voting in e-mail votes shall be officiated as a roll call vote, and the vote's outcome shall be added to the meeting's minutes for approval.
e) Recruit and select Honors Faculty.
f) Record meeting minutes, the responsibility for which shall be rotated among the voting members.
g) Be comprised of ten (10) voting members:
    i. Director (1) of the Kathwari Honors Program
    ii. Assistant Director (1) of the Kathwari Honors Program
    iii. One (1) of the University's Deans will be selected by the Provost in consultation with the Honors Council for the renewable three-year term.
    iv. Five (5) faculty members who will be selected through University Senate elections for the three-year term, including:
        1. Two faculty members (2) chosen from the Macricostas School of Arts and Sciences (One member from the STEM field, and one member from a non-STEM field)
        2. One faculty member (1) chosen from Ancell School of Business
        3. One faculty member (1) chosen from the School of Professional Studies
        4. One faculty member (1) chosen from the School of Visual, Performing, & Communication Arts
    v. Two (2) student representative appointed by the Director and drawn from at least two different departments.

4) Responsibilities of the Honors Council Chair

The chair of the Honors Council shall:

a) Be elected through a majority vote of the Honors Council at the last meeting of the academic year, for a one-year term to begin at the start of the following academic year.
b) Conduct Honors Council meetings
c) Coordinate subcommittees of the Honors Council
d) Support and advise the Director

5) Kathwari Honors Program Courses
   a) The Honors Council will review and make determinations on all Honors course proposals.
   b) HON 100 is required for students in the full Honors program and shall be an introduction to the Modes of Inquiry. HON 400 Capstone is required for all Honors students and will include accommodations for students who are *simultaneously* completing capstone courses, thesis projects, or required field experiences in their majors. All other courses shall meet between two and four Modes of Inquiry; courses that meet 2 modes will be 298 courses, 3 modes will be 398 courses, and 4 modes will be 498 courses. Honors courses may be cross-listed with University departments. The modes of inquiry are:
      i. **Artistic Creation:** Inquiry through the process of artistic creation or performance of theater, art, literature, music, sculpture, cinema, or other artistic activity.
      ii. **Critical Analysis:** Inquiry into the various ways in which a text conveys meaning or people derive meaning from a text (viewed broadly to include written work, visual art, music, popular culture, ritual, symbol, cinema, etc.).
      iii. **Entrepreneurship and Innovation**: Inquiry into start-up mindset, creativity in problem-solving, and risk-taking for personal or public progress.
      iv. **Equity and Belonging**: Inquiry into the history, progress, and/or current practice of ensuring equity and belonging to all members of a group, organization, nation, or other community.
      v. **Ethics**: Inquiry into the values and principles that guide the interactions of such entities as individuals, communities, corporations, organizations, and governments in public and personal environments.
      vi. **Historical, Social and Cultural Artistic Creation and Analysis:** Inquiry that examines how an event or phenomenon is shaped by history, society, or culture.
      vii. **Leadership, Collaboration, and Team-Based Learning**: Inquiry into collaboration and teamwork as a fundamental value and into the emergence of strategies for inspiring groups of people in organizational, institutional, and public problem-solving and change.
      viii. **Scientific and Mathematical Analysis:** Inquiry that engages in the scientific method through experimentation, that considers the history and evolution of experimentation, that considers the social impact of the scientific study of natural processes, or that uses logico-mathematical representation or modeling to understand events or phenomena.
      ix. **Technology:** Inquiry that incorporates the use of technology, the creation of technological innovation, or new understandings of the role of technology in society.
      x. **Wellness**: Inquiry into research, strategies, and best practices to promote the inter-relatedness of mental and physical well-being.
   c) Department Chairpersons will also be consulted regarding resources required for a course, including labs, equipment, supplies, specific classrooms, etc.

d) The Honors Council shall review approved Honors Courses every three years to determine if some courses need to be revised and reapproved in order to ensure that all courses meet Kathwari Honors Program curriculum standards.

6) Honors Faculty

The Honors Council will recruit and select up to 20 full-time faculty members to serve as designated Honors Faculty. Each Honors Faculty member will teach one Honors course per year and will coordinate with the Director of the Honors Program and their Department Chair on scheduling. The first cohort of 10 Honors Faculty members will begin a four-year appointment in Fall 2025; the second cohort will begin a four-year appointment in Fall 2026. In the Fall of the fourth year of each cohort, the Honors Council will call for applications for a new cohort to start the following Fall. An application must be accompanied by consent from the faculty member's Department Chair and the faculty member's Dean. There is no limit on the number of times a faculty member may serve as Honors Faculty, and their return is at the discretion of the Honors Council.

7) Amendments to Kathwari Honors Bylaws

a) These bylaws may be amended by a two-third vote of full Honors Council membership at any regularly scheduled meeting, and the subsequent approval of the amendment(s) by the University Senate.
b) Notice of the proposed amendment(s) must be presented to the membership 15 days prior to the meeting.

Revised: 6/13/95
7/30/96
12/8/2004
12/11/2006
Senate Approval 9/21/2022
Admin Approval 10/3/2022
Approval 4/2/2024
Senate Approval 5/14/2025

University Planning and Budgeting Committee Bylaws

I. Objectives, Responsibilities and Powers

A. To evaluate, monitor, and report on the Institutional Strategic Plan, in accordance with the institutional planning model as accepted by the University Senate. The committee's annual agenda of work will include regular review of goals and objectives with responsible departments.

B. To review and comment on/endorse the recommended spending plan for the university (prepared by fiscal affairs) prior to submission to BOR.

C. To receive and review academic and non-academic program proposals that require significant
budgetary commitment; to analyze proposals with respect to the strategic plan, resources, and
schedule of implementation.

D. To prepare responses on program discontinuance for appropriate committees.

E. To establish ad hoc or standing subcommittees as needed.

II. Membership

A. TOTAL: 20 - All members are voting members except the chairperson who votes only in the case of a tie.

1 Provost/VP for Academic Affairs, or designee	Ex-Officio
1 VP Finance & Administration, or designee	Ex-Officio
1 Academic Dean	Appointed by VPAA Annually
1 VP for Enrollment Management & Student Affairs, or designee	Ex-Officio
1 Director of Library Services, or designee	Ex-Officio
1 Senate President, or designee	Ex-Officio
1 SGA President, or designee	Ex-Officio
8 AAUP Faculty	Elected for 3-year overlapping terms: 3 at-large 1 each: MSAS, ASB, SPS, L/C/C
5 SUOAF faculty	Elected for 3-year overlapping terms: 1 each representing Academic Affairs, Enrollment Management & Student Affairs, IT&I, Finance & Administration, and Institutional Advancement

III. Conduct of Business

A. Officers

1. Chairperson
    a. The Chairperson shall be elected by a majority vote at the May meeting of each year following the election of new members.
    b. The Chairperson will prepare the agenda, convene, and preside at meetings, communicate decisions to the Senate.
2. Vice Chairperson
    a. The Vice Chairperson will be elected by a majority vote of members present at the May meeting of each year after the election of new members.

b. The Vice Chairperson will function as secretary and archivist and will support the chair in convening and presiding at meetings.

B. Meetings

1. In the temporary absence of the Chairperson, the vice chairperson will preside. If both will be absent, the President of the University Senate will designate a committee member to convene the committee.
2. In the permanent absence of both the Chairperson and the Vice Chairperson, the Senate President shall designate a successor for the purposes of presiding over an election of new officers as soon as practicable.
3. A quorum shall consist of 9 members, at least 5 of whom are elected.
4. Decisions of the committee will be made by majority vote of those members present. It is the expectation that members will attend meetings in person and votes will be taken by voice. In the event that members cannot be physically present, participation by electronic conferencing is acceptable and votes will be taken by roll call. In rare instances, when a proposal is time sensitive, votes may be taken asynchronously through email at the discretion of the chair and members present.
5. A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.
6. Concerned parties may come, or be invited, to discuss particular items.
7. Meetings shall be conducted according to Robert's Rules of Order, Revised.
8. Meetings shall be held at least monthly during the academic year.

C. Reports and Recommendations

1. The committee, through its chair, shall report all policy recommendations to the University Senate.
2. The committee shall submit an annual report to the University Senate.
3. The committee shall refer to other University-wide standing committees matters appropriate to their function.
4. The committee shall refer to appropriate School committees any recommendations initiated in the University Planning and Budgeting Committee concerning that School's program.
5. The committee shall refer for action to the University Senate recommendations for University policy change which is outside the responsibility of any standing committee.
6. The committee will annually assess the Strategic Plan and report to the Vice Presidents and to the University Senate.
7. Minutes shall be posted publicly as determined by the University Senate.

D. These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and by the approval of the University Senate and the President of the University.

Senate approval: 5/18/1992,
Admin. Approval: 4/14/1992
Rev. Senate Approval: 10/18/2000,
Admin. Approval: 11/7/2000
Rev. Senate Approval R-03-12-04,
Admin. Approval: 02/11/04
Senate Approval: 2/21/2007,
Admin. Approval: 05/4/07

Senate approval: 11/4/2012,
Admin. Approval 2/5/13
Senate Approval 10/16/2019
Admin. Approval 10/18/2019
Rev. Senate Approval
9/18/24
Admin. Approval 10/16/24

UPBC Involvement with Campus Facilities Planning[7]

Master Planning

When the University develops its master plan, the University Planning and Budgeting Committee will be involved as follows:

1. Master planning consultants shall meet with appropriate personnel in each university department[2] to determine department needs. The Vice President for Student Affairs, or designee, shall insure adequate representation of student non-classroom needs.
2. After the draft report is submitted, departments shall have the opportunity to review the report and recommend modifications to the report including department location, design of offices, seminar rooms, laboratory space, mini-library space and the timeline for implementation.
3. The full report shall be forwarded to the UPBC for comment and recommendations.

Allocation and Re-Allocation of Existing Space

1. As space becomes available, the Master Plan shall be reviewed to see what department needs have not been met.
2. While the Master Plan is a ten-year document, departments are encouraged to review the plan every three years. This review should take into consideration the University Strategic Plan, which includes the Academic, Student Affairs, Library, Technology, Institutional Advancement, and Administrative Services plans. Suggestions shall be submitted to the appropriate Dean or Vice-President.
3. Deans and Vice-Presidents shall forward department suggestions to the UPBC for review and recommendations.

Timetable for Preparing the Annual Spending Plan

1. February: V.P. for Finance and Administration meets with the President and the Vice Presidents to discuss spending requests.
2. Not later than the last Wednesday of February: V.P. for Finance and Administration sends spending requests to all UPBC members.
3. First meeting of the UPBC in March: the Committee reviews requests and makes recommendations.
4. March: V.P. for Finance and Administration reviews requests and the Committee's recommendations with the President.
5. Not later than the last Wednesday of March: V.P. for Finance and Administration sends proposed spending plan to all UPBC members.
6. First meeting of the UPBC in April: the Committee reviews proposed spending plan and makes recommendations.
7. End of April: University submits spending plan to the Board of Trustees for approval.
8. Following Board approval, V.P. for Finance and Administration sends the spending plan to all UPBC members.

(1) Pursuant to Senate Resolution R-00-10-04: The UPBC should be involved in the planning for the use of vacant space on campus.

(2) University Department means academic departments, administrative units (departments, dean's offices, etc.)

Approved by the UPBC: 3/3/2003
Senate Approval R-01-11-03,
Administrative Approval 1/3/02
Revised-Senate approval: 12/19/1990 (R90-5-2.2),
Admin. Approval: 8/5/1991

Revised-Senate approval: 3/18/1992,
Admin. Approval: 4/14/1992
Revised Senate Approval: 10/15/97 (R97-10-1)
Admin. Approval: 7/28/98

Centers and Institutes

I. Center for Excellence in Learning and Teaching
II. Institute for Holistic Health Studies
III. Jane Goodall Center
IV. Meteorological Studies and Weather Center
V. Western International Center
VI. Westside Nature Preserve Center

Center for Excellence in Learning and Teaching

ARTICLE 1 – Name

The name of this organization shall be the Center for Excellence in Learning and Teaching (CELT).

ARTICLE II – Mission and Objectives

A. Mission

1. The Center for Excellence in Learning and Teaching (CELT) shall be the focus for programs and services which promote excellence in teaching and learning at Western Connecticut State University. To achieve this mission, the Center both utilizes and enhances faculty knowledge and skills, collaborate with other resources across the university, and draw upon regional and national resources

B. Objectives

1. To provide learning opportunities for full-time and part-time faculty, based on pedagogical theories and methods.
2. To disseminate information about assessment of student learning and classroom teaching effectiveness, and to assist faculty as they choose to integrate this knowledge into their teaching and advisement processes.
3. To support innovations in curriculum design and pedagogical styles, and their classroom implementation.
4. To maintain a strong mentoring program, responsive to the needs of faculty at various points in their careers.
5. To provide confidential services to help faculty and teaching assistants assess their effectiveness in the classroom and utilize support services as needed.
6. To collaborate with existing University resources and services to effectively and efficiently meet the teaching needs of faculty and learning needs of students.
7. To encourage and facilitate access for faculty to technological training services, and to help faculty utilize technology applications that enhance teaching and learning excellence.
8. To sponsor an in-house multimedia center containing books, journals, media and other materials on teaching and assessment that shall serve as a resource for the University and the greater Danbury educational community.
9. To gather and disseminate information about programs and resources at the University, regional and national levels, which focus on and promote teaching and learning excellence; to support university and/or faculty membership and participation in selected organizations which provide same.
10. To gather data and input from faculty/staff periodically, to determine learning needs and ideas for program and service planning.

11. To utilize the expertise and talents of faculty in the planning, development and implementation of CELT programs.
12. To serve as a resource in teaching and learning excellence for the community-at-large.
13. To recognize and reward faculty for their teaching excellence and for exemplary contributions in student service areas.

ARTICLE III – Governance and Rules of Order

The Center for Excellence in Learning and Teaching shall be managed by a Director, and shall be provided with clerical support, a physical location, and a budget, secured as a line item in the University budget. CELT shall be under the aegis of the Provost/Vice President for Academic Affairs, and shall have an Advisory Committee.

A. CELT Advisory Committee:
    1. Functions
        a. The CELT Advisory Committee serves as a primary and ongoing resource, providing consultation on programmatic and mentoring services, assisting the Director in making decisions regarding efficient utilization of financial and personnel resources, identifying university and community resources, and serving in other capacities as identified by the Director. Since the Advisory Committee serves in an advisory capacity, final decisions on budget allocations and program offerings shall be made by the Director, with accountability to the Provost/Vice President for Academic Affairs.
    2. Membership
        a. The Advisory Committee shall consist of eleven (11) members, to include:
            1. One teaching faculty representative of each of the Schools (4 total) voted on by each School's faculty membership (2-year terms).
            2. Three (3) at-large, teaching faculty, appointed by the Provost/Vice President for Academic Affairs (2-year terms)
            3. A School Dean selected by the Provost/Vice President for Academic Affairs
            4. A representative from Library Services
            5. A representative from Information Technology & Innovation
            6. One student appointed by the SGA

ARTICLE IV – Director

A. The Directorship shall be a 12-month position with responsibility for the activities of the Center of Excellence in Learning and Teaching and the supervision of its staff. A goal is that this position become full-time, in order to effectively generate the range of programs and services set as optimum objectives for the Center. The Director shall report to the Provost/Vice President of Academic Affairs and work under the guidance of an Advisory Committee.

B. Qualifications and Selection. The Director should have a strong background in higher education teaching, and have demonstrated leadership and collaborative working skills. The Director shall be appointed by the Provost/Vice President for Academic Affairs in consultation with the Advisory Committee.

C. Compensation shall be commensurate with teaching rank and experience, and may be direct salary or administrative release time.

D. Responsibilities:

1. Develop, implement, and evaluate the range of services of CELT, as outlined in the Objectives.
2. Collaborate with other University systems to enhance their services that support the Objectives of the Center.
3. Set priorities among CELT programs and services based upon needs and interests expressed by faculty, given time, budget and staffing resources in the year.
4. Arrange for surveys and assessment data from faculty/staff and program participants to inform on priorities for programs and services, and to document the need for alterations in the budget, staffing design, and program/service plans.
5. Maintain the CELT budget.
6. Pursue outside funding resources for CELT activities.
7. Provide a yearly report to the Provost/Vice President for Academic Affairs and the CELT Advisory Committee, which includes a review of programmatic offerings, staff utilization of the various teaching and learning services, collaborations with other University services, budget utilization, and recommendations.

ARTICLE V – Meetings

A. The Advisory Committee will meet on a regular basis as established by the Director and Committee, no less than four (4) times yearly, twice each academic semester. Either the Director or a majority (4) of the teaching faculty members may call additional or subgroup meetings as determined by the emerging needs of CELT services in the year, provided that all members receive notice at least 72 hours prior to such a meeting and the agenda is announced in the meeting call.

B. Meeting Chair. A Meeting Chair shall be elected yearly from among all members and the Director. The Chair shall develop an agenda in consultation with the Director.

C. Minutes. The clerical support person shall ordinarily take minutes. As an alternative, minutes shall be kept by Advisory Committee members on a rotating basis.

D. Report. The Advisory Committee as a whole, or a subcommittee may prepare a separate report or an addendum to the Director's report conveying its perspective on the year's services; or, it may be called upon to prepare same by the Provost/Vice President for Academic Affairs.

E. At meetings of the Advisory Committee, a majority of the members shall constitute a quorum. Unfilled positions shall not count toward the quorum. A

majority vote of those present and voting shall be necessary to carry any motion made.

ARTICLE VI – Clerical Support

A. A person answering to the Director shall provide general clerical support, including but not limited to: management of phone and e-mail communications; ordering, organizing and arranging distribution of materials and supplies for Center workshops; coordinating resource information gathered from outside organizations; generating brochures, newsletters, and publicity for sponsored events; maintaining Center supplies and equipment. The time status of this position shall be commensurate with the degree of activities undertaken by the Center, and shall be assessed along with other growth factors for the Center.

ARTICLE VII – Location

A. CELT shall have a physical location on campus, with office space and equipment for the Director and clerical supports, resource files and shelved collections, meeting spaces suitable for private individual consultations and small group meetings.

ARTICLE VIII – Budget

A. The budget for personnel, office supplies, and technological resources, and underwriting of expenses for programs shall be secured as a line item in the University budget, to ensure ongoing financial and other administrative supports for this central faculty teaching excellence resource. To further the goal of having a comprehensive Center for Excellence in Learning and Teaching, the University must consider its financial commitment toward full-time staffing and an array of programmatic and service offerings and information dissemination.

B. The CELT Director and collaborating University services should identify ways to access outside financial resources, in addition to this funding base.

ARTICLE IX - Bylaws Amendments

A. Bylaws maybe amended by a majority vote of members present at any regularly scheduled Advisory Committee meeting, provided they are approved by the University Senate.

Senate Approved: R-00-05-12
Admin. Approved: 10/23/2000
CSU Resolution BR#01-13
Revised Senate Approved: R-02-09-02
Admin. Approved: 10/17/02

CSU/BOT Approval 10/30/02
CSU/BOT Approval 9/15/11
Senate Approved: R-11-12-01
Admin. Approved: 2/14/12

The Jane Goodall Institute

The Jane Goodall Center for Excellence in Environmental Education (JGC) was created at WCSU with the Jane Goodall Institute (JGI), by Resolution of the Board of Trustees for the Connecticut State University, on April 7, 1995. The agreement was revised and renewed August 8, 2014 (see Appendix).

Article I—Name

This organization shall be known as the Jane Goodall Center for Excellence in Environmental Education (JGC, and hereafter also referred to as the Center).

Article II - Mission

To promote global peace and compassion, understanding, and respect for all living things on this planet.

Article III—Purpose

1. Spread awareness of global, national and local environmental and humanitarian concerns to the community through public programming and university classes.
2. Sponsor visits by distinguished speakers to spotlight these concerns and foster solutions.
3. Collaborate with Roots & Shoots Club members on fundraising for charities, special events and symposia.
4. Support and promote Roots & Shoots participation and training for all staff, faculty, and students.
5. Secure grant funding for educational programs, speakers and classes that promote the mission of the Center.
6. Support and promote the mission of JGI by participating in social media promotions of mission-related campaigns and peer-to-peer fundraising to support global Roots & Shoots initiatives.
7. Foster sustainable development through environmental education in the university, local, and regional communities.

Article IV—Operations

1. The Center shall be self-funding. The Center may solicit and receive grants and accept contracts, donations, and endowments from the public and private sectors consistent with its objectives.
2. All funds (Article IV, section 1) shall be deposited in the Center's accounts administered by the WCSU Foundation. Expenditure of such funds shall be under the direct control and administration of the Center.
3. The Center is empowered to compensate students, faculty, staff and others for related activities, events, conferences and forums or, when applicable, delivering services or goods related to the Center mission.

Article V—Governance and Rules of Order

1) The Center shall be managed by a Chair and Governing Board (under the supervision of the Provost/Vice President of Academic Affairs). There shall be no salaried members of the Governing Board.
    a) The Governing Board shall consist of six (6) voting members:
        i) Five (5) members will be elected from the WCSU faculty. The election of these members will be coordinated by the WCSU Senate's Nominations and Elections Committee.
            (1) From among those six members, a Chair will be elected by the Governing Board.
        ii) One (1) student, appointed by the Provost in consultation with the Governing Board, who will represent the university's student population.
    b) The term of office of each Governing Board member shall be three (3) years, commencing on June 1st. Members may be eligible for reelection or reappointment. Elections of seats will be conducted so that each year two seats come up for election.
    c) In the event of a vacancy on the Board, the Governing Board shall promptly appoint a replacement for the remainder of the vacated term.
2) As appropriate, the Governing Board may invite persons from outside the Governing Board to participate in Board meetings on a non-voting basis.
3) The Board shall be regulated in accordance with Robert's Rules of Order, and all other proceedings shall be governed by the Bylaws.
4) The Bylaws and any future amendments shall be subject to University Senate approval.
5) The Jane Goodall Center has been in existence since 1995 without benefit of Bylaws. As a result, the Governing Board, as of this writing, consists of volunteer members. As an expedient measure to preserve continuity in the Center while we transition to an elected Board as described in these Bylaws, two of the existing members (chosen by lot) will be replaced every two years until all seats of the Board are occupied by elected members.

Article VI—Quorum

(1) At meetings, a majority (4) of the members of the Governing Board shall constitute a quorum.

(2) Anyone present at the JGC meeting is permitted to vote, including visitors.

Article VII— Officers

1. Officers of the Center will consist of Chair and Assistant Chair
2. The Chair and Assistant Chair shall each be elected by the Governing Board for a three-year (3) term.
3. The Chair shall preside at meetings of the Center.
    a. The daily administration of the Center shall be the responsibility of the Chair. The Chair shall make routine operating decisions under guidelines established in periodic Governing Board meetings.

b. The Chair shall be a fiscal agent of the Center and will be authorized to sign for disbursement of funds in the Center's accounts. The Governing Board must approve all disbursements of funds.

c. The Chair shall be responsible for the preparation of a budget for the ensuing year to be presented to the Governing Board at the annual meeting to be held in May. Said budget shall include the estimated costs of administration and operation and estimated revenues from all sources in support of the Center and its programs.

d. The Chair shall prepare and provide to each member of the Governing Board at the annual meeting a financial report, as well as a report of the programs and services provided by the Center during the previous academic year. The Chair will also send a copy of the annual report to the University Senate.

4. The Assistant Chair shall assume the duties of the Chair in the absence of or at the request of the Chair.

Article VIII—Meetings

1. The Governing Board shall meet at least four times annually, with the annual meeting to be held in May.
2. Special meetings of the Governing Board may be called at the request of the Center Chair or Provost/Vice President of Academic Affairs provided a notice has been given to all members at least 72 hours prior to such a meeting and the agenda has been announced when the meeting is called.
3. All meetings will be held on the WCSU campus unless otherwise specified. All meetings are open to the public.
4. A Recording Secretary shall be appointed on a rotating basis from the board members at each meeting to keep the official minutes. The Chair will archive minutes and make them available to anyone upon request.

Article IX—Amendments

1. Bylaws may be amended by 5 votes of the Governing Board members present at any meeting, provided that written notice of the meeting, containing a copy of the proposed amendment, is given at least 15 days prior to all members.
2. Amended Bylaws must be approved by the University Senate.

Senate Approval: 5/9/2018
Senate Approval May 15, 2024

Administrative Approval: 5/10/2018

Western International Center

Article I – Name

The name of the organization shall be the Western Connecticut State University International Center (W.I.C.).

Article II – Purpose

A. The W.I.C. shall seek in various ways to increase the awareness of student, faculty, staff, secondary school instructors and pupils, and the community in international affairs, international culture, and international problems.

B. By international affairs is meant contemporary interests and difficulties among nations, by international culture is meant why people act and think differently from our own culture, their religious beliefs, philosophy of life, arts (e.g., music, dance, painting, sculpture, etc.), education, manner of conducting business, etc.; by international problems is meant global concerns not easily fitting into the previous two categories (e.g., acid rain, food distribution, desertification, energy, terrorism, etc.)

C. The W.I.C. shall assist in making the University community more aware of opportunities afforded by grants, student and faculty international exchanges, foreign travel with and without academic credit, international education and such other opportunities which may be of benefit and aid in fostering international understanding.

D. The WIC will dispense funds to appropriate persons or organizations of the University in order to achieve the purposes stated above. The recipient and amount of such disbursement shall be proposed to the Committee by the Center Coordinator, and approved in Committee session by a majority vote of those present.

E. In the event that funds need to be disbursed before the regular W.I.C. Committee meetings, the Center Coordinator may expend up to a maximum of $200 in order to meet unexpected costs that are appropriate to achieve the purposes stated above.

Article III – Activities

A. The W.I.C. shall be involved in the development of institutional policies concerning it.

B. The W.I.C. shall seek out relevant information and disseminate it by appropriate means to the academic community and the general public concerning study and research abroad for students and faculty.

C. The W.I.C. shall seek to establish linkages with groups within the University whose objectives involve the international field for the purposes of bringing them together in association with the W.I.C. The object of bringing such affiliated groups together in association with the W.I.C. shall be to improve liaison and cooperation, avoid duplication of effort, and to establish a better position for acquiring financial and other support for themselves and the W.I.C. One attending member representing each affiliated group will have voting rights on the committee.

    1. Groups which shall associate with the W.I.C. need not be base (planning) units. If not, for the purposes of University administration, they shall be considered to be part of the W.I.C. and their bylaws shall be approved by the W.I.C. membership and the administration. Since they are not base units, they are not independently eligible to receive University resources.

    2. Such groups (non-base units) in association with the W.I.C. may, if they so desire, remain autonomous, may retain their own governing boards, may carry out their own fund raising, and may expend such funds in the manner of their own

choosing. Such funds shall be included in the annual report of the W.I.C. (Article V.5).

D. The W.I.C. shall seek to establish linkages and to cooperate with other institutions of higher learning, secondary schools and private groups for the purpose of better fostering the understanding of international affairs, cultures and problems.

E. The W.I.C. may publish from time-to-time a bulletin for distribution throughout the academic community to bring attention to matters in the international field.

F. The W.I.C. may sponsor, organize and conduct conferences, meetings, lectures, etc., on international affairs, cultures and problems.

G. The W.I.C. may promote international faculty and student exchange.

H. The WIC may raise funds to support its own activities, and to dispense to worthy recipients as permitted by Article II, para. 3. Fundraising may include the solicitation of grants, donations, and endowments in accordance with University policy and procedures.

Article IV – Membership and Terms of Office

A. Membership Definitions

1. "Elected member": one for each of four schools; four at-large.
2. "Attending Member": representative of an affiliated group.

B. The W.I.C. shall be made up of the Center Coordinator, the Coordinator of International Services and the Committee of not less than one elected member from each of the four schools and four members elected at-large by all four schools, one attending member from Student Affairs appointed by the Dean of Student Affairs, and one student attending member.

1. The School of Arts and Sciences, Professional Studies, Business, and Visual and Performing Arts shall each have one teaching faculty members elected by and from that School for overlapping two-year terms on the Committee.
2. Four (4) teaching faculty, elected at-large from all four schools will serve overlapping two-year terms.

C. Nominations for the at-large student member for a term of one academic year will be made and voted upon by W.I.C. members at the first meeting of each academic year.

D. The Center Coordinator shall be a faculty member appointed by the President of the University in consultation with the Provost and Vice President for Academic Affairs of the University for a term of two academic years.

E. For purposes of liaison and cooperation, autonomous organizations of the University involved in international affairs, cultures and problems will designate one of their members to become a voting member of the W.I.C. executive committee.

F. Likewise, the W.I.C. will designate one of its members to become a voting member on the board of that organization for purposes of liaison and cooperation.

G. As appropriate, the W.I.C. may invite persons from outside the University to take part in its deliberations on a non-voting basis.

Article V – Conduct of Business

A. Regular meetings of the executive committee will be called by the Coordinator.

B. Meetings shall be conducted according to *Roberts' Rules of Order*.

    1. Minutes of all meetings will be distributed according to University procedures, namely:
    2. Provost and Vice President for Academic Affairs
    3. Deans of each School
    4. Coordinator of International Services
    5. Members of the W.I.C.
    6. Senate Archivist (2 copies)

C. The W.I.C. reports to the Deans of Arts and Sciences, Professional Studies, Ancell School of Business, and Visual & Performing Arts.

D. The W.I.C. will make annual reports to the Senate regarding funds raised and distribution of same as well as other activities about which it would like to make the University aware.

E. Amendments to these bylaws may be made by a two-thirds vote of the voting membership of the W.I.C.

Admin. Approval: April 8, 1988
Revised Senate Approval: R-03-02-03
Administrative Approval: 4/17/03

Revised Senate Approval: R-10-05-01
Admin. Approval: 3/2/12

Other Required Committees

I. University Diversity Council

II. Parking Appeals

III. Institutional Animal Care and Use Committee (IACUC)

IV. Institutional Review Board (IRB)

University Diversity Council

Mandated by the Commission on Human Rights and Opportunities under section **46A-68-81(d) and (e),** the Affirmative Action Advisory Committee will be derived from a University Diversity Council {"Diversity Council"} that will represent a cross section of all University employees, including protected groups, from the various job levels and departments. The Diversity Council will advise the University President through the Chief Diversity Officer {who serves as a co-chairperson} on continuous development and implementation of affirmative action activities and makes recommendations, as identified, for development and implementation of the affirmative action plan.

Parking Appeals

Established in conformity with Board of Trustees policy to hear appeals of parking and traffic violations resulting in receiving summons tickets and/or towing. Membership: One person each from instructional faculty, administrative faculty, student body and classified employee group. There shall be no difference in judgment for parking appeals based on whether students, staff, or faculty.

Senate Approved: Dec. 1994 (R94-12-2)

Institutional Animal Care and Use Committee (IACUC)

By laws under development.

Institutional Review Board (IRB)

I. Mandate

The Institutional Review Board (hereafter, IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. (Department of Health and Human Services Office of Human Research Protections, Institutional Review Board Guidebook). The IRB is responsible for reviewing all research involving human subjects to ensure compliance with and fulfillment of: (1) the policies contained in the IRB document entitled "Guidelines for Researchers;" (2) the U.S. Department of Health and Human Services Office of Human Research Protections' Institutional Review Board Guidebook (hereafter, HHS OHRP IRB Guidelines); and (3) federal and state regulations related to research with human subjects.

II. The Board

A. Membership: The IRB shall consist of at least five members. Responsibility for appointing and maintaining the IRB rests with the Provost/Vice President for Academic Affairs in consultation with the Deans of the Schools, the appropriate Department Chairs, and with the advice and consent of the Board. In compliance with OHRP regulations, the membership must represent the breadth of scientific and scholarly specialties at the University, at least one member whose primary concerns are in a non-scientific area, and at least one member who is otherwise unaffiliated with the University. Appointments are for two years and are renewable. Continuity is ensured by staggered reappointment for subsequent years whenever possible.

B. The IRB may have as many members as necessary in order to perform its duties effectively. A Board member can be removed from service by the Provost/Vice President for Academic Affairs on the recommendation of the Board.

C. Any member of the University community who would like to serve on the IRB should indicate his/her interest to his/her chair, director, advisor, and/or dean.

III. Duties of Members:

A. Attend Board meetings

B. Review and evaluate all assigned protocols in advance of each meeting

C. If designated by the chair, act as a reviewer for protocols eligible for expedited review

D. Serve on ad hoc subcommittees of the Board

E. Complete NIH or other approved training for research with human subjects annually

F. Become familiar with federal and state regulations, Western policies, and IRB guidelines and procedures

G. Keep him/herself current on federal and state regulations, Western policies, and IRB guidelines and procedures

IV. The Chair

A. Appointment: The Provost/ Vice President for Academic Affairs appoints the chair with the advice and consent of the Board. The chair may be

reappointed for an unlimited number of terms. The chair can be removed from service by the Provost/Vice President for Academic Affairs on the recommendation of the Board.

B. Duties:

1. Chairs all regular and special sessions of the Board. If the chair is unable to attend the meeting, he/she shall appoint a substitute from the Board membership
2. Performs all the functions of a Board member
3. Has the authority to temporarily suspend research that is not in compliance with IRB guidelines
4. Represents the Board in dealings with the University and the public when attendance of the total membership is not required.
5. Participates in or designates others to participate in sessions designed to inform and educate WCSU faculty, staff, and students about the responsibilities and activities of the Board.
6. Stays informed about the latest changes in federal and state guidelines for research with human subjects and communicates that information to other members of the Board and to the University community.
7. Has the authority to authorize emergency changes to a protocol to avoid an immediate hazard to subjects.
8. May appoint an *ad hoc* committee.

V. The Office of Grant Programs

A. Under the terms of the University's Federal wide Assurance, the Director of Grant Programs serves as the Human Protections Administrator. The Human Protections Administrator and staff have the following duties:

1. Keep current on federal and state guidelines for research with human subjects and communicate that information to the Chair, the Board, and to faculty, staff, and students who do human subjects research
2. Organize and participate in educational activities related to IRB policies and procedures
3. Post IRB guidelines, forms, minutes, logs, and related materials electronically
4. Maintain records for all protocols
5. Distribute protocols appropriately
6. Post meeting notices via all-faculty emails
7. Keep on file IRB correspondence, guidelines, forms, minutes, logs, human research training certificates, and all other relevant information
8. Participate in on-site reviews by federal inspectors
9. Provide assurances to federal agencies of approval of protocols to be supported by federal funds

10. Act as liaison between federal agencies and investigators regarding human subjects' issues

11. The Human Protections Administrator submits an annual report on IRB activities to the Provost/Vice President for Academic Affairs as part of his/her Annual Report.

VI. Special Consultants

A. The Board may designate a consultant with special expertise to assist in the review of a particular protocol. The consultant does not vote on protocols.

VII. Meetings

A. Date and Time:

1. The Board meets at least three times a semester. Dates, times, meeting place, and deadlines are announced through all-faculty emails.

B. Agenda:

1. The Board will discuss and act on all protocols on the agenda.

C. Voting:

1. A quorum, consisting of one more than one-half the IRB membership (including a nonscientist member) is required to conduct business.

2. A majority of those voting is required for Board action. If a vote is not unanimous, a roll call vote must be taken and recorded in the formal minutes.

D. Minutes:

1. Minutes must be kept in accordance with OHRP guidelines. The minutes should reflect the substance of all discussions. Minutes are distributed to members via email before the meeting. After the minutes are approved, they are sent to the Office of Grant Programs and posted in the Senate Committee Archives.

2. Minutes are open to all faculty, staff, and students. Observers may comment, but may not vote at meetings.

VIII. Action on Research Proposals

A. The Board shall review research proposals that require full review and shall periodically conduct ongoing review of approved research projects.

B. The Chair may review and approve proposals that involve no more than minimal risk to the subject(s) or involve minor changes in previously approved proposals. Such review and approval may be conducted by the Chair or by one or more experienced members of the Board designated by the Chair.

C. If adverse consequences or unanticipated side effects are encountered in the course of the study, or new information becomes available that could change the perception of a favorable risk/benefit ratio, the principal investigator is responsible for informing the Board promptly. The WCSU IRB will make the final determination regarding protocol changes required due to adverse event reports.

D. Research that has been reviewed and approved by an IRB may be subject to further review and disapproval by officials of the institution. Those officials may not, however, approve research if it has been disapproved by the IRB. (HHS OHRP IRB Guidelines, 3)

E. Approved research is subject to continuing IRB review and must be reevaluated at least annually. (HHS OHRP, *IRB Guidelines*, 3)

IX. Changes to The Guidelines And Bylaws

A. As changes to rules, regulations, or operating procedures become necessary, they will be posted on ERes. They are also available in the Faculty Handbook and via electronic copy or hard copy from the Office of Grant Programs.

B. All changes in the bylaws and/or the guidelines must be adopted by a majority of the Board and approved by the Provost/Vice President for Academic Affairs.

Approved unanimously by the IRB on 5/18/2005

Strategic Planning Process

I. Definition and Recognition of Base Units

A base unit, a term used for institutional strategic planning purposes only in the process monitored by the University Planning and Budgeting Committee, is defined as the smallest unit, which receives any support from the University and is, therefore, included in the strategic planning process. The following are base units:

A. Academic Departments;

B. Subdivisions of Student Affairs; Academic Affairs; Finance & Administration; Institutional Advancement; and Office of Human Resources.

C. Organizations such as centers, institutes and clinics seeking permanent University status. Organizations such as centers, institutes, and clinics may receive University support for up to one year for the purpose of planning and development. The organizational unit that is sponsoring a new center, institute, or clinic shall report to the UPBC that the planning process has begun. After one year, the new center, institute, or clinic shall seek formal approval from the UPBC. After the one-year planning period, receipt of support such as personnel, space, and/or financial resources, will be contingent upon formal administrative recognition.

II. Base units are granted formal recognition by the President after he has received recommendations from:

A. The department(s) or administrative unit(s) involved.

B. The University Planning & Budgeting Committee.

C. The University Senate.

D. Organizations such as centers, institutes, and clinics must have bylaws reviewed by the University Senate before the Senate makes a recommendation to the President.

E. Existing center shall also have their bylaws reviewed by the Senate, which shall make recommendations to the University.

F. The President may then request formal approval by the Board of Trustees.

III. Procedure for Recognizing Base Units

A. The department(s) or administrative unit(s) involved would submit reports to the University Planning and Budget Committee (UPBC), which would study the matter. The UPBC would then report to the University Senate, which would examine all aspects of the matter and make a recommendation to the University President.

IV. Role of Governance and Strategic Planning

A. Identical terminology will be used to describe budgetary units and strategic planning units, such as base units and organizational units.

B. Base unit budget requests will be appended to organizational unit budgets and both will reflect the Strategic Plan.

C. Both the budget and the Strategic Plan will be divided by categories (personnel, other expenses, equipment, etc.)

D. The base unit budgets and the organization unit budgets will be forwarded to the University and Budgeting Committee for information purposes only at the same time that they are forwarded to the University vice presidents and the University Senate.

V. Definition of a Strategic Plan

Strategic Planning is the process by which an organization determines what it wants to become and the means by which it achieves those ends. George Keller, in his seminal book entitled *Academic Strategy: The Management Revolution in Higher Education* (1983) provides some thoughtful comments on the nature of strategic planning in higher education. His observations are useful as the University begins the process of constructing a strategic plan. Keller argues that:

> "Academic strategic decision making means that a college, school, or university and its leaders are active rather than passive about their position in history. To think strategically is to look intensely at contemporary history and your institution's position in it and work on the planning process that actively confronts the historical movement, overcomes it, gets on top of it, or seizes opportunities latent in it. A campus with an academic strategy has a battle plan to get stronger and better in the teeth of historical conditions...Strategic thinking leads one into being an active defender, analyzer, or prospector, rather than a passive reactor."

Strategic planning and management, others observe, has been defined as:

A. Setting goals that match institutional activities, competencies, and resources with the external environment's present and future opportunities, demands, and risks, and formulating alternative courses of short-term and long-term action for achieving goals.

B. Selecting and implementing a best course of action.

C. Directing and coordinating resources and activities to help assure successful performances.

D. Evaluating results to ensure that goals are met; and

E. Monitoring the appropriateness of the course of action and the necessity for modifications.[3]

Such a process provides an excellent framework for re-engineering the management environment. Strategic planning models call for periodic analyses of the external environment, institutional strengths and weaknesses, and institutional values. Matching opportunities/constraints, strengths/weaknesses, and values enhances a university's ability to develop more responsible mission and goals statements and more appropriately, to link planning and budgeting. This institutional strategy is reinforced with a functional approach delineated in tactical plans, e.g., academic plan, financial plan, computing plan, etc. Finally, operational

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[3] *Mark Meredith, Robert G. Cope, and Oscar T. Lenning, "Differentiating bona fide Strategic Planning from Other Planning," a study paper, May 1987, p.3*

strategy is presented in unit plans, which define actions to be taken within a budget cycle, which, over time, result in the accomplishment of institutional goals.[4]

VI. Assumptions

A. The strategic plan at Western Connecticut State University is firmly anchored in the priorities, values, and aspirations defined in the current Statement of Mission.

VII. Strategic Planning Process

A. The five-year strategic plan is biennially cyclic, and reflects the following process.

1. Campus-wide discussions about the nature of strategic planning and the specific assumptions, which underscore the development of the plan.
2. Significant involvement of the University Planning and Budget Committee, the Academic Council, and the University Cabinet in the development of the plan.

VIII. The Role of the University Planning and Budget Committee (UPBC)

A. The University Planning and Budget Committee plays a critical role in the development and ongoing refinement of the University's strategic plan. The committee's responsibilities include:

B. The provision of a forum for discussion and debate about the assumptions of the Plan and the process by which it is developed.

C. The monitoring and review of the plan's execution in consultation with the President, the Vice Presidents, the Deans, the departments, and appropriate governance committees.

D. The provision of data, which result from the University's ongoing assessment program.

E. Constant review and updating of the University's priorities.

F. The provision of a mechanism for evaluating whether or not the University should pursue new ideas or programs in light of its mission and priorities.

Adopted: Feb. 20, 1985
Admin. Approval: Mar. 28, 1985
Revised Senate: Oct. 20, 1993 (R-93-9-1)
Admin. Approval: Dec. 13, 1993
Admin. Approval: July 3, 1986

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[4] *James M. Rosser and James I. Penrod, "Strategic Planning and Management: A Methodology for Responsible Change", The Journal of Library Administration, 1992*

Standing Committees of Schools

Ancell School of Business

Ancell School of Business Undergraduate Program Review Committee: Reviews all new courses, curriculum changes, etc., submitted by departments of the School prior to submission to Committee on Undergraduate Curriculum and Academic Standards.

Committee of Chairs: Serves as a clearing committee to review various matters that pertain to more than one department.

Ancell Graduate Planning Curriculum Committee (GPCC): Monitors the status of the MBA, MHA, MSJA programs and makes recommendations for improvement or change.

Macricostas School of Arts and Sciences

Macricostas School of Arts and Sciences Program Review Committee: Reviews all course and program proposals in the School for conformity to policy as well as need, appropriateness, and duplication.

Macricostas School of Arts and Sciences Nominations and Elections: Runs elections for the Macricostas School of Arts & Sciences.

School of Professional Studies

School of Professional Studies Program Review Committee: Reviews all new courses, curriculum changes, and requirements (except teacher education programs) submitted by departments of the School and acts as an advisory committee to the dean for other academic problems which may arise.

Education Program Review Committee: Reviews all teacher education programs, courses and requirements. Based in the School of Professional Studies but also includes membership from the School of Arts and Sciences and the School of Visual, Performing & Communication Arts' Music Department. Responsible for maintenance of NCATE and State Department of Education Certification and Accreditation Standards.

School of Professional Studies Assessment and Accreditation Committee: Reviews key assessments to ensure compliance with accreditation standards.

School of Visual, Performing & Communication Arts

School of Visual, Performing & Communication Arts Program Review Committee: Review all course and program proposals prior to submission to the Committee on Undergraduate Curriculum and Academic Standards and/or the Graduate Council.

Ancell School of Business Undergraduate Program Review Committee Bylaws

Overview of Process

I. Objective

A. To ensure that the undergraduate curriculum is:

1. consistent with the University and the Ancell School of Business Strategic Plans,
2. compliant with the NECHE and AACSB accreditation standards, and
3. satisfying the long-term educational needs of students, employers and society.

II. Definitions

A. Stakeholders-Students, Employers, Connecticut State Colleges & Universities (CSCU), Western Connecticut State University (WCSU), Connecticut Board of Regents for Higher Education (BOR), American Association of Collegiate Schools in Business (AACSB), New England Commission of Higher Education (NECHE) and the Faculty of the Ancell School of Business, Business Departments (ASBBD).

B. BBA Core-Those courses required of all students who graduate with the Bachelor of Business Administration (BBA) degree at WCSU.

C. Ancell General Education Requirements-Those courses that the BBA program specifically requires that the student complete and which satisfy, in part, the university's general education requirements.

D. Ancell School of Business, Business Departments (ASBBD)-Accounting, Finance, Management, Management Information Systems, and Marketing.

E. Ancell School of Business Department Faculty-The full-time faculty of the Ancell School of Business departments listed in III.D. above.

III. Areas of Responsibility

A. To ascertain whether the courses and content of the courses within the BBA curricula meet stakeholder needs, expectations and/or requirements.

B. To review and make non-binding recommendations to the responsible departments and the ASB faculty concerning the courses that comprise the BBA core and those courses specifically required of BBA students in the General Education Requirements.

C. To review and make non-binding recommendations to responsible departments concerning the content within courses that comprise the BBA core and those courses specifically required of BBA students within the University's General Education Requirements.

D. To receive from departments, review, and grant approval or disapproval for any new BBA majors, options within Majors, Minors, or the discontinuance of any major or options.

E. To receive from departments, review and grant approval for new courses, deleted courses, or change in course outline for all courses in the BBA program.

F. To receive from departments, review and grant approval for changes in courses that are required for specific BBA majors, options within Majors, or Minors.

G. To create procedures to accomplish responsibilities of this committee.

IV. Membership

A. Voting membership is composed of one faculty member elected by and from each ASBBD department for balanced and rotating two-year term.

V. Officers

A. The chairperson shall be elected by majority vote at the first meeting of the academic year.

B. The position of the secretary shall be filled by each member, (excluding Chairperson) in turn on an alphabetic rotating basis, unless otherwise agreed to by the committee.

VI. Conduct of Business

A. The first meeting of each academic year shall be convened by the previous year's chairperson if that individual still serves on the committee. In his/her absence, the Dean of the ASB will appoint a committee member to convene the committee.

B. The first order of business of each academic year is to elect the chairperson.

C. A quorum shall consist of over 50% of the membership.

D. Meetings are to normally be held at least once in each full month of the academic year.

E. Meetings are to be called by the chairperson at a time that does not conflict with a faculty member's teaching responsibilities. Faculty members may have to change their office hours to accommodate meeting times.

F. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least seven calendar days prior to each meeting.

G. No decision concerning curriculum matters shall be made at the meeting unless material documenting the change was received at least seven calendar days prior to the meeting.

H. Decisions of this committee require a majority vote of the members present.

I. Ad hoc committees who report to this committee may be appointed by the Chairperson. The members of these committees do not have to be members of this committee.

J. The committee operates under Robert's Rules of Order except where noted differently in these bylaws.

VII. Submissions to Be Received from Departments

A. Proposals shall be received from departments to:

1. Add new courses, delete existing courses, or change course outlines.
2. Change courses required of majors, or options within majors,
3. Add new or discontinue majors, or options within majors.
4. Change the composition (add or delete courses) of the BBA core or the Ancell General Education requirements.

VIII. Authority

A. The committee has authority to approve, disapprove, or take no action on submitted proposals to

1. Add new courses, delete existing courses, or change course outlines.
2. Change required courses in majors or options within majors.
3. Add new or discontinued majors or options.
4. Change the composition (add or delete) of the BBA core or Ancell General Education requirements.

B. The committee has authority to initiate proposals for new courses in the online curriculum process for which identical titles, descriptions and outlines have been approved by three or more ASBBDs and which are proposed to be included in the BBA core. These courses will be designated with four letters, the first three to be BUS and the last to indicate the offering department: BUSA (Accounting), BUSF (Finance), BUSM (Management), BUSI (Management Information Systems), BUSK (Marketing). Except for the manner by which they are initiated and designated, such courses will otherwise be identical to cross-listed courses. [Should BANNER permit the designations will be BUSACC, BUSFIN, etc.]

IX. The Committee has authority to initiate in the curriculum process changes in the composition of the BBA Core or Ancell General Education Requirements.

A. Process for Changes to Composition of the BBA Core or Ancell General Education Requirements.

B. Proposals approved or initiated by this committee to change the composition of courses required in the BBA Core, or General Education Requirements will next be submitted to the ASBBDs. If a majority of departments approve the change, it will be submitted for approval by a vote of the ASBBD faculty. Approval is by *majority vote of the ASBBD faculty*. The chair of the PRC shall attach the minutes of the approving departments and the minutes of the ASBBD meeting to the proposal when forwarding to the next stage of the curriculum process. The BBA core requirements shall be changed for all BBA program sheets after final curriculum approval has been received.

X. Minutes

A. Minutes of each meeting shall be distributed to all members of this committee, ASB Dean, ASB Chairpersons, and the Provost and V.P. of Academic Affairs within seven working days of the meeting with voting records of members.

XI. Amendments

A. These Bylaws may be amended by at least two-thirds vote of the Ancell Program Review Committee members present at any regularly scheduled meeting at which there is a quorum, plus the majority approval of the ASBBD faculty.

XII. Bounds

A. Nothing herein is intended to violate the CSU/AAUP collective bargaining agreement and the faculty handbook.

Approved by the faculty of the Ancell School of Business at the faculty meeting of 11/16/93
ASB Faculty Meeting Updated 5/12/13 *ASBBD Faculty Approved 3/28/14*
ASB PRC Approved 3/14/14 *Senate Approved 5/7/2014*

Ancell Graduate Planning & Curriculum Committee Bylaws (GPCC)

I. Objectives

A. To monitor the curricula and policies of the graduate programs and to promote improvement in their quality.

B. To ensure that the Ancell School of Business (ASB) graduate programs:

C. Maintain consistency with the University and the Ancell School of Business missions.

D. Comply with NECHE, AACSB and all other relevant accreditation requirements.

E. Satisfy the long-term content needs of our students, their employers, our community and the region.

II. Definitions

A. Stakeholders - Students, Employers, Connecticut State Colleges & Universities (CSCU), Western Connecticut State University (WCSU), Connecticut Board of Regents for Higher Education (BOR), American Association of Collegiate Schools in Business (AACSB), New England Commission of Higher Education (NECHE) and the Faculty of the Ancell School of Business

B. ASB Faculty - All full time faculty of the Ancell School of Business.

III. Areas of Responsibility

A. To formulate policies for the recruitment, admission, registration and retention of graduate students**,** and be available to advise the graduate coordinators on admissions decisions.

B. To review the administration of committee, school, and university policies as implemented by the Graduate Coordinators.

C. To review current course offerings and make recommendations to the appropriate Departments, Divisions, and the ASB faculty concerning the courses that comprise the graduate programs

D. To review curriculum proposals received from Departments and the Division in accordance with the faculty handbook, and to approve or reject them.

E. To make recommendations to the Departments, JLA Division, Program Coordinators or Dean concerning procedures, public relations, recruitment, data collection, resource requirements, and other matters relating to the ASB graduate programs.

F. To monitor the quality of content and instruction of graduate courses and curriculum.

G. To undertake additional tasks as requested by the Program Coordinators, Departments or Dean.

H. To create procedures to accomplish the responsibilities of this committee and to implement these bylaws.

IV. Membership

A. Voting membership is composed of the following:

B. One faculty member elected by each Department or Division.

C. The Ancell School of Business Graduate Program Coordinators (or their designees). Departments or Divisions represented by a Coordinator may not have another representative on the committee.

D. Non-voting members

E. The Dean of the Ancell School of Business shall be a non-voting member.

V. Conduct of Business

A. The Chair convenes the first meeting of the academic year. Should there be no Chair, the graduate coordinators convene the first meeting.

B. A quorum consists of four voting members of the committee, assuming that all members have been appropriately notified of the meeting.

C. The responsibilities of the Chairperson are (but not limited to):

1. To notify members of the meeting dates, times and places.
2. To prepare and distribute agendas and meeting minutes.
3. To conduct the meetings.

D. Assuming a sufficient agenda, the committee meets monthly during the academic year.

E. Committee meetings cannot be held in conflict with any member's class schedule. Faculty members may have to change their office hours to accommodate meeting times.

F. The call to meeting, accompanied by the agenda, minutes, and supporting materials, must be delivered to committee members at least seven days prior to each meeting.

G. No decision concerning curriculum changes may be made at a meeting unless the committee members receive the material documenting such changes at least seven calendar days prior to the meeting.

H. Decisions of this committee require a majority vote of the members present.

I. The Chairperson may appoint ad hoc committees reporting to this committee.

J. The model for the conduct of meetings is Robert's Rules of Order, Revised unless otherwise stipulated in these by-laws.

VI. Officers

A. At the last meeting of each academic year (e.g., May), the committee elects a Chair for the next academic year.

B. Each member (excluding the Chairperson) serves in turn, on an alphabetical rotating basis, as secretary, unless the committee agrees to a different procedure.

VII. Scope and Authority

A. The Committee receives those proposals involving the Ancell School's graduate courses, curricula, and programs as specified in the Faculty Handbook.

B. MBA program. The Committee has the authority to:

C. Approve or reject proposals concerning the MBA program received from Accounting, Finance, Management, MIS, and Marketing (see A above).

D. Initiate in the online curriculum process changes in the composition of the required MBA courses.

E. Approval of changes to the composition of the required MBA courses by GPCC requires (1) Discussion of change as an agenda item at an Ancell Faculty meeting. (2) Approval by a majority vote of the GPCC members from the Accounting, Finance, Management, MIS, and Marketing Departments.

F. Make formatting changes to the program sheet to reflect fully approved MBA curriculum proposals.

G. Make changes to the text of the MBA program sheet to improve clarity.

H. MHA program. The Committee has the authority to approve or reject proposals received only from the Management Department (see A above).

I. MSJA program. The Committee has the authority to approve or reject proposals received only from the JLA Division (see A above).

J. Recognizing the interdependency of Ancell graduate programs, any planned changes to the scheduling of Ancell graduate courses that affects the ability of an Ancell graduate program to service its students shall be discussed as a mandatory agenda item.

VIII. Minutes

A. Minutes of each meeting shall be distributed to all members of this committee, ASB Dean, ASB Chairpersons, and the Vice President for Academic Affairs within seven working days of their approval.

IX. Amendments

A. These Bylaws may be amended by at least a two-thirds vote of the entire GPCC membership at any regularly scheduled meeting, who are voting in accordance with the expressed instructions f their departments.

X. Bounds and Senate Approval

A. Nothing herein is intended to violate the CSU/AAUP collective bargaining agreement (CBA) or the WCSU faculty handbook. All references to "approve" and "reject" herein are subject to University governance procedures and the CBA.

GPCC Bylaws-Draft approved GPCC 11-11-15, ASB Faculty 2-19-16

Macricostas Arts & Sciences Program Review Committee By-Laws

In these by-laws, the Macricostas Arts and Sciences Program Review Committee will be referred to as the PRC or as the committee.

I. Objectives

A. To review all course and program proposals from the Macricostas School of Arts and Sciences for clarity, conformation to policy and/or other issues.

B. To recommend approved proposals to the Committee on Undergraduate Curriculum and Academic Standards (CUCAS) or to the Graduate Council.

II. Membership

A. Two representatives elected by and from Humanities

B. Two representatives elected by and from Natural and Mathematical Sciences

C. Two representatives elected by and from Social and Behavioral Sciences

D. The Dean of Arts and Sciences

E. Terms of Office

1. Each elected representative will serve a 2-year term
2. The 2 elected representatives from each division (i.e., Humanities, Natural and Mathematical Sciences, and Social and Behavioral Sciences) will have overlapping terms.

F. Election of Members

1. Elections will be held each academic year by the MA&S Nominations and Elections committee.

III. Conduct of Business

A. Meetings

1. The first meeting of each academic year will be convened by the previous year's chairperson if that individual still serves on the committee. If the former chairperson no longer serves on the committee, the Dean of Arts and Sciences will designate a committee member to convene the committee.
2. A quorum will consist of 4 members attending in-person.
3. Meetings will be held not less than once a month during the academic year (unless no proposals have been received for that month). If the number of proposals is excessive, the committee chairperson may schedule a second meeting during any given month.
4. No proposals received after the agenda has been sent to committee members will be considered at that meeting.
5. Decisions of the committee require a majority vote of the members present.
6. Concerned parties may attend meetings to discuss, or be invited to discuss, particular items on the agenda.

B. Committee Officers

1. The Chairperson will be elected by majority vote at the first meeting of the academic year. Only currently serving PRC members can vote for a committee chairperson. The Chairperson is responsible for the following:

    a. Prior to the first meeting each semester, and based on PRC members' semester schedules, the Chairperson will establish a pre-determined schedule of monthly meetings for that semester. The Chairperson will make this schedule available through the PRC website.

    b. After the monthly meeting schedule has been established, at least once a semester, the Chairperson will send an email to the campus community detailing (1) that semester's meeting schedule, (2) deadlines for submission of material for each meeting, and (3) the PRC website address.

    c. One week prior to the meeting, the Chairperson will make publicly available the upcoming meeting agenda and minutes from the prior meeting.

    d. One week prior to the meeting, the Chairperson will email a reminder of the meeting to all those with items for presentation on the agenda.

2. The position of Secretary will be filled by each member (excluding the Chairperson) in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. Committee Minutes

1. Minutes of all meetings should be typed and distributed via e-mail to the entire committee for review prior to the subsequent meeting. The Chairperson of the committee will be responsible for distributing the minutes (see III.B.1.c).

D. Amendments

1. These bylaws may be amended if:

    a. Said amendment is on the agenda, and

    b. Said amendment is approved by 5 out of 7 committee members

IV. Submission of Proposals *(Note: Sample proposals in proper format are available through the PRC website)*

A. All proposals should be submitted through the electronic Curriculum Proposal Process in SharePoint.

1. Proposals that do not conform to listed guidelines will be rejected.

2. The Committee will review proposals to:

    a. Add or revise a major

    b. Add or revise a minor

    c. Add or revise an option

d. Add a new course
e. Change a course title
f. Change a course description
g. Change a prerequisite for a course that affects other departments
h. Change a course label
i. Change the level of a course
j. Change a course outline, including changes to general education competencies
k. Change of program name or degree
l. Change of department 3-letter code name
m. Change of course frequency for a course that affects other departments
n. Change of program admission or retention standards
o. Other changes relating to programs or courses

B. Proposals for adding a new or revising an existing major, minor, or option should include the following (in the requisite SharePoint fields and/or an attached proposal with each item clearly labeled)
    1. A statement of what is being revised
    2. A rationale for the revision (s)
    3. A copy of the current program sheet or its equivalent
    4. A copy of the new program sheet with clearly noted proposed revisions or equivalent
    5. A sample four-year plan
    6. A list of student learning outcomes
    7. A description of the assessment plan
    8. A statement addressing staffing issues, impact that change may have on students, facilities, and any other predictable resource needs (e.g. software, hardware, library resources).
        a. New courses and additional sections or increased frequencies are “new resources” and as such should be accompanied by a departmental course rotation showing coverage of all departmental courses currently offered in the catalogue.

C. Proposals for adding a new course should include the following (in the requisite SharePoint fields and/or an attached proposal with each item clearly labeled):
    1. The course title
    2. The course level (e.g., 1XX, 2XX)
    3. The number of course credits

4. The prerequisites for the course
5. A rationale for the course
6. A course description (as it will appear in the catalog)
7. A list of student learning outcomes
8. A description of the assessment plan for the course
9. A statement addressing staffing needs, impact on students, facilities, and any other predictable resource needs.
    a. New courses/additional sections are “new resources” and as such should be accompanied by a departmental course rotation showing coverage of all departmental courses currently offered in the catalogue.
10. A course outline with at least 2 levels (including a laboratory outline, if appropriate)
11. The frequency the course will be offered and semester (Fall/Spring) where appropriate
12. The grading method (e.g., Standard letter grade, P/F)
13. Do NOT include the following:
    a. Name of the textbook to be used in the course
    b. Name of the instructor who will teach the course
    c. Library holdings that could be used as resources for the course.
    d. Syllabi or specific assignments required in the course

D. Changes in course prerequisites, labels, levels, frequencies, and outlines should include the following (in the requisite SharePoint fields and/or an attached proposal with each item clearly labeled):
    1. A statement of what is being revised
    2. A rationale for the revision
    3. A copy of the old title/description/prerequisite/label/level/frequency/outline
    4. A copy of the proposed title/description/prerequisite/label/level/frequency/outline
    5. A list of student learning outcomes
    6. An assessment plan (only for changes to description, prerequisite, level, and outline)
    7. A statement addressing staffing needs, impact on students, facilities, and any other predictable resource needs (software, hardware, etc.)
        a. All new courses and any additional sections or increased frequencies are “new resources” and as such should be accompanied by a departmental course rotation showing coverage of all departmental courses currently offered in the catalogue.

8. The frequency the course will be offered
9. The grading method (e.g., Standard letter grade, P/F)

E. Proposals for course alignments (including changes) to General Education Competencies should include the following (in the requisite SharePoint fields and/or an attached proposal with each item clearly labeled):
   1. A statement of the competency (or the one being revised, if changing)
   2. Description of all course outcomes and how aspects of each competency will be met.
   3. Assessment plan for demonstrating students' successful completion of each competency learning outcome (e.g., example assignments or larger course plans should be clearly labeled as "examples" so as not to infringe on academic freedom in the course outline.)

F. Other proposals
   1. Submitted proposals for other changes should contain all necessary information for which the above-listed requirements should serve as a guide.
   2. Minor changes of course titles and course descriptions do not come to PRC. They may be approved by the department and submitted through the Curriculum Proposal Process directly to the Provost (with minutes attached).

V. Transfer of Proposals

A. Proposals will be managed by the Chair using Sharepoint's Curriculum Approval Process, which indicates proposal status and auto-sends proposal documents to the next appropriate committee.
   1. PRC-Approved proposals (i.e., those with no edits requested by the PRC) will be indicated as such by the Chair in Sharepoint.
   2. PRC-Approved-with-Edits proposals (i.e., those conditionally approved by the PRC, pending edits requested at the meeting) will be approved in Sharepoint upon receipt of the requested changes from the proposer. The proposer will email an edited version of the proposal to the Chair, who will then upload the new document to Sharepoint (replacing the old/original, so as to avoid confusion) before saving/submitting the Approved-with-Edits proposal for the next committee in the process.
   3. To maintain clarity in proposal iterations and streamline the process at all times, proposals that require significant editing will be formally, nominally rejected by the PRC to provide the proposer an opportunity to make the requested revisions for re-submission as a "new" proposal (i.e., receiving a new CD number in Sharepoint).

Unanimously Approved by Committee April 12, 2019

Macricostas School of Arts & Sciences Nomination and Elections Committee Bylaws

I. Objective

A. To run elections every spring to fill vacancies that occur on the Macricostas School of Arts & Sciences (MSAS) committees. Spring election procedures will be initiated late in the spring term.

B. To run special elections as requested by the Dean of the MSAS.

II. Areas of Responsibility

A. To survey the general faculty for willingness to serve on the various MSAS committees.

B. To determine eligibility of people willing to serve on specific MSAS committees.

C. To prepare, distribute, collect, and process ballots at the various stages of the nomination and election process.

III. Membership

A. Total membership: 3, one from each area of Math, Science, CS; Social & Behavioral Sciences; and Humanities

B. Three (3) faculty members, elected by the MSA&S faculty for overlapping two-year terms.

IV. Conduct Of Business

A. Meetings
   1. The first meeting of each academic year shall be convened by the previous year's chairperson if that individual still serves on the committee. In his/her absence, he or she will designate a committee member to convene the committee.
   2. A quorum consists of two members.

B. Officers
   1. The chairperson is the elected general faculty member serving in his/her second year. If two members are eligible to be chair, the chair will be decided by coin toss.

C. Reports
   1. Committee records and reports from the current and previous academic years are maintained on file with the committee chair, specifically the tallies from each stage of the election are kept, and ballots are destroyed.
   2. In order to run elections, the committee must be provided by the MSAS with the membership rules for each committee. Any question about the interpretation of these rules will be settled by the Dean of the MSAS.

3. Reports of election results are sent to the Dean of the MSAS. Election requests and instructions come from the chair of the Nominations and Elections Committee.

D. Amendments

1. These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, with the approval of the Dean of the MSAS.

E. Procedures for elections

1. There are, at most, four stages to the election procedure.

Stage 1 Willingness to Serve

- The purpose of this stage is to find who is willing to serve on what committee. A copy of those results is sent to the entire Nominations and Elections committee.
- *Special case a*
- If the number of people willing to serve on a committee is fewer than or equal to the number of vacancies on that committee, then those people expressing a willingness to serve will automatically become members of that committee.

Stage 2 First Ballot

- The purpose of this stage is to reduce the number of people running for an elected position to no more than two, except in the case of a tie.

  Special case b

- If, before stage 2, the number of people willing to serve on a committee is already fewer than or equal to twice the number of vacancies, then this ballot determines the composition of the committee, and no further balloting need be held, except in the case of a tie.

  Special case c

- This ballot may also determine the composition of a committee in the following circumstance. Suppose v is the number of vacancies on a committee. If exactly v people get a majority then they become members of the committee and consequently no more balloting is needed. Here majority is defined as greater than 50% of the votes cast for a position.

Stage 3 Final Ballot

- This ballot determines the composition of a committee unless, perhaps, there is a tie. This determination is made as follows. If there are positions voted for as a group, then

the people with the highest votes are elected, unless there is a tie.

Special case d

- If there is a tie, there shall be a runoff election

Stage 4 Runoff Ballot

F. Early Vacancy:

1. If a vacancy results from a resignation, the position is filled by the person with the next highest number of votes in the most recent election for that position, provided that person is still willing to serve.

School of Professional Studies Program Review Committee By-Laws

Article I. Name

A. The name of the organization shall be Program Review Committee (hereafter referred to as PRC in this document). It is a standing committee of the School of Professional Studies, Western Connecticut State University.

Article II. Purpose

A. The purpose of the Program Review Committee is to review and evaluate proposed changes in the School of Professional Studies' undergraduate and graduate programs and their curricula and to recommend approved changes to the University Committee on Undergraduate Curriculum and Academic Standards (undergraduate) and/or the Graduate Council. The Program Review Committee reviews all new courses, curriculum changes, and requirements (except teacher education programs) submitted by departments of the School of Professional Studies.

Article III. Membership and Chair

A. Membership will consist of the Dean and Assistant Dean of the School of Professional Studies as Ex officio members without vote and four (4) teaching faculty of the School, one each representing the four Departments within the School, as follows:
    1. Education and Educational Psychology
    2. Health Promotion and Exercise Sciences
    3. Nursing
    4. Social Work

B. Appointment to the PRC:
    1. Appointment will be done by the Department Chairs of each of the four above Departments and shall be for a two-year term.
    2. To establish overlapping memberships, Nursing and Health Promotion and Exercise Sciences will each appoint its representative for a two-year term beginning Fall of odd numbered years; Education, and Social Work will each appoint its representative for a two year term beginning Fall of even numbered years.
    3. Should the designated member be unable to attend a meeting, the Department Chair will send an alternate representative. This person will have voting privileges.

C. The Chair position will rotate every two years.
    1. The Chair will submit a PRC Annual Report from the previous years' work at the first PRC meeting of the new academic year.

Article IV. Meetings

A. The PRC will have at least two scheduled meetings each semester. These meetings may consist of or be in electronic format (i.e. teleconference or meeting online). The Chair will set these times, after reviewing the schedules of the members.

1. Additional meetings may be called if the timing of a program review necessitates this. The Chair will initiate this, with at least a week's notice and polling of members.
2. Scheduled meeting will be cancelled if there is no agenda item. The Chair will cancel this with one week's notice.

B. A quorum shall consist of a majority of the PRC membership (3). This can be verified also via electronic format.

C. Minutes

1. The Recorder's duties will be rotated in alphabetical order.
2. A draft of the minutes shall be distributed to PRC members by the recorder within **10 business days** following the meeting. The minutes recorder can use an electronic submission for distribution to committee members and the PRC Chair.
3. A vote Approval of Minutes will be done at the next scheduled meeting or electronically if the meeting is cancelled.
4. A final copy of the approved Minutes should be done by the Recorder of that meeting and filed with the PRC Chair.
5. The PRC Chair will electronically forward a copy of the approved minutes to the SPS Deans office.

Article V. Procedure for Submitting Proposals to the PRC

A. Materials for PRC review will be submitted electronically to Sharepoint by the department and following the most current guidelines and procedures anticipated by the University's Committee on Undergraduate Curriculum and Academic Standards (CUCAS) and Graduate Council.

B. Materials should be submitted electronically to Sharepoint at least two weeks before a scheduled PRC Meeting, so that the PRC Chair can alert the other PRC members about the proposal.

C. It is strongly recommended that a Department Chair/Program Coordinator and/or Faculty overseeing the proposed curricular modifications attend the meeting in person or participate in the online/electronic format of the meeting.

Article VI. Vote

A. Each member of the PRC shall have one vote.

B. In the event that a member or alternate is unable to attend a meeting, that member's written vote will be accepted, in the form of an e-mail or memo to the Chair at least 24 hours before the scheduled meeting.

C. Approval of material will be by majority vote of the quorum.

Article VII. Procedure for Approved Proposals

A. It is strongly recommended that the Department Chair, Program Coordinator, and Faculty overseeing the proposal curricular standards must monitor the approval process through share point.

Revised/Approved: 9/27/12, JHL

School of Professional Studies Education Review Committee Bylaws (ERC)

Article I.

This standing committee within the School of Professional Studies shall be named the Education Review Committee (ERC).

Article II.

The purposes of the ERC are to review, initiate, evaluate, and approve curricula and policies for all undergraduate and graduate teacher and counselor education programs, and to make recommendations to the Undergraduate Curriculum and Academic Standards Committee (CUCAS), Graduate Council or University Planning and Budgeting Committee (UPBC) as required by university standards and accrediting agencies.

Article III.

The non-voting membership of the ERC shall include the Dean of Professional Studies, the Dean of Arts and Sciences, The Dean of Graduate Studies, and the Dean of Visual, Performing & Communication Arts or their designees, the Chair of the ERC, and two students (one undergraduate and one graduate education student).

The voting membership includes the Chair of the Education and Educational Psychology Department, the Coordinator for Elementary Education, the M. S. Education Coordinator, the Ed. D. Coordinator, the Coordinator of Student Teaching, the M.A.T. Coordinator, the Coordinator of School Counseling, and one faculty member from each of the following secondary education programs: Education (E & EPY), Coordinator of Secondary Education, English, , History/Social Science, Laboratory Sciences (Biology, Chemistry and Earth Science), and Mathematics. and one faculty member from each PK-12 program: Health Education, Spanish, and Music; or designee

Article IV.

The ERC shall elect a Chair at the last meeting of each academic year. ERC members shall be appointed annually by the Department Chair of all departments included in Article III by the first week of the academic year.

Article V.

The ERC shall meet once a month during the regular academic year. Special meetings may be called by the Chair as necessary. More than half of the total membership shall constitute a quorum. All materials presented must be electronically submitted to the Chair at least one week prior to meeting. The Chair shall prepare and distribute an agenda at least one week prior and minutes one week after the monthly meeting.

Article VI.

Each voting member of the ERC shall have one vote.

Article VII.

As necessary the ERC Chair shall organize sub-committees that report directly to the Chair.

Article VIII.

Robert's Rules of Order shall be used to determine parliamentary procedure.

Article IX.

These by-laws may be amended by a vote of 2/3 of the voting membership provided a one month written notice is given.

Approved by the ERC February 23, 2011
Approved: February 23, 2011

School of Professional Studies Assessment & Accreditation Committee

Description

A. The purpose of the Assessment and Accreditation Committee is to oversee the assessment system for CAEP, CACREP, and ABA accreditation. It is comprised of representatives from the School of Arts & Sciences, the Education & Educational Psychology Department, and administrators from Danbury Public Schools. Committee tasks include:
    1. Review of key assessments for accuracy
    2. Review of software management system
    3. Creating new processes and procedures for accreditation
    4. Responding to problems or issues with the assessment system
    5. Aligning assessment system with accreditation standards

School of Visual, Performing & Communication Arts Program Review Committee Bylaws

I. Article I Name

A. The name of the organization shall be Program Review Committee (hereafter referred to as PRC in this document). It is a standing committee of the School of Visual, Performing and Communication Arts (hereafter referred to as SVPCA in this document), Western Connecticut State University.

II. Article II Purpose

A. The purpose of the Program Review Committee is to review and evaluate proposed changes in the SVPCA undergraduate and graduate programs and their curricula and to recommend approved changes to the University Committee on Undergraduate Curriculum and Academic Standards (undergraduate) and/or the Graduate Council. The Program Review Committee reviews all new courses, curriculum changes, and requirements submitted by departments of the SVPCA.

III. Article III Membership and Chair

A. Membership will consist of the Dean of the SVPCA (Ex officio, non-voting) and the Chairs of each department within the SVPCA.

B. The Chairperson will be elected by majority vote at the first meeting of the academic year and will serve as Chair for one academic year.

C. The Chair of the PRC is responsible for entering approvals or denials of curricular matters in the Curriculum Approval Process in Sharepoint.

IV. Article IV Meetings

A. The PRC will have at least two scheduled meetings each semester. These meetings may consist of or be in electronic format. The Chair will set these times, after reviewing the schedules of the members.

Additional meetings may be called if the timing of a program review necessitates this. The Chair will initiate this, with at least a week's notice to members

B. A quorum shall consist of a majority of the voting PRC membership.

V. Article V Procedure for Submitting Proposals to the PRC

A. Materials for PRC review will be submitted electronically to Sharepoint by the department and following the most current guidelines and procedures anticipated by the University's Committee on Undergraduate Curriculum and Academic Standards (CUCAS) and Graduate Council.

B. Materials should be submitted electronically to Sharepoint at least two weeks before a schedule PRC Meeting, so that the PRC Chair can alert the other PRC members about the proposal.

Approved October 2018

Policies Pertaining to Instructional Departments and Teaching

Department Bylaws

Each department has its own bylaws, which are on file in the department offices.

Department Chairperson Selection

Each academic department is located within an appropriate school and has a Chairperson who is the official spokesperson for the department members. The Chairperson shall, under most circumstances, assume office on the first day of the academic year.

Selection Procedures

A. Preamble

The department has the primary responsibility for selecting the individual who will serve as Chairperson because of the role the Chairperson has in the Department. The position interfaces with both the academic and administrative spheres of the University so that the Administration also has a right to be involved in the selection process.

The Department has the role of selecting the nominee and no individual may be appointed as Department Chairperson unless that person has been approved by the Department. The Departments must therefore exercise care and responsibility in their selection.

The Administration has the right to appointment and no individual may serve as Department Chairperson unless appointed by the Administration. However, because of the responsibility exercised by the Department in making its selection, it is expected that the individual nominated will be appointed except for compelling reasons.

Careful consideration by those who are involved should be given to the nomination and appointment of the Department Chairperson.

The individual who is Chairperson should have ability and interest in working effectively with and having concern for the faculty of the Department and students who utilize the Department; in curriculum development and review; in the Department functioning smoothly as an entity in itself and as a part of the University; in representing the Department to the profession at large.

The eligibility requirements, such as academic credentials, years of experience, etc., and the term of office will be contained in the Department bylaws.

1. The Department, using the procedures and rules of eligibility as in its bylaws, elects one nominee.
2. The Department submits to the School Dean, in writing, the name of the nominee and specifies the term of office.
3. If the Dean and Department agree on the nominee, the Dean, as the designee of the President, appoints.
4. If the Dean disagrees with the Department's recommendation, the name is returned to the Department with an explanation, in writing, of the reasons for the disagreement. A mutually agreeable date is set at which time the Dean and Department meet to discuss and resolve the differences.

a. If the Dean and the Department resolve in favor of the nominee, the Dean, as designee of the President, appoints.

b. If the Dean and Department resolve in favor of a new election, the process goes back to Step 1.

c. In case of impasse, the process continues to Step 5.

5. In the event that an impasse arises and further discussion appears counterproductive, the following steps shall be taken:

    a. The name of the nominee shall be forwarded by the Department to the President of the University.

    b. The President shall call a joint meeting of the School Dean and the Department or Department's representatives. At this meeting, the rationale of the Dean and of the Department will be given to the President.

    c. The President's recommendation will be given to the Department.

        a. If the recommendation is in favor of the Department, the President appoints the nominee as Chairperson.

        b. If the recommendation is not in favor of the Department, the procedure reverts to Step 1.

6. Department that wishes to select a Chairperson from off-campus

    a. If a Department wishes to select a Chairperson from off-campus and the School Dean concurs and if there is a faculty position available in that Department, then a Department Search Committee shall be established. The Dean shall be an ex officio member of that Committee.

    b. All established employment procedures for instructional faculty will be followed.

7. Chairperson for a Department formed from existing Departments

    a. Follow the procedure as in A. 1-5.

8. Chairperson for newly created Departments

    a. The Dean appoints a Search Committee of three faculty members from the School. The Dean serves as an ex officio member of the Committee.

    b. All established employment procedures for instructional faculty will be followed.

9. Interim appointments caused by a leave of absence, resignation, or recall by the Department must be specified in Department bylaws.

    a. Follow procedure as in A. 1-5, except that the term will end on the same date as the term of the individual being replaced.

10. Associate Chairpersons

    The election of an Associate Chairperson, term of office, and recall procedures will be contained in the bylaws of those Departments who want an Associate chairperson. Total reassigned time for Chairpersons shall not exceed that provided by the CSU-AAUP contract.

11. Calendar for Selection of Department Chairperson

Time Interval	Section to be Initiated
By 1 March of the year that the term of office of the Department Chairperson expires, or within 10 School days of a vacancy occurring.	A.1
Within 2 school days after A.1	A.2
Within 10 school days after A.2	A.3, or, if needed A.4
If needed, within 10 school days after A.4	A.5.a and A.5.b
If needed, within 14 school days after A.5 (A.5a. and A.5.b.)	A.5.C

Responsibilities of the Chairperson

A Department Chairperson* is a member of the Department. The following responsibilities represent a description of the best practices for the work conducted by Chairpersons. This document is not intended to create, redefine, or add to evaluation procedures**. Any application of these recommendations in the course of evaluating chairpersons for promotion, professional assessment, or the declination of the continuing appointment of existing chairpersons is appropriately undertaken after discussion and documented agreement between chairpersons and the appropriate Dean.

1. Department Duties

a. Conduct department meetings according to approved bylaws in such manner that members are informed and involved in appropriate decision making concerning the academic program. Minutes of each meeting are to be filed with the appropriate Dean and the Provost.

b. Coordinate departmental activities to ensure that duties—teaching, advisement, committees, community relations—are equitably apportioned.

c. Oversee department proposals concerning program and course development, annual operating budget requests, annual departmental reports, equipment and supply needs, faculty workload reports, staffing recommendations (including adjunct contracts), space needs, community services, and the like.

d. Oversee establishment of Department Evaluation Committees (DEC).

e. Submit semester course schedules and proposed staff assignments to appropriate Dean.

f. Advise department members concerning institutional obligations and/or policies such as scheduling office hours, filing book orders, reporting grades, tracking class attendance, and reporting and requesting professional and personal absences.

g. Coordinate representation of the Department at university events and functions.

h. Monitor student enrollment in the Department's courses, and in the Department's major(s).

i. Coordinate long-term planning for the Department (e.g., planning for program review, programmatic changes, assessments).

2. Resource Coordination

a. Allocate resources, such as course supply budget, clerical and support staff assistance, ensuring that they are equitably apportioned.

b. Recommend department staff positions (e.g., university assistants (UAs), student workers, clerical staff, technicians), to the Provost/Academic Vice President through the appropriate Dean.

c. Recommend, supervise and evaluate clerical and support staff in the Department, including student workers, graduate assistants, UAs, technicians, and other support staff.

3. Student and Advising Issues

a. Coordinate effective year-round academic advisement for students assigned to the Department, both undergraduate and graduate (e.g., students in the Department's major(s), transfer students into the Department's major(s), students changing majors into the Department, students completing a minor in the Department).

b. Evaluate and approve/decline requests for overrides, permissions, course transfer credits, course substitutions, study abroad programs, and similar requests.

c. Advise faculty and students of university policies and/or procedures, and address complaints, grade appeals, and academic honesty concerns when necessary.

* In departments that have Associate/assistant/co-chairs, the distribution of these responsibilities may vary.
** Each department has its own bylaws, which are on file in the department offices and which may clarify or alter some of the descriptions herein.

Senate Approval: Jan. 14, 1979
Senate Approval Mar. 29, 2021 (R-21-03-01)
Admin Approval 03/31/2021

Instructional Department Members

A. Selection of their representatives
    1. Elect the department members to be nominated for Department Chair.
    2. Elect representatives to appropriate committees.
B. Determination of Department program within the framework of the total school and University program.
    1. Participate in development of programs, courses, teaching skills, instructional strategies, advisement roles and the like in accordance with procedures outlined in Academic Policies and Procedures section of the *Faculty Handbook*.

Faculty and Department Teaching Assignments

Instructional Load

See the CSU-AAUP Contract Article 10 for provisions pertaining to workload.

Course Assignments

A. Prior to the start of the spring semester, each Department Chair will submit to the appropriate School Dean a proposed four- semester rotation listing of all courses recommended as offerings in the next two academic years. In turn the Dean will submit that portion of the proposed offerings list which apply to the Graduate School and the Evening baccalaureate program to the Registrar's Office.

B. The Dean will review the proposed offerings in relation to (1) the various student populations to be served, (2) the program demands of the various populations, and (3) the resources of the Department to support the proposed offering, and (4) catalog identification of schedule for offering.

The Dean will consult with each Department Chair concerning any needed additions or deletions in the four-semester projection and will, after such consultation, return to each Department an approved four-semester course projection.

C. On or before the date specified by the appropriate Dean, each Chairperson shall submit to the Dean the proposed semester program including number of sections of each course and individual faculty assignments to support the proposed program. The School Dean will receive the total proposed program. The Dean of Graduate Studies and the Registrar will receive that portion which pertains to graduate and evening offerings.

1. Each chairperson recommends to the Dean the staffing of all departmental offerings, indicating those staff members who are being proposed to the Graduate Dean for a portion of their load.
2. All department members are expected to share in the general education offerings of their department.
3. All department members are expected to share in the undergraduate evening program if needed to complete load or to support baccalaureate majors in the discipline.
4. Those faculty teaching graduate level courses shall consist of those members who hold the appropriate terminal degree or who have professional experience which provides a special competency to teach a particular course or courses.

D. The Deans will review the proposed semester offering and staffing using the same criteria as in B above and will consult with each Department Chair concerning any needed additions or deletions. The Dean will, after consultation, provide to the department and to the Registrar the final approved section and staffing list on which individual faculty schedules will be based.

1. Any problems arising between undergraduate and graduate course offerings and staffing will be resolved by the School Dean and the Graduate Dean in consultation with the Department Chairperson.
2. If needed, the Provost/Vice President for Academic Affairs will assist in that resolution.

E. Scheduling of Assigned Courses

1. Scheduling is done by the Registrar.
2. Faculty members may have teaching schedules up to 5 days per week.
3. Faculty members may be assigned to Saturday or evening classes.
4. Special requests for scheduling from faculty members.
5. Any faculty member who is involved in graduate study may request

that a particular time be left free to attend classes or meet with his/her advisor.

6. All requests are sent to the Academic Deans by the concerned Department Chair. The Academic Deans transmit approved requests to the Registrar to be incorporated into the total schedule, if possible.

F. Individual Faculty Schedule

1. Schedules are sent to the faculty member by the Registrar upon approval by the Academic Dean and Graduate Dean.
2. No changes may be made in the schedule without authorization of the Department Chair and the appropriate Dean.
3. After receipt of schedule the faculty member shall, at the start of the semester, provide to the appropriate Academic Dean or secretary copies showing teaching assignments, office hours, and any regularly scheduled graduate study commitments of his/her own. These are used to determine meeting times and to facilitate communication with faculty members.

Program sheet Governing Class Meetings, Size, Cancellation, and the Like

A. Classes will meet at times scheduled. Neither students nor faculty may revise the schedule. Faculty may not schedule make-up classes for periods for which the faculty member has been absent nor may students expect faculty members to hold make-up classes resulting from student absences.

B. Faculty members must notify their Department Chair or secretary in the event of inability to meet classes due to illness or emergency.

C. From time-to-time the University schedule may be altered or suspended for special reasons. Such changes are administratively determined, and, except in emergencies, announced well in advance. These changes are binding on all faculty.

D. A Department Chair may permit a student who does not meet specific course prerequisites to enroll in a given class when he/she is convinced the student can do the work. A faculty member cannot deny any student who meets prerequisite requirements the right of enrollment.

E. Class size limits shall be determined on sound educational principles by the appropriate Academic Dean in consultation with the Department (see CSU-AAUP contract).

F. Cancellation of classes due to insufficient enrollment is administratively determined, whenever possible, in consultation with the Department Chair (see CSU-AAUP contract 10.7). Discussion of potential cancellations will be initiated by the Registrar, Academic Dean, or the Department Chair when enrollments are fewer than 10 students or below 50% capacity (depending on the scheduled class size), whichever is less. The Ensuing discussion will include consideration of the following:

    1. Impact on progress toward degree completion, particularly for major requirements or critical pre-requisite courses,
    2. Program integrity, and
    3. Available seats in comparable courses, as indicated by the curriculum.

Cancellations must be posted to open/close no later than two-weeks prior to the start of the semester so that students have sufficient time to find alternatives.

G. When maximum class size has been reached, no additional students may be enrolled without the consent of the instructor of the class and the permission of the Department Chairperson. Such override that generates additional load credit for the instructor requires the written approval of the Dean of the School.

H. A student may register for a class after the beginning of the second week of the class only with the approval of the instructor of the course and the department chair.

Senate Approved R-07-03-03
Admin. Approval 10/26/07
Senate Approved 2/22/2021 (R-21-02-05)
Admin. Approval 2/23/2021

Faculty and Department Responsibility for Student Advisement

A. Definition of Academic Advising

Academic advising is a "decision-making process during which students realize their maximum educational potential through communication and information exchanges with an advisor." (Thomas J. Grites) "It is the primary means of helping students benefit from an array of programs. It is always a process composed of timely responses in areas relevant to student education." (IDEA Paper No.3) Advising provides the student with assistance for optimum progression through the University experience with opportunities for continued personal and professional growth and fulfillment." (Wichita Report)

B. Responsibility for Academic Advising

The responsibility for appropriate and effective academic advisement rests with the faculty and the students. The faculty member is responsible for communicating accurate and up-to-date academic information. The student is responsible for implementing decisions derived from the advising process in order to fulfill the requirements necessary for graduation. Both the faculty member and the student must make a commitment to the advising process to enable it to be efficient and effective. Without a shared responsibility, academic advising will fail to achieve the goal of optimum progression through the University experience.

Senate Approval: May 15, 1985

C. Responsibilities of Faculty Advisors

1. Faculty members will each have a group of students assigned by their department for whose academic advisement they are responsible. The responsibilities of an advisor are:
2. To know the program requirements and University regulations with which the student must comply.
3. To assist each student in planning his/her sequence of courses to meet graduation requirements.
4. To approve, semester by semester, the specific program of courses, which the student takes.
5. To refer students to appropriate University staff in matters which are outside the area of the faculty member's competence (e.g., Health Services, Counseling, Academic Deans, Graduate Dean, etc.)
6. To recommend to the Department Chair and to the appropriate dean any waivers or exceptions to the program requirements which he/she judges to be essential for the student's best academic interests.
7. To advise the department on the status of each advisee as he/she reaches various stages in his/her program (e.g., admission to standing as upper class major, approval of application for independent Study or Student Developed Study, etc.).

Revised R-07-03-03 Admin. Approval 10/26/07

D. Academic Advisement Duties

1. Students should meet an advisor appropriate to his/her major at least once a semester prior to registration academic interests.
2. Each Department Chair (or his/her designee) should coordinate academic advising procedures for his/her Department.
3. The advisor should be responsible for reviewing prerequisites, core requirements, and program requirements with the student.

Senate Approval: Nov. 20, 1985 *Updated July, 2005 Revised R-07-03-03*
Admin. Approval: Dec. 5, 1985 *Admin. Approval 10/26/07*

E. Procedures

1. Each Department Chair should receive a list of majors by week 2 of the current semester (from the Computer Center via the Dean).
2. Each Department Chair should receive a student activity report for each major by week 3 of the current semester (from the Computer Center via the Dean).
3. All Departments have computer access to student transcripts. At such time, the score received by each student on the English and math placement exam should be included in the student's record, along with the required math and English course noted based upon these scores, and the Departments have access to that computerized record.
4. Departments should determine how individual students will be assigned to advisors and Chairs should be sure that all advisors are aware of advisement policies.
5. Advisor's responsibilities are included in the Recommendations of the Committee on Academic Advisement accepted by the Senate, November 1985, and approved by the University President.
6. The Office of Admissions should send the appropriate Department a program sheet with credits transferred clearly noted for each transfer student admitted.
7. If a student transfers from one Department to another, the new Department should be responsible for obtaining the student's file from the former Department.
8. Up-to-date Department program sheets should be available as University/School/Department requirements are changed.
9. Information to faculty about curriculum changes will be disseminated through appropriate channels.
10. Faculty workshop(s) on advisement should be offered.
11. Departments should begin registration advisement as early as possible each semester, and no later than the first day following the publication of semester schedules.

Senate Approval: Feb. 19, 1986 *Revised Senate R-07-03-03*
Admin. Approval 10/26/07

Course Responsibilities

I. Department Responsibilities

A. Approval of course outlines bearing their label and assurance that content identified is included in courses taught.

B. Adoption where department deems appropriate of basic texts for multi-section courses.

C. Determination of appropriate standards for grading of multi-section courses.

D. Determination of standards for approval of student enrollment in Student Developed Study and Independent Study programs.

E. Determination where department deems appropriate of departmental attendance policy (see federal Guidelines for Grading and Privacy of Grades).

II. Instructor's Responsibilities

The core of the academic program is the student-teacher relationship in the individual classroom. The teacher is free to develop his/her assigned courses as he/she deems best, recognizing that he/she must include the content identified in the official course outline. The individual faculty member:

A. Meets all assigned classes regularly and in the event of absence arranges coverage through the department chair.

B. Follows the content of the official department outline.

C. Selects the methodology and sequence most appropriate to the content.

D. Selects the textbook for those courses not bound by a department decision.

Bookstore orders for the upcoming semesters are completed by faculty members and forwarded to the Department Chairperson for approval. The Department Chairperson forwards the order to the Bookstore. In the absence of an instructor, the Department Chairperson completes the book request order

1. Faculty assigning their own texts are subject to the following policy:

Consistent with Section 1-84 of the Connecticut General Statutes and the State of Connecticut Ethics Commission's requirements in Advisory Opinion 2001-7, WCSU Respires that all faculty utilizing their own published works are required or recommended readings in a course not profit from that use. See Faculty Authored Textbook form in the Appendices of this handbook.

2. Per Federal Guidelines (Higher Education Opportunity Act 2010) students should have access to information regarding the cost of textbooks for courses at the point of registration. To the extent possible, faculty should include ISBN numbers with those orders. (https://www.law.cornell.edu/uscode/text/20/1015b#)

E. Has at least five (5) office hours weekly, "on three teaching days, at times reasonably convenient for students" (CBA 10.9)

F. Secures permission through the department chairperson for field trips in conjunction with courses. (Forms for this purpose are available in department offices or from the Deans' offices).

G. Establishes individual attendance requirements for courses when department has not established a binding policy for all members. Regardless of attendance requirements, accurate attendance records must be kept. (See policy on reporting Never Attended or Stopped Attending in the section entitled Administrative Grades on the next page).

H. Prepares and distributes to students at outset of course a syllabus with a written statement of standards and requirements (including due dates where appropriate). A copy of the syllabus must be turned in to the Department Chair no later than the first day of classes each semester.

I. Gathers evaluative data systematically throughout the course on which to base midterm and final grades. These data must be recorded and kept for a reasonable length of time in the event of any challenge of grade assigned. (See Policy on Retention of Course Materials).

J. Files midterm and final grades according to the directions specified by the Registrar's Office.

III. Examination and Grading Procedures and Policies

A. Final Examinations

1. All final examinations may be given only during the final examination week. (Reaffirmed by the Senate, December 15, 1982, and April 26, 1989.)
2. The schedule for undergraduate day course examinations is set by the Registrar.
3. Final examinations should not be the total basis for a student's grade.
4. When faculty include final exams in their courses, they must be given during the scheduled final exam period.

B. Responsibility of Faculty Member

1. Prepares final examinations.
2. Proctors own examinations and, when assigned, other faculty members' examinations.
3. Briefs proctor assigned to assist him/her.
4. Arranges for students with conflicts in exam times.
5. Completes and records grades with Registrar within three (3) calendar days from the date of the last scheduled final examinations (see CSU-AAUP contract).
6. Graduate and Evening course examinations are given in the last scheduled meeting of the course, which is during exam week. All other regulations noted above apply.
7. Maintains records of exams, as per the Policy on the Retention of Course Materials.

Grading System-Undergraduate

Regular Grades

A	Excellent: Q.P. (Quality Point) value 4
A-	Q.P. value 3.67
B+	Q.P. value 3.33
B	Above Average: Q.P. value 3.00
B-	Q.P. value 2.67
C+	Q.P. value 2.33
C	Acceptable for college standards: Q.P. value 2.0
C-	Q.P. Value 1.67
D+	Q.P. Value 1.33
D	Barely acceptable for degree credit: 1.0
D-	Q.P. Value 0.67
F	Failure: Q.P. value: 0.0
INC	Incomplete- a purely quantitative measure with no quality point involvement for student. This should be applied only when a passing grade is possible for student when missing data are completed. *
X	Audit

*Assigning an incomplete: Upon a student's request a faculty member may submit an INC on the final grade sheet when they enter the rest of their course's grades. Incomplete grades may be awarded when a faculty member determines that circumstances warrant an extension of the typical deadline. The student will have made significant progress in the class, such that they may complete the final assignment(s) independently and within the allotted time.

Incomplete grades may be awarded in Banner, but faculty will be prompted to set the date of anticipated completion, and a default grade, should the work not be completed. If faculty do not enter this information, the default date will be six weeks from the original due date, and the default grade will be F. The Registrar's Office may also enter INC if the faculty member has not submitted their final grades by the deadline. Incompletes must be resolved or extended prior to the deadline set at the time of the INC submission, by sending an email to the Registrar's Office.

Selective Grades

Pass/Fail	A grade option carrying no quality points. Some courses are approved to use this grade for all students enrolled. In other courses, a student may secure permission to carry a course under this option. Faculty members are notified of any students exercising this option and grade them accordingly
P	Passing grade in a pass/fail option course
FP	Failing grade in a pass/fail course
RM or RP*	This grade is a qualitative grade available for use only in the following courses: CHE100, WRT098, WRT101, MAT098, PHY110/111, SPA161/162 This grade is used in courses "where the student must demonstrate a level of skill or competence in addition to the formal requirements of the course."

*Assigning RM (Remediate) or RP (Repeat) grade

Rationale for a student who has been doing all the assigned course work but whose academic deficiencies would need more than the usual time to achieve

competence, the RM or RP grade makes it possible for the student to continue improving competence without being penalized for prior weakness.

The instructor arranges with the student for:

- The type and extent of additional work required to meet the acceptable level of competence, and
- The time limits within which the work is to be completed.

Remediate or Repeat

- RM: Remediate. Requirement may include self-directed practice, review, or supplementary assignments administered by the same instructor or another instructor.
- RP: Repeat. Requirement is repeating the course with the same or different instructor. This is no limit to the number of times a student may repeat the same course when assigned RP.

When level of competence has been achieved

- RM: Remediate. Instructor submits a "Change of Grade Request Form" to change the RM to a C or better.
- RP: Repeat. Original RP remains on record (same as W and grade is submitted by instructor of the repeated course for credit.)

Administrative Grades

W	Withdrawal without penalty. The student may withdraw without penalty through the deadline set by the Registrar. After that deadline, the instructor may give the student written permission to withdraw without penalty.
NA	Students are marked NA (Never Attended) on the midterm grade sheet by faculty if they have never attended a class, and this must be done no later than the census date, three weeks into a semester. Students who are marked NA are dropped from the class. **Note: Never Attended should not be used in lieu of a W. Students must initiate a W.**
SA	Stopped attending grades may be submitted during midterm and final grading periods. This grade should have a date of last attendance with it. It will become a W on the student record. **Note: Stopped attending should not be used in lieu of a W. Students must initiate a W.**

Grading System – Graduate

Grades available for use are:

A	Q.P. value 4.0
A-	Q.P. value 3.67
B+	Q.P. value 3.33
B	Q.P. value 3.00
B-	Q.P. value 2.67
C+	Q.P. value 2.33
C	Q.P. value 2.0
C-	Q.P. value 1.67
D+	Q.P. value 1.33
D	No credit awarded – Q.P. value 1.0
D-	Q.P. value 0.67
F	No credit awarded Q.P. value: 0.0
INC	Incomplete
W	Withdrawn
X	Audit

Generally, all procedures outlined above for undergraduate grading apply to graduate grades except that:

- All referrals are to the Graduate Director.
- Incomplete grades must be made up within a semester of the time the incomplete mark was recorded. If not completed within that time, the grade becomes an "F" unless the instructor concerned has recommended an extension of time for justifiable cause. An extension of time for justifiable cause may not exceed one additional semester (Fall, Spring, Summer semesters). The only exception to this policy will be for those students making satisfactory progress while involved in a thesis or research project. Such students are limited only by the time allowed to complete the degree.
- No mid-semester grades are issued.
- For the purpose of improvement of instruction, an evaluative instrument is used in each graduate course to obtain student reaction to instructors, course content, course procedures, and to general policies and procedures.

See also the Graduate Catalog.

Implementation of Grading System

I. The department and/or instructor is responsible for determining and explaining at the beginning of the semester the standard to be met to receive a given letter

grade. He/she is also responsible for being sure that students understand these standards and course expectations.

II. Reporting Grades

A. Finals – All students receive grades on the official grade form provided online. These are completed according to the directions provided by the Registrar.

B. Midterms – All first-year students and all others averaging below a C- in any course must receive midterm grades. Because of the large number of transfer students, faculty are encouraged to record midterm grades for all enrolled in their classes. Students may check their midterm grades in Banner. They should regard any grade of D+, D, D-, or F at midterm as an academic warning.

III. Change of Grade

A. Faculty are advised to retain at least two (and preferably three or four) items of evidence (e.g., tests, term papers) of each student's course work, in the event the student requests a change of grade. It is also advisable to notify students in writing--and well in advance--if the grading system in any course will deviate from the general norm for grading.

B. If a faculty member wishes to request a change of grade after the grade has been recorded, such request is sent to the appropriate Academic Dean with an explanation as to why a change of grade is requested. (An official form is available from each Dean's office for this purpose.) Incomplete grade resolutions (INC to final grade) may be sent directly to the Registrar's Office email from a faculty member's University issued email address.

Senate approval: Oct. 16, 1991 (R91-10-4)
Admin. Approval: Revised Feb. 20, 1992

IV. The Dean may:

A. Approve the change and forward it to the Registrar for implementation.

B. Disapprove the change and return it to the concerned faculty member.

C. Refer the request to the appropriate School's standing committee for recommended action on the request.

D. If the Dean disapproved, the faculty member may refer the matter to the appropriate standing committee.

E. The School Dean will establish or designate an existing committee to serve in the case of need to act on grade change requests. Such committee will report its decision to the Dean and faulty member concerned.

F. In the event the faculty member involved is unavailable (when grade change is requested and found to be proper, the appropriate Academic Dean and Department Chairperson may jointly resolve a needed change of grade.) Both signatures are required before the Registrar may honor the change of grade request, including a change from incomplete to a letter grade.

Federal Guidelines for Grading and Privacy of Grades

I. Faculty must comply with the Family Educational Rights and Privacy Act of 1974 to ensure that information on grades, class standing or the like of any student may in no way be shared by the faculty member with any other student. This means that the following practices will not be utilized.

   A. Posting course, exam, or term paper grades even if names are omitted and codes are used.

   B. Giving the paper or test of one student to another for delivery unless there is a signed request to do so.

   C. Putting papers, tests, etc., in a common place for student pick up.

   D. Confidentiality laws prohibit anyone from divulging the grades of any student to the student's parents, guardians, or other individuals outside of the organization without a student's written consent. Students must submit a Student Consent form to the Registrar's Office specifying what permissions they are giving and to whom.

   E. Attendance requirements as related to grades awarded: Supreme Court rulings indicate that grades may be lowered for nonattendance only when a direct relationship between academic progress and attendance can be demonstrated. The arbitrary lowering of an earned grade for given numbers of class absences did not meet the Court's legal tests.

Policy on Retention of Course Materials

A. Examination materials are any materials used by an instructor to evaluate a student's knowledge and mastery of course topics for the purpose of assigning grades. Examination materials may include term papers, homework, computer assignments, quizzes, tests, lab write-ups, and any other tangible items deemed appropriate by the instructor for use in assigning grades. Intangible grading items such as recitals, juries, and physical skills tests are beyond the scope of this policy. All examination materials are confidential and are protected by applicable State and Federal law.

   All examination materials are the personal property of the instructor. As used throughout this policy statement, the term "personal property" is meant in a physical sense only. It is like buying a magazine at a newsstand. The buyer owns the physical ink, paper, and other tangible materials out of which the magazine is made, but not the original expressions of others presented within (see 17 U.S. C. Par. 302, 303). Faculty are advised to retain at least two items of evidence (e.g., tests, term papers) of each student's course work, in the event the student requests a change of grade. The instructor should retain them until the end of the semester in which the grade appeals deadline expires (see Faculty Handbook section on Palpable Injustice). In keeping with the primary purpose of retaining these items, reasonable student access to them shall not be denied. In the unusual case of perishable materials, the instructor should properly dispose of the materials and need not retain them.

B. A grade book is the record kept by an instructor detailing the examination scores or other performance measures used to assign student grades. The grade book may be in any form the instructor wishes to use (e.g., steno pad, notebook, computer spreadsheet). Grade books are confidential and are protected by applicable State and Federal law.

Grade books are the personal property of the instructor. They will be retained by the instructor until the end of the semester in which the grade appeals deadline expires. This responsibility may not be avoided by giving the grade book to the student.

C. The Provost/Vice President for Academic Affairs shall retain copies of course outlines.

Senate Approval: Mar. 17, 1993 (R-92-11-1)
Admin. Approval: Mar. 24, 1993

Process for Selecting Faculty to Participate in Graduate Programs

All faculty members who participate in graduate programs must meet the following university and departmental criteria:

I. University Criteria

A. Qualifications: Earned terminal degree appropriate to the faculty member's discipline and to the graduate courses to be taught, or Achieved, significant, and highly recognized accomplishment in the field relevant to the graduate courses to be taught.

B. Faculty Status: Both full-time and part-time faculty may participate in graduate programs, provided they meet the relevant university and departmental criteria.

C. Demonstrated Competence: `Scholarly, research, creative, or professional activities appropriately published and/or reviewed, on a regular basis in the relevant field of study.

II. Departmental Criteria

A. Each department offering graduate courses will create, maintain, and enforce its own specific criteria for selecting faculty who participate in graduate programs.

B. The Departmental Criteria must be consistent with the CSU/AAUP Collective Bargaining Agreement, the university's strategic plan, the general university guidelines above, the missions of the department and the university, and the guidelines of appropriate accrediting agencies (e.g., AACSB, ACS, NECHE, OHE, CACREP, CEPH, NASAD, NASM, NCATE/CAEP, NASAD, NASM).

C. Departmental criteria shall be presented to the school dean, the graduate dean, and the provost, and shall be used in selecting faculty who participate in graduate programs.

Revised Senate Approval: R97-5-1, 5/21/97
Revised Senate Approval: April 18, 2001
Administrative Approval: May 1, 2001

Senate Approved R-09-12-02
Admin. Approval 2/23/10

Policies Pertaining to Students

Family Educational Rights and Privacy Act (FERPA)

Western Connecticut State University accords all the rights under the law to students. No one outside the university shall have access to, nor will the university disclose information from, a student's educational records without his/her written consent except to personnel within the university, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accreditation groups, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons or to parents of a student who is officially documented as their dependent for income tax purposes. All these exceptions are permitted under the Family Educational Rights and Privacy Act. The university will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Within the Western Connecticut State University community, only those university officials, acting in the student's educational interest are allowed access to student education records. A university official is any person employed by the university in an administrative, supervisory, academic, research, or support-staff position; any person appointed to the Board of Trustees for the Connecticut State University, and any person employed by or under contract to the university or the State of Connecticut to perform a special task, such as an attorney or auditor. A university official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by contract agreement; performing a task related to a student's education; performing a task relating to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

At its discretion the university may provide directory information in accordance with the provisions of the act to include: student name, address, telephone number, photo ID, date of birth, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Office of the Dean of Students in writing. Such a request would be honored until such time students requested in writing that their directory information again be made public.

The law provides students the right to inspect and review information contained in their education records, to challenge the contents of their education records and to have a hearing on the matter. The Vice President for Student Affairs or his designee at Western Connecticut State University has been designated to coordinate the inspection and review procedures for student educational records, which include admissions, personal, academic, financial, disciplinary, cooperative education, and placement records. Students wishing to review their educational records must make requests to the Registrar listing the item of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of their academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Educational records do not include: records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of a law enforcement unit; student health records;

employment records or alumni records. Health records, however, may be reviewed by the physician of the student's choosing.

Students may not inspect and/or review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student. In this last case, the university will permit access only to that part of the record which pertains to the inquiring student. The university is not required to permit students to inspect and/or review confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of Student Affairs.

In the event the student's request, either to have access to a record or to amend information in a file has been denied, the student may ask for a formal hearing. The student must submit a written request for the hearing to the Vice President for Academic Affairs. The hearing panel will consist of the Vice President for Academic Affairs and the Academic Dean of his/her school. Decisions of the hearing panel are final. Any alteration to the student's record will be in accordance with the decision of the hearing panel and will become a permanent part of that record. The student has a right to add a statement to a challenged record if the panel's decision is not to amend the record in accordance with the student's request.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Vice President for Student Affairs to aid them in filing complaints with the Family Education Rights and Privacy Act (FERPA), U.S. Department of Education, Washington, D.C. 20202.

Adopted: DOSA May 1989
Revised DOSA June 2010

Academic Honesty Policy

This is Western Connecticut State University's (WCSU) policy on Academic Honesty

I. Policy

A. Principles: Academic Honesty Code: As stated in the university catalogs, "A student has an obligation to demonstrate honesty in carrying out his/her academic assignments" (page 38, 2005-2006 Undergraduate Catalog; p. 31, 2006-07 Graduate Catalog)

B. Faculty Responsibility: Faculty members are responsible for knowing the principles and procedures of the Academic Honesty Policy, and for enforcing the policy when academic honesty violations occur. Faculty members must also remind students of the Academic Honesty Policy and help them comply with it.

C. Student Responsibility: Students are responsible for maintaining the academic integrity of the University by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty.

II. Academic Honesty Violation

A. The most common academic honesty violations are cheating and plagiarism. *Cheating and plagiarism are complex issues, therefore we offer the following definitions.*

Cheating includes, but is not limited to:

1. Submitting material that is not one's own
2. Using information or devices that are not allowed by the faculty member.
3. Obtaining and/or using unauthorized material.
4. Fabricating information.
5. Violating procedures prescribed to protect the integrity of a test, or other evaluation exercise.
6. Collaborating with others on assignments without the faculty member's consent *(not to be confused with tutoring in the university learning centers).*
7. Cooperating with or helping another student to cheat.
8. Having another person take an examination in the student's place.
9. Altering exam answers and requesting that the exam be re-graded.
10. Communicating with any person during an exam, other than the faculty member or exam proctor.

B. Plagiarism includes, but is not limited to:

1. Directly quoting others without using quotation marks or indented format to identify them.
2. Using sources of information (published or unpublished) without identifying them. This can be one's own past work.

3. Paraphrasing materials or ideas of others without identifying the sources.

III. Resolution of Academic Honesty Violations

A. student involved in an academic honesty proceeding may continue to attend all classes until the matter is resolved.

B. Action Initiated by the Faculty member

1. If a faculty member believes a student has committed an academic honesty violation, the faculty member should complete the Academic Honesty Report (Appendix A). The faculty members will request a meeting with the student within five university calendar days (excluding Saturdays, Sundays, and holidays) to attempt to resolve the incident. As a result of this meeting, if the faculty member determines a violation has occurred, he or she should give the student a copy of two things: (a) this policy statement, and (b) the completed Academic Honesty Report (Appendix A).

2. The faculty member retains a copy of the Academic Honesty Report of this incident, and forwards a copy of the Academic Honesty Report to the faculty member's department chair, school dean, graduate dean (if applicable), and dean of students. The faculty member may assign a penalty; see section 2.5 below.
If the faculty member is unable to contact the student, or if the student fails to meet with the faculty member, the faculty member may assign the penalty. If a penalty is assigned, the faculty member will send the student a copy of this policy statement and a completed Academic Honesty Report (Appendix A).

3. The faculty member will send these documents by registered mail to the student's current mailing address on file with the University, and provide a copy to the faculty member's department chair, school dean, graduate dean (if applicable), and dean of students. The final grade for the course will not be recorded in the Registrar's Office until all of the student's rights to appeal have been exhausted.

C. Appeal Procedures

1. If the student does not admit responsibility for the incident or does not accept the penalty proposed by the faculty member, the student may appeal first to the faculty member's department chair, then to the dean of the faculty member's school, and then to the Senate Ad Hoc Committee on Grade Appeals. If the student does not appeal, the decision of the faculty member stands and a copy of the Academic Honesty Report will be forwarded by the faculty member's department chair, school dean, graduate dean (if applicable), and dean of students, where it will be filed for future reference.

I. Department Hearing

Within five university calendar days (excluding Saturdays, Sundays and holidays) of the faculty member's notification to the student that a penalty has been assigned, the student may request a meeting with the faculty member and his/her department chair. This meeting should take place within five university calendar days of the student'request. As a result of this meeting, the department chair will complete an Academic Honesty Report (Appendix A) and with the consent of the faculty member, affirm, deny, or modify the original penalty assigned by the faculty member. Within five university calendar days of the meeting, the department

chair will forward copies of the completed Academic Honesty Report to the student, the faculty member, and the school dean, the graduate dean (if applicable), and the Dean of students. Copies of the report will be sent by registered mail (with return receipt) to his/her current mailing address on file with the University. Within ten university calendar days of the department chair's decision, the student or the faculty member may appeal the department chair's decision to the dean of the faculty member's school. If the decision is not appealed, the department chair will send a copy of the Academic Honesty Report to the faculty member's school dean, the graduate dean (if applicable), and to the Office of the Dean of Students, where it will be filed for future reference.

II. Dean's Review

Within five university calendar days an academic long semester (excluding Saturdays, Sundays and holidays) of the department chair's notification to the student that a penalty has been assigned, the student or the faculty member may submit a written appeal to the dean of the faculty member's school. This written appeal should ask the dean to review the department chair's decision and explain why the student or faculty member believes that the department chair's decision was wrong. Within ten university calendar days from the time the written appeal is received in the dean's office, the dean will determine if the department chair's action should be upheld or overturned and will communicate his/her decision in writing to the student by registered mail, and inform the faculty member, the department chair, the graduate dean (if applicable), and the dean of students. Within ten university calendar days of the dean's decision, the student or the faculty member may appeal the dean's decision to the Senate Ad Hoc Committee on Grade Appeals (see page 37 of the 2005-2006 Undergraduate Catalog). If the decision is not appealed, the dean will send a copy of the Academic Honesty Report along with the results of the dean's review of the report to the student, the faculty member, graduate dean (if applicable), and the office of the dean of students, where it will be filed for future reference. Students may still be subject to further disciplinary action by the university through the student code of conduct, administered by the dean of students (or his/her designee).

III. Senate Ad Hoc Committee on Grade Appeals

If the student or faculty member is not satisfied, he/she may ask, within five (5) university calendar days (excluding Saturdays, Sundays and holidays) of receiving the school dean's decision, that the school dean contact the president of the university senate to convene the Ad Hoc Committee on Grade Appeals. The school dean shall forward the request (along with all relevant materials) to the senate president within five (5) university calendar days (excluding Saturdays, Sundays and holidays) of receipt. The dean also shall notify the provost/V.P. for Academic Affairs, in writing, that the senate is being asked to convene an ad hoc committee.

IV. The Ad Hoc Committee on Grade Appeals

Shall be composed of three members of the instructional

faculty in the ranks of tenured professors or tenured associate professors presently serving on the senate, selected in alphabetical order each time the committee is appointed. The senate president shall appoint the ad hoc committee within five university calendar days and shall notify the student and the faculty member of that fact. The senate president shall not discuss the details of the case with the ad hoc committee. The ad hoc committee will convene within five (5) university calendar days (excluding Saturdays, Sundays and holidays). The committee shall consider the case and reach a decision within fifteen (15) university calendar days (excluding Saturdays, Sundays and holidays) of its convening by the senate president. Following its deliberations, the committee may deny, affirm or modify the appeal. The committee shall then forward its recommendation to the Provost/V.P. for Academic Affairs, who will implement the recommendation of the committee within five (5) university calendar days (excluding Saturdays, Sundays and holidays). The action of the Provost/V.P. for Academic Affairs shall be final and binding upon all parties, and shall be communicated by the Provost/V.P. for Academic Affairs to the student and the faculty member (with copies to the department chair, school dean, graduate dean (if applicable), and dean of students).

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IV. Maintenance of Academic Honesty Reports

A. The Office of the Dean of Students will maintain a copy of each Academic Honesty Report filed on a student until that student's graduation or permanent suspension of studies. Students will be assumed to have permanently suspended their studies at WCSU if they go five years without enrolling for any coursework. Faculty members or administrators investigating allegations of academic honesty violations may request that the Office of the Dean of Students release them any previous reports that have been filed on the student against whom the current allegations are being made.

V. Penalties

A. The penalty for an academic honesty violation on a significant course requirement such as a final copy of a term paper/project or final examination shall be an "F" for the course. The penalty for academic honesty violations in other coursework will be left to the discretion of the faculty member and may be modified upon appeal. When an academic honesty violation includes flagrant behavior, such as having a substitute take an exam or stealing an exam, the faculty member also shall refer the matter to the Office of the Dean of Students for disciplinary action pursuant to the CSU Student Code of

Conduct. The Office of the Dean of Students also may initiate disciplinary action against a student with repeated academic honesty violations.

VI. Review and Responsibilities

A. Provost/V.P. for Academic Affairs and V.P. for Student Affairs

B. University Senate

C. President

Review: Every three years (and as needed)
President

Senate approved as revised: May 6, 2002
Administrative approval: Sept, 6, 2006

Forms related to the Academic Honest Process are included in the appendices to this handbook.

Form: Academic Honesty Report - Faculty Member
Form: Academic Honesty Report - Student
Form: Academic Honesty Report - Department Chair
Form: Academic Honesty Report - School Dean
Form: Academic Honesty Report - Senate Ad Hoc Committee
Form: Academic Honesty Report - Provost

Grade Appeals: Palpable Injustice

Academic grading reflects careful and deliberate judgment of the course instructor. Academic evaluation of student performance requires expert consideration of cumulative information and is to some extent subjective.

The University recognizes that in rare instances there may be “palpable injustice(s)” in the determination of a final grade. Students may use the appeals process when they believe there is evidence to show that a) a final grade was determined by methods and criteria different from those used for determining final grades for others in the same class or 2) the evaluation was made as the result of bias or caprice. The student shall first confer with the instructor who awarded the grade no later than the end of the fourth week of the next regular semester. In the case of half semester courses, students shall have the right to begin the appeal process at the conclusion of the course.

If no amicable settlement is reach, the student shall present the instructor with a WRITTEN copy of his/her grievance along with any supporting documentation, which shall be considered confidential. The instructor shall respond in writing to the student within five (5) working days. (It is suggested that students prepare a packet of information for the instructor, the chairperson and the Dean).

Students, if they wish, shall have the right to choose a mentor/advisor for the purpose of guiding them through the appeal process. Students shall have the right to present their case at each stage of the appeal process. At the student’s request, the mentor/advisor may accompany the student to meetings related to the appeals process as an observer.

If the student is not satisfied, the student, within five (5) working days of receipt of the instructor’s response, may present the case in writing to the appropriate department chairperson who may effect a mutually agreed upon settlement with the instructor. The department chairperson shall respond in writing to the student within five (5) working days with a copy sent to the instructor.

If the student is not satisfied, the student may, within five (5) working days of receipt of the department chairperson’s response, present the case in writing to the appropriate Academic Dean who may effect a mutually agreed upon settlement with the instructor and department chairperson. The Academic Dean shall respond in writing to the student within ten (10) working days with copies of the decision sent to the instructor and the department chairperson.

If the student is not satisfied, the student may ask, within five (5) working days of receiving the Dean’s decision, that the dean contact the President of the University Senate to convene the ad hoc Committee on Grade Appeals. The Dean shall forward the request to the Senate President within five (5) working days of receipt. The Dean shall also notify the Provost/Academic Vice President, in writing, that the Senate is being asked to convene an ad hoc Committee.

The ad hoc Committee on Grade Appeals shall be composed of three members of the instructional faculty in the ranks of tenured professors or tenured associate professors presently serving on the senate, selected in alphabetical order each time the committee is appointed.

The Senate President shall appoint the ad hoc Committee within five (5) working days and shall notify the student and the instructor of that fact. The Senate President shall not discuss the details of the case with the ad hoc Committee. The ad hoc Committee will convene within five (5) working days. It is the responsibility of the student to present three

copies of all material, including any additional material submitted later in the process and relevant to the case to the chair of the ad hoc Committee.

The instructor shall submit such materials as requested by the Committee and shall have the right to present their case at any stage of the appeal process. The Committee shall consider the case and reach a decision within fifteen (15) working days of its convening by the Senate President. Following its deliberations, the Committee may deny the appeal in which case the matter shall be closed. If the Committee finds that the grading constituted a palpable injustice, as defined above, the case shall be remanded to the instructor for reconsideration. If the instructor disagrees with the finding of the Committee, the instructor shall inform the Committee and the student within five (5) working days of that fact.

The instructor shall submit such materials as requested by the Committee and shall have the right to present their case at any stage of the appeal process. The Committee shall consider the case and reach a decision within fifteen (15) working days of its convening by the Senate President. Following its deliberations, the Committee may deny the appeal in which case the matter shall be closed. If the Committee finds that the grading constituted a palpable injustice, as defined above, the case shall be remanded to the instructor for reconsideration. If the instructor disagrees with the finding of the Committee, the instructor shall inform the Committee and the student within five (5) working days of that fact.

If either the student or the instructor has disagreed, the Committee shall then forward its recommendation for a grade to the Provost/Vice President for Academic Affairs who will implement the recommendation of the Committee within five (5) working days. The action of the Provost/Vice President for Academic Affairs shall be final and binding upon all parties and shall be communicated by the Provost/Vice President for Academic Affairs to the student and the instructor.

Revised Senate Approval: R97-5-1, 5/21/97
Revised Senate Approval: April 18, 2001
Administrative Approval: May 1,2001

Forms related to the Grade Appeal Process are included in the appendices to this handbook.

Guidelines for Managing Inappropriate Behavior in the Classroom

The following is to help you with the proper procedures if any of the following types of behavior happen in your classroom.

Physical Assault

Never put yourself in a harmful situation!

1. Call the Police Department immediately at 9-1-1.
2. Have the students in the class move into the hallway away from the situation.
3. File a report to send to the Dean of Student Affairs Office, attention University Judicial Officer.
4. Notify your department chair.

Psychological/Emotional Emergency or Inappropriate Outbursts in the Classroom

This could be anything from panic attacks, violent outbursts or emotional outburst that do not cease. If the student has violent outburst or panic attacks, call the police immediately at 9-1-1.

1. Ask the student to stop the behavior and to talk with the professor after the class.
2. If the behavior doesn't stop, ask the student to leave the class.
3. If the student doesn't comply, call the Police Department at 9-1-1.
4. File a report and send to Dean of Student Affairs Office, attention University Judicial Officer.
5. Notify your department chairperson.

Serious Injury, Illness or Accident (Includes Alcohol or Drug Related)

Do not touch the student or any bodily fluids for their safety and yours. Do not transport student(s) to the hospital!

1. Call the Police Department 9-1-1.
2. Notify the Dean of Student Affairs office.
3. Advise the student of campus resources according to his/her needs. (i.e./Counseling Center, Health Services)
4. File a report and send to Dean of Student Affairs office, Attention University Judicial Officer.
5. Notify your department chairperson.

Bias-Related Statements

Any language or other acts that are harassing/intimidating and directed towards individuals or groups because of their race, ethnicity, religion, gender, sexual orientation, and physical or mental disability.

1. Be supportive of the victim. If they feel threatened, intimidated or harassed, or if a crime has been committed, advise them to contact the Police Department and report the incident.
2. Confront the student doing this inappropriate behavior to stop this behavior and to speak with them after class.

3. If the behavior doesn't stop, ask the student to leave the class.
4. If the student doesn't comply, call the Police Department 9-1-1.
5. File a report and send to Dean of Student Affairs Office, attention University Judicial Officer.
6. Notify your department chairperson.

The form for the documentation of inappropriate behavior is in the appendix of this handbook.

Provost, June 2007; Updated July 2011; Updated June 2012

Guidelines on Classes Missed Because of University Sponsored Events

It is the responsibility of all students to recognize that meeting the requirements of all classes is their first priority. It is the students' responsibility to communicate with their professors before a conflict occurs to ensure that all classroom work is properly completed per the terms established with the professor. It is also the students' responsibility to make up all required work as well as to become familiar with the material presented in the class that was missed.

Faculty are encouraged to make accommodations for a student who will miss class for any of the following circumstances, providing documentation from an appropriate third party (police, medical professional, religious leader, etc.):

1. Medical absence
2. Student or family emergency
3. Observance of a religious holiday (accommodations mandated by CT law[5]
4. Participation in a university-sponsored event*
5. Other circumstances deemed appropriate by the faculty member (e.g. jury duty, etc.)

*By definition university-sponsored events are legitimate, co-curricular events which are scheduled through a university department or entity, with adequate notice to all parties. For example, participation in a sports contest or a museum trip for the university would be such an event, but attending a practice session would not. It is requested that faculty members understand the depth of the students' commitment, allow reasonable accommodation of student activities, and permit work missed because of legitimate university events to be made up.

The form related to Missed Classes due to University Events is in the appendices to this handbook.

Senate approval: (R-04-04-02) 10/20/04
Administrative 12/22/04

Revised Senate Approval 5/8/2019
Administrative Approval 5/8/2019

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[5] CT Law regarding accommodations for observance of a religious holiday:

Sec. 10a-50. (Formerly Sec. 10-334g). Absence of students due to religious beliefs. No person shall be expelled from or refused admission as a student to an institution of higher education for the reason that he is unable, because the tenets of his religion forbid secular activity on a particular day or days or at a particular time of day, to attend classes or to participate in any examination, study or work requirements on such particular day or days or at such time of day. Any student in an institution of higher education who is unable, because of such reason, to attend classes on a particular day or days or at a particular time of day shall be excused from any examination or any study or work assignments on such particular day or days or at such particular time of day. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of such reason an equivalent opportunity to make up any examination, study or work requirements which he has missed because of such absence on any particular day or days or at any particular time of day. No special fees of any kind shall be charged to the student for making available to such student such equivalent opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. For the purposes of this section, "institution of higher education" means any of the schools comprising the state system of higher education, as defined in section 10a-1. (P.A. 75-367, S. 1; P.A. 14-122, S. 85.)

Procedure on Death of a Student

In the event of an on or off-campus death, the Office of Student Affairs (Dean or Vice President) should be notified as soon as any member from the university community receives information about the death. In cases where the death is recent or may be expected to have a significant adverse impact on the campus community, all matters concerning the death shall be referred to the Dean of Students or Vice President for Student Affairs for coordination.

In all cases, when a member of the University community learns of a student's death, he/she should contact the Dean of Students via e-mail (cramerw@wcsu.edu) or by telephone at (203) 837-8547 or (203) 837-9700 or the Vice President for Student Affairs via e-mail (bettsk@wcsu.edu) or by telephone at (203) 837-8600 or (203) 837-8606. In case of an on-campus death after hours, the WCSU Police should be contacted at (203) 837-9300 who will notify the Dean of Students (203) 739-9008 or the Vice President for Student Affairs (203) 470-6664 (or designee).

If possible, the following information should be provided by telephone, e-mail or fax (203) 837-8539) to the Dean or Vice President:

1. Name and address of deceased student
2. Student's ID number (if known)
3. Date (and time) of death
4. Circumstances surrounding the death
5. Source of notification of the student's death (friend, call from family, media, etc.)
6. Whether the deceased student was a resident student (which residence hall)
7. Whether the death occurred on campus
8. Copy of obituary or article related to death (if available)

Notification and other Responses:

Upon receiving notification of a student death, the Dean of Students or the Vice President for Student Affairs will notify the following offices or individuals:

- President--sends out a letter of condolence to the family
- Provost/Vice President for Academic Affairs--sends out letter in President's absence Academic Dean--will notify the student's instructors and academic advisor(s) Director, Counseling Center--provides support and/or counseling as necessary
- Director, Residence Life--if the deceased student was a resident student, the director will work with the RD to see if support is needed and return the student's personal effects to the family or next of kin
- Police Chief--shall be notified
- Campus Ministries--provides spiritual support for the campus community as necessary
- Registrar's Office--formally withdraws the student from the university and codes Banner so that no further communication is sent to the student, student's parents, or spouse.
- Student Financial Services--takes the necessary steps to formally withdraw student from financial aid and/or federal loans

- Human Resources--if the student was employed by the university, salary will be suspended as necessary
- Cashier's Office--process refund to the family or next of kin
- Health Service--close out medical records and finalize payment on any outstanding medical claims as necessary
- WCSU Police Department--remove student's contact information for parking permit and student identification and/or forgiveness of outstanding vehicle citations
- Chief Information Officer--completes necessary steps to close access to Blackboard Vista, Banner, and immediate removal of the student's email address
- University Relations--issue statement to university community and answer questions from media etc.
- Library--director would check to see if there are any outstanding library books and notify student affairs
- WestConnect Office--deactivate student card record, remove all associated security access and perform refunds on any Connect Cash balances

The Student Affairs office will also do the following:

- Send a letter of condolence to the parents, mentioning any relevant refunds and whom to contact regarding housing, books, etc. Coordinate with University Relations to issue a statement to the university community
- As appropriate help to coordinate efforts for a memorial service
- Update data sheet maintained by Dean of Students office

Please contact Virginia Diaz, Administrative Assistant to the Dean of Students (203-837-9700) or Birte P. Selvaraj, CSU Administrative Assistant to the Vice President for Student Affairs (203-837-8606) with any questions regarding this procedure.

Revised 10/13/10

Posthumous Degree Award Policy

*Any department, office or individual notifies the Registrar's office upon learning of the death of a student.

*The Registrar's office checks the academic status of the student and forwards the case to the Provost.

- If the student is matriculated and has completed graduation requirements, the University issues a degree. (Departments and Deans may authorize substitutions in order for requirements to be met.)
- The Provost authorizes the printing and issuing of the diploma.
- If the student is matriculated and has completed at least 90 credits, the University may issue a Certificate of Academic Achievement. The Provost considers the circumstances of the death, and the student's academic standing and the benefit to WCSU in making the decision.
- Consults with Department Chair and others as necessary
- Makes a recommendation on whether to issue a Certificate of Academic Achievement Authorizes the printing/issuing of a certificate.
- Certificate looks like a diploma and is signed by the President, Provost and appropriate Dean. Sets up a meeting for a brief ceremony and/or sends a letter to appropriate survivors.

*Departments may have their own polices on terminally ill students or students who die before they complete 90 credits. These policies should include consultation with the appropriate Dean.

Departments may issue their own Certificate of Achievement. Publication and Design will have a template for consideration and use. Such certificates may be signed by the Chair and Dean.

Senate Approved 4/19/06, R-06-03-02
Administrative Approved: 9/6/06

Student Affairs Co-Curricular Advising and Events Guidelines

Descriptions of the principal responsibilities of the activities that fall under the purview of the Dean of Students are contained under University Organization.

The following publications and documents should be referred to for detailed information on policies, services, and procedures on student- related activities.

- The Student Handbook - Available online. Following is a partial list of areas covered in detail:

University Buildings and Services	Frequently Asked Questions about Academics
Academic Calendar	Frequently Asked Questions - General Topics
A-Z of Student Services	University Policies
Contact Information	Student Code of Conduct
Clubs and Organizations	Fun Info and Maps

- Role of Faculty Advisor - Available from the Center for Student Involvement

  Policy Affecting Campus Student Groups

  Reserving Rooms and Spaces for Meetings

  Specific Duties of Group and Club Advisors

  Regulations Affecting Student Program Activities and Faculty Advisors

  Sponsored Trip Approval Request Form (available from the Center for Student Involvement and at www.wcsu.edu/studentlife)

- Contracting with Outside Entertainment Groups

  Approval by the Director of Student Activities is required for contracts for the services of entertainment groups for student functions.

Student Handbook

See student handbook for additional student facing policies.

Curriculum and Academic Standards

Degree Definitions

Undergraduate	Credit Parameters for Majors
Bachelor of Arts	30-48 credit hours in one subject, (25-40% of all coursework), language required in all disciplines
Bachelor of Arts (Interdisciplinary)	48-66 credit hours in two or more subject areas (40-55% of all coursework), language required in all disciplines
Bachelor of Science Bachelor of Business Administration	48-66 credit hours within one subject area (40-55% of all coursework), language required in some disciplines.
Bachelor of Science (Interdisciplinary)	66-80 credit hours across two or more disciplines (55-66% of all coursework), language required in some disciplines.
Bachelor of Music Bachelor of Fine Arts	More than 70 credit hours within one subject (65-75% of all coursework), language required in some disciplines

Interdisciplinary Majors: The interdisciplinary major weaves together two or more disciplines to create a coherent whole. Examples include BS in Meteorology, BA in Biochemistry, or any Secondary or Elementary Education degree. Up to 18 credits from the secondary major disciplines and/or cognate courses may be used to satisfy the breadth requirement in general education. A further reduction would not allow students to have a reasonable expectation of meeting all competency requirements within the credits allotted. There is no reduction in the number of competencies.

Cognate Courses: A cognate course is a non-major course deemed essential to supporting the major discipline. Examples include economics for the BBA degrees or calculus for Computer Science. Cognate courses should only be assigned if they are essential to success in the major or reflect national norms for the degree. Up to 18 credits of cognate courses may be applied to the breadth requirement in general education. A further reduction would not allow students to have a reasonable expectation of meeting all competency requirements within the credits allotted. There is no reduction in the number of competencies.

Language Requirements: The Bachelor of Arts degree requires students to study a language other than English to at least an elementary level II. The BS, BBA, BM, and BFA vary in their language requirements which are determined by the departments.

Senate Approval: February 17, 2016,
Administrative Approval: February 17, 2016

Certificate and Graduate Program Definitions

Undergraduate Certificate-Non degree	No more than 30 semester hours of credit which fall within an approved program.
Graduate Degree Programs	A minimum of 30 semester hours
Option within a graduate degree	No more than 12 semester hours for credit within and
Graduate Certificate- Non Degree	No more than 12 semester hours of credit within an approved program

Senate Approval: November 14, 1990 (R90-11-11)
Admin. Approval: February 1, 1991

Major, Minors, and Options

The Major: A major refers to the discipline, or combination of disciplines, in which a student will develop a measure of expertise appropriate to undergraduate education. Majors offer a balance of introductory to advanced courses, including at least one course focused on the modes of inquiry appropriate to the discipline and a capstone experience. While most majors are within a single discipline (e.g., Art, Biology, or Social Work), some are interdisciplinary and draw curricula from multiple departments (e.g., Digital and Interactive Media Arts or Elementary Education: Interdisciplinary Major). Semester hour requirements for majors range from 33-75 or more. (For more details about semester hour requirements, see degree definitions.)

Options: Some majors require the completion of an option. Options are areas of focus within a discipline, allowing students to pursue a particular aspect of their major. For example, Writing Majors must select from one of three options--Business and Technical Writing, Creative Writing, or Journalism and Public Relations to complete the degree. Students may decide to complete two options within their major, which will be reflected on their transcripts. This is not the same as a double major, which may not be completed within a single discipline. Option requirements range from 6-18 semester hours.

The Minor: The minor allows students to explore a subject separate from their major, pursuing a secondary interest and/or enhancing their major discipline. Minors range from 18-21 credits (most are 18) and generally require introductory level courses (100-200 levels), but may offer options at higher levels. Students may not complete a minor within the major discipline (e.g., Musical Theatre majors may not minor in theatre). For interdisciplinary degrees, no major requirements may count toward the minor. General education, cognate, and elective courses may count toward a minor. Students must complete at least 9 semester hours of the minor at WCSU.

Double Majors: Any WCSU student who wishes to fulfill the requirements for more than one academic major may do so. Students must satisfy the requirements for both majors. Double majors may only be declared in two distinct disciplines, e.g., English and Theatre. Double majors may not be declared within a discipline, e.g., Applied Computing and Computer Science. In the case of interdisciplinary degrees (BBA all majors, BA DIMA and BA Interdisciplinary Studies, etc.) students must complete at least 18 semester hours of course work unique to the second major. Both majors will be listed on the student's transcript.

If a student qualifies for more than one degree, e.g., both a Bachelor of Arts and a Bachelor of Science, the student must notify the Registrar's Office as to which degree to receive at commencement. Only one degree will be listed in the commencement program. Two diplomas will be issued to the student after commencement.

Students are advised to exercise caution in selecting more than one major because the requirements to meet two majors will limit the ability to take elective courses.

Students are responsible for fulfilling the requirements of both majors as well as any special general education requirements in the majors. Minimum residency requirements apply to both majors. Different GPA requirements may apply.

Senate Approval April 18, 2019
Administrative Approval April 20, 2019

Course Level Definitions

100-level: Course with no prerequisites, survey courses, course defining basic concepts, or a course presenting the terminology of a discipline. These courses may require skills measured by university entry requirements for writing, math and/or the discipline.

200-level: Course of intermediate college-level difficulty, course with 100-level course(s) as prerequisite(s) or survey courses devoted to particular areas or fields within a discipline. These courses may require skills obtained by first-year experience and writing intensive competencies.

300-level: Course of advanced college-level difficulty taken by majors and/or upper division students. These are often considered to be courses in the major, or offered to students with sufficient skill and expertise to find success through completion of a major creative, experimental or research project.

400-level: Advanced upper-division courses, seminars or tutorials designed as culminating experiences where students have the capacity to work independently, while under the guidance of an instructor.

Senate Approval: May 18, 2016
Admin. Approval: May 19, 2016

Course Type Definitions

Online Course:
Defined as one in which course content is delivered online via the University's web-based course management system, whether synchronously or asynchronously. Students submit course work and participate in discussions with faculty and other students via the Internet. Many online courses contain media-rich presentations that reinforce important concepts. Students in these courses communicate with faculty and fellow students using e-mail, discussion boards, and submit assignments to faculty through the University' web-based course management system.

Hybrid Course:
Defined as one in which a course is comprised of both face-to-face meetings and online learning, where the online component does not exceed 50% of the designated instructional time. All face-to-face meetings for a hybrid course will be announced prior to registration. The online component is delivered via the University's web- based course management system.
Online and Hybrid course definitions were approved as part of the WCSU Online Course Policy.

Senate Approval December 14, 2016

Dual Label Course:
Course in which two (2) or more subjects share the label; the originating department is responsible for scheduling, outline, etc., but changes in the course must be approved by both departments.

Faculty Developed Study:
Course offered by a department for one semester only to determine its value to the total departmental program or in response to a particular request from a group of students. (See form in appendix to this handbook).

Senate Approval: November 14, 1990 (R90-11-11)
Admin. Approval: February 1, 1991

Cooperative Education and Internships

Cooperative Education is an additional component of the undergraduate program at Western. Combining formal classroom work with meaningful on-the-job experience in

cooperation with business, industry, governmental agencies and other employers provides professional development, academic achievement and personal growth. Students interested in cooperative education may register for CED 297 as a free elective or through an individual department where direct approval of the student's major academic adviser and/or department chairperson is also required.

1. Students must have at least 45 semester hours in good standing and have attained upper sophomore status at the time they register for CED 297.
2. One academic credit shall be awarded for every 50 hours of work experience.

Minimum Student Preparation Hours

The Faculty and Administration of the University endorse the concept of issued guidelines to students of a minimum expectation of two hours preparation per hour of class time. This guideline will be stated at Student Orientation and be printed in both the Student Handbook and the Catalog.

Admin. Approval: Dec. 5, 1985
Updated June 2012

A complete list of qualifications for degrees, graduation, and honors can be found in the graduate and undergraduate catalogs and on the registrar's page.
https://www.wcsu.edu/registrar

Student Academic Standing

Dean's List

Full-time Undergraduate Students

Dean's List recognition for full-time matriculated students is awarded at the end of each fifteen-week semester. To be eligible, students must have earned a minimum of 12 graded semester hour credits with a minimum 3.5 semester average. Students are ineligible for the Dean's list if they have either: been issued "incomplete" grades at the time the Dean's List was produced or were enrolled in pass/fail courses during the grading period, reducing the student's gradable course load below 12 credits.

Senate Approval: May 26, 1989
Admin. Approval: June 18, 1989

Part-time Undergraduate Students

Dean's List recognition is awarded to Part-time matriculated undergraduate students at the end of the Spring semester. To be eligible, students must have been part time during both the fall and spring semesters and successfully completed a minimum of 12 graded semester hours within that academic year (fall and spring semesters) with a minimum grade point average for the year of 3.5. Students are ineligible for the Dean's list if they have either: been issued "incomplete" grades at the time the Dean's List was produced or were enrolled in pass/fail courses during the grading period, reducing the student's gradable course load below 12 credits.

Senate Approved R-07-09-03
Administrative Approval 10/26/07

Academic Probation Policy

Academic Warning: Students shall be placed on Academic Warning the first fall or spring semester in which their cumulative GPA falls below 2.0.

Academic Probation: Students who are on Academic Warning and fail to raise their cumulative GPA to the minimum 2.0 in the following fall or spring semester shall be placed on Academic Probation. Students on Academic Probation shall be allowed to continue at the University but shall remain on probation provided their semester GPA is at least 2.3. Once the cumulative GPA reaches 2.0, the student shall be removed from Academic Probation and shall be returned to Good Standing. Students shall have three (3) semesters to raise their

cumulative GPA to 2.0. If the cumulative GPA is below 2.0 after the third semester of probation, the student shall be academically suspended.

Academic Suspension: Students on Academic Probation shall be Academically Suspended in the fall or spring semester if (1) their semester GPA is below a 2.3 and cumulative GPA is below a 2.0, or (2) their cumulative GPA remains below 2.0 after the third semester of probation. Students who are academically suspended from Western Connecticut State University are no longer matriculated at the University.

Suspended students can appeal for reinstatement to regain matriculation status, they may do so during or subsequent to the semester in which they are non-matriculated. Reinstatement to the University does not guarantee acceptance or reacceptance to programs with GPA requirements higher than 2.0. All appeals shall be made to their Academic Dean. Once a student's dismissal appeal has been granted, if a cumulative GPA 2.0 is not attained in the first semester back, the student will be dismissed. Students are ineligible to appeal if they are dismissed a second time.
Dismissed students may register part-time as non-matriculated students but must achieve a cumulative GPA of 2.0 or higher prior to attempting 30 credits as a non-matriculated student, to return to good standing and apply for readmission to their last program of study.

*Admin. Approval: April 18, 1986**

Administration Approval of Revisions: May 31, 2024

**Clarification of President: Of course, individual schools or programs may have standards for probation and dismissal from that school or program that are higher than the University standards. A student can be on probation or be dismissed from a school or program and still be in good standing at the University*.

Approval Process for Curriculum, Centers, Institutes and Policies

Western Connecticut State University uses an online platform for all curriculum and policy approvals. This platform can be found in WestConnduit, under the faculty resources tab. The portal is called the Curriculum Proposal Process (CPP) but is frequently referred to as *Sharepoint*. Diagrams of the workflows (map of committees who need to sign off) for each type of approval are available when you log into CPP.

General Guidance

Curriculum, Center/Institute, and Policy approvals are subject to rigorous review by the campus community. You should anticipate questions about the content of a proposal and how it may interact with other university programs, policies, or centers. You should also be prepared to discuss anticipated costs, staffing, and the overall benefits to the university. Note: the BOR requires that all Centers and Institutes be self-funded.

New items require the most approval, to include your department, your school program review committee (PRC), the University Planning and Budgeting Committee (UPBC), the Committee on General Education (if the new item is to be included in Gen-Ed), either the Committee on Undergraduate Curriculum and Academic Standards (CUCAS) or the Graduate Council (depending on the level of the proposal), University Senate (for everything above the level of a course), the Provost/VPAA, and in the Connecticut Board of Regents.

For revisions to majors, options, minors, and certificates you will follow most of the above, but may be exempt from UPBC if there is no change in the number of credits offered and there are no other budgetary implications, as well as exemptions depending on the number of credits to be changed (see approval charts for the numbers).

For revisions to courses, there is a fast-track process from department to Provost, except in cases where a course may impact General Education, if a course dual listed, or if the course is a requirement for another degree program (cognate or major), then Gen-Ed, and/or the other department(s) must be consulted.

For changes to course designations (lab, lecture, or studio), you must proceed through the review process as a new course because there are likely to be budget implications.

Program discontinuation follows the same process as the establishment of a new program, with review from all committee levels.

Academic policy and procedure changes vary depending on the point of origin and scope. Department policies stay at the department level, school policies are approved by the school, General Education, CUCAS, and Graduate Council will bring their policy changes to the University Senate, which must then be approved by the Senate and the University President.

All materials must be submitted electronically, through the Curriculum Proposal Process (Sharepoint). No paper copies are required. For General Education, there is a cover sheet that should accompany your proposal. (It is included in the appendix to this handbook). Department chairs must include minutes of the meeting in which a proposal was approved as part of the proposal. While it is permissible to submit a pdf of your proposal in Sharepoint, you should also fill out all fields so the registrar can easily post changes in Banner.

Summaries of the curriculum approval processes are included in the three tables below.

Provost/VPAA Guidance 7/18/2019

Necessary Approvals for NEW Curriculum, Centers, and Policies

	Acad. Depart.	PRC[6]	UPBC	Gen-Ed	CUCAS	Grad-Council	Univ. Sen.	VPAA	BOR[7]
Major	Yes	Yes	Yes	No	Yes, UG	Yes, GR	Yes	Yes	Yes
Minor	Yes	Yes	Yes	No	Yes	No	Yes, if 19+ credits	Yes	Yes, if 19+ credits
Option or Specialization	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Approval required for 16+ credits, info. only for up to 15 credits
Certificate[8]	Yes	Yes	Yes	No	Yes, UG	Yes, GR	Yes	Yes	Yes
Course	Yes	Yes	No, if no new resources are required[9]	Yes, if seeking a comp. label	Yes, UG	Yes, GR	No	Yes	No
Contract Major	Yes, for all depts. With 9 or more credits in the major.	No	No	No	Yes	No	No	Yes	No
Center	No	No	Yes	No	No	No	Yes	Yes	Yes
University Policy[10]	No	No	No	No	No	No	Yes	Yes	No

[6] Some proposals may require interdepartmental/cross school approvals (ERC, BBA)

[7] Consult BOR Guidelines

[8] Certificates may need to comply with federal gainful employment guidelines. Consult the director of financial aid.

[9] No new resources are required if the course added replaces another course or is worked into the three-year course rotations without expanding sections offered each year. All other cases must go to UPBC.

[10] Policy proposals may originate in departments or committees. If they do, approvals should be included.

Necessary Approvals for all Revised Curriculum, Centers, or University Policies

	Acad. Depart	PRC	UPBC	Gen-Ed	CUCAS	Grad-Council	Univ. Sen.	VPAA	Board of Regents[11]
Major	Yes	Yes	Yes, except for course substitutions.	No	Yes, UG	Yes, GR	No, if changes are ≤30 credits	Yes	Approval required for 15 or more credits.
Minor	Yes	Yes	Yes, except for course substitutions	No	Yes	No	Yes, if 19+ credits	Yes	Yes, if 19+ credits
Option, Specialization, or Certificate	Yes	Yes	Yes, except for course substitutions.	No	Yes	No	No, if changes are ≤30 credits	Yes	Approval required for 16+ credits, info. only for up to 15 credits within an existing program.
Course	Yes	No	No, if no new resources are required[12]	Yes, if seeking a comp. label	No	No	No	Yes	No
Program Learning Outcomes	Yes	No	No	No	Yes	No	No	Yes	No
Center	No	No	Yes	No	No	No	Yes	Yes	Yes
University Policy[13]	No	No	No	No	No	No	Yes	Yes	No

[11] Consult BOR Guidelines

[12] No new resources are required if the course added replaces another course or is worked into the three-year course rotations without expanding sections offered each year. All other cases must go to UPBC.

[13] Policy proposals may originate in departments or committees. If they do, approvals should be included.

Necessary Approvals for Course Revisions

Revision Type	Department	Gen-Ed	Provost
Course Pre-requisites	Yes	No	Yes
Course Description	Yes	No	Yes
Course Outline	Yes	Yes, if gen-ed	Yes
Course Learning Outcomes	Yes	Yes, if gen-ed	Yes
Course Dual Label[14]	All departments involved	No	Yes
Course level/number	Yes	No	Yes
Course Catalog Removal (put in inventory only)	Yes	No	Yes
Course Credit Hours	Yes	No	Yes
Course Final Deletion[15]	All departments involved	No	Yes

General Education Designation Approval Process

The Committee on General Education is responsible for reviewing and determining if revised and newly proposed general education courses meet established goals and objectives before they are forwarded to CUCAS. Courses in the general education curriculum fall into two categories and the approval of a course depends on the category into which it falls.

Learning Area Designations (WIL, SC, PW, RJ, GD)

The Learning Areas in the general education program include the courses UNI 101 and COMP 101, and the areas of Writing and Information Literacy (WIL), Speech Communication (SC), Personal Wellness (PW), Racial Injustice (RJ), and Global Diversity (GD). These areas each have a relatively limited and specific list of courses which satisfy them. New courses and revisions of existing courses may be proposed to meet a Learning Area. Notem a course may have only on Learning Area attached, except for the Global Diversity and Racial Justice requirements, which may also count as Arts, Humanities, or Social and Behavioral Sciences. Proposals for new and revised existing course to satisfy a Learning Area (WIL, SC, PW, RJ, GD) must be approved by the Committee on General Education and include the following:

1. All course proposals for he Learning Areas must include:
    a. The approved definition of the Learning Area,
    b. The approved learning outcomes for the Learning Area, and
    c. For each outcome, a brief description of how the outcome will be met.
2. Additionally, if this is a revised course then the proposal must include:
    a. A Statement of the specific areas that have been revised in the new course outline,
    b. An overall rationale for why the course fits with the Learning Area, and
    c. The previous course outline.

For some Learning Areas, the Committee on General Education may consult with disciplinary experts regarding approvals.

Distribution Course Designations (AH, SBS, NST, MR):

Distribution Requitements depend not on a limited number of specific courses but, instead, are

determined based on department prefix:

- Arts (AH): ART, DIMA, MUS. THR, WRT
- Humanities (HUM): AAS, ARB, CHI, COM, ENG, FRE, GER, HIS, HUM, IT, MAN, PHI, POR, SPA, VI
- Social and Behavioral Sciences (SBS): ANT, ECO, GEO, PS, PSY, SOC, SS
- Natural Sciences and Technology (NST): AST, BIO, CHE, MTR, PHY, CS, and MIS 155, 260, 280, and 281
- Mathematical Reasoning (MR): MAT courses between 110 and 298 (except for MAT 150/151 and MAT 186); FIN 230, SS 300

Distribution Courses do not need to include the learning outcomes listed in each area, and new distribution courses do not need to be approved by the Committee on General Education. However, the courses in that area will be assessed using those outcomes.

Detailed information about the general education curriculum as well as definitions and learning outcomes for the Learning Areas and Distribution Courses can be found at https://libguides.wcsu.edu/gen_ed, the site for the Committee on General Education.

Senate Resolution R12-03-01
President's Approval 3/21/12

Rev. Senate Approval 10/16/2019
Admin. Approval 10/16/2019
Rev. Gen. Ed. Approval 5/25/2025

Program Sheet Revision Procedures

Approved program changes that occur throughout the year via the Curriculum Approval Process are to be reflected in the University Catalogs.
Program changes must be approved no later than January 30, to be included in the next year's catalog. Approved program changes are recorded in the Curriculum Proposal Process (Sharepoint) and are available for reference by all departments and deans. The Provost/Vice President for Academic Affairs will initiate all University-wide changes, i.e., changes in literal prefix, common core revision, etc.

Programs are updated annually before the Summer New Student Orientation program, and are dated to coincide with corresponding catalog years. Updates to the programs are managed by the Registrar's Office.

Archived program sheets are posted on the university's website.

May 12, 1986
Provost/VPAA, Updated 2012
Provost/VPAA, Updated 2019
Registrar, Updated 2024

Program Discontinuance Procedures

I. A department, the Committee on Undergraduate Curriculum and Academic Standards (CUCAS), the Graduate Council, the University Senate, or the University President may initiate a recommendation for program discontinuance.

II. For functional purposes at this institution and for the term of the current CUS-AAUP contract, the term "program" shall refer to those programs for which program sheets exist, and any program sheets subsequently approved; discontinuance of minors in departments which do not have majors (e.g., Philosophy and Humanistic Studies) shall also follow the procedure outlined below.

III. Any recommendation for program discontinuance shall be first reviewed by

CUCAS or the Graduate Council to determine specific courses which would be affected and the effect of those discontinued courses on the other University programs. For the purposes of evaluating discontinuance, elimination of individual courses shall not be viewed as discontinuance. Only the request to eliminate groups of related courses, which would *de facto* force the discontinuance of any group, shall be viewed as discontinuance.

IV. CUCAS OR the Graduate Council shall:

A. List all courses in the program that might be discontinued.

B. Note those courses that are part of general education.

C. Note those courses which are required in other programs and list the departments and programs so affected.

D. State the current status of the accreditation or licensure of the program.

E. Develop a timetable (within the framework noted in 6. and 8. Below) bot for other committees and groups to report back to CUCAS or the Graduate Council and for the relevant committee to complete its own report and recommendations to the University Senate.

F. Send copies of the initial statement of the impact of program discontinuance on all courses and departments affected along with the timetable for completing all reports and recommendations to the following:

1. The University Planning and Budgeting Committee (UPBC).
2. Schools concerned.
3. Department(s) concerned.
4. The Student Government Association (SGA).

G. Send a cover letter and copies of the initial statement of the impact of program discontinuance on all courses and departments affected, along with the timetable for completing all reports and recommendations to the University President and the University Senate President.

V. Within a period of time specified by CUCAS or the Graduate Council, the above mentioned groups shall examine the proposal for program discontinuance and determine if it is based on *bona fide* educational considerations. The reports submitted to CUCAS or the Graduate Council by the various groups shall include the following:

A. UPBC

1. Institutional funding and support with reference to: faculty positions, student recruitment procedures, equipment budget, library budget, funding for program advertising.
2. Alternative arrangements for some program continuance and faculty (i.e., liaison with one of the other units of the Connecticut State University, etc.).
3. Effect on accreditation, certification or licensure.
4. The effect on any students currently enrolled.
5. The effect on any other programs if courses are discontinued.
6. Recommendations for ways in which the program could continue.

B. Schools

1. The effect on any students currently enrolled.
2. The effect on any other programs if courses are discontinued.
3. Recommendations for ways in which the program could continue.

C. Department(s)

1. The effect on faculty status.
2. The effect on any students currently enrolled.

3. Recommendations for ways in which the program could continue.

D. Graduate Council

1. The effect on any students currently enrolled.
2. The effect on accreditation, certification or licensure.
3. Impact on students.
4. Recommendations for ways in which the program could continue.

E. SGA

1. Impact on students.

VI. In the event that discontinuance involves a graduate program, information from V A, B and C above should be sent to the Graduate Council, which will then report and make its recommendation to the Senate.

VII. The CUCAS or Graduate Council report to the University Senate shall include:

A. Source of the recommendation for program discontinuance.

B. The material listed in in 4. And 5. Above

C. Analysis of reports received.

D. Recommendation for or against program discontinuance, if necessary.

1. Recommendation for program discontinuance timing.
2. Basis and validity for discontinuance.
3. Possible alternative arraignments for program continuance.

VIII. The University Senate shall review the CUCAS or Graduate Council's recommendations to determine if these have been based on bona fide educational considerations. Within 60 calendar days of the initiation of a request for program discontinuance, the University Senate shall have completed its review and shall pass on its recommendations and the Committee report to the University President for appropriate action.

IX. The President shall be requested to inform the State of his/her decision.

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Adopted: Nov. 25, 1980
Amended: Mar. 31, 1981

Procedure for Planning of the Undergraduate or Graduate Curriculum

I. Planning

A. This procedure is to be used for: a) programs (options, etc.) or courses with additional equipment and/or staff required, b) programs (options, etc.) where no CIP number exists, and c) programs (options, etc.) with additional equipment and/or staff not required and program CIP number exists.

B. The department prepares and approves a proposal for planning approval of not more than two (2) pages. The proposal should include answers to the following:

1. What are the educational equipment needs?
2. What are the staffing needs? (over a 4-year period)
3. What is the rationale for the proposal?
4. Are there any special room or facility needs (e.g., computer time, etc.)?

5. When would degrees be granted?
6. How does the program (course, etc.) meet the University strategic planning assumptions?
7. How much library material is already available on the campus/how much more library material is needed?
8. What is the implementation schedule?

C. The proposal is sent to the chairperson of the University Planning & Budgeting Committee to determine whether the proposal fits into the strategic planning of the institution and what the possibilities are for staff, equipment, facilities, etc.

D. The University Planning & Budgeting Committee recommendation, either approval for planning or disapproval with reasons, comments or recommendations is sent to the University President for administrative review. A copy of the committee's recommendation is also sent simultaneously to the department chairperson.

E. The University President will review the proposal and send his/her approval for planning or disapproval with reasons, comments or recommendations to the department chairperson and the chairperson of the University Planning & Budgeting Committee simultaneously. If approved, the chairperson of the Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council should also be notified.

F. If the proposal is approved, the department may proceed with PHASE II.

II. Curriculum Development

A. The department prepares and approves the full proposal for the new program, course, etc., including the original proposal with administrative planning approval. The proposal should include the course designation (lecture, lab, studio), level, title, description, prerequisite(s), level, outline and any other information required by the Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council. Departmental approval indicates that all other affected departments have been notified.

B. Undergraduate and graduate course material or undergraduate program proposals will be routed to the chairperson of the school curriculum committee. If the school curriculum committee approves, the proposal is sent to the chairperson of the Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council. The school curriculum committee is responsible for the complete contents of the proposal when it is sent for review. If the school curriculum committee disapproves, the proposal, with reasons, comments or recommendations, is rejected in the CPP and the department chairperson is notified.

C. Graduate program proposals are sent, via the CPP, to the chairperson of the school curriculum committee. If the school curriculum committee approves, the proposal is forwarded to the chairperson of the Graduate Council. The Graduate Council reviews the proposal. If approved, the proposal is sent to the Provost/V.P. for Academic Affairs. If disapproved, the proposal with reasons, comments, or recommendations, is rejected and returned to the department chairperson.

D. The Committee on Undergraduate Curriculum and Academic Standards reviews undergraduate proposals. If approved, the proposal is sent for administrative

review. If disapproved, the proposal, with reasons, comments or recommendations, is rejected in the CPP and comments are sent back to the chairperson of the school curriculum committee and the department chairperson. The Committee on Undergraduate Curriculum and Academic Standards may consult with the department and/or school curriculum committee for clarification throughout the process.

E. The chairperson of the Committee on Undergraduate Curriculum and Academic Standards, the department chairperson and the appropriate Dean are notified simultaneously of the administrative approval or disapproval with reasons, comments or recommendations.

F. The office of Academic Affairs is responsible for initiating and overseeing the off-campus approval process required for licensure of new programs after they have been approved on campus. The off-campus process may include the BOR, CTDOE, and NECHE. Inquiries about this process should be directed to the office of Academic Affairs.

The steps above offer guidance on the planning and approval of new curriculum. It is also recommended that you look at the templates required by the CT Board of Regents before you begin. The questions posed there are helpful for campus-based planning and will be required for all new degrees, options, certificates, or centers and institutes, as well as significant revisions to existing programs. The templates can be found here: http://www.ct.edu/academics/approval

September 2019

Approval of Programs at the Connecticut Board of Regents for Higher Education[16]

Board of Regents Approval Processes

All of the processes of program approval, revision, and closure at the Board of Regents mirror those of WCSU. You should anticipate a minimum of four months at the BOR and then another six weeks for approval to offer Title IV Funds for new programs. As a general rule, planning for BOR review will include:

1. Development of documentation to conform with BOR guidelines. The Provost/VPAA will review prior to moving the proposal forward to the Academic Council.
2. Academic Council will review first a Concept Paper, then a Proposal. Plan for a minimum of two visits as you incorporate feedback from the Concept Paper into the Proposal. If approved, it moves to Academic and Student Affairs.
3. Academic and Student Affairs will review the Proposal approved by Academic Council. If approved, it moves to the full Board of Regents as part of the Consent Agenda votes.
4. At each stage, representatives of the program must be available to answer questions.

If approved by the full board, WCSU will then need approval from the federal government to offer financial aid (Title 4 funds). This frequently takes up to four months. Some degrees also require review at the Office of Higher Education.

Appropriate forms for the BOR can be found here: **http://www.ct.edu/academics/approval**

The Academic Council is composed of the Principal Academic Officers from all institutions under the BOR: the College Deans at CC System, the Provosts/AVPs at the CSUS and COSC. Meetings are planned and facilitated by BOR Academic and Student Affairs Staff.

Constituent Units of Higher Education are: the Connecticut Community College System, the Connecticut State University System, Charter Oak State College, and the University of Connecticut. Administrative processes within these units may require additional information and review beyond what is outlined or required in this document and related process forms. For example, any certificate program created at a CC System institution, even if below threshold for BOR approval, requires an administrative review and entry of such program and its courses in the of system-level operated programmatic database.

[16] Sec. 253. (NEW) (Effective July 1, 2011) Notwithstanding sections 10a-34 to 10a-35, inclusive, of the general statutes, as amended by this act, the Board of Regents for Higher Education shall have the authority, in accordance with the provisions of said sections 10a-34 to 10a-35, inclusive, as amended by this act, over academic degrees awarded by public institutions of higher education, including the (1) operation of public institutions of higher education and the programs offered by such public institutions of higher education, (2) licensure and accreditation of public institutions of higher education and programs offered by such public institutions of higher education, (3) evaluation and approval of applications to confer academic degrees made by public institutions of higher education, and (4) assessment of any violation by a public institution of higher education of the authority of said board as described in subdivisions (1) to (3), inclusive, of this section and the imposition of a penalty for such violation.

CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION
Connecticut State Colleges & Universities

Academic Programs Requiring Action by Board of Regents

a) New Programs:

CSCU institutions must seek approval to establish an academic program that has not been previously approved by either the Board of Regents or one of its predecessor governing bodies. New programs are:

a) A new academic major
b) A new degree program
c) A new stand-alone certificate program that is Title IV eligible

Institutions shall seek approval of new degree and/or certificate programs either as *Licensure* or simultaneous *Licensure and Accreditation*:

a) *Licensure*, normally granted for a period of three years, authorizing the enrollment of students and their advancement toward the completion of degree requirements; or
b) *Licensure and Accreditation*, simultaneously authorizing the enrollment and award of credentials to students. The accreditation action is considered renewed with each regional accreditation of the institution. Simultaneous licensure and accreditation is generally sought for new degree and certificate programs that are closely related to a set of already existing programs and aligned with institutional strengths.

New degree programs are normally submitted for licensure only, to be accredited after three years. Certificates normally are licensed and accredited simultaneously.

b) Modification of Accredited Program:

A program modification is the substantive change to an academic program previously approved by either the Board of Regents or a predecessor. CSCU institutions must seek approval for the following instances as program modifications:

1. Creation of a new undergraduate certificate program of more than 30 course credit hours belonging to a previously approved baccalaureate major;
2. Creation of a new undergraduate certificate program of more than 30 course credit hours belonging to a previously approved associate degree program;
3. Creation of a new baccalaureate minor of more than 18 course credit hours;
4. Creation of a new undergraduate option or certificate program of more than 15 course credit hours not falling within a previously approved program;
5. Creation of a new graduate option or certificate program of more than 12 course credit hours not falling within a previously approved program;
6. Significant modifications in courses or course substitutions of more than 15 credits in a previously approved undergraduate degree program;
7. Significant modifications in courses or course substitutions of more than 12 credits in a previously approved graduate degree program;

8. Authorization for an approved program to be offered at an off-campus location or using an alternative modality (e.g. on ground to online); and
9. A change in the title of a degree or title of program

Modification below the thresholds of items a) through g) above may also require approval if the respective credential is required by existing state regulations for a licensed profession or work area.

c) Accreditation of Licensed Program

CSCU institutions must seek approval for the accreditation of a licensed program in a timely fashion – prior to the expiration of the initial three-year licensure period and/or the inaugural awarding of the program's credential.

d) Discontinuation of Existing Program

CSCU institutions must seek approval to discontinue an existing academic program previously approved by either the Board of Regents or a predecessor. Program discontinuation consists of a *Phase Out* period during which time students in the program graduate and a *Termination Step* in which the program is taken off the official list of existing academic programs maintained by the Office of Higher Education (OHE). Program discontinuation should:

a) Occur in the context of a related academic improvement (e.g., the merging of programs with declining enrollments/completions into a new program that effectively addresses relevant state needs and students' interest);
b) Emerge as a result of the periodic Academic Program Review process at the institution in compliance with existing Board of Regents policy and procedures;
c) Other institutional considerations such as redirecting capacity, adoption of a new mission, strategic planning, etc.

Program discontinuation should not impact state priorities for workforce preparation.

e) Suspension of Existing Program

CSCU institutions must seek approval to suspend an existing academic program previously approved by either the Board of Regents or a predecessor. The application for a suspension requires a rationale for the suspension and follow-up plans. Program suspension consists of a Phase Out/Teach Out period during which time the institution ensures that students currently enrolled will be provided opportunities to complete the program and a projection as to when the program is to be reinstated or deleted.

Academic Programs that are Information Item Only

The following non-substantive instances require that CSCU institutions submit a Below-Threshold New Academic Offering Information Report Form to the CSCU System Office of the Provost for inclusion in the agendas of the CSCU Academic Council, the Board of Regents' Academic and Student Affairs Committee and the Board of Regents as an information item. These instances do not require a Board resolution:

I. New minors, concentrations, options, specializations or certificate programs not classified in the categories requiring Board of Regents action; i.e.:

A. An undergraduate certificate or program of 30 course credit hours or fewer that falls within an approved program;

B. A new baccalaureate minor of 18 or fewer course credit hours;

C. A new undergraduate option or certificate program of 15 or fewer course credit hours;

D. A new graduate option or certificate program of 12 or fewer course credit hours

E. Programs that do not qualify students to become eligible for federal student financial aid.

Academic Program Review Process

I. Purpose and Rationale

As mandated by the BOR, all WCSU undergraduate and graduate degree programs approved by the Connecticut Board of Regents for Higher Education and all BOR approved Centers will undergo review every seven years*. Scheduled program reviews are an integral part of the University's strategic planning process. They support ongoing efforts to demonstrate institutional effectiveness and maintain accreditation by the New England Commission on Higher Education (NECHE). The program review is intended to be a rigorous, collegial, and supportive process. It is a peer review process including Department faculty, external evaluators, deans, appropriate governance bodies, and the provost.

*For programs with specialized accreditation, the most recent self-study or mid-cycle report may be submitted as the program self-study and action plan. However, care must be taken to align that report with the criteria described hereafter. A summary of that alignment should be included in the Program Review Materials.

II. Contents of Program Review Self Study

A. Purposes (Mission, Goals, Objectives, Vision): The Departmental Program Review Committee (DPRC) should examine and when necessary suggest revisions of the program's mission, goals, and/or objectives to ensure congruence with the University's mission and Strategic Plan. Documents to be consulted include: The University Mission, Vision, Values, and Strategic Plan, the Program Mission and Vision, Program Mission and Strategic Plan (where applicable), Program Annual Reports, Accreditation Standards (NECHE or discipline specific).

B. Evaluation of Curriculum: The DPRC should evaluate the curriculum from internal and external perspectives.

1. Internal perspectives should focus on the organization of curriculum, the relevance and communication of the program learning outcomes. To do this the DPRC should review:

a) The organization of the curriculum to ensure that courses are clearly aligned with the program learning outcomes. Evidence for this alignment will be found in course outlines and syllabi, which should include relevant program learning outcomes.

b) The sequencing of requirements and course pre-requisites to ensure that they are logical and support student success.

c) A review of any requirements outside of the major (cognates) and a description of their relevance to success in the major. Examples of such relevance may include syllabi from the major that build on the knowledge from the cognate, e.g., nursing syllabi assume knowledge of anatomy and physiology, meteorology syllabi assume knowledge of calculus.

2. External perspectives may include comparisons with peer programs at other universities, comparisons with national or international standards or guidelines, advisory committee reports, and specialized accreditation standards where applicable.

C. Assessment of Student Learning Outcomes: The DPRC should review direct and indirect assessments of the program learning outcomes as part of the evaluation of the program's effectiveness.

1. For direct assessment, the DPRC should examine the full program assessment plan and results of the last five years to see that the plans are appropriate to the kinds of evaluation needed and that the results are used to improve curriculum. Materials to be consulted are: a complete assessment plan and description of the protocol, assessment results for the last five years, records of any changes to curriculum or pedagogy that resulted from the review of assessment results. All of the above should be documented on the NECHE E Series forms as a summary.
2. For indirect assessment, the DPRC should examine any documents that reflect external assessments of the program or student success after graduation. Materials to be consulted may include: employment rates (overall and/or in field) one or more years after graduation, rates of graduate/professional school applications and acceptances, surveys of supervisors of student teachers and/or interns/co-op/practicum students, surveys of recent graduates and/or other alumni, assessments of co-curricular activities relevant to the program, and descriptions of any changes made based on this data.

D. Student Enrollment, Retention, Satisfactory Progress and Graduation Rates (See NECHE Data First forms): The DPRC should review the baseline program data for the last 5 years to determine the health of the program in its current state. Baseline Program data includes five year data on the following: FTE in the major, Retention rates, Six Year Graduation rates, Demographic information (gender, ethnicity, first generation). Additional data may include: percent of students on academic probation and on the Dean's list, evaluation of gateway courses and their impact on student progress to degree completion, impact of program specific recruiting efforts, and assessment of any department-wide advising efforts where applicable.

E. Assessment of Resource Needs: The DPRC should examine the program resources (human, physical and fiscal) in terms of their adequacy in supporting the program in its effort to meet its mission, goals and objectives.
    1. For faculty and staff, the DPRC should review faculty credentials to determine if they are appropriate to discipline and determine sufficiency of current staffing to support the program. Consider the ability to staff regular course rotations, faculty-student ratio, advising loads, and adjunct ratios.
    2. For facilities, the DPRC should describe the spaces and technologies allocated to this program, and determine if they are sufficient for current needs and if there a need to expand facilities in the next 7 years based on your enrollment and curriculum plans.

F. Public Disclosure and Integrity: The DPRC should review the program's compliance with Federal and NECHE standards with regard to public disclosure and integrity. This includes all communication about the program in the university catalog (print and electronic versions), websites, Facebook and other social media.

G. Evaluation, Planning and Projections: The DPRC should review all information in the report to develop an overall assessment of the program's quality and viability. From this information, the DPRC should develop an action plan for the next seven (7) years to address any curriculum, enrollment, or staffing challenges, or opportunities for growth. The plan should describe the aspects of the program

that will be maintained, deleted, and/or modified and those changes should be discussed in relation to program quality, enrollment projections, and resource implications. In the event that program closure is recommended, a plan to accommodate existing students in the program should be developed.

H. Required Appendices

1. Baseline Program Data from the past five years (Data First Forms)
2. Assessment Plans, NECHE Forms E Series, Assessment Reports and Data from the past five years.
3. For programs with discipline specific accreditation, a map of how NECHE and the discipline standards are aligned.
4. Report from External Evaluators

III. Role and Selection of External Evaluators

The program review process includes an external evaluation to provide feedback and guidance from qualified faculty and/or professionals in the discipline. For programs with specialized accreditation, the selection process and format of such a report will conform to the accrediting body's guidelines. For those programs with NECHE accreditation only, the following guidelines should be followed:

A. The DPRC will suggest to the Dean up to six (6) potential candidates to serve as external evaluators. Candidates shall include individuals from NECHE institutions and/or practitioners in the field and/or members of professional associations related to the discipline.

B. The Dean will review the curriculum vitae of potential external evaluators with the Provost before approving the team of evaluators. A team will usually include two (2) evaluators. In case of a disagreement in the selection of candidates, the Dean and DPRC will meet to resolve the issue.

C. The Dean will contact the recommended individuals and make arrangements concerning duties, timeline, and compensation (travel, honoraria, and additional stipend for writing the final report).

IV. Program Review Timeline

A. Year 1

1. Notification of the start of a program review from the Provost by May 1.
2. Selection of Departmental Program Review Committee (DPRC) at the first department meeting in September.
3. Collection of self-study data by the committee, facilitated by the office of Institutional Research and Assessment completed by January 30.
4. Recommendations for external evaluation to the appropriate Dean by February 1.
5. The Dean, in consultation with the Provost selects two external evaluators. (For programs with discipline specific accreditation, the protocol will follow the recommendations of the accrediting body).
6. Analysis of data and preparation of the Self Study Report completed by May 1. The maximum length of the report is six (6) pages, excluding appendices. The DPRC submits the document to the program's faculty,

Chair, and Dean for review and reaction. If revisions are necessary, they should be incorporated into the report no later than the start of the fall term.

B. Year 2

1. Self-study report and action plan are submitted to the external evaluators no later than September 15.
2. External evaluators conduct a site visit no later than the second week in November.
3. External evaluators submit a written report to the Department and Dean by December 15.
4. The Dean and DPRC review the report of the external evaluators. If the DPRC wishes to respond to the external review, that response is due to the Dean by January 15.
5. The Dean provides a summary report and any recommendations, and all Program Review Materials (Program Review Report, Action Plan, and External Evaluation) to the Provost by February 1.
6. The Provost forwards all program review documents to the appropriate Senate Committee (CUCAS or the Graduate Council) by February 15.
7. The Senate committee reviews all documents and makes a recommendation to the Provost later than April 1.
8. The Provost submits all relevant documents to the President in May.
9. The Provost provides the DPRC and Dean with written reactions and recommendations by July 1.
10. The Provost submits a summary report to Board of Regents by September 1st.

C. Year 3-7 Implementation of the Action Plan

Passed by University Senate: 10/17/1984
Approved by President: 11/4/1984

Rev. Senate Approval: R-12-05-04
Admin. Approval 5/10/12
Passed by University Senate 4/19/2017

WCSU Online Policy

I. INSTITUTIONAL POLICY ISSUES

A. Purpose:

1. The purpose of Western Connecticut State University (WCSU) Online Learning Policy is to assure high quality in online/distance learning with regard to instruction, procedures, and support. Unless otherwise stated all academic policies and procedures apply to both on-campus and online courses. Nevertheless, the particular nature and circumstances of online learning necessitate a clear explication of policies and procedures on key areas. All Online Learning policies are generated and executed in accordance with the mission of WCSU.

B. Principles of Good Practice for Electronically Offered Academic Degree And Certificate Programs:

1. Distance learning activities at WCSU comply with the NECHE Guidelines for the Evaluation of Distance Education & On-line Learning and with the Guidelines of other accrediting bodies.
2. See: See: Guidelines for the Evaluation of Distance Education (On-line Learning) Now NECHE
3. WCSU's goal is to ensure that online courses meet the same quality standards as courses taught on campus. Additionally, some online learning may address the needs or topic in ways that on-campus classes cannot.

C. Definition

1. **Online Course**: Defined as one in which course content is delivered online via the University's web-based course management system, whether synchronously or asynchronously. Students submit course work and participate in discussions with faculty and other students via the Internet. Many online courses contain media-rich presentations that reinforce important concepts. Students in these courses communicate with faculty and fellow students using e-mail, discussion boards, and submit assignments to faculty through the University' web-based course management system.
2. **Hybrid Course**: Defined as one in which a course is comprised of both face-to-face meetings and online learning, where the online component does not exceed 50% of the designated instructional time. All face-to-face meetings for a hybrid course will be announced prior to registration. The online component is delivered via the University's web-based course management system.

D. Review of Distance Learning Policy:

1. The responsibility for evaluating and revising the Online Learning Policy resides with the Senate Distance Learning Committee, as specified by NECHE.

II. CURRICULUM AND INSTRUCTION

A. Academic Integrity of Online Learning Courses:

1. Online learning courses are comparable to campus-based courses in terms of:
    a. Syllabi
    b. Office Hours
    c. Expected learning outcomes
    d. Readings and assignments
    e. Grading
    f. Methods of evaluation
    g. Student Opinion Survey
2. Online learning courses are subject to the same policies as stated in the Graduate and Undergraduate Catalogs for campus-based courses. Faculty members must also follow the regulations described in the Collective Bargaining Agreement and the guidelines in the Faculty Handbook.

B. Oversight of Courses:
    1. Like all academic activities, online learning at WCSU operates under the purview of the Provost and Vice President for Academic Affairs, CUCAS and Grad Council. WCSU adheres to the policy that all courses of the same prefix and number are equivalent, regardless of mode of delivery and/or period of delivery. It is the responsibility of the faculty to ensure that the rigor of programs and quality of instruction are maintained within their courses.

C. Online Learning Course Offering Process
    1. For new online offerings, the faculty member must complete the Online Education at WCSU course offering form. Form approval must be provided by the Department Chair, Academic Dean, and Provost. This process should be done as expediently as possible.

D. Instructional Review: Quality of Instruction Issues
    1. Instruction in all courses, whether campus-based or online is reviewed by the same criteria set forth in the AAUP-CBA, the Faculty Handbook and Departmental Bylaws.
    2. Criteria will include, but will not be limited to, evaluation of teaching effectiveness and student opinion surveys. Evaluators may need special training and support to adequately review online instruction due to the distinct pedagogical implications that must be considered when looking at online teaching and learning strategies and processes.
    3. See: DEC Written Evaluation and Recommendation Report for Teaching Faculty Members.
    4. Faculty Interaction with Students:
    5. As in all classes, best practices in online learning necessitate clear guidelines on faculty student interaction. Online and hybrid courses

require strong instructor presence and frequent interactions with students. Faculty should clarify in their syllabi and course polices the nature of planned interaction, feedback timelines (like grading or email turnaround), as well as appropriate modes of communication (e-mail, phone, fax, chat, or discussion board.) Faculty should ensure clear responses to students, within a student-friendly timeframe. Complete and detailed feedback should be provided via the discussion board, individual email or other appropriate means. Office hours shall be held in compliance with the Faculty Handbook. Depending on the nature of the course, some may want to provide synchronous office hours when students know faculty can be reached by methods such as VoIP (Voice Over Internet Protocol), telephone or email. The instructor is expected to comply with all privacy laws in conducting online and hybrid courses.

E. Faculty Responsibility

1. The instructor is responsible for presenting course content, instruction, and evaluating student progress in online learning courses, as well as for campus-based courses. Rapid changes in technology may require faculty to reevaluate online course resources frequently.

F. Accessibility (ADA):

1. All online learning is conducted in regard to and compliance with the Americans with Disabilities Act. See: www.wcsu.edu/diversity/americans-with-disabilities-act-ada-university-statement/

G. Intellectual Property and Third Party Providers

1. Distance learning courses are frequently designed and disseminated by other colleges, universities, corporations or non-profit organizations. In the event that WCSU wishes to purchase or lease modules or entire courses from a Third Party, such courses or modules must be evaluated by the appropriate curricular committees to ensure that the materials meet all quality criteria set forth by the appropriate curricular committees before any legal agreements are signed between parties.

H. University Honesty Policy

1. Online, hybrid and on-site course instruction follow the same campus-wide policy on Academic Honesty. WCSU affirms its commitment to enforcing the Academic Honesty Policy and to supporting faculty and students in the handling of academic integrity matters. WCSU is committed to making information on academic integrity easy to find on the campus Web sites and within online courses. Departments offering online courses and degrees should include ethics instruction within the relevant course and/or core curricula. WCSU encourages faculty to report every suspected violation of the Academic Honesty Policy and act upon it. (See Academic Honesty Policy.)

I. Copyright Compliance

1. The University acts in accordance with Section 403 of the Digital Millennium Copyright Act. See http://www.copyright.gov/legislation/sec403.pdf

J. Testing Policies: Verifying the Identify of The Student Submitting Work Online

1. WCSU verifies the identity of students in online classes in accordance with current educational standards. WCSU provides secure student logins and password to access online courses and related resources, discussions, assignments and assessments. Students are provided instruction on maintaining the security of their logins and passwords. WCSU must have processes that establish that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. Verification methods are determined by the institution and may include but are not limited to secure login and password protocols, proctored examinations, and new or other technologies and practices.

III. FACULTY

A. Faculty Qualifications

1. Faculty members who teach online learning courses must meet the same qualifications as faculty who teach campus-based courses at Western Connecticut State University. They will be selected in accordance with the WCSU Faculty Collective Bargaining Agreement.

B. Faculty Training

1. WCSU provides a variety of training workshops and individual training for faculty in the use of all relevant courseware and/or software. Training will be provided as needed to ensure that faculty remain current in the use of the technology. WCSU's Center for Excellence Learning and Teaching (CELT) should offer professional development opportunities for faculty to learn best practices for effective online communication with students

2. In addition to training and professional development for faculty related to teaching in distance learning formats, the faculty meets periodically to share information and discuss ideas to enhance effectiveness of courses and quality of courses being taught.

C. Faculty Evaluation

1. Procedures to be followed for the evaluation of faculty-administration of Student Opinion Surveys and Peer Observations--should follow the guidelines set forth in the CBA, the Faculty Handbook and Departmental Bylaws in as close to the same manner as is possible in online and on- campus courses. The individual DEC's and Department Chairs should be permitted access to online classes in a manner that is comparable to the observation of faculty teaching on-campus classes. Additionally, department curriculum and assessment committees should be permitted access on a limited basis to courses to ensure course quality. Departments should identify assessment procedures for online learning that are consistent with their mission. On site and online courses should be comparable experiences and each department will need to periodically review its courses to assure that approved course learning outcomes are addressed.

D. Faculty Teaching Load:

1. Faculty members teaching distance-learning courses receive the same workload credit as faculty who teach campus-based courses.

IV. STUDENT SUPPORT SERVICES

A. Student Services

1. All policies covering on-campus classes shall also apply to distance learning classes. This includes matriculation, financial aid, and registration. The WCSU website shall provide information about distance learning orientation sessions as well as all other services online (e.g., financial aid, career development, tutoring services, counseling and academic advising). Students should consult an academic advisor before registering for an online learning class, as well as campus-based courses. Special attention should be paid to a student's ability to work independently and to perform all or most course work by reading and writing. Students should plan their schedules wisely making sure they have sufficient time to complete an online class within the allotted time. Students must ensure that they will have adequate access to a computer and the internet to complete the class.

B. Student Training

1. It is recommended that all students must complete an orientation to online learning course before registering for their first course. This training will familiarize the student with the instructional software and well as acquaint them with the principles and practices of being a good online student. New student orientation sessions should include training on the university's current-web-based learning management system, as provided by Information Technology & Innovation.

C. Student Complaints/Grievance Procedure

1. All student concerns about grading and other academic concerns should follow established University procedures as set forth in the Student Handbook, the Undergraduate or Graduate Catalog and the Faculty Handbook.

D. Library Resources

1. WCSU Libraries ensure that the distance learning community has access to library materials equivalent to those provided in traditional settings. The Libraries provide convenient, direct access to library materials in appropriate formats that are of sufficient quality, depth, number, scope, and currency to:

    a. meet students' needs in fulfilling course assignments; enrich the academic programs;

    b. meet teaching and research needs; support curricular needs

    c. promote the acquisition of lifelong learning skills;

    d. accommodate students with varying levels of technological access (i.e., low bandwidth); and accommodate other

informational needs of the distance learning community as appropriate.

2. Library services offered to the distance learning community are designed to meet a wide range of informational, instructional, and user needs. Services include virtual reference and research assistance (via chat, e-mail, phone, text); online library instruction and informational services (including information literacy instruction); reliable, rapid, secure access to online resources; access to electronic reserve materials, interlibrary loan and document delivery services; and adequate service hours. Library services to the distance learning community will be promoted through variety of channels, including the Library's mobile-enhanced website, and will include documented and updated policies and procedures.

E. University Bookstore

1. The WCSU website provides a link to the WCSU Bookstore (which provides information for both distance learning students and traditional students.) All students may make bookstore purchases using the online service. The bookstore will mail the requested materials to the student.

V. DISTANCE LEARNING FACILITIES AND SUPPORT SERVICES

A. Distance Learning Equipment and Facilities

1. Western Connecticut State University provides the necessary equipment and facilities to effectively deliver scheduled synchronous and asynchronous courses at a distance. Video conferencing rooms are available to fully deliver courses. Computers with Internet access are available on campus for students who may need to use campus facilities for distance learning purposes. All courses that require laboratories and clinical site visits, which cannot be completed via technology-based distance learning, are handled with special arrangements made by the faculty member in consultation with the Dean and IT.

B. Funding for Distance Learning:

1. Sufficient funds for the operation of online/distance learning programs have been allocated to maintain instructional offerings. The annual University budget provides for the maintenance of equipment and networks the WCSU CIO is responsible for this budget.

C. Institutional Technology Responsibility:

1. Information Technology & Innovation provides the technical expertise necessary for maintaining equipment and networks, so that the delivery of online/distance learning programs may occur. A System Administrator addresses student and faculty concerns with the delivery of distance learning and an online Helpdesk is available for equipment problems. In addition, IT&I provides training of faculty and staff. IT&I schedules several training modules for professional development during each year and or as needed. IT&I provides orientation and training modules available online for students.

VI. PLANNING AND EVALUATION

A. Institutional Planning

1. The viability of distance learning programs is included in the planning process. Distance learning is planned to meet the University mission, strategic initiatives, goals and objectives, and is consistent with the University long-range planning document. Distance learning is designed and evaluated according to the same guidelines used for on-campus programs. The effectiveness of distance learning is assessed as discussed in this document. Finally, the results of the assessment are used to make appropriate changes to the long-range plan and to the program. Departments offering online courses or programs track the effectiveness of such program through their assessment process.

B. Educational Effectiveness

1. Distance learning is designed and evaluated according to the same guidelines used to assess on-campus courses, programs, and departments. The effectiveness of distance learning is assessed based on the accreditation policies described by NECHE and other national and regional accrediting bodies related to specific program areas across the University.

Recommendations

Date: July 2, 2012

With respect to the proposed Distance Education Policy, we make the following recommendations.

For online and hybrid instruction to be effective here at WCSU it is recommended that CELT become the faculty-driven catalyst for addressing technology and learning. Purpose: in order to perform this function CELT's profile and resources need to be augmented and strengthened. Specifically, the Senate Distance Education Committee, in cooperation with Information Technology & Innovation, create a series of faculty workshops focusing on the development and maintenance of online courses. The committee should also create a best practices document to assist faculty in the creation and evaluation of their online offerings.

That Information Technology & Innovation modify the university's installation of its current course management software (CMS) to require all new users--faculty and students--to complete an online tutorial before being able to use said system. Purpose: to ensure that new users demonstrate minimum standards for using the CMS.

That Information Technology & Innovation create and make available to each academic department an anonymous online version of the student opinion survey instrument with content identical to that ordinarily in use by the department or one that has been designed or approved by the department specifically for online use in accordance with Article 4.11.8 of the CSU-AAUP Collective Bargaining Agreement. The procedure for administering the survey shall also be subject to approval by the department as provided for in Article 4.11.8.

That Information Technology & Innovation modify its course registration system such that hybrid courses receive two room assignments, one physical and one

"ONLINE." Purpose: to provide a simple mechanism for identifying hybrid courses in online course listings.

That the procedure for scheduling an online course be no more difficult than for onsite classes, requiring the same sequence of approvals and paperwork. Department Chairs must remain cognizant of any substantive changes to a program as the percentage of online courses expands, as per NECHE guidelines. Purpose: to foster and facilitate the creation of online courses as a regular component of a term's offerings.

Senate Approval 5/8/2013 (R-13-5-1)
President's Approval 6/11/13
Sharepoint CD1213187 Approval 7/17/13

Senate Approval December 14, 2016
Senate Approval 11/16/16
Administrative Approval 1/3/17

Creative Activity, Professional Development Opportunities, and Research Protocols

The Connecticut State University Research Foundation

The Connecticut State University Research foundation was established by the Connecticut General Assembly under Public Act 79-202 for the purpose of facilitating and promoting research activities among the four institutions that comprise the CSU system.

The Research Foundation operates on each CSU campus under the direction of the campus President in accordance with the regulations of the Foundation and all other relevant general University and State regulations.

Each campus has a Research Foundation Advisory Council, which, at Western, is the Research and Development Committee. The function of the Advisory Council is to advise the campus President on the operation of the Foundation, as well as the conduct of research and public service activities on each campus.

Definition of Faculty Scholarship

Although a university may be committed to the idea of being a "teaching institution," that concept cannot be fulfilled apart from a similar commitment to scholarly activity. Scholarly activity has three components--research, scholarship, and creative endeavor--whose principal foci are oriented toward the academic program of the university and are carried out by individual faculty.

These activities are vital to the university and to its academic program and have an impact on the student as a learner. They are a very real part of the instructional process. In progress through undergraduate studies, the student is constantly moving toward more and more independent learning and learns that research and creative endeavor are necessary elements in the learning process. Students must have models of ongoing scholarly activity in which they can see the possibilities for their own creative talents. Faculty engaged in scholarly activity provide those models. In this sense, scholarly activity is an integral part of teaching. Research, creative endeavor, and scholarship are also intimately involved in the professional development of individual faculty members. Through the process of sharing the outcomes of professional efforts with colleagues both on and off the campus, validation of progress in developing as a scholar in a discipline is received. Reviewing and critiquing the work of others provides opportunities for faculty to test ideas and concepts developed in their own work. Often, sharing scholarly activity with colleagues on the campus functions as a stimulus to fellow faculty. Since professional development is a lifelong task, sustained effort in this area of involvement is needed. A detailed description of the three components of scholarly activity follows:

Research for the purposes of this discussion will be categorized as discipline, applied, and pedagogical. The first orients toward new knowledge, the second toward the utilization of that new knowledge, and the third toward methods of teaching and learning. Discipline research is that activity which is carried out with the deliberate intent of extending the frontiers of knowledge in a particular academic discipline. Little attention is given to the applicability or practical use of possible discoveries. Applied research is activity that is carried out with the deliberate intent of solving a specific problem in an immediate time frame. The focus of the activity is the applicability of the research to a well-defined, real-life need. Pedagogical research is activity which explores the merits of one educational approach to instruction over another approach, under what conditions students learn best, how educational material may be organized to enhance the learning process, investigations of the degree to which curricula meet the requirements they have designed to meet, etc. The sharing of the results of research, as outlined later in this paper, is an

integral part of the research process. The responsibility to communicate the results of research to assist colleagues, as well as to validate findings, is the task of the faculty member. The responsibility to support and facilitate research efforts on the part of the faculty is the task of the academic administrator.

Scholarship is an activity that refers to updating and extending an area of study within the professional life of the faculty member. University professors must be constantly alert to new and innovative directions in their disciplines if their leadership in the classroom is to be truly effective. It is this kind of activity that frequently spells the difference between professors who are inspiring and creative in the role as teacher and those who only continue to use notes on aging yellow pages. Faculty engaged in scholarship are those who take advantage of the opportunities to remain viable and active in their particular areas of specialty. The development and sharing of ideas; the conception and implementation of new and creative instructional materials; participation in conferences, conventions, workshops, professional meetings; and the publication of articles and monographs in areas other than research are samples of such activities.

Creative endeavor refers to the result of the production of creative work by faculty. Creative endeavor is most easily identified when associated with the performing arts (theatre, music, dance) and the fine arts (two- and three-dimensional art, writing). It is also most appropriate to apply it in the area of applied arts (architecture, graphics and printing, design, decorating). Creative endeavor involves not only the creation of a tangible product, but the subjection of that creative piece to judgment by public and peers through the vehicle of performance, show publication, display, or exhibit. There is some overlap area of scholarship. For example, an article dealing with the impact of carbon steel by its inventor could be classified as creative endeavor.

Senate Approval: Mar. 20, 1991 (R91-3-2)

Source: *THE CORE OF ACADEME: Teaching, Scholarly Activity, and Service, published by the American Association of State Colleges and Universities; James E. Gilbert, President, East Stroudsburg State University, and the staff at Pittsburgh State University (KS) originated this statement (May 30, 1987).

Academic Leave Procedures for Faculty (Sabbatical)

I. NOTIFICATION

A. Faculty members will be reminded by the Provost/Academic Vice President of the date by which sabbatic leave applications must be submitted (see III.A below).

II. ELIGIBILITY

A. Eligibility shall be determined in accordance with the applicable collective bargaining agreement or Board of Trustees resolution.

III. APPLICATION & PROCESS

Faculty members may apply for academic leave by completing the application form in digital format

- The applicant will submit a single PDF document that includes the application form and any supporting materials, such as CV and reports of previous sabbatic leave.
- Please try to keep the application narrative to less than five pages
- CV's should be limited to synopsis of academic activity, papers and presentations, or other creative activity, and should be included as part of this one document.
- The report on previous sabbatic leave, whether goals were accomplished or not, should be limited to two pages.
- Applicants should be reminded that the application will be read by lay people, so the language should be kept simple.

A. By September 28, the prospective candidate will submit the application and other supporting materials (CV, professional letters of support, conference materials, summary contract, report on previous sabbaticals/results, etc.) to the chairperson of the Academic Leave Committee and to the appropriate persons listed below.

Be reminded that professional integrity concerned with electronic submission of applications will be upheld.

i. Teaching Faculty--to the Department sabbatical leave committee and/or Chairperson and the Dean of the School.

ii. Librarians—to the Library sabbatical leave committee and/or Spokesperson and the Director of Library Services.

iii. Counselors—to the Counselor sabbatical leave committee and/or Spokesperson, the Director of the Counseling Center, and the Dean of Student Affairs.

iv. Administrative Faculty—to the immediate Supervisor and the appropriate management personnel.

B. By October 15th, Chairpersons, Spokespersons, Directors, and Supervisors shall submit written reviews of applications to the:

i. Applicants.

ii. Chairperson of the Academic Leave Committee.

iii. The appropriate Dean, Associate Dean, or Director of Library Services.

C. By November 1, the Deans, Associate Deans, and the Director of Library Services shall submit written reviews of applications to the:

i. Applicants.

ii. Chairperson of the Academic Leave Committee.

In extenuating circumstances, an application for sabbatic leave may be submitted two (2) years in advance because of the required time and/or funding commitments. Documentation of the need for an early decision must accompany the application so the Academic Leave Committee may present a rationale for recommendations to the University President.

IV. REVIEW PROCEDURES

A. Academic Department, Librarian Group, Counselor Group: Each application review shall be completed by the entire department or special committee elected by the department in accordance with its bylaws. The department review must be completed in accordance with the criteria stated in the Review of Sabbatic Leave form.

B. Administrative Faculty: Each application review shall be completed by the appropriate supervisor or director and must be in accordance with the criteria stated in the Review of Sabbatic Leave form.

C. Deans or Directors: Each application review shall be completed by the appropriate Dean or Director and must be in accordance with the criteria stated in the Dean's or Director's Review of Sabbatic Leave form.

D. An applicant may make a request to appear before the Committee to discuss his/her application. This request must be made to the Chairperson of the Committee within one (1) week of receiving the Dean's recommendation.

E. By December 15, the Academic Leave Committee's recommendations will be submitted to the University President, and each applicant will be notified of the committee's recommendation regarding his/her proposal.

F. In January, the Board of Trustees acts upon the President's recommendations.

V. DISPOSITION OF ACADEMIC LEAVE APPLICATIONS

A. Upon completion of its deliberations, the Academic Leave Committee will upload the application and supportive materials to the appropriate recommended online storage. Access shall be granted to the ALC members, University President, University Provost, and Human Resources. The ALC submits to the University President appropriate recommendations i.e. memo of Not Recommended, Recommended, and Highly Recommended.

B. Committee members will destroy all remaining copies of the applications and other materials used in their deliberations.

C. The President will file the applications and related material in the personnel folder of each applicant.

Revised: 8/1984; 3/1985; 9/1988
Senate Approval: Nov. 16, 1988
Admin. Approval: Jan. 2, 1990
Senate Approval: 4/26/1991 (R91-4-8)

Admin. Approval: May 15, 1991
Senate Approval: May 6, 2020
Admin Approval: August 18, 2020

Faculty Retraining Grants

Faculty retraining grants may be used for tuition, books, travel and related expenses. Retraining must be in areas deemed useful to the University as determined by departments or administration. All grants must be approved by the University President or his designee and the CSU-AAUP. Although retraining monies cannot be used to support salaries or reassigned time, they may be used in conjunction with a sabbatical or professional leave applied for separately.

All full-time members of the faculty, as defined by the Collective Bargaining Agreement between the American Association of University Professors and the Connecticut State University, are eligible to apply.

Applications for grants **(in the appendix: Faculty retraining grant)** to be used in connection with an academic leave must be submitted to the Chair of the Academic Leave Committee by November 1st. Other applications will be processed by the committee as they are submitted. Proposals will be judged as highly recommended, recommended, or not recommended. Applicants will receive a copy of the recommendation as transmitted to the President. Following this transmittal, the faculty member should contact the Academic Vice President to negotiate the actual level of funding.

In preparing the application, the following points should be included:

1. The academic or administrative area in which the retraining is expected to be used.
2. The specific departmental or administrative need at Western Connecticut State University to be met by the new skills and knowledge.
3. The reason the proposed activities are appropriate for meeting the needs as stated in No. 2 above.
4. If possible, previous experience in the new area and/or evidence of the likelihood of success in the new field.

Academic Leave Committee: Nov. 1983 *Revised: Mar. 1985*

Faculty Development Funds

Under the terms of the CSU-AAUP contract, Article 9.6 and 12.10.1, a specified amount of money must be allocated annually for faculty development, "which shall be construed broadly to mean activities by and for members that enhance their ability to be productive and innovative professionals." In view of other funding sources for research (CSU/AAUP research grants) faculty development fund applications should not directly relate to the carrying out of research, nor be for the purpose of purchasing materials. AAUP Travel Funds for faculty members are also available from the Deans of the Schools, and should be seen as a first source for conference attendance and professional presentations. Such requests will be considered for Faculty Development Funds, after Travel Funds are depleted, but will receive lower priority.

I. Notification

Notification of available funds shall be published by the Provost/Vice President for Academic Affairs on the Academic Planning Calendar. Application forms are in the appendices to this handbook. .

II. Application

Funding is available for all members of the AAUP/CSU faculty bargaining unit as defined in the contract; this includes 10% of the funds being allocated for part- time faculty. Priority will be given to activities which support the spirit of learning and enhance teaching expertise.

A maximum of $1,200 may be granted to any individual full-time faculty member and $750 to any individual part-time faculty member. The Faculty Development and Recognition Committee believes that funds should be available to many individuals, so prior use of the Fund as well as merit of activity will be considered. In cases where the dollar total for approved applications exceeds available funds in a given funding period, preference will be given to applicants who have not been awarded full funding in the previous fiscal year." Applications for "in-house" workshops do not have a specified maximum funding level, but will be reviewed on the basis of merit and numbers of individuals across the University community who will benefit from the workshops. Proposals from AAUP members may be cosponsored with non-members.

Applications will be accepted and reviewed in the following time frame:

Application Deadline	Planned Activity
First Friday in September	October 1- Dec. 31
Third Friday in November	January 1-March 31
Fourth Friday in February	April 1- June 30
Third Friday in April	July 1-Sept. 30

Exact dates are posted annually in the Academic Planning Calendar.

Applications submitted after these deadline dates will not be considered. Applications for funds are to be made on the prescribed form, included in the appendix to this handbook. An electronic PDF copy is to be submitted to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs.

III. Committee Actions

The Faculty Development and Recognition Committee will review all proposals received and make recommendations concerning the allocation of funds to the Provost/V.P. for Academic Affairs based on consideration of the above factors, the expected benefit to the University community, and the amount of money available. The Committee will inform each applicant of the recommendation made in regard to each proposal.

The application for Faculty Development Funds is in the appendices to this handbook.

Reassigned Time for Research or Creative Activity

Under terms of the CSU-AAUP contract specified minimum credit hours of faculty load must be reassigned for research for each semester. All members of the bargaining unit are eligible to apply. No individual may be awarded more than six (6) credit hours of reassigned time for one semester. The term "research" is intended to be broadly interpreted. (See definition of Faculty Scholarship under University Policy and Procedures in Faculty Handbook).

I. NOTIFICATION

Notification of the deadline for submission of applications for either or both semesters of the following academic year will be published on the Academic Planning Calendar by the Provost/Vice President for Academic Affairs at the beginning of the Fall term.

II. APPLICATION

Application deadline is November 6. Faculty members may apply for reassigned time by using the prescribed application form, a copy of which follows. The applicants may request reassigned time for more than one semester. Please print, sign, scan, and submit an electronic copy of this application and all related materials to the Committee on Reassigned Time for Research or Creative Activity, c/o the Administrative Assistant to the Provost and Vice President for Academic Affairs (cunninghamj@wcsu.edu) by close of business on November 6. The chair of your department should be copied on this email. Late applications cannot be accepted. You must use the application form found in the current Faculty Handbook, which is available through the WCSU webpage at http://www.wcsu.edu/facultystaff/handbook. Outdated application forms will not be accepted.

III. COMMITTEE ACTIONS

The Committee on Reassigned Time for Research or Creative Activity will review the applications received and make recommendations using the following criteria:

a. The nature of the research question, the premise of the creative work, or the rationale for the instructional or curricular research project, which must be clearly stated.

b. The applicant should give evidence of specific knowledge and skills necessary to execute the project, and indicate how the project will contribute to the body of research, creative or pedagogical knowledge in the applicant's discipline.

c. The applicant should indicate that the facilities and resources necessary to complete the project are available, and provide a work plan for how the project will be executed in the time requested

d. The applicant should detail the plans for reporting on this work, focusing on the impact of the project on applicant's research and discipline or area of teaching and student involvement.

e. The Committee on Reassigned Time for Research or Creative Activity

   i. Requires a current curriculum vitae which includes publications and/or presentations as well as a listing of previously University-funded projects.
   ii. Will submit its recommendations to the University provost or his/her designee.
   iii. Will inform each applicant of the recommendation made in regard to his/her application.

IV. ADMINISTRATIVE ACTION

The University Provost or his/her designee will notify successful applicants regarding reassigned time awarded.

V. REPORT(S)

A summary of the results of a reassigned time award shall be submitted to the Committee on Reassigned Time for Research or Creative Activity by the end of the first week in September after the reassigned time was awarded. Submission of a final report is required for consideration of future Reassigned Time For Research awards.

Form: Application- Reassigned Time for Research or Creative Activity

Approved Spring 1988
Rev. Spring 1990; Sept. 1992; Feb. 1998
Rev. Sen. Approval: (R-05-02-06), 3/16/05
Admin. Approval: 4/19/05
Rev. Senate Approval: R-06-04-02,
Admin. Approval: 9/6/06
Rev. Senate Approval: R-09-05-04
Admin. Approval: 7/14/09
Rev. Senate Approval: R-12-10-02
Admin. Approval: 10/22/12
Rev. Senate Approval: 5/6/20
Admin Approval: 8/18/20

Summer Curriculum-Related Activities

The Collective Bargaining Agreement provides for stipends during the summer for curriculum-related activities. Individuals should address their requests to the Dean. Faculty deadline is March 1. The Dean must submit requests to the Academic Vice President by March 6. An advisory group composed of up to three members from CUCAS and up to three members from the Graduate Council, with at least one representative from each school, will then review the proposals. Faculty who are awarded stipends for summer curriculum-related activities must submit a brief report to the Committee on Undergraduate Curriculum and Academic Standards and the Graduate Council in the Fall semester following completion of activities.

The basic guidelines used by the Committee on Undergraduate Curriculum and Academic Standards in reviewing summer curriculum-related activities shall include: (1) the proposals should be for curriculum development (development of courses and programs) and not for training, assessment, or promotion of programs; (2) funds can go only to full-time members of the AAUP Collective Bargaining Unit in accordance with that agreement (Article 9.11); (3) preference is given to new curriculum development over revising existing courses; (4) preference is given to those who had not received funds in recent years over those who had recently received funds; and (5) faculty who fail to file a report will not be considered for funding until such report is filed.

The application for Summer Curriculum-Related Activities is in the appendices to this handbook.

Senate approval: Oct. 20, 1993 (R93-10-3)
Admin. Approval: Dec. 13,
Rev. Senate: (R-05-04-02)
1993 Admin. Approval: Sept. 16, 2005
Rev. Senate: R0-6-04-05
Admin. Approval: 9/6/06

Conference and Workshop Funds

Funds may be appropriated for the purposes enumerated under the CSU-AAUP Collective Bargaining Agreement for full-time members with at least one semester of service for attendance at professional seminars, workshops or conferences. Each full-time member shall normally be allowed up to $1500 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. Requests for travel funds must be submitted to the appropriate Dean at least five weeks in advance.

Summary of Resources for Creative Activity, Curriculum & Professional Development

A summary of all resources available to support creative activity, curriculum development, professional development, and faculty re-training is posted on the Academic Affairs website. This chart is updated annually and is listed under Academic Resources: Faculty Development & Research Funds.

Policy on Scientific Misconduct in Research

In accordance with regulations outlined by the National Science Foundation at 45 CFR 689 and Public Health Service regulations at 42 CFR Park 50, Subpart A, which took effect on June 25, 1995, Western Connecticut State University has adopted a Policy on Scientific

Misconduct in Research.* This policy complies with the mandate that requires grant applications and recipients of research, research-training, or research-related grants or cooperative agreements must have established administrative policies for responding to allegations or research misconduct and certifies that the institution will comply with these policies.

A copy of the WCSU Policy on Scientific Misconduct in Research is available from the office of the Director of Grant Programs.

Adopted by University Senate: May 10, 1995 (R-95-5-1)

Policy on Conflict of Interest Pertaining To Sponsored Projects

In accordance with regulations outlined by the National Science Foundation and Public Health Service Regulations (42 CFR, Part 50), which took effect on June 25, 1995, Western Connecticut State University has adopted a Policy on Conflict of Interest Pertaining to Sponsored Projects.* This policy mandates that an institution which receives or applies for an NSF and/or PHS research, research training, or research- related grant or cooperative arrangement must have an established institutional policy to avoid actual or potential conflicts of interest between faculty members' outside interests and Federally funded research by those agencies.

A copy of the WCSU Policy on Conflict of Interest Pertaining to Sponsored Projects is available from the office of the Director of Grant Programs.

Adopted by University Senate: May 10, 1995 (R95-5-2)

Human Subjects and Vertebrate Animals

All research and instructional activities that involve human subjects and/or vertebrate animals must have prior review by the appropriate review panel on campus. Western Connecticut State University has adopted the policies and guidelines of the Office for the Protection from Research Risks of the Department of Health and Human Services, U.S. Public Health Service.

Human Subjects

The Institutional Review Board (formerly the Human Subjects Review Committee) is the designated Institutional Review Board for instructional activities and research projects—unfunded as well as sponsored—that involve the participation of humans as research subjects. The requirement to adhere to procedures to protect human subjects extends to students as well as faculty and non-instructional personnel.

Certain categories of research may be declared exempt from the regulations, or may be eligible for expedited review by the Committee. Both exempt and expedited categories of research require the completion of a research protocol and a completed WCSU HUM-1 form. Approval to conduct research and/or instructional activities in the exempt or expedited categories will be decided by the Chairperson of the IRB or his/her designee(s) and the Director of the Office of Sponsored Research Administrative Services.

Claims for exemption may be requested for such types of activities as normal educational practices (comparison of instructional techniques), educational tests (aptitude, achievement), survey or interview procedures (questionnaires with no identifying information requested), observation of public behavior, and collection of existing data (records, pathological specimens).

Student Projects

Projects that are carried out by students as class assignments *in the exempt category only* may be reviewed by the instructor and department chair on a one-page abbreviated form.

Students who assist a faculty member with his/her research projects should not use this form. This form should be forwarded to the Director of the Office of Sponsored Research Administrative Services for information purposes.

Vertebrate Animals

University policy requires prior approval by the Institutional Animal Care and Use Committee (IACUC) of all research, training, and biological testing-whether funded or unfunded-using vertebrate animals, whether conducted at the University or at another institution as the result of subcontracting.

Information and forms to request permission to use human subjects and/or vertebrate animals may be obtained from the Director of Grant Programs, the Chairperson of the Institutional Review Board, or the Chairperson of the IACUC. They are also contained in the Faculty Handbook.

Procedures for Research with Human Subjects (Institutional Review Board)

Procedures for filing an application for human subjects approval with the WCSU Institutional Review Board (IRB) can be found updated at the IRB website, http://www.wcsu.edu/irb/

The WCSU IRB Research Application Guide contains complete instructions for submitting a Research Application. All necessary documents can be found on the website, including:

- IRB Proposal forms for Exempt, Expedited or Full Review
- The WCSU Informed Consent Guidelines
- Approval Form for Undergraduate Student Research Involving Human Subjects
- Information on available Human Subjects Training through the CITI program List of Frequently Asked Questions
- Protocol Termination Reports

Institutional Review Board External Adverse Events

An adverse event is an undesirable and unintended, although not necessarily unexpected, result of therapy or other intervention. *Unanticipated Problems that Affect Risks to Subjects (from "Guidelines for Researchers," 11).* If adverse consequences or unanticipated side effects are encountered in the course of a study, or new information becomes available that could change the perception of a favorable risk/benefit ratio, the principal investigator is responsible for informing the Committee PROMPTLY. A copy of every adverse event report, letter, or form submitted to an outside agency (e.g., a federal agency) should also be forwarded to the WCSU IRB in care of the Office of Grant Programs, University Hall, 3rd Floor, within seven working days after discovery. The WSCU IRB will make the final determination regarding protocol changes required due to adverse event reports.

Use of Human Subjects in Research Memorandum

To: All Members of the Faculty

From: Institutional Review Board (formerly Human Subjects Review Committee) and Director of Grant Programs

DATE:

SUBJECT: Use of Human Subjects in Research

We attach hereto an abstract of the University's Multiple Project Assurance, in accordance with the guidelines published by the Office of Protection against Research Risks of the National Institutes of Health of the Department of Health and Human Services. Please keep this copy for reference. Copies of the Code of Federal Regulations (45CFR36-Revised 3/8/83) are available in the Office of Grant Programs.

The Institutional Review Board (formerly the Human Subjects Review Committee) has responsibility for monitoring all research involving human subjects, whether funded or not. The IRB has adopted the following plan to assure maintenance of records of experiments involving humans. The purpose of these records is to provide written assurance that the rights of the subjects are respected and that the risk of physical, social and psychological injury is minimal. Reiteration of the following procedures at this time does not signify dissatisfaction with present treatment of human subjects, but rather the perception of the need for a written record which will substantiate the facts and, at the same time, avoid unnecessary paperwork.

Rev. 6/10

Assurance of Compliance with HHS Regulations for Protection of Human Subjects

I. Statement of Applicability, Principles and General Policies

A. Applicability

1. All research sponsored by the University is covered by the Assurance
    a. Certain categories of research may be declared exempt from the regulations of eligible for expedited review by the Institutional Review Board (IRB).
    b. Declaration of exempt or clearance for expedited review requires
    c. complete research protocol, and
    d. a completed Western Connecticut State University HUM-1 form, and
    e. an Informed Consent form.
2. Exempt and expedited review will be provided by the Chairperson of the Research and Development Committee or designee and the Director of the Office of Sponsored Research Administrative Services.

B. Ethical Principles

1. The University must be in full compliance with Title 45, Part 46 of the Code of Federal Regulations. A copy of the Regulations is on file in the Office of Sponsored Research Administrative Services.

C. Institutional Policy

1. Informed consent is required of all human subjects, unless such consent is altered or waived by the IRB.
    a. Conditions of waiver or modification of written consent include (45 CFR 46.116, 46.117)
        a. Declaration of exemption,
        b. Minimal risk and research,
        c. in which the only record of participation is the consent document
        d. involving “no procedures for which written consent is required outside of the research context,”
        e. directed toward evaluation of the “Social Security Act, or other public benefit or service program” and is “subject to the approval of state or local government officials,”
        f. which could not practicably be carried out without waiver or alteration.

II. Implementation

A. Responsibilities of Investigators

1. Preparation of a complete research protocol and submission of HUM-1 and Consent form to the Office of Sponsored Research Administrative Services.

a. The Chairperson of the Research and Development Committee or designee and the Director of the Office of Sponsored Research Administrative Services will refer to the IRB all protocols which are not exempt or processed by expedited review.

2. Investigators will comply with decisions of the Institutional Review Board (Human Subjects Research Review Committee), including alterations or supplements which may be required.

    a. An appeal for reconsideration may be filed with the Committee if the investigator deems such action appropriate.

3. Maintain records concerning human subjects, e.g., consent, when required.
4. Report alterations in originally approved research protocol.
5. Provide information necessary for consideration by an extramural agency of a supplementary proposal, continuation of committed support, or renewal of expired support.

B. Responsibilities of the Institutional Review board (Human Subjects Research Review Committee) concerning the use of human subjects in research.

1. Examine all research protocols involving human subjects.
2. Approve research which satisfies requirements of the Office for Protection from Research Risks of the National Institute of Health of the Department of Health and Human Services.
3. Certify that requirements for informed consent are satisfied when required.
4. Review ongoing research projects at least annually.
5. Terminate research which is not conducted in conformity with the terms and conditions under which the protocol was approved.

Rev. 8/01

Form: Institutional Review Board Protocol Termination Report is located in the appendix to this handbook.

Institutional Animal Care and Use Committee Review of Research Involving Vertebrate Animals

University policy requires prior approval of all research protocols involving animals. The policy applies to the use of live vertebrate animals in research, research training, or biological testing-whether funded or unfounded-conducted at this University or at another institution as a result of subcontracting or other type of collaboration.

The following plan has been adopted to assure maintenance of records which provide written assurance that all animal facilities, as well as research and training procedures, are beyond reproach and are in compliance with all applicable laws, regulations, and guidelines.

- Procedures
    - FUNDED RESEARCH: Submit FORM IACUC-1 to the Director of Sponsored Research Administrative Services well before the anticipated deadline.
    - Non-funded Research: Includes both faculty projects and student research and instructional activities. Major advisor and departments chairs must sign for student research. Review will be prompt, and a report will be provided for the principal investigator. In certain instances, modification may be requested by the full Committee, and any changes requested must be incorporated into the final proposal.
    - Cooperative Research: When a project requires collaboration with another institution, e.g., hospital, the Committee must have the approval of both institutions' Animal Care and Use Committees.
    - Teaching: Protocols must be filed as above.

Please use the form IACUC-1

Individual faculty are responsible for the adherence to these regulations by staff and students under their supervision.

Declaration on the Use of Animals in Research*

Biomedical science faces increasingly hostile and outspoken campaigning aimed at the abolition of animal experimentation. Statements of support for the responsible use of animals in research have been made to the AAAS, the AMA, the BAAS, and the 41st World Medical Assembly and many other medical and scientific organizations. Whereas this attack on biomedical science not only threatens the progress of medicine but also challenges the principles of scientific inquiry, we make the following declaration.

Experiments on animals have made an important contribution to advances in medicine and surgery which have brought major improvements in the health of human beings and animals.

While alternatives to the use of animals are actively sought and eagerly adopted as soon as they are provide to be reliable, continued research involving animals is essential for the conquest of many unsolved medical problems such as cancer, AIDS, other infectious diseases, and genetic, developmental, neurological and psychiatric conditions.

The use of animals continues to be essential in basic research that furthers the understanding of biological processes and which provides the essential foundation for improvements in medical and veterinary knowledge, education and practice.

It is unethical to expose human beings to products and processes which have not been adequately tested for safety. Such testing in some cases requires the use of animals.

The scientific and medical community has a duty to explain the aims and methods of its research and to disseminate information about the benefits derived from animal experimentation.

All legislation and regulations governing the use of animals in scientific procedures must be strictly adhered to. Those involved must respect animal life, using animals only when essential and as humanely as possible.

Freedom of opinion and discussion on this subject must be safeguarded, but violent attacks on property, hostile campaigns against individual scientists and associated personnel and the use of distorted, inaccurate or misleading evidence should be publicly condemned.

Senate Approval: Apr. 17, 1991 (R-91-4-7)
Admin. Approval: May 15, 1991
Source: Sigma XI, The Scientific Research Society, Nov. 7, 1990.

Office of Sponsored Research Administrative Services

The Office of Sponsored Research Administrative Services reports to the Provost/Vice President for Academic Affairs and provides assistance to faculty who wish to obtain external support for educational and research activities, through the following services: Identification of funding sources, liaison with outside agencies; assistance with internal review; editing; budget preparation; and similar grant-related matters.

See also grant application procedures and Bylaws of the Research and Development Committee.

External Grant Proposals and Applications

The Office of Sponsored Research Administrative Services (OSRAS) provides pre-award through post-award administrative management for all sponsored projects at Western Connecticut State University (WCSU). The office assists in identifying funding sources, preparing and submitting proposals, and managing post-award activities and requirements. The director also serves as a liaison with funding agencies.

All grant applications and proposals for external funding that involve WCSU as the lead organizational applicant or as a collaborating partner must go through the university's process for reviewing and authorizing them prior to submission. If your proposal involves the hiring of personnel or staff, you also will need the approval of the Chief Human Resources Officer. For grant applications that require the applicant to be a 501(c)(3) organization, the development and submission of the proposal must be coordinated with the Western Connecticut State University Foundation. The OSRAS director will assist you in this process.

If your project involves research with human subjects or with vertebrate animals, you will need to get the approval of WCSU's Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). The IRB form and instructions are available online at http://www.wcsu.edu/irb/. The IACUC form is available online at https://www.wcsu.edu/faculty-handbook/wp-content/uploads/sites/201/2022/03/WCSU_IACUC_form_May2021-002-1.pdf

The Proposal Process

It is highly recommended that you submit your proposal/application for internal review at least one week prior to the submission deadline to allow sufficient time for the internal review and approval process. To initiate this process, complete the Internal Administrative

Approval Form, available at https://www.wcsu.edu/grants/internal-administrative-approval-form-for-external-grant-proposals/; attach copies of the proposal narrative and budget to the form where indicated; and click the submit button at the end of the form. This will distribute the form and the attachments to all the internal reviewers including your department chair and dean, the Provost, the Associate Vice President for Finance and Administration, the Controller and Director of Fiscal Affairs, Director of OSRAS, and the Chief Human Resource Officer, if required. The application may be submitted following receipt of all the reviewers' approval to do so. This final step is very important since WCSU may refuse an award for an application or proposal submitted without administrative approvals.

Indirect Cost Distribution

Please check with the Director of OSRAS for WCSU's current negotiated indirect cost rate. Indirect reimbursements from grant awards are distributed as follows:

- Principal Investigator (PI) or Project Director receives 25% of indirect costs;
- PI's/Project Director's Department receives 10% of indirect costs;
- PI's/Project Director's School or Division receives 5% of indirect costs;
- Office of Sponsored Research Administrative Services receives 20% of indirect costs; and
- University's General Reserve receives 40% of indirect costs.

Human Resource Policies

The office of Human Resources supports all services related to personnel. An overview of their services can be found here **http://wcsu.edu/hr/**

All current and updated policies are posted on the Human Resources website at: http://www.wcsu.edu/hr/policies-procedures/

Links to commonly used HR forms are provided below. Copies are also included in the appendix to this handbook.

AAUP – Article 10.6.2 Administrative Assignment Payment Form

AAUP – Adjunct Non-Instructional Assignment Payment Form

AAUP – Faculty Consulting & Research with Public or Private Entities Compliance Form

AAUP – Faculty Request for Approval to Accept External Teaching Employment During the Fall or Spring Semester

Disbursement Form for Searches

Expense & Refreshment Policy

http://www.wcsu.edu/hr/human-resources-forms/

President's Affirmative Action Policy Statement
Western Connecticut State University ("WCSU" or "University") is grounded on a sound Affirmative Action foundation. To that end, as President of WCSU, I am fully committed to the University's philosophy of the intellectual and moral leadership responsibility to carry out this well-established philosophy, as well as the responsibility of the University leadership to advance social justice and equity by exercising Affirmative Action to remove all discriminatory barriers to equal employment opportunity and upward mobility. Accordingly, the University, through its Plan of Affirmative Action will, with conviction and effort, continue to undertake positive action to overcome the present effects of past practices, policies or barriers to equal employment opportunity, and to achieve the full and fair participation of African Americans/Blacks, Hispanic/Latinos, Whites, Asians/Pacific Islanders, American Indians/Alaskan Aleuts and/or those who self-identify in two or more races, found to be underutilized in the workforce. The University through its Plan of Affirmative Action, with conviction and effort, will also continue to undertake positive action for the full and fair participation of the above groups and any other protected group found to be adversely impacted by University policies or practices.

Under the Provisions of Sections 46a-60(b), 46a-80(b) or 86a-81(b) of the Connecticut General Statues, equal opportunity, a distinctly different matter, is employment of individuals without consideration of age, color, religious creed, age, gender/sex, marital status, race, sexual orientation, gender identity or expression, genetic information (Section 46a-60(a)(11) of the Connecticut General Statutes, national origin, ancestry, intellectual disability (learning disability), past or present history of mental disability, physical disability (including but not limited to blindness, deafness, prosthetic use, etc.), veteran status, or criminal record, unless the provisions of Sections 46a-60(b), 46a-80(b) or 86a-81(b) of excluding persons in one or more of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

WCSU's Affirmative Action Plan incorporates and lists all of the noted federal and state constitutional provisions, law regulations, guidelines and executive orders prohibiting or outlawing discrimination, identifying classes of persons protected based on race, color, religious creed, age, sex (including pregnancy and/or workplace exposure and hazard to a person's reproductive system), marital status, sexual orientation, national origin, ancestry, mental disability, genetic information, intellectual disability, physical disability, learning disability, gender identity or expression, veteran status, and criminal record, except for bona fide occupational qualifications.

The University outlines its employment process as one of recruitment, selection, assignment, compensation, promotion and upgrading, training, educational assistance, transfers, terminations, layoffs and recall, and all other terms, conditions and privileges of employment. Affirmative Action is an integral consideration throughout the entire employment process. Either (or both) the Chief Diversity Officer and/or the Chief Human Resources Officer (or an assigned designee from the Human Resources Department) are responsible for ensuring that affirmative action remains in the forefront of each step of the employment process. An affirmative action discussion occurs throughout the employment process continuum. All facets of the employment process are linked to affirmative action.

Clearly, affirmative action and equal employment opportunity are immediate and necessary agency objectives for WCSU. We shall affirmatively provide services and programs in a fair and impartial manner. We also recognize the hiring difficulties experienced by individuals who are physically disabled and many older persons and will undertake measures to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. The procedures for adding or refilling any unclassified faculty position are outlined in the current Faculty Handbook.

The Department Chairperson must obtain approval from the School's Dean, who obtains final approval from the Provost/Vice President for Academic Affairs to advertise for an open position. Then the Department Chairperson, or Department members acting together, prepare(s) the university search plan and drafted position announcement, which is first reviewed and approved by the appropriate School Dean. The Chief Diversity Officer and/or an assigned designee from the Human Resources Department reviews the university search plan and drafted position announcement. After the Search Committee is established, the Chief Diversity Officer and/or an assigned designee from the Human Resources Department will routinely meet with and instruct its membership regarding the University's recruitment policy and related institutional goals to diversify the pool of applicants/candidates with respect to ethnicity, race, and gender. Through ongoing monitoring, the Chief Diversity Officer advises the Search Committee as to the sufficiency or insufficiency of the composition of the pool of applicants/candidates for the purpose of achieving the hiring and promotional goals of diversity.

Before the Search Committee prepares and recommends a document known as the University Finalist Memorandum, to identify a list of the finalists, the Chief Diversity Officer and the Chairperson of the Search Committee will consult regarding good faith efforts made to obtain diversity, (if possible) obtain a goal candidate, and determine whether the finalist is a goal candidate, and the completion of relevant documentation. Prior to the offering of a position to a candidate, the corresponding hiring authority will request that the Chief Diversity Officer approve the candidate(s) recommended for hire.

The Program Goals as set forth in the Affirmative Action Plan further detail the University's Affirmative Action requirements for the hiring process of all positions. As President of WCSU, I am committed to the University adhering to and meeting the program goals and timetables as set forth in the plan. The University is well positioned to continue Affirmative Action progress, and I will continue to exercise leadership and commitment to achieve all of the goals and timetables as set forth in the WCSU Affirmative Action Plan.

This policy statement is not limited to employment practices, but extends to services and programs provided by the University. All executive, administrative, and supervisory personnel are expected to discharge their affirmative action responsibilities, in word and deed, consistent with the University's objective to establish and implement affirmative action and equal employment opportunity for all qualified persons.

As President of Western Connecticut State University, I pledge to make every good faith effort to realize all of the goals and timetables as set forth in the WCSU Affirmative Action Plan, and as required by pertinent state and federal legislation as set forth in the Affirmative Action Plan. Electronic copies of the Affirmative Action Plan will be made available (and disseminated) online at www.wcsu.edu/diversity.

During the 2022 reporting period, Ms. Jesenia Minier ("Ms. Minier") has served as the appointed Chief Diversity Officer. Ms. Minier is responsible for overseeing the Office of Diversity and Equity and to monitor and execute the Affirmative Action and Equal Employment Opportunity programs at the University. Ms. Minier is the University's full-time Affirmative Action Officer, ADA and Title IX Coordinator. To this end, the Chief Diversity Officer shall be concerned with equitable treatment to all in the university community. Ms. Minier is located at the Midtown Campus, University Hall, Room 202B, 181 White Street, Danbury, Connecticut, 06810, and can be reached by telephone at (203) 837-8444 or by email at minierj@wcsu.edu. Employees and others who wish to file a complaint of discrimination pertaining to academic and/or employment disparities in policies and practices at WCSU may do so by contacting Ms. Minier.

Discrimination Grievance Procedure

The Affirmative Action Regulations by State Government require that Western Connecticut State University establish a system to process and resolve employee allegations of discrimination consistent with Chapters 67 and 68 of the Connecticut General Statutes. This requirement further stipulates that this system provide for the expeditious resolution of grievances, to assure that legal options for filing complaints with enforcement agencies are not foreclosed. The parameters for what this grievance procedure should include are also set forth in the Regulations and are incorporated into the University's discrimination grievance procedure. The University's discrimination grievance procedure has been approved by the Commission as meeting compliance with the Regulations.

In accordance with the Regulations, where informal allegations have resulted in complaints to enforcement agencies, the Plan shall provide information on the number of such complaints, investigating agency, whether such matter is currently pending, or the outcome thereof. The University does not unilaterally suspend or terminate an investigation or processing of internal complaints when the complaining party files a complaint with the CHRO and/or the United States Equal Employment Opportunity Commission.

All records relevant to employee grievances filed under Section 46a-68-46 of the Affirmative Action Regulations by State Government shall be maintained by the University for examination by the Commission. All records of grievances and dispositions thereof, shall be maintained and reviewed on a regular basis by the Executive Assistant to the President/Chief Diversity Officer Programs to detect any patterns in the nature of the grievances. In accordance with the Regulations, records so retained shall be confidential except where disclosure is required by law. Access shall include, but not be limited to, all documents presented or considered by the panel, should a panel be convened.

University employees regularly receive notice of the University's grievance procedure on an annual basis. Distribution takes place as an inclusion with the employee's paycheck, which ensure that all employees have been reached. In addition, all new employees receive notification of the grievance procedure as part of the initial Affirmative Action orientation process.

Protection from Adverse Actions

All employees shall be free from all restraint, interference, coercion, or reprisal on the part of their associates, supervisors and all others in making any complaint or appeal, in serving as a representative for a complaint, in appearing as a witness, or in seeking information. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the facts shall be brought to the attention of the Executive Assistant to the President/Chief Diversity Officer Programs by the aggrieved party, his/her representative or any person affected. The Executive Assistant to the President/Chief Diversity Officer Programs shall bring all such situations to the attention of the President and Associate Vice President for Human Resources for confidential discussion, review, the potential for early proactive intervention and appropriate action.

Filing a Complaint

A complaint may be filed by any employee, applicant, student, or other person who believes that an employment/service practice at Western Connecticut State University has or will result in discrimination against him/her. A complaint of general discriminatory employment may also be filed. The complainant and respondent shall have the right to representation and shall be afforded due process. All complaints received are initially assessed for 90-day filing timeliness from the alleged occurrence of the act of discrimination, and jurisdiction of the Affirmative Action Office to initiate an investigation of discrimination.

The respondent shall receive a copy of the written complaint when it is filed and the complainant shall receive a copy of the written response, if any. The time frame for such notifications shall not exceed five working days. Also, the complainant and the respondent, to the extent required by law, shall be notified of the outcome of the complaint

The Executive Assistant to the President/Chief Diversity Officer Programs may be contacted for confidential counseling regarding a particular matter, will provide confidential counseling as requested and necessary during the complaint process and ensure prompt consideration of complaints filed.

All complaints are to be filed with the Chief Diversity Officer by contacting: Ms. Jesenia Minier-Delgado, Office of Diversity and Equity, Western Connecticut State University, University Hall 214, 181 White Street, Danbury, CT 06810. minierdelgadoj@wcsu.edu- Initial contact may also be made by calling (203) 837-8277.

Any person not able to file a complaint in the above manner because of a disability may use whatever method that is accommodating to him/her.

Individuals are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities, United States Equal Employment Opportunity Commission, United States Department of Labor, Wage and Hour Division and any other agencies, state, federal or local that enforces laws concerning discrimination in employment.

All complaints received that may subject an employee to disciplinary action must be reported to the Associate Vice President of Human Resources by the Executive Assistant to the President/Chief Diversity Officer and investigated, incorporating University personnel procedures into the investigation process. Any contested disciplinary action shall be pursued through the appropriate contract article or other external means of choice.

The Executive Assistant to the President/Chief Diversity Officer shall personally investigate and/or oversee all discrimination complaints filed with the University.

The Executive Assistant to the President/Chief Diversity Officer is required by law to investigate all discrimination complaints filed against the University. As part of the investigation process mediation may take place at the supervisory or department head level under the guidance of and with occurrence from the Executive Assistant to the President/Chief Diversity Officer, who will oversee the investigation process and who may also elect to mediate a complaint. The Executive Assistant to the President/Chief Diversity Officer Programs shall have full access to University records, resources, and staff in mediation, investigation, and resolution of complaints.

If, after investigation of a complaint, the Executive Assistant to the President/Chief Diversity Officer Programs has reasonable cause to believe that an act of discrimination may have taken place, or has the potential to take place, such findings shall be brought to the attention of the President and Associate Vice President of Human Resources for review and corrective action, as appropriate. The Executive Assistant to the President/Chief Diversity Officer is charged, in this regard, to conciliate and/or bring closure to the matter in a manner that eliminates the discriminatory act in question.

If, after investigation of a complaint, the Executive Assistant to the President/Chief Diversity Officer does not have reasonable cause to believe an act of discrimination may have taken place or has the potential to take place, the complainant shall be advised of this finding, in writing, and provided advisement again of his/her right to legal options to file complaints.

After investigation, the procedure provides for a hearing by a panel which is comprised of an individual who is not a constituent of either party and a constituent of each party, who will make recommendations to the President. If the President accepts a recommendation,

the recommendation shall be implemented as soon as practical. The Executive Assistant to the President/Chief Diversity Officer is responsible for following up to ensure that the recommendation is implemented. Training shall be provided for those who serve on the panel. Time frames shall not exceed 90 days for filing, processing and resolution of such matters, time frames that are consistent with the Regulations for Affirmative Action by State Government.

Connecticut University System Sexual Harassment Policy

SECTION 1. Purpose

The Connecticut State University System reaffirms and emphasizes its commitment to maintain a workplace and educational environment free from sexual and other forms of illegal harassment. Sexual and other harassment is reprehensible and subverts the mission of the university and will not be tolerated at the Connecticut State University System. It threatens the careers of employees, faculty and staff, and the educational experience of our students. The purpose of this policy is to prevent sexual harassment and to offer students and employees who believe they have been sexually harassed a means to redress any such claim with the goal of ending the harassment and providing an environment conducive to learning and working. Retaliation against an individual who complains about sexual harassment or who cooperates with an investigation of a complaint is unlawful and, if found to have occurred, will not be tolerated.

SECTION 2. Statutory Authority

Sexual harassment is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 46a-60 of the General Statutes of Connecticut and University policy. Harassment based on other protected classes covered by state or federal law is also prohibited. It is the intention of the CSU to take whatever appropriate action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

SECTION 3. Policy Statement

All members of the CSU community shall conduct themselves in an appropriate manner with concern, dignity and respect for others. The CSU community includes students, employees, and non-employees when they conduct business on CSU property. Sexual and other illegal harassment may occur between staff and staff, staff and student, student and student. Complaints of sexual and other illegal harassment within the Connecticut State University System will be taken seriously and investigated. Any member of the CSU community who violates this policy is subject to the full range of disciplinary action. While there is a difference between illegal conduct and unprofessional or inappropriate conduct in the CSU community sexual or other harassment in some instances need not be intentional to violate this policy. In the event of a charge of sexual harassment, a defense based upon consent will be given little weight when the facts establish an employee/student or supervisor/employee relationship existed. Since any significant power differential between members of the CSU community makes voluntary consent questionable, members of the faculty and staff are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest.

An individual with a complaint concerning sexual harassment has a right to be heard. By means of these procedures, the CSU ensures an opportunity for an individual (Complainant), without fear of retaliation, to express a complaint and to seek a prompt and equitable resolution while protecting the rights of the person against whom the complaint has been filed (Respondent). These procedures shall be available to any person who, at the time of the act complained of, was an employee, student, or applicant for employment or admission to the Connecticut State University System.

SECTION 4. Definition of Sexual Harassment

"Any unwelcome sexual advance or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3)

such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or environment". In an academic setting sexual harassment would also include any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when submission to or rejection of such conduct by an individual might affect academic or personal decisions that are subject to the influence of the person making the proposal.

The law currently recognizes two various forms of sexual or other harassment:

1. Quid Pro Quo.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic work or employment; or

b. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individuals; and

2. Hostile Environment

a. Such contact affects or interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive academic or working environment. Hostile environment sexual harassment involves speech or conduct that is directed at someone because of their gender and/or is conduct of a sexual nature. Such speech or conduct includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

b. Such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues or co-workers. This policy shall not be interpreted so as to constitute interference with academic freedom.

3. Gender Harassment.

Gender harassment is a form of sexual harassment, which consists of discriminatory behavior towards an individual based on gender. It includes the use of sexist language, illustrations, examples and gestures that demonstrate discriminatory behavior. Sexually related conduct forms the basis of a sexual harassment claim if a reasonable person of the same gender would consider the actions sufficient to interfere unreasonably with the academic and/or employment performance of the Complainant.

4. Other Harassment.

Harassment against any other protected class member covered by state or federal law.

SECTION 5. Examples of Sexual Harassment

While it is not possible to list all conduct which may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Examples of sexual harassment may include but are not limited to:

1. Direct unwanted proposition of a sexual nature.
2. Direct or implied threats that submission to sexual advances is a condition of employment, promotion, or advancement in grades, letters of recommendation, scholarships, or any related matter.

3. A pattern of conduct intentionally intended and/or which has the effect of humiliating another that includes examples of the following: comments of a sexual nature; sexually explicit statements, questions, anecdotes, jokes, pictures, or other written materials;
4. A pattern of conduct that would humiliate another (using the reasonable person standard) which would include the following: unnecessary touching, patting, hugging, or brushing against another's body, remarks of a sexual nature about a person's clothing or body, or remarks about sexual activity or speculations about sexual experiences.

SECTION 6. Confidentiality

The Connecticut State University System is committed to take corrective action when it becomes aware of a problem involving sexual or other harassment. Individuals who feel that they have been subjected to any instance of sexual or other harassment or instances of a pattern of sexual or other harassment are strongly encouraged to come forward with complaints regarding sexual harassment and to seek assistance from CSU officials. The CSU cannot insure confidentiality upon receipt of a complaint of sexual harassment; however, dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible to the extent permitted by law. The CSU will enforce compliance with the non-retaliation provision of this policy. The CSU may proceed to investigate a complaint without the consent of the individual who originally filed the complaint.

SECTION 7. Complaint Procedures

The Connecticut State University System is committed to take reasonable care to prevent and correct any sexually or other harassing behavior or other forms of unlawful discrimination at the System Office and on its four university campuses. Complaints alleging a violation of this policy shall be addressed through established discrimination and sexual harassment procedures at each university. Procedures for the handling of complaints involving claims of discrimination or sexual harassment are available through the Affirmative Action Officer at the university. These procedures will allow for an informal resolution of the complaint. If the informal process is unsuccessful or if the Complainant wishes to bypass the informal process, he/she may file a formal complaint. Complaints should be lodged as soon as possible after the alleged incident, but no later than 180 days after said incident.

Students alleging a violation of this policy may file a sexual or other harassment complaint following established procedures noted in their University's Student Handbook.

SECTION 8. Alternative Legal Remedies

Nothing contained in the Policy is intended to deny any member of the Connecticut State University community the right to pursue other avenues of recourse in the event he/she believes that he/she has experienced sexual harassment. Such recourse may include filing charges with a state or federal enforcement agency, or initiating civil or criminal action under state and federal law. Complaints must be filed within 180 days with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106, Telephone 860-477-5737.

SECTION 9. Dissemination of Policy

This Policy shall be conspicuously posted in the System Office. The System Office and each university shall conform to statutory requirements for posting. In addition, each university shall ensure its dissemination in accordance with established practice. This policy shall appear in the student handbook and faculty handbook and shall be reviewed periodically for compliance with state and federal law.

For further information about this policy or information regarding the process for filing a complaint, contact the affirmative action director. Students should consult their university student handbook for further information regarding the process for filing a complaint.

CSU-BR#99-42 June 11, 1999

Policies for Promotion, Tenure, and Evaluation

The following recommendations apply to the evaluations of all WCSU AAUP members. In the case of librarians, counselors, athletic coaches, and athletic trainers, the word "director" shall be substituted for "dean" wherever appropriate.

1. Department Evaluation Committees should be elected by the departments, except in "hardship" cases. (Note: "hardship" is defined in the CSU-AAUP Collective Bargaining Agreement)
2. A department may allow its DEC the use of an outside peer evaluator. Such peer evaluator should have demonstrated expertise in the area of the candidate's responsibilities. If an outside peer evaluator is used, his/her evaluation should be available to the DEC, the Dean, and the Promotion and Tenure Committee. A candidate may introduce evaluation from an outside peer evaluator for the consideration of the DEC, the Dean, the Promotion and Tenure Committee, and the President.
3. All persons in a department who are eligible to serve on its DEC have the responsibility to serve.
4. It is the responsibility of the chairperson of the department to see to it that the DECs are constituted appropriately and in a timely manner.

   If a member of a department believes that the composition of the DEC is inappropriate or not timely, appeal may be made to the Vice President for Human Resources. DEC members, peer evaluators, department chairs, and all others who write evaluations or recommendations should be clearly identified in the evaluations/ recommendations.
5. It is recommended that a faculty member be notified at least one (1) year in advance by the department chairperson of his/her evaluation and its requirements. However, this does not change the contractual requirements as enumerated in 4.11.3 of the Collective Bargaining Agreement.
6. The DEC report should contain the material on which the DEC's evaluation was based (except the material that already exists in the personnel file). Summaries of student evaluations may be placed in the personnel file instead of the student evaluations. However, if student comments are included in the DEC report, then all the raw student evaluations should be placed in a supplemental file. Such a supplemental file should remain in the Human Resources Office until the conclusion of the current evaluation process (President's action).
7. The CSU-AAUP Collective Bargaining Agreement establishes five categories for evaluating faculty members. The Collective Bargaining Agreement also allows special conditions under article 4.7 in letters of appointment. Quality is the criterion in each category or condition. Departments, through their bylaws, shall articulate the expectations by which quality of performance in each of the five categories (except #5, rank) is to be judged. This information should be made available to the Dean, the Promotion and Tenure Committee, and the President.
8. A department chairperson's evaluation of a candidate should be submitted to the DEC for its deliberations prior to the writing of the DEC report (unless the chairperson is a DEC member). The candidate shall be provided a copy of the chairperson's evaluation at the same time as it is given to the DEC.
9. It is the responsibility of the candidate to provide evidence for claims of accomplishments. In the absence of such evidence the claims should be ignored.

Candidates should remove duplicate material from their personnel files with the consent of the Human Resources Office or put such material in a sub file clearly marked "duplicates."

10. DECs and Deans should cite appropriate documentation in the candidate's personnel file to support their evaluations where such documentation exists. This does not preclude the use of other evaluative material or assessments and records of disciplinary action which may be used by the DEC or the Dean (refer to 4.14.1 of the Collective Bargaining Agreement).
11. A Dean should meet with a candidate if the candidate so requests at the time of the evaluation. Similarly, a candidate should meet with the Dean if the Dean so requests. Either the Dean or the candidate (or both) has the right to have a representative present.
12. Student evaluations should be done for most of the courses taught by the faculty member for at least one year prior to his/her evaluation.

    However, all the courses taught by the faculty member during the year should be listed in the DEC report. A department may, through its bylaws, require student evaluations for a longer period than one year. All student evaluations should be conducted with department- approved instruments. The course number and the total number of students enrolled in the course at the time the evaluation is conducted should be identified. All required student evaluations, as well as those submitted by the candidate, should be considered by the DEC, the Dean, and the P & T Committee.
13. Since the Deans and the P & T Committee are to take the student evaluations into account when faculty members are evaluated, some commonality in the student evaluation instruments is necessary. In addition, the P & T Committee should not have to judge the comparative merits of the instruments. In order for the student evaluations to be useful to the P & T Committee, they should, at a minimum, contain information on the following:
    a. Quality of teaching
    b. Course content
    c. Clear criteria for grading
    e. Grading fairness
    f. Accessibility of the instructor outside the classroom
    g. Clarity in the presentation of the subject matter
    h. Frequency of class cancellations
14. When the annual list of eligible candidates is sent to department chairpersons and Deans (usually done by the Provost/Vice President for Academic Affairs) a copy of the above recommendations, as accepted by the Senate and approved by the President, shall also be sent with the list.

The relevant forms can be found on the HR Website. There are also copies in the appendix to this handbook.

Forms for the Suggested chairperson's memorandum are in the appendix to this handbook.

Chairs Memo for AAUP Teaching Faculty is in the appendix to this handbook**.**

Approved Senate: 12/18/91
Administrative Approval: 12/19/91
R91-4-17 R91-12-2

Revised: Senate: 4/19/00
Administrative Approval: 5/4/00
R00-3-2

Local and Contract Procedures Concerning Professional Assessment

I. Contract Procedures

A. Each tenured member shall receive one Professional Assessment every six (6) years unless: (a) the DEC, in an effort to assist, schedules the next Assessment in less than six (6) years; or (b) the affected member requests more frequent Assessment. The DEC shall honor such requests. The purpose of this assessment shall be to measure the member's teaching effectiveness, and/or primary professional function, service to the department and university, scholarship, and professional activity in order to further the member's professional growth.

B. In making its Assessment, the DEC shall seek and use student and peer assessments as indicated by Article 4.11.7 of the CSU-AAUP Collective Bargaining Agreement. (See also Article 4.12) Peer evaluation (classroom observation) in the form of a written report and data from a written student survey instrument are required components of a Professional Assessment of members whose workload includes classroom teaching. All Assessments completed by the DEC will be reviewed by the appropriate Academic Dean and Academic Vice President, as referred to them by department chairpersons, before transmitting a copy of the Assessment to the President.

C. The original DEC Professional Assessment shall be placed in the member's personnel file.

II. Local Procedures Developed by The University Senate

A. The DEC shall inform each member to be assessed in writing of:

1. the opportunity to submit information to the DEC.
2. the fact and purpose of the assessment.
3. the opportunity to appear before the DEC

B. Each Assessment shall be signed by all members of the DEC.

C. A copy of the assessment shall be:

1. sent to the affected member upon issuance.
2. placed in the member's personnel file.
3. sent to the appropriate dean or director.

D. The Professional Assessment form which must be used follows this page and should be placed in the member's file by February 1 of the appropriate academic year.

The most recent version of the DEC forms are located on the HR website and in the appendix to this handbook.

March 19 1980; Revised: March 1996

Senate Revised: May 19 1999 Adm. Approved: Sept. 1999

Procedures for Promotion, Tenure, Professional Assessment and Annual Evaluation for Teaching Faculty Members, Librarians, Athletic Coaches, and Non-Instructional Athletic Trainers

I. Departmental Evaluation Committee (DEC) Responsibilities

A. Evaluation of non-tenured teaching faculty members, librarians, athletic coaches, and non-instructional athletic trainers.

B. Evaluation of teaching faculty members, and librarians for tenure.

C. Evaluation of teaching faculty members, including librarians, athletic coaches, and non-instructional athletic trainers for promotion.

D. Within the limits of the CSU-AAUP contract and legal limits, maintenance of complete and absolute confidentiality about all data and deliberations.

II. Departmental Evaluation Committee Membership

Departments may set their own rules regarding rank and number of members of the DEC provided that all members are tenured and that the committee consists of at least three people.

A. The membership of the DEC shall include only tenured members of the department.

B. In no case shall persons under consideration for promotion serve on any DEC during any deliberations for promotion.

C. If, in the judgment of the University President, these provisions work a hardship on a department, the department shall develop and approve a list of tenured members from allied disciplines and shall seek members from that list in forming the DEC. If the department requests, the School Dean (or Director) will assist in the formation of the DEC. Such DECs shall follow the procedure set by the department involved.

D. Departmental procedures for DECs must be consistent with the current CSU-AAUP contract and this document.

E. Tenured department chairpersons may be members of the DEC. In no case, however, shall a department chairperson being considered for promotion participate in the promotion evaluation process as a member of the DEC.

III. Evaluation Procedures and Considerations

A. The DEC Chairperson shall inform each member being evaluated in writing of (a) the fact and purpose of the evaluation; (b) the opportunity to submit material to the DEC, and (c) the opportunity to appear personally before the DEC prior to the DEC recommendation. (Refer to current Collective Bargaining Agreement and Department Bylaws.) A suggested memorandum that may be used by the DEC Chairperson has been attached to these procedures.

B. By October 1 of each year the DEC shall send a list of the members being evaluated for promotion and tenure (with their present rank) to the appropriate Dean or Director, the University Promotion and Tenure Committee, and the Associate Vice President for Human Resources for informational purposes only.

C. In accordance with the due dates established in the AAUP Collective Bargaining Agreement, the member being evaluated should prepare and submit all relevant material to be considered for evaluative purposes directly to the DEC. Each page of the material submitted should be numbered and the total number of pages

submitted must be provided. If the member provides other supporting material such as books, art portfolios, etc., then the member should prepare a table of contents listing all the material presented for consideration.

D. In making its annual evaluations and its promotion and tenure evaluations, the DEC shall make peer evaluations and shall obtain and use written student evaluations and consider materials supplied by the candidate.

E. The University President or his designee shall make available to the DEC and the Promotion and Tenure Committee (when a member is being considered for promotion and/or tenure) the personnel file of those members being evaluated. It is understood that the appropriate Dean or Director, Provost/V.P. for Academic Affairs and other administrators may access a personnel file for operational needs of the University. The member must understand that it is his/her responsibility to make sure that the file contains, in addition to the current curriculum vitae any official documents such as legal transcripts.

F. The DEC shall make a written evaluation and recommendation with supporting reasons which is signed and dated by all members of the DEC. The DEC shall issue their written evaluation and recommendation on the form titled "Department Evaluation Committee Written Evaluation and Recommendation Report." Separate evaluation forms have been developed for teaching faculty members, librarians, athletic coaches, and non-instructional athletic trainers.

G. Department chairpersons who are not members of the DEC shall submit at least one calendar week prior to the due date for the DEC evaluation and recommendation, a separate signed and dated evaluation to the DEC for its consideration. This evaluation will be attached to the DEC recommendation. In no case, however, shall a department chairperson being considered for promotion participate in the promotion evaluation process; being considered for tenure participation in the tenure evaluation process; or being considered for renewal participate in the renewal evaluation process.

H. In the event the evaluee feels that a DEC member has abrogated his/her responsibilities by absenting himself/herself from deliberations, the evaluee may request that appropriate academic dean or director investigate the situation. The evaluee must make this request to the academic dean or director no later than five working days after receipt of the DEC written evaluation and recommendation report. If the dean of director finds that a DEC member has abrogated his/her responsibilities, then the academic dean or director shall direct the DEC to reevaluate the member and issue a new evaluation and written recommendation based upon the reevaluation.

I. By the appropriate date, the DEC shall transmit its written evaluation and recommendation with supporting reasons to the appropriate academic dean or director, together with all material submitted to and considered by the DEC. A copy of the DEC's recommendation including supporting reasons and any material considered by the DEC which was not submitted by the member shall be sent to the affected member upon issuance. The original copy of the DEC's written evaluation and recommendation with supporting reasons shall be placed in the member's personnel file.

J. The Dean or Director shall review and consider all of the materials submitted by the DEC and make a recommendation based primarily on these materials. A copy of the Dean or Director's recommendation shall be sent to the affected member upon issuance and a copy placed in the member's personnel file.

K. The following procedures are applicable only to the annual renewal evaluation of non-tenured members and the evaluation members employed on term contracts:

1. An evaluation shall be done after completing a full semester of service and annually thereafter, in accordance with department bylaws and the CSU-AAUP contractual criteria for tenure.
2. The criterion for evaluating and recommending full-time non-tenured members shall be the criterion stated in the current CSU-AAUP Collective Bargaining Agreement for teaching faculty members or the criterion for librarians. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the current CSU-AAUP Collective Bargaining Agreement shall be considered in the evaluation process for renewal, promotion, or tenure.

   The criterion for evaluating and recommending full-time members employed on term contracts shall be the criterion stated in the current CSU-AAUP Collective Bargaining Agreement for athletic coaches or the criterion for non-instructional athletic trainers. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the current CSU-AAUP Collective Bargaining Agreement shall be considered in the evaluation process for renewal, promotion, or tenure.
3. The Dean or Director shall send his/her recommendation along with all of the previously submitted material to the appropriate Vice President. A copy of the Dean or Director's recommendation and any new material considered by the Dean or Director shall be sent to the affected member upon issuance and a copy of the Dean or Director's recommendation shall be placed in the member's personnel file.
4. After his/her review of the material, the Vice President shall return to the member any material the member has submitted for consideration during the evaluation process.

L. The following procedures are applicable only to the evaluation of members for promotion and/or tenure

1. The department chairperson shall inform its members who are eligible for consideration for promotion.
2. Unless requested otherwise, members shall be considered for promotion as they become eligible.
3. A member not wishing to be considered for promotion must so indicate in writing to the department chairperson with a copy sent to the University President.
4. A promotion recommendation may be initiated by the department pursuant to Article 5.3.5 of the current CSU-AAUP contract.
5. Candidates with a terminal degree or comparable credentials are eligible to apply for promotion during their fifth year in rank.
6. Candidates without a terminal degree or comparable credentials are eligible to apply for promotion during their tenth year in rank.

7. A member who wishes to apply for tenure before the sixth year may do so by applying to his/her DEC. A copy of the application should be sent to the appropriate Dean or Director. Normally, four years of full time experience at the college level in the appropriate department (academic, library, counseling) with two of these years at Western are suggested before applying for tenure or the number of years mutually agreed to by the member and the University President (or designee) not later than the end of the first semester's service.
8. Promotion. The criterion for evaluating and recommending full-time members shall be the criterion stated in the current CSU-AAUP Collective Bargaining Agreement for either teaching faculty members, librarians, athletic coaches, and non-instructional athletic trainers. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the current CSU-AAUP Collective Bargaining Agreement shall be considered in the evaluation process for renewal, promotion, or tenure.
9. Tenure: The criterion for evaluating and recommending full-time members shall be the criterion stated in the current CSU-AAUP Collective Bargaining Agreement for teaching faculty members or the criterion for librarians. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in Article 4.7 of the current CSU-AAUP Collective Bargaining Agreement shall be considered in the evaluation process for renewal, promotion, or tenure. Leaves without pay shall be classified as: (a) pursuit of the member's scholarly discipline; or (b) other purposes. Leaves in pursuit of the member's scholarly discipline shall be considered a period of service for purposes of seniority, eligibility for tenure, promotion, or sabbatic leave.
10. The Dean's (or Director's) recommendation, along with all of the previously submitted material, shall be transmitted to the University Promotion and Tenure Committee. At the time it is sent, a copy of the Dean's (or Director's) recommendation (with all comments) shall be sent to the affected member and a copy shall be placed in the member's personnel file.
11. The deans for each school and the appropriate directors shall forward all material to a designated central location where it can be accessed by the P & T Committee, Provost/Vice President for Academic Affairs, and the President.
12. After conclusion of the promotion and tenure process, all material submitted by the candidate will be offered back to the member within 60 days. If a dispute regarding the promotion and or tenure process arises after the material has been returned to the faculty member, the faculty member must provide the University with a copy of all the material submitted thirty (30) days from when the dispute isinitiated.

September 1982 *Revised Dec. 2001*
Revised: Mar. 1996 *Revised Feb 2003*

M. Summary of promotion and tenure procedural guidelines

1. The DEC chairperson shall send the letter which follows about department evaluations to:

a. The Vice President for Human Resources.
b. The Promotion and Tenure Committee Chairperson.
c. The appropriate Dean or Director.

2. The DEC report should include:
   a. Peer evaluations (e.g., classroom observations, etc.)
   b. CV (curriculum vitae) of the candidate.
   c. Student evaluations and/or their summaries from most recent semesters.
   d. Statement clarifying the "primary professional function" for those faculty whose primary function is not teaching (e.g., library work, etc.), as well as any special conditions incorporated within appointment letters.
   e. Separate reports for promotion and tenure if a candidate is being evaluation for both in the same year.
3. The DEC shall prepare a total of three (3) copies of the entire DEC Written Evaluation and Recommendation Report and distribute:
   a. One copy to the candidate.
   b. One copy to the Dean or Director.
   c. The original signed copy to the member's personnel file.
4. The Dean shall prepare a total of three (3) copies of his/her recommendation and distribute:
   a. One copy to the candidate.
   b. One copy, with the DEC report, to the chairperson of the Promotion and Tenure Committee.
   c. The original recommendation shall be sent to the member's personnel file.
5. Listed below are the administratively approved terminal degrees (not doctoral degrees) according to the definition used in the Semi-Annual Statistical Report of the Connecticut State University System: MBA/CPA for teachers of accounting only

   MFA for teachers of fine or applied arts (not including art history or education) MLS for librarian

   MSW for teachers of social work

   JD or LLB for teachers of business law
6. Additional and/or comparable credentials and/or experience defined in individual departmental side letters or letters of appointment shall be taken into consideration by all persons and committees involved in the evaluation process, pursuant to Article 5.3.5 (Comparable Standards) of the CSU-AAUP Collective Bargaining Agreement.

Revised Senate Approval: R-03-02-02
Admin. Approval: 4/17/03

Department Evaluation Committee Forms

Links to the HR Site with all evaluation forms are provided here (Section III: Evaluation Forms). Copies are also included in the appendix of this handbook.

- **Evaluation Form for AAUP Teaching Faculty**
- **Evaluation Form for AAUP Counselors**
- **Evaluation Form for AAUP Librarians**
- **Evaluation Form for AAUP Athletic Coaches**
- **Evaluation Form for AAUP Athletic Trainers**

Evaluation Deadlines

Due dates for all aspects of evaluation described above are listed in the AAUP-CBA. Those dates are also available on the Academic Planning Calendar.

Finance & Administration

The office of Finance and Administration is responsible for providing a variety of services. The services more commonly used by faculty and staff are listed below.

Some frequently used links are listed here. All others can be found on the Finance & Administration Website.

- **Grants Accounting**
- **Property Management**
- **Honoraria**
- **Travel**

Health, Safety, and Security

State of Connecticut Drug-Free Workplace Policy for Western Connecticut State University

The State of Connecticut and Western Connecticut State University (hereafter referred to as the "University") are committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

General Policies

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs (1).

Employee Requirements

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to Mr. Fred Cratty, Associate V.P. for Human Resources, within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of *nolo contendre*) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Human Resource Department bulletin board in University Hall at 181 White Street, Danbury Connecticut 06810.

Information regarding Western Connecticut State University's Employee Assistance Program can be obtained at the University's Human Resources Department or from the Human Resource website -- www.wcsu.edu/hr

University Tobacco and Vape-Free Policy

Western Connecticut State University (WCSU) is committed to providing a healthy and nurturing environment for students, faculty, staff, and visitors on campus. We have adopted a tobacco and vape-free policy effective June 30, 2023.

*Section 1. Tobacco and Vaping Products Are Prohibited on Western Connecticut State University's Campus**

As of June 30, 2023, the WCSU campus shall be entirely vape- and tobacco-free. The Tobacco and Vape-Free Policy applies to all Western Connecticut State University facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco or vape products shall not be permitted anywhere, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential spaces within Western Connecticut State University housing. Vaping and the use of tobacco products shall also be prohibited outdoors on all Western Connecticut State University campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. Littering the campus with the remains of tobacco and vape products or any other related waste is prohibited. This policy applies to all students, faculty, staff, and other persons on campus.

**Ceremonial use, such as during Indigenous smudging rituals, may be approved on a case-by-case basis.*

Section 2. Definitions

A. “Electronic Delivery Smoking Device” or ENDS, means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. “Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other matter.

C. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including cannabis, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

D. “Tobacco Product” means any substance* containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption.

**This does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.*

Section 3. Dissemination of Policy; Signage

Copies of this policy shall be distributed to all students, faculty, and staff. Information about the policy and how to comply with it shall also be posted on the Western Connecticut State University website. Announcements concerning the policy and any changes to it will be posted on the Western Connecticut State University website. Signs prohibiting smoking and the use of tobacco and vape products shall be posted on campus and at building entrances.

Section 4. Enforcement of Policy

WCSU recognizes that quitting vaping and tobacco is complex and difficult. We have founded this policy on education and outreach, not punishment or discrimination. The goal is to foster behavior and culture change over time, through continued community support and voluntary compliance.

The responsibility for communication and enforcement of this policy rests with all members of the university community. It applies equally to students, employees and visitors. Individuals found in violation may be given a warning and informed of resources available to help them reduce dependency.

All members of the Western Connecticut State University community share the responsibility to respect this policy. Its success depends upon the consideration and cooperation of everyone. We share the responsibility of supporting a tobacco- and vape-free campus through education, community support, and voluntary compliance.

Employees and members of the faculty are encouraged to contact their Primary Care provider or the Employee Assistance Program for information concerning cessation support, products and programs. Students are encouraged to reach out to CHOICES and Health Services for cessation support, products and programs. Questions regarding this policy should be directed to the Vice President for Student Affairs or Human Resources.

This policy shall be effective on June 30, 2023

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Senate Approved R-07-09-04
Administrative Approval 10/26/07
Revised 1/21/2015
Senate Approval R-22-12-03
Administrative Approval 1/19/2023

Policy Concerning Emergencies Requiring Evacuation of Buildings

Purpose

This is a policy/procedure statement regarding the reporting of alarms and evacuation of University buildings during fire and/or other emergencies. This statement is being issued to ensure the life and safety of faculty, staff, students and visitors.

Policy

An emergency exists whenever:

- A building fire alarm is sounding;
- An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus; There is the presence of smoke;
- There is a spontaneous or abnormal heating of any material or an uncontrolled release of a combustible or hazardous material.

Procedures

Campus buildings shall be immediately and totally evacuated whenever a building evacuation alarm is sounding.

1. Upon discovery that an emergency exists, individuals shall:
    a) Sound an alarm. Activate the building fire alarm in buildings equipped with manual pull stations.
    b) Shut off all machinery or equipment.
    c) Contain all hazardous materials (laboratories)
    d) Leave the building immediately, closing all windows and doors behind you.
    e) Meet the University Police Department and direct them to the emergency.
    f) All fires, even if extinguished or found extinguished, must be reported.
2. Evacuation procedures shall be as follows:
    a) It shall be the responsibility of every person to immediately leave a University building whenever a fire alarm is activated or an emergency exists.
    b) All students, faculty, and staff are required to leave the building, assemble a safe distance from the building, and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Mobility impaired individuals should refer to specific procedures found in the WCSU Evacuation Procedure S-115.
3. Information release to media and the public:
    a) All information regarding fires or emergencies at the University shall be released through University Relations in cooperation with Facilities and Operations Services. No other University department or employee may release official statements regarding the cause, origin, or nature of University fire or emergency situations.

Assistance will be provided by the Facilities and Operations Services to anyone or any department requiring help and advice on its implementation.

Approved by President James R. Roach

3/15/04
Rev. 07/08

Fire and Life Safety

All members of the Western Connecticut State University community have a shared responsibility for fire and life safety. As part of that responsibility, individuals are encouraged to report unsafe conditions immediately to the Director of Environmental & Facilities Services at 837-9314.

The Health and Public Safety Team takes pride in the University's accomplishments to date. The University has made a commitment to the best possible life safety infrastructure available.

State of the art fire and smoke detection, automatic sprinkler systems, and portable extinguishers are the cornerstone of our system. The following is a list of directives and procedures, which have been adopted as University Policy:

Emergency Evacuation Procedure
Fire Safety Reporting and Response Procedure

Revised May 7, 2004

Weapons Policy

All members of the Western Connecticut State University community have a responsibility to use due care for their safety and to comply with all Federal, State, and local laws and university regulations. In the interest of public safety, the university prohibits employees, students, visitors, and guests (except authorized members of a duly organized law enforcement agency) from carrying a firearm or any other dangerous or deadly weapon or instrument as defined by Connecticut General Statutes 53-206(a)* anywhere on the property owned or under the control of Western Connecticut State University. This is per Connecticut General Statute 29-28(e).

Employees or others who have a concern about personal safety are encouraged to contact the Vice President for Student Affairs, the WCSU Police Department, or the Human Resources Office.

* "Weapons means any firearm, including any BB gun, blackjack, metal or brass knuckles, or any dirk knife, or any switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of the blade of which is four inches or over in length, any police baton or nightstick, or any martial arts weapon or electronic defense weapon, as defined in Section 53a-3 or any other dangerous or deadly weapon or instrument"

Revised 7/01 Revised 6/11

Emergency Weather Closing Procedures

Closings & Delays

Using information regarding conditions of local roads, campus walkways and grounds, the Associate Chief Facilities Officer/AVP for Campus Planning and the Provost/Vice President for Academic Affairs consult on the possibility of a modified University schedule that may affect classes and other university activities and functions. The modified schedule may include delayed opening, early closing, or full closing of the University.

The Chief Facilities Officer/AVP for Campus Planning informs the police and the Director of University & Community Relations of the decision, and they in turn, will post an announcement on the university homepage at www.wcsu.edu and a message will be sent via Everbridge (the university emergency notification system.) Delays and closings will also be posted on the university's Facebook and Twitter feeds and some area radio and television stations.

When the university announces a delayed opening, classes will begin and offices will open at the time given in the announcement. This applies even when classes are normally scheduled to begin earlier than the announced opening. For example, if a class begins at 9:45 a.m. and the university opens at 10:00 am, students and faculty will report to the class when we open at 10:00 am. When the university closes early, all offices will close and all classes must end at the announced time.

Parking Restrictions

On the Midtown Campus there is no overnight parking (11:00 p.m. to 6:00 a.m.) in any of the surface lots (Faculty/Staff Lot off Fifth Avenue, White Hall Lot, University Hall Lot, and Newbury Lot). There is no overnight parking on the roof level of either Midtown garage. On the Westside Campus there is no parking on University Boulevard or on the roof of the Westside garage.

Facilities and Operations Services

The Facilities and Operations Services team provides a host of services ranging from hazardous waste disposal and recycling services to task specific safety assessments and training. Our more popular services include:

Hazardous Waste Disposal Services—All hazardous waste generating and Disposal activities are to be coordinated through the Health and Safety Team. There is no cost for our services. Health and Safety ensures the correct storage of regulated wastes and responsible treatment and disposal options are utilized.

Ergonomics Assessment/Training—Ergonomic assessments and training is conducted through the Public Safety team and consists of a work station analysis, employee analysis and recommendations for corrective actions. The Health and Safety team can in many instances provide equipment to aid individuals with specific ergonomic needs.

The following is a list of Directives and Procedures, which have been adopted as University Policy:

Facilities Work Orders

Facilities Work Orders (Maintenance Work Orders) are administered through the Facilities and Operations Services Department. Work orders for services such as office moves, repairs, and cleaning are processed through an electronic work order system.
Access to the system is available through the University web site at http://www.wcsu.edu/efs/MaintDirect.asp.

Environmental Programs

Protocols for environmental initiatives are listed here:
http://www.wcsu.edu/ehs/environmental/

Safety Policies and Programs

Protocols for safety programs can be found here: http://www.wcsu.edu/ehs/safetyindex/

Emergency Evacuation of Persons with Physical Limitation

In accordance with all applicable regulations, these policies are reviewed and/or revised on a regular basis to ensure continued applicability. To review the most current revision of the referenced documents, access the Western Connecticut State University web page at http://www.wcsu.edu/efs/EmergencyManagement.asp

Revised May 7, 2004

Procedures for State Vehicle Reservation and Use

The Facilities and Operations Services Department is responsible for vehicle reservations. Reservations for available vehicles can be made by submitting a work-order through the University Work Order System.

Electronic self-serve key boxes will be installed in the University Police Department allowing for the self- service access of approved requested vehicles. Additionally, the Facilities and Operations Services Department website will be updated with a new Fleet Operations Manual. The new manual will include all the necessary information to make your vehicle use on and off campus safe and successful.

Sequence of Operations for Requestors:

1. Log on to Maintenance Direct work-order system (http://www.wcsu.edu/efs/MaintDirect.asp);
2. Generate work-order describing type of vehicle needed and period of time;
3. The requestor will receive a series of notifications as the work-order is managed and when it is approved;
4. Pick up vehicle keys and document from University Police Department;
5. Have a safe trip!
6. Return vehicle to a predetermined parking area; return vehicle keys and documentation to University Police Department.

If you have any questions regarding this procedure, please contact Brendan Leddy, Associate Director of Facilities Services – Ground Operations at 203-837-8419. (Rev. 7/22)

WESTCONNect Office Access Authorization Policy (Building/Room Access)

Overview

The WESTCONNect Office is responsible for coordination of the physical security of the university's facilities. This includes all locksmith services functions (locksets, door closers and keys) as well as electronic security systems (card access systems and CCTV systems).

The WESTCONNect Team strives to make facility security as convenient as possible to the end-user without compromising security. Keys, alarm codes and access to restricted areas are all provided by the WESTCONNect Office upon the approval of Deans, department chairs, directors or club advisors. Keys and codes may be picked up at the WESTCONNect Office in Old Main. Please bring proper photo identification, a WESTCONNECT card or driver's license when picking up keys or codes. Items will not be issued without proper authorization and identification.

Relevant Access Forms

Everything you need is right here. http://www.wcsu.edu/westconnect/access-requests/

Facility Security on Campus

The university utilizes a variety of physical security methods to ensure a safe academic environment. Locksets and physical keys, alarm systems, stand-alone electronic locksets, on-line access control systems and closed-circuit television (CCTV) systems are utilized to provide the most effective security based on the type of facility. Facilities include:

- Residence halls Academic Buildings Administrative Buildings Garages
- Other Support Facilities

- Request Access

It is required that Department or Division heads approve all requests for access to secured areas. Each department is responsible for maintaining records of their access requests. In situations where the specific area requested is outside of the department's area of responsibility, than authorization from the appropriate managing department will be requested.

All keys are inventoried through a computerized key inventory system maintained by the university locksmiths. Each key issued is assigned to an individual who is responsible for its use/misuse. Please do not loan your keys to others, or provide unauthorized access to restricted areas by unlocking doors for others. Please do not "swap" keys with others as you are still responsible for the keys issued to you through the key inventory system. Keys must not be exchanged from one person to another. If there is a need to reassign keys please contact the WESTCONNect Card Office staff.

All individuals granted card or key access agree to the WESTCONNect Access Receipt and Responsibility Statement.

Types of Access

Individual Access

All individual requests for access should be submitted on the Semester Access Request Form. Only forms with authorization from the appropriate Department or Division Heads or Deans in the form of a signature or inclusion on an e-mailed form will be accepted.

Departmental Access Requests:

Departments may submit a Semester Access Request Form at the start of any given semester for all their faculty, staff, assistants and students.

Key Box Access

In lieu of issuing master keys to individuals, the university has deployed electronic key boxes for use in various buildings. The key boxes are operational via the WESTCONNect card, and release only the assigned key tag. Keys are to be used and promptly returned to the same key box, as tags are shared by multiple users. Key tags are not to leave the building to which they have been assigned.

Access Policies

Access Expiration

- Unless otherwise indicated, all student and part time/adjunct access is terminated at the end of the semester. New requests for access must be submitted each semester.
- Full time faculty and staff retain given access unless otherwise indicated.

Card Access Control Policy

The university utilizes card access in a variety of areas on campus. All areas on the card access system are monitored by the University Police Department.

Security is a cooperative effort by all parties; systems administrators, system monitors and end-users. All individuals must take responsibility for assisting with both personal security as well as protection of assets. To that end, all policies and procedures must be read, understood, adhered to and enforced.

Cards are issued to a specific individual and must not be passed between individuals. It is important to understand that the card access system provides audit capability by date, time, location and individual cardholder information.

Some areas require the use of a 4-digit PIN. The PIN is chosen by the cardholder and may be any 4-digit combination. Do not provide anyone with your PIN, do not write your PIN on your card or keep your PIN written in any location near your CARD.

Except in cases of open building/normal business hours or conducting classroom or lab hours, all access control areas must remain locked. When card access areas are found unlocked and unattended, an investigation will be conducted and may result in the removal of access privileges or further disciplinary action.

When areas are secured, authorized card holders should not provide access to other unauthorized individuals. For example, when working in a lab, doors should not be opened to allow others access, anyone with approved access will have their own card for access. Providing access to an unauthorized individual may result in removal of access privileges. Please refer anyone requesting access to the WESTCONNect Office, or for after-hours access, contact the University Police Department.

Professors who are leaving a card access classroom must lock the door before turning the room over to the next professor. This allows for an electronic "Turning over" of responsibility for the room and its assets, and provides accurate audit trail capability.

Lost cards must be reported immediately to the WESTCONNect Office so that access may be removed or temporarily suspended until such time as a new card is issued or the original card is located. After-hours lost cards may be reported to the University Police Department. Unless lost cards are reported and deactivated, someone who finds the card and attempts to use it, may be able to gain access to secured areas.

Return of Keys

Department heads are responsible to ensure that when an employee, including student worker, turnover occurs within their respective units, that they retrieve all means of access from those individuals who are no longer required to have access to the facility.

All keys must be returned to the WESTCONNect Card Office. All returned keys will be removed from the individual's key inventory records. A receipt for proof of return of keys will be provided at the time of return.

Duplicating Keys

The university utilizes a patented, high-security keying system that prevents its keys from being duplicated by outside sources. All keys for the university must be cut by the university locksmiths. All keys are inventoried and maintained by the university locksmiths.

Miscellaneous keys that are not inventoried include, but are not limited to: file cabinets, desk locks, tool boxes, panel keys, lockers, freezers, and storage cabinets.

WESTCONNect Access Receipt and Responsibility Statement

The key/code is the property of Western Connecticut State University and is on loan to me. Use of this key/code is intended solely for my person use and safeguarding and will not be given to anyone or duplicated. In the event this key or code is lost, stolen, misplaced or compromised in any way, I will notify the WESTCONNect Office.

I understand that should I lose this key, I will have to pay the appropriate replacement charges as determined by the WESTCONNect Office according to the fair market value of replacement.

It is my full responsibility to return this property to the WESTCONNECT Card Office in the event that I leave WCSU employment and should I fail to do so, the university may take the appropriate legal action to recover its cost.

Revised 6/13/11

Report an Access Problem

Work Order Request

This includes problems with any regular locks, card access locations, or key boxes.

Please put in your request using the Internet through the University's computerized, Internet-based SCHOOLDUE work order system.

1. Enter the address www.schooldude.com and select client login.
2. Sign on. If you do not have an ID in the SCHOOLDUDE system, please contact your department secretary, resident director of William McDevitt in the Maintenance trades area.
3. Select the product we use from the drop down list below the sign on (Maintenance Direct)
4. Use the web interface to log your request.

We strongly recommend you "save to favorites", the account log-in screen on your internet browser so you don't forget the address and you will always know where/how to get in and make requests.

Please note that you can mark a request as an emergency, however we also ask you to contact the WestConnect Office at 837-9311 during regular hours or Campus Security at 837-9300 for emergency services.

Report a Lost Key/Card

Lost keys and/or cards should be reported immediately to the WESTCONNect Card Office during normal business hours. After-hours, lost keys and cards may be reported to the University Police Department.

Lost keys may result in an area being re-keyed. Costs for re-keying an area may be charged back to the department.

Residence Hall Access

The university's residence halls are secured at all times. All residents' cards are programmed for access to their assigned buildings. A WESTCONNect Card must be presented in order to enter the building; at no time should anyone hold open a door to allow another person to enter the building without using a card. If you are visiting someone in the residence hall, please use the courtesy phone by the main entrance to call the person whom you are visiting.

Access to individual residence rooms is managed by the Residence Life staff.

Lost cards should be reported immediately to the Resident Director so that the card access may be deactivated. Temporary cards are available from the Resident Directors until a replacement card may be obtained at the WESTCONNect Card Office during the next business day.

Contractor Access

All authorizations for contractors must be coordinated through the university's Planning and Engineering office (203-837-8679). Contractors will not be issued keys or access cards

directly, but rather may obtain the required access medium upon check-in at the University Police Department. It is required that contractors check-in and check-out with the University Police Department each day they are working on the campus.

It is mandatory that the company provide a contact name and telephone number for the primary person responsible for the use of the keys, i.e. that all keys/cards are used properly and returned to the University Police Department. All cards and keys must be returned to the University Police Department daily. All subcontractor information must be submitted as well. Subcontractors are subject to the same access procedures as the general contractor.

The university's *receipt and responsibility* statement is applicable to contractor personnel. An issued key must remain in the possession of the person authorized to sign for them at all times, until returned to the University Police Department. Contractors should be instructed to bring a valid form of photo identification and proof of employment to the University Police Department when signing out keys.

PIN Code

All university community members must choose a 4-digit PIN to be utilized with their card for door security purposes. In order to establish a PIN, please visit the WESTCONNect Card Office.

CCTV

Closed Circuit Television is in use in various public areas on both campuses. Areas include the parking garages, lobbies of residence halls, 24- hour computer labs, and exteriors of buildings. All cameras are recording and may be monitored. Retrieval of video may be conducted by the University Police Department as it related to criminal investigation.

Revised 7/05 Revised 8/09

Access Request Form

Form can be found at: www.wcsu.edu/westconnect

Card Access Instructions

The WESTCONNECT card provides access to certain areas, simply by presenting your card to a reader, there is no need to “swipe” the card. The read range for the card is approximately 4 inches, cards can typically be read through wallets, backpacks, etc.

With the amount of money invested in technology classrooms, it is critical that each instructor secure the door before the next class begins. Each instructor must have their own WESTCONNECT card.

Exterior Doors to Buildings

The exterior doors to all academic buildings will be on a time schedule, and will remain unlocked during normal business/class hours. Any after-hour access will now be available through the use of the identification card. When the doors are locked, simply present your card to the reader and enter your 4-digit PIN, you will hear a beep. Open the door and enter the building, the door will automatically lock behind you. If you hold the door open longer than 30 seconds, an alarm will sound.

Interior Technology Classrooms

Interior technology classrooms currently have flat, black card readers with an indicator light in the upper, left-hand corner. The readers are mounted to either the right or left of the outside of the door. The card reader must be used when you enter or secure the classroom.

- To enter a classroom, present your card to the reader. The door should remain closed, however it will remain unlocked to allow people to enter/exit freely.
- When leaving the room, you must close all doors and present your card to the reader again. The reader will beep and you will see the light change from green to red. The light will stay red, this means the door is secure and ready for use by the next instructor.

Multi-Station Technology Classrooms

To enter the classroom, present your card to the reader and *immediately* enter your 4-digit PIN. (Helpful hint: Hold your card in one hand and enter your PIN with the other.) You must *open the door immediately* after entering your PIN. The alarm will be deactivated and the door will *remain unlocked*.

To secure the classroom, make sure all doors are closed. Present your card to the reader and *immediately* enter your 4-digit PIN. The door will re-lock and the alarm will be re-set.

What to Do If Your Card Is Rejected

First, confirm that you have access to the room, 837-9311. If you know you have access to the room, but the door did not unlock/lock as expected, wait 15 seconds and then try again. If you attempt to use your card in quick succession, *you will always be denied* access, the system needs time to re-set before accepting a new entry.

What to Do If an Alarm Sounds

If an alarm sounds, present your card to the reader to silence the local alarm. The police are notified immediately upon an alarm activation. Please stay in the area, an officer will respond.

If you have any questions, please contact the WESTCONNECT Office at 837-9311.

Forms: www.wcsu.edu/westconnect

Revised 5/10/04 Revised 6/13/11

Identification Card--WESTCONNect Card Policy

Identification cards are called WESTCONNect Cards and associated policies and procedures are the responsibility of Facilities and are carried out by the WESTCONNect Office staff. All identification card records are kept on file within the university computer systems.

The WESTCONNect Card is the official identification card of Western Connecticut State University employees, students and affiliates. All full-time and part-time employees are required to obtain a WESTCONNect Card and must come to the WESTCONNect Office to have their photo captured and their card printed. When an employee acquires a WESTCONNectCard, he or she agrees to the terms and conditions of its use.

Please review the WESTCONNect office website for the most current policies, procedures, forms and services available related to the use of your WESTCONNect Card.

Issuance

WESTCONNECT cards may be obtained from the WESTCONNECT Office located in the lower-level of the Old Main Administration Building. The office offers extended hours at the beginning of the Fall and Spring semesters. Please consult the website for exact hours of operation.

In order to obtain an identification card you must:

1. Contact the Human Resources Department in order to obtain a completed and authorized form to be presented to the WESTCONNect Office staff.
2. Present the form and a valid photo ID (driver's license, passport, state identification card) to the WESTCONNect Office staff.
3. Create a 4-digit door security PIN

Authorization for Personal Use Only

The WestConnect Card will not be loaned or otherwise transferred to another person, doing so is in violation of university policy. Any attempt to use the card in a fraudulent manner may be subject to disciplinary action.

Property of WCSU

The WESTCONNect card is the property of Western Connecticut State University. Upon termination of employment, the cardholder agrees to return his or her WESTCONNect Card to the WESTCONNect Office.

Obligation to Report Lost or Stolen Card

The cardholder must report a lost or stolen card to the WESTCONNect Office immediately for security purposes.

Revised 5/04
Revised 2/05
Revised 07/09
Revised 6/11

Parking Permits (WCSU Police Department Parking Office)

All full-time and part-time employees who park a motor vehicle on university property must obtain and display a permit.

Parking permits are now available from the WCSU Police Department Parking Office located at the Westside Classroom Building, Room 247D, Telephone: 203-837-3289, Fax: 203-837-3290. Office hours are Monday through Friday from 9 a.m. to 5 p.m.

Permits for full-time faculty and staff do not have an expiration date. Adjunct faculty, part-time staff and all contract employees will receive permits that expire at the end of each semester. The permits will be sent to your department secretary via interoffice mail prior to the start of each semester. Upon termination of employment with the university, the permit will be required to be turned in to the parking office or the police department.

Please check the website at www.wcsu.edu/parking for the most up-to-date information. If you forget your hangtag, you must call the Police Department or Parking Office immediately with the license plate number and make/model of your vehicle. If you lose your hangtag, you must call the parking office as soon as possible with your Banner Identification number to obtain a replacement. Any vehicle parked in a faculty/staff parking lot without a valid university hangtag will be ticketed.

Computers, Copiers, Media, Printing

Information Technology & Innovation

Information Technology & Innovation (IT&I) at Western provides a diverse computing environment to students, faculty and staff that supports both academic and administrative services and initiatives. IT&I is responsible for university desktops, laptops, servers and storage; information security; voice and data networks; residence hall networks; software licensing and training; application development; database management; the university web site; and computer labs and technology-equipped classrooms.

IT&I offices are located at Midtown in Old Main Suite 303 and at Westside in the Westside Classroom Building Room 119.

To learn more about IT&I, go to wcsu.edu/iti. To learn more about information technology at Western, go to wcsu.edu/technology.

Classroom Technology and E-Learning

Nearly all classrooms throughout the Midtown and Westside campuses are equipped with instructor computers, projectors and wired/wireless Internet access, with the exception of a few rooms in which implementation of such equipment is impossible.

Over two dozen classrooms are also equipped with student computer stations, including discipline-specific computer labs which support programs in Art, Music, Theatre, Journalism, Writing, Communication, Mathematics, Biology, Education, MIS and Nursing.

Western uses Blackboard Learn for course management, providing a state-of-the-art teaching and learning environment that allows faculty to supplement their on-ground course with on-line components.

To learn more about classroom technology, go to wcsu.edu/technology/techrooms. To learn more about Blackboard Learn, go to wcsu.edu/technology/elearning.

Computer Centers

IT&I manages four student-staffed computer labs and three 24-hour unstaffed facilities. The staffed computer labs are located in the Student Center room 225, Ruth Haas Library main level, Westside Classroom Building room 117, Westside Campus Center third floor.

One of the labs, the Student Technology Training Center (STTC), is a dedicated environment where students can experiment with and learn about technology. The student lab assistants there regularly conduct workshops and one-on-one tutorials on a variety of software.

To learn more about the computer centers, go to wcsu.edu/technology/computers.asp. To learn more about the STTC, go to wcsu.edu/sttc.

Training

IT&I provides training on a variety of topics, including Blackboard Learn and Microsoft Office. To learn more about training, go to wcsu.edu/technology/training.asp.

Technology Information for Faculty

IT&I maintains a technology resource guide for faculty, which explain the services that IT&I provides in more detail:

- For new or current faculty, go to the getting started guide

Help Desk

The IT Help Desk provides technology support for prospective students, current students, faculty and staff. The Help Desk can be reached at 203-837-8467, through e-mail at Request IT@wcsu.edu or on the web at wcsu.edu/ithelpdesk.

Guidelines and Policies for Computer Use

http://www.wcsu.edu/technology/computerusepolicy.asp

Information Technology & Innovation offers computing services on various computer systems at no charge to all members of the University community (i.e., faculty, students, and staff). The following delineates the current policies on software ownership, software copying, and gaining access to the computer facilities as well as a set of guidelines and responsibilities for the users of these resources.

The general principles underlying these policies and guidelines are that the computing facilities are a resource made available to the WCSU community for educational and research purposes. Users must assume responsibility for trying to minimize costs and be responsible in their use of these facilities.

The guidelines are not intended to be an exhaustive list of rules. Rather, these guidelines establish the spirit in which the facilities should be used.

WCSU Computer Policy

I. General Policies

A. Software Ownership

B. (This section represents policy adopted in February, 1985 along with January, 1987 revisions by the board of Governors for Higher Education.)

1. Software Conversion. It shall be the policy of the state system of higher education that the end product of any work done by a student from any of the state's public colleges or universities to convert, modify or update state-owned software shall be owned by the state.

2. Software Creation (state-owned). If a student from any college or university, receives monetary remuneration from the state for creating software, including source code and/or documentation, it shall belong to the state.

3. Software Creation (student-owned and state-licensed). Software belongs to the student but shall be licensed gratis to the state for use/or modification under the following conditions:

    a. The state, at the inception of the project, informs the student in writing of the state's intention to use the software; and/or

    b. The student uses state computer resources to create software. The State shall not have any other rights to such software.

4. Software Creation (student-owned). Any software developed by a student, unless it is covered under policy statements 1, 2, or 3 above, or

is produced under the provisions of a grant or an agreement with an outside funding agent, is owned by the student.

5. Software Copying. Each constituent unit in the state system of higher education shall have policies in place regarding the use and copying of software and/or documentation to protect against lawsuits by vendors.

C. Software Copying.

1. All software and manuals are copyright protected by the software vendor. Any user attempting to copy the software shall be subject to prosecution by the software vendor.

2. Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted or proprietary information which may thereby become available to him/her as confidential, unless he/she obtains from the appropriate person written permission to copy, modify, or otherwise use any part of it.

3. Users shall not copy system files nor shall they attempt to access or modify such files or software components or computer management programs and data, except for specifically approved purposes.

II. General Guidelines

A. The computer facilities are available for academic university work only. No commercial work is allowed.

B. A user's programs and data should be treated as his/her private property. Users must not attempt to access or make use of any other user's programs or data without the permission of the user concerned.

C. The granting of access to Western's computer systems presupposes that the user is knowledgeable in the use of the existing computer facilities. Users should realize that the Computer Center Staff is limited in the amount of time they can spend assisting them with extensive problems.

D. Printer output represents very real, measurable costs to the Computer Center. Users should be careful to avoid wasting these resources.

E. Responsibility for a computer account belongs to the person to whom the account was issued (the account owner). No account owner shall furnish any other person(s) with the password to their account. Unless otherwise authorized by the Executive Officer for Information Technology, only the person to whom an account was issued should be using the account.

F. Any computer user who knowingly or continually violates the policies governing the use of accounts, equipment and resources will have his/her account withdrawn and such misuse may result in disciplinary and/or legal action.

III. Account Policies & Guidelines.

A. Policies.

1. For classification purposes, there shall be two types of accounts available to members of the WCSU community.

a. Student Accounts.

b. Students must request accounts from the Computer Center. Requests must be made in person.

c. A Faculty Account.

d. Faculty members must request accounts from the Computer Center. Requests must be submitted, in writing, to the Director of Information Technology or Technology Service Manager. Applications must be filed a week in advance. A written response will be forwarded to the applicant.

B. Guidelines.

1. Users have the right to expect that their work will remain secure and private. The Computer Center cannot readily determine if the use of an account by another individual is appropriate, so users should only use their own accounts. Account owners can assist in assuring privacy of their work by using a password that is not obviously a nickname or initials.

2. The Computer Center reserves the right to access users' data and programs for appropriate management purposes (e.g., making back up copies and to ensure system integrity).

IV. Microcomputer Policies & Guidelines

A. Policies

B. Any person that has been issued a valid WCSU identification card is authorized to use the WCSU computer facilities.

CSU Computer Policy-Student

Connecticut State University System Policy Statement on Student Use of University Computer Systems and Networks

University computer systems and networks are provided for student use as a part of the University academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges.

University computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate academic and administrative needs of students, faculty, and staff is limited.

Student users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.

The University has a right and a duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the students' university related programs as well as reasonably limited in time. The University reserves the right to define unauthorized student uses.

The Chief Computer Administrator or designee(s) at each University in the CSU System and at the System Office may monitor student user accounts, files and/or log-in sessions for appropriate management purposes. Such purposes include but are not limited to performing archival and recovery procedures, evaluating system performance, and ensuring system integrity and security.

Upon identifying a violation of the policy which constitutes and immediate, clear danger to the University computer systems or networks the Chief Computer Administrator or designee(s) at each University and in the System Office may immediately limit or suspend a student's access to University computer resources with immediate notification of charges and actions to the appropriate Chief Student Affairs Administrator or designee(s). This emergency suspension of computer use will then follow the student judicial procedures for "Interim Suspension" as provided in the CSU Student Rights and Responsibilities and Judicial Procedures document.

Violations of University computer policy which do not constitute an immediate, clear danger to the University computer systems or networks will be referred to the regular student disciplinary process.

I. Student computer offenses, which are included as number 25 in the Appendix of Punishable Offenses in the CSU Student Rights and Responsibilities and Judicial Procedures document are as follows:

A. Unauthorized use of University computers and/or peripheral systems and networks;

B. Unauthorized access to University computer programs or files;

C. Unauthorized alteration or duplication of University computer programs or files;

D. Any deliberate action to disrupt the operation of University computer systems which serve other members of the University community, including all networks to which University computers are connected;

E. Use of University computer systems and networks for committing crimes, violating civil laws, or violating University rules

II. UNAUTHORIZED USES for students include but are not limited to the following:

A. Computer games which are not assigned course work;

B. Development or transmitting of chain letters;

C. Entering or transmitting of commercial advertisements or solicitations;

D. Entering or transmitting of political campaign material relating to elections to be held outside the University;

E. Entering or transmitting of obscene material;

F. Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;

G. Sharing one's own computer account with others or using another person's accounts;

H. Violation of copyright laws or using or copying software in ways that violate the terms of the license;

I. Entering or transmitting computer viruses or any form of intentionally destructive programs;

J. Intentional disruption of network services;

K. Connecting any device to the network without permission;

L. Copying, modifying, replacing, or deleting any other user's account or any software used for system management;

M. Harming University computer equipment;

N. Uses which violate rules developed at each University which are necessitated by facilities limitations or other circumstances unique to each University.

CSU Electronic Monitoring Policy

Electronic Monitoring Notice

The Connecticut State University System deems it necessary and advisable and in the best interest of the university communities of Eastern, Central, Southern and Western Connecticut State Universities and the System Office, to again raise awareness and re-emphasize legal considerations concerning information technology devices in use throughout the system.

There are several information technology devices in use in the CSU System. These devices are the property of the State of Connecticut and use thereof by the user is restricted to the performance of official State business or activities approved through the collective bargaining process. Information related to usage and utilization of these devices and the overall CSU technological environment is constantly being collected.

The Connecticut State University System information technology infrastructure includes a telephone system, a communications network, Internet access, computer servers and computer workstations. Information related to the usage of this infrastructure is collected and logged. All users of these devices are hereby advised and notified that these devices produce data and reports related to information stored, sent and retrieved for the purposes of recording usage and utilization. While system personnel do not review the contents of this material except when necessary in the course of the discharge of official duties and as permitted by law, each user should know and is hereby notified that all such information is subject to subpoena, discovery, the Connecticut Freedom of Information Act and such other disclosure processes as may be authorized by law.

This notice is issued pursuant to the provisions of Public Act 98-142.

Request for a Faculty Computer Account

All University accounts (Windows, Banner, etc.) and access to university managed computer systems and administrative applications may be obtained by contacting Information Technology & Innovation at 203-837-8467 or by sending an e-mail RequestIT@wcsu.edu.

Software and Hardware Request Form

Requests for software and hardware are typically funded through the academic department, grant funds, and/or by request through the appropriate school technology committee to the Information Technology Committee (ITC).

Hardware and software purchases from departmental or grant funds must be reviewed by the Chief Information Officer and/or his/her designee. Information Technology & Innovation should be consulted for hardware and software purchases as well as special pricing that may be available to the university.

For information on how hardware and software requests to the ITC are processed, please consult the technology committee for the appropriate school. For the types of funding available, please consult the Information Technology Committee Bylaws found in this document.

Inventory/Property Policies and Procedures

The care and safeguarding of all Western Connecticut State University property is the responsibility of every member of the University. The following policies are mandated by the State and administered by WCSU's Property Management Office.

Inventory that is tagged with a bar-coded inventory label is maintained on The University's inventory system. Departments are responsible for the property that is assigned to that department. Departments are required to report any changes of location in property in their department, including artwork. It is recommended that a department liaison be established to provide a point of contact for the Property Management Office.

A full physical inventory of the University will be performed at least once per year. The results of the inventory will be reconciled at the department level and reported to the offices of the President and Vice President, State Comptroller and the Auditors of Public Accounts.

Disposal of Surplus Property, Obsolete/Nonfunctional Equipment

The disposal of surplus property must be authorized by the property control office and be properly recorded in the inventory system. The Property Management Office will arrange all disposal options for equipment that is no longer of use to departments.

Please submit and request in writing or via e-mail to the Property Management Office indicating barcode number and description of the item to be removed from your department and Reason for removal. The department head will be issued a *Request for Disposition Form* to be signed and returned to the Property Management Office before property can be removed from the department.

Used office furniture and some other surplus items may be requested through the Property Management Office.

Theft, Vandalism or Damage of Property/Funds

The Department Head, loan holder or department property liaison shall report all lost or damaged property immediately to the University Police and Property Management.

Relocation of Property/Equipment

The relocation or transfer of property must be reported to the Property Management Office via interdepartmental mail or e-mail. This must include barcode number and description of the item. If no barcode is found a serial number must be recorded.

To a different building/room--list the new building/room location. To a different department--list new department, building and room.

Relocation, Trade -Ins and Returns of Property/Equipment Under Warranty Etc.

The relocation or transfer of property must be reported to the Property Management Office via interdepartmental mail or e-mail. This must include barcode number and description of the item. If no barcode is found a serial number must be recorded.

To a different building/room--list the new building/room location. To a different department--list new department, building and room. When property is traded in, returned or replaced by a vendor, both the purchasing department and Property Management Office must be notified. Included in the notification must be barcode, description and purchase order number.

Report changes immediately so property records can be updated to meet State Requirements

Equipment on Loan Policy

Equipment owned by the State may be removed from its assigned location only with prior written permission from the appropriate agency head. State equipment is not intended to be used for personal reasons. Loan permission is to be granted only in order to conduct State business.

The equipment may be loaned if the agency head is convinced that the removal of such equipment will not:

1. Interfere with the normal operation of the agency
2. Cause unreasonable wear and tear on the equipment
3. Cause expense to be incurred by the agency
4. Provide for profit-making activities

It is necessary to have control over equipment that leaves State premises. An individual who has been authorized to use State equipment on loan must sign the "*Record of Equipment on Loan Form"--WCSU-EOL-1*. The individual will be responsible for theft or other cause and/or any damage to the equipment. They will provide due care and security for the equipment until it is returned to the agency. In the event of a theft, it must be reported immediately to The Police Department and Property Management Office. It will be necessary to provide a Police report to Property Management Office.

The *WCSU EOL-1* form must be completed in triplicate. One copy is retained by the department loaning the equipment, one copy is to be sent to the Property Management Office and the final copy should be given to the individual authorized to use the equipment.

Equipment on Loan forms must be renewed no more than one year from date of issue or the equipment must be returned to the loaning department. It is WCSU policy that all laptops issued to faculty and staff have an Equipment on Loan Form issued for it.

Property management along with the issuing department should maintain a logbook to hold the forms. If the equipment has not been returned/renewed by the expected date indicated, procedures shall include making direct contact by letter or phone on a weekly basis with the individual until the equipment is returned. Equipment should not be loaned for extended periods of time and all equipment should be returned to the agency during the annual physical inventory.

For questions, please contact Kevin Koschel, Property Manager at 7-3933.

To obtain Property and Inventory Forms referenced please contact The Property Management Office or visit http://www.wcsu.edu/propertymg for forms and more information.

https://www.wcsu.edu/propertymgt/equipment-on-loan/

Revised July, 2002
Updated July, 2008
Updated June, 2013

Policy Statement on Photocopying of Copyrighted Materials for Classroom and Research Use

Faculty members should be aware of the legal limitations on duplicating copyrighted materials for research and classroom use. The Western Connecticut State University policy follows, and compliance is expected.

I. The Copyright Act and Photocopying

From time to time, the faculty and staff of this University may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the University's mission; that is, the development and transmission of information. However, the photocopying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" which must not be abused. This report will explain the University's policy concerning the photocopying of copyrighted materials by faculty and library staff. Please note that this policy does not address other library photocopying which may be permitted under other sections of the copyright law, e.g., 17 U.S.C. par. 108.

Copyright is a constitutionally conceived property right, which is designed to promote the progress of science and the useful arts by securing for an author the benefits of his or her original work of authorship for a limited time. (U.S. Constitution, Art. 1, Sec. 8.) The Copyright statute, 17

U.S.C. par 101, et seq., implements this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal concern such as art, science, history, and business. The grand design of this delicate balance is to foster the creation and dissemination of intellectual works for the general public.

The Copyright Act defines the rights of a copyright holder and how they may be enforced against an infringer. Included within the Copyright Act is the "fair use" doctrine, which allows, under certain conditions, the copying of copyrighted material. While the Act lists general factors under the heading of "fair use", it provides little in the way of specific directions for what constitutes fair use. The law states:

U.S.C. par. 107, Limitations on exclusive rights: Fair use. Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by any other means specified by that section, for purposes such as criticism, comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. Purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. Nature of the copyrighted work.
3. Amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. Effect of the use upon the potential market for or value of the copyrighted work.

The purpose of this report is to provide you, the faculty and staff of this University, with an explanation of when the photocopying of copyrighted material in our opinion is permitted under the fair use doctrine. Where possible, common examples

of research, classroom, and library reserve photocopying have been included to illustrate what we believe to be the reach and limits of fair use.

Please note that the copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center, at the University's central or departmental copying facilities, or at a self- service machine. While you are free to use the services of a commercial establishment, you should be prepared to provide documentation of permission from the publisher (if such permission is necessary under this policy), since many commercial copiers will require such proof.

We hope this report will give you an appreciation of the factors, which weigh in favor of fair use and those factors, which weigh against fair use, but faculty members must determine for themselves which works will be photocopied. This University does not condone a policy of photocopying instead of purchasing copyrighted works where such photocopying would constitute an infringement under the copyright law, but it does encourage faculty members to exercise good judgment in serving the best interests of students in an efficient manner. This University and its faculty and staff will make a conscientious effort to comply with these guidelines.

Instructions for securing permission to photocopy copyrighted works when such copying is beyond the limits of fair use appear at the end of this report. It is the policy of this University that the user (faculty, staff, or librarian) secure such permission whenever it is legally necessary.

II. Unrestricted Photocopying

A. Un-copyrighted Published Works

Writings published before January 1, 1978, which have been copyrighted may be photocopied without restriction. Copies of works protected by copyright must bear a copyright notice, which consists of the letter "c" in a circle, or the word "Copyright" or the abbreviation "Copr." plus a year of first publication, plus the name of the copyright owner (17 U.S.C. par. 401). As to works published before January 1, 1978, in the case of a book, the notice must be placed on the title page of the reverse side of the title page. In the case of a periodical, the notice must be placed either on the title page, the first page of text, or in the masthead. A pre-1978 failure to comply with the notice requirements resulted in the work being injected into the public domain, i.e., unprotected. Copyright notice requirements have been relaxed since 1978 so that the absence of notice on copies of a work published after January 1, 1978, does not necessarily mean the work is in the public domain (17 U.S.C. par 405 [a] and [c]). However, you will not be liable for damages for copyright infringement of works published after that date, if after normal inspection, you photocopy a work on which you cannot find a copyright symbol and you have not received actual notice of the fact the work is copyrighted (17 U.S.C. par. 405 [b]). However, a copyright owner who found out about your photocopying would have the right to prevent further distribution of the copies if in fact the work were copyrighted and the copies infringing (17 U.S.C. par. 405 [b]).

B. Published Works with Expired Copyrights

Writings with expired copyrights may be photocopied without restriction. All prior to 1906 have expired. (17 U.S.C. par. 304 [b]). Copyrights granted after 1906 may have been renewed; however, the writing will probably not contain notice of the renewal. Therefore, it should be assumed all writings dated 1906 or later

are covered by a valid copyright, unless information to the contrary is obtained from the owner or the U.S. Copyright Office (see Copyright Office Circular 15t).

Copyright Office Circular R22 explains how to investigate the copyright status of a work. One way is to use the Catalog of Copyright Entries published by the Copyright Office and available in six Connecticut libraries. Alternatively, you may request the Copyright Office to conduct a search of its registration and/or assignment records. The Office charges an hourly fee for this service. You will need to submit as much information as you have concerning the work in which you are interested, such as the title, author, approximate date of publication, the type of work or any available copyright data. The Copyright Office does caution that its searches are not conclusive; for instance, if a work obtained a copyright less than 28 years ago, it may be fully protected although there has been no registration or deposit.

C. Unpublished Works

Unpublished works, such as theses and dissertations, may be protected by a copyright. If such a work was created before January 1, 1978, and has not been copyrighted or published without copyright notice, the work is protected under the new Act for the life of the author plus fifty years, 17 U.S.C. par. 303, but in no case earlier than December 31, 2001. If such a work is published on or before that date, the copyright will not expire before December 31, 2027. Works created after January 1, 1978, and not published enjoy copyright protection for the life of the author plus fifty years (17 U.S.C. par. 302).

D. U.S. Government Publications

All U.S. Government publications with the possible exception of some National Technical Information Service Publications less than 5 years old may be photocopied without restrictions, except to the extent that they contain copyrighted materials from other sources. 17 U.S.C. par. 105. U.S. Government publications are documents prepared by an official or employee of the government in an official capacity. 17 U.S.C. par. 101. Government publications include the opinions of courts in legal cases, Congressional Reports on proposed bills, testimony offered at Congressional hearings and the works of government employees in their official capacities. Works prepared by outside authors on contract to the government may or may not be protected by copyright, depending on the specifics of the contract. In the absence of copyright notice on such works, it would be reasonable to assume they are government works in the public domain. It should be noted that state government works may be protected by copyright. (See, 17 U.S.C. par.105.) However, the opinions of state courts are not protected.

III. Permissible Photocopying of Copyrighted Works

The Copyright Act allows anyone to photocopy copyrighted works without securing permission form the copyright owner when the photocopying amounts to a “fair use” of the material (17 U.S.C. par. 107). The guidelines in this report discuss the boundaries for fair use of photocopied material used in research or the classroom or in a library reserve operation. Fair use cannot always be expressed in numbers – either the number of pages copied or the number of copies distributed.

Therefore, you should weigh the various factors listed in the Act and judge whether the intended use of photocopied, copyrighted material is within the spirit of the fair use doctrine. Any serious questions concerning whether a particular photocopying constitutes fair use should be directed to the University Library Director.

A. Research Uses

At the very least, instructors may make a single copy of any of the following for scholarly research or use in teaching or preparing to teach a class.

1. Chapter from a book.
2. Article from a periodical or newspaper.
3. Short story, short essay, or short poem, whether or not from a collective work.
4. Chart, diagram, graph, drawing, cartoon or picture from a book, periodical, or newspaper.

These examples reflect the most conservative guidelines for fair use. They do not represent inviolate ceilings for the amount of copyrighted materials which can be photocopied within the boundaries of fair use. When exceeding these minimum levels, however, you again should consider the four factors listed in Section 107 of the Copyright Act to make sure that any additional photocopying is justified. The following demonstrate situations where increased levels of photocopying would continue to remain within the ambit of fair use.

1. Inability to obtain another copy of the work because it is not available from another library or source or cannot be obtained within your time constraints.
2. Intention to photocopy the material only once and not to distribute the material to others.
3. Ability to keep the amount of material photocopied within a reasonable proportion to the entire work (the larger the work, the greater amount of material which may be photocopied).
4. Most single-copy photocopying for your personal use in research--even when it involves a substantial portion of a work--may well constitute fair use.

B. Classroom Uses

Primary and secondary school educators have, with publishers, developed the following guidelines, which allow a teacher to distribute photocopied material to students in a class without the publisher's prior permission, under the following conditions.

1. Distribution of the same photocopied material does not occur every semester.
2. Only one copy is distributed for each student, which copy must become the student's property.
3. The material includes a copyright notice on the first page of the portion of material photocopied.
4. The students are not assessed any fee beyond the actual cost of the photocopying.

In addition, the educators agreed that the amount of material distributed should not exceed certain brevity standards. Under those guidelines, a prose work may be reproduced in its entirety if it is less than 2500 words in length.

If the work exceeds such length, the excerpt reproduced may not exceed 1000 words, or 10% of the work, whichever is less. In the case of poetry, 250 words is the maximum permitted.

These minimum standards normally would not be realistic in the University setting. Faculty members needing to exceed these limits for college education should not feel hampered by these guidelines, although they should attempt a "selective and sparing" use of photocopied, copyrighted material.

The photocopying practices of an instructor should not have a significant detrimental impact on the market for the copyrighted work. 17 U.S.C. par. 107(4). To guard against this effect, you should restrict use of an item of photocopied material to one course and you should not repeatedly photocopy excerpts from one periodical or author without the permission of the copyright owner.

C. Library Reserve Uses

At the request of a faculty member, a library may photocopy and place on reserve excerpts from copyrighted works in its collection in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed above. This University believes that these guidelines apply to the library reserve shelf to the extent it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal scholastic use under the doctrine of fair use. In general, librarians may photocopy materials for reserve room use for the convenience of students both in preparing class assignments and in pursuing informal educational activities which higher education require, such as advanced independent study and research.

If the request calls for only one copy to be placed on reserve, an entire article may be photocopied, or an entire chapter from a book, or an entire poem. Request for multiple copies on reserve should meet the following guidelines.

1. The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level, 17 U.S.C. par. 107(1) and (3).
2. The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material, 17 U.S.C. par. 107 (1) and (3).
3. The material should contain a notice of copyright, see, 17 U.S.C. par. 401.
4. The effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work (17 U.S.C. par. 107[4]).

For example, a professor may place on reserve as a supplement to the course textbook a reasonable number of copies of articles from academic journals or chapters from trade books. A reasonable number of copies will in most instances be less than six, but, factors such as the length or difficulty of the assignment, the number of enrolled students and the length of time allowed

for completion of the assignment may permit more in unusual circumstances.

In addition, a faculty member may also request that multiple copies of photocopied, copyrighted material be placed on the reserve shelf if there is insufficient time to obtain permission from the copyright owner. For example, a professor may place on reserve several photocopies of an entire article from a recent issue of Time magazine or the New York Times in lieu of distributing a copy to each member of the class. If you are in doubt as to whether a particular instance of photocopying is fair use in the reserve reading room, you should seek the publisher's permission. Most publishers will be cooperative and waive the fee for such a use.

D. Uses of Photocopies Material Requiring Permission

1. *Repetitive copying*: The classroom or reserve use of photocopied materials in multiple courses or successive years will normally require advance permission form the owner of copyright (17 U.S.C. par. 107[3]).
2. *Copying for profit:* Faculty should not charge students more than the actual cost of photocopying the material (17 U.S.C. par. 107[1[).
3. *Consumable works:* The duplication of works that are consumed in the classroom, such as standardized tests, exercises, and workbooks, normally requires permission from the copyright owner (17 U.S.C. par. 107[4]).
4. *Creation of anthologies as basic text material for a course:* Creation of a collective work on anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course will in most instances require the permission of the copyright owners. Such photocopying is more likely to be considered as a substitute for purchase of a book and thus less likely to be deemed fair use (17 U.S.C. par. 107[4]).

E. How to Obtain Permission of Copyright Owner

When a use of photocopied material requires that you request permission, you should communicate complete and accurate information to the copyright owner. The America Association of Publishers suggests that the following information be included in a permission request letter in order to expedite the process:

1. Title, author and/or editor, and edition of materials to be duplicated.
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of duplicated materials.
5. Form of distribution (classroom, newsletter, etc.).
6. Whether or not the material is to be sold. Type of reprint (ditto, photography, offset, typeset).
7. Type of reprint (ditto, photography, offset, typeset).

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of

the publisher does not appear at the front of the material, it may be readily obtained in a publication entitled The Literary Marketplace, published by the R.R. Bowker Company, and available in all libraries.

The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow enough lead time to obtain permission before the materials are needed. In some instances, the publisher may assess a fee for the permission. It is not inappropriate to pass this fee on to the students who receive copies of the photocopied material.

The Copyright Clearance Center also has the right to grant permission and collect fees for photocopying rights for certain publications. Libraries may copy from any journal which is registered with the CCC and report the copying beyond fair use to CCC and pay the set fee. A list of publications for which the CCC handles fees and permissions is available from the CCC, 310 Madison Avenue, New York, NY 10017.

Sample Letter to Copyright Owner (Publisher) Requesting Permission to Copy

Date

Material Permissions Department Hypothetical Book Company
500 East Avenue
Chicago, Illinois 60601

Dear Sir or Madam:
I would like permission to copy the following for continued use in my classes in future semesters:

Title: *Learning is Good,* Second Edition Copyright: Hypothetical Book Co., 1965, 1971
Author: Frank Jones
Material to be duplicated: Chapters 10, 11, and 14 (photocopy enclosed).
Number of copies: 500
Distribution: The material will be distributed to students in my classes and they will pay only the cost of the photocopying.
Type of reprint: Photocopy
Use: The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,
Faculty Member

F. Infringement

Courts and legal scholars alike have commented that the fair use provisions in the Copyright Act are among the most vague and difficult that can be found anywhere in the law. In amending the Copyright Act in 1976, Congress

anticipated the problem this would pose for users of copyrighted materials who wished to stay under the umbrella of protection offered by fair use. For this reason, the Copyright Act contains specific provisions which grant additional rights to libraries and insulate employees of a non-profit educational institution, library, or archives from statutory damages for infringement where the infringer believed or had reasonable grounds to believe the photocopying was a fair use of the material (17 U.S.C. par. 504 [c] [2]).

Normally, an infringer is liable to the copyright owner for the actual losses sustained because of the photocopying and any additional profits of the infringer (17 U.S.C par. 504[a][1] and [b]). Where the monetary losses are nominal, the copyright owner usually will claim statutory damages instead of the actual losses (17 U.S.C. par. 504 [a][2] and [c]). The statutory damages may reach as high as $10,000 (or up to $50,000 if the infringement is willful). In addition to suing for money damages, a copyright owner can usually prevent future infringement through a court injunction (17 U.S.C. par. 502).

The Copyright Act specifically exempts from statutory damages any employee of a non-profit educational institution, library, or archives, who "believed and had reasonable grounds for believing that his or her use of the copyrighted work was a fair use under Section 107" (17 U.S.C. par. 504[c] [2]). While the fair use provisions are admittedly ambiguous, any employee who attempts to stay within the guidelines contained in this report should have an adequate good faith defense in the case of an innocently committed infringement.

If the criteria contained in this report are followed, it is our view that no copyright infringement will occur and that there will be no adverse effect on the market for copyrighted works.

Approved by Library Policy Committee: Feb. 1983
Approved by University Senate and University President: Mar. 1983

University Publications and Design

University publications and design team offers a full range of design, copy, photography and printing expertise.

Our in-house printshop offers production and printing services including high-speed color and black-and-white copiers, a large-format printer capable of printing up to 42 inches wide, foamcore mounting press, large automatic paper cutters, folding and binding equipment.

The office is staffed by professional designers, photographers and student contributors. We support university faculty, staff and student organizations.

Faculty: Design and production services are most often free to administrative and teaching faculty. However, you may incur costs if your production work must be done out-of-house.

Students and Student Groups: Please channel your requests through your advisor as we do not offer design services to students or student groups. Student services are limited to printing only.

For more information and to requests services go to: https://www.wcsu.edu/upd/

Media Services

Media Center: WH 013, x78757 WS Media Center: WS 103b, x78759

www.wcsu.edu/media

Instructional Design Center (IDC):

The Instructional Design Center (IDC) located in Media Services WH 013 is a lab for faculty, staff and students to use on their own or with the assistance of a media staff member. It is intended for the creation of digital media and includes the necessary hardware, software and peripherals to: transfer analog formats to digital (e.g. VHS to a digital format 35 mm slides to a digital format, etc.), create presentations, and to edit video, stills, etc. For more information please call x78765.

Video and Multimedia Production

Professional quality video production services are available for instructional and promotional purposes. The Media Center staff can assist you with producing your own video. Samples of our work are available on our webpage.

Viewing Room Facilities

Two viewing rooms located in the basement of White Hall are available for faculty and staff to use when showing media to their classes. The rooms seat 43 and 50 people and include DVD/CD players, VHS VCRs, PCs and a laptop connection. The image displayed is 6 x 8 feet and the rooms are climate controlled. Both viewing rooms have 6.1 surround sound. The rooms cannot be reserved more than one week in advance. To reserve, please call x78757 or reserve on line at www.wcsu.edu/media.

Equipment Distribution

Faculty and staff may sign out equipment from the Midtown (WH 013) or Westside (WS 103b) Media Centers. Equipment available for distribution includes: LCD projectors, DVD players, VCRs and televisions, digital camcorders and tripods, portable screens, digital audio recorders, and portable PA systems. Reservations should be made at least 24 hours in advance by calling x78757 (MT) or 78759 (WS) or reserving on line at www. wcsu.edu/media. A university ID card must be presented when borrowing equipment.

Special Event Support

Audio, video and media equipment can be set up for special events and meetings. Equipment must be requested at least one week in advance. If your event is scheduled in the Student Center, Westside Campus Center or the Ives Concert Hall you should contact those areas directly.

Equipment Purchase Consultation

A Media Center staff member can assist you with the purchase of media equipment.

Media Equipment Repair

All university owned audio, video and audiovisual equipment is repaired by the Media Center. Due to contractual requirements for repair any equipment that is purchased by individual departments must be approved by Media Services prior to purchase.

Other

Additional services include off-air recording, CD & DVD duplication, video rentals, format conversions (VHS to DVD, etc.). Please call x78757 for more information.

Library Information and Procedures

Ruth A. Haas Library (Midtown) and Robert S. Young Library (Westside)

I. Faculty Use of the Library

A. A current Western Connecticut State University I.D. Or other photo I.D. must be presented to check out circulating library materials.

B. All circulating books may be borrowed for an entire semester. These items may be renewed by telephone, online, or at the circulation desk. Long-term use of circulating materials should be discussed with the Access Services Librarian at the Haas Library (203-837-9102), with the Circulation Desk Supervisor on duty at the Haas Library, or with the Business Librarian at the Young Library (203-837-9138).

C. Videos, CDs and DVDs circulate for two weeks, with limited renewals. All DVD material is also available in streaming format on the university media server. There are no overdue fines charged for any WCSU Library circulating material.

D. Arrangements for faculty use of non-circulating material (such as periodicals, reference books, government documents, archives, special collections, etc.) should be discussed with the librarian responsible for those materials.

E. Intra-Library Loan Requests facilitate borrowing library materials from the other CSCU libraries. These are initiated by using the "Request" feature in WestSearch. Faculty use their Windows account authentication to complete the request. Books are held at the circulation desk at either library for pick up for seven days.

F. Faculty may make arrangements in advance for access to the libraries during non-scheduled periods by calling the Access Services Librarian (203-837-9102) at the Haas Library or the Business Librarian (203-837-9138) at the Young Library.

II. Reserved Materials for Course Use

A. Materials to be put on reserve must be listed on "Reserve Request" forms that are available on the Library's homepage and also at the Circulation desks at both libraries. Please indicate the category of in-house reserve materials:

1. Closed Reserve (to be used in the library)
2. Overnight Reserve (to be used in the library or to be signed out one hour before the library closes and returned within one hour after the library opens the following day)
3. 3-Day Reserve (to be checked out for a 3-day period)
4. 7-Day Reserve (to be checked out for a 7-day period)

B. Faculty should place all materials on reserve at least two weeks before the items are needed to allow staff the time needed to process the materials. Whenever possible, reserve requests should be submitted well in advance of the beginning of the semester.

C. Materials will remain on reserve for one semester only, unless other arrangements are made.

D. Arrangements to place periodicals, reference titles, and government documents on reserve should be discussed with the librarian responsible for those materials. Faculty may copy journal articles and place them on reserve, or link to full-text articles available electronically through Blackboard. Due to copyright restrictions, however, only one photocopy of a journal article or book chapter will be placed on reserve without permission of the copyright owner. (See "Western Connecticut State University Policy on the use of Copyrighted Material".)

E. Faculty-owned items may be placed in the Reserve Collection. All materials placed on reserve should be brought to the Circulation/Reserve area two weeks prior to the beginning of the semester. Personal copies must be retrieved at the end of each semester.

F. Faculty are asked to inform their students of procedures to obtain reserve items. Students must be currently enrolled to use reserve items and must present their WCSU I.D. card or other photo I.D. at the Haas or RSYL Circulation desk to check out the items. Both Library owned materials and Faculty owned materials are listed on WestSearch by instructor and course.

III. Liaison Program

A. The faculty of each department are assigned a librarian who acts as their liaison to facilitate the ordering of resources, provide library services; and generally to establish an ongoing partnership with teaching faculty and enhance faculty-library communication. A current list of liaisons is available on the library's website.

IV. Requesting Materials to Be Added To The Library's Collection

A. Requests for printed books, e-books, and other library materials should be submitted to the library liaison assigned to each academic department. To expedite ordering, as much information as possible should be given e.g., the author's full name, complete title, publisher, date of publication and price (if known.) Requests may be sent by campus mail or e-mail.

V. Interlibrary Loan (ILL) And the ILLiad System

A. Items found in the WestSearch online catalog, but located at another CSCU library or the state library, may be requested directly online from the owning library. If a needed item is not found within the CSCU library system, our auxiliary interlibrary loan service—ILLiad—should be used.

B. First time users may register for ILLiad from the library web page. Once established, an ILLiad account is used to place orders for all articles, and books that are not available in the CSCU system. A link to ILLiad is available from within most of the library's online databases by clicking on "Request interlibrary loan" under availability options.

C. The average time it takes to receive a book requested through ILLiad is 7-10 days. Articles requested and received over the internet will usually arrive in just a few days and can be delivered electronically to the requester's ILLiad account. A notification of arrival is sent by email to the requester which contains a link to his/her ILLiad account and the article itself.

D. Other information about ILL is available from the Library's homepage or at the Reference and Circulation desks at both the Haas and Young Libraries.

VI. Digital Repository

A. The library hosts a digital repository, WestCollections, which showcases the intellectual output of the university community at http://repository.wcsu.edu. Faculty may submit scholarly work such as journal articles, working papers, book reviews, books and/or book chapters, conference or other professional/academic presentations, technical papers, educational materials, images, and video/audio files. Students may submit dissertations and theses, capstone projects, and other faculty approved research. Further information may be obtained about WestCollections from the Public Services Librarian (203-837-9141).

VII. Reference & Electronic Database Search Services

A. Reference librarians are available to assist and instruct users in identifying and obtaining appropriate information. Access to over one hundred electronic databases and the Internet is available from the Library's homepage. Wireless access is available throughout the libraries.

VIII. Library Instruction

A. The library faculty welcomes requests for class instruction designed to help students understand how to research specific topics through the use of Library resources and materials. Presentations utilize a variety of print and electronic sources of information. Each class is tailored to the specific needs of the faculty member's assignment. Sessions are conducted by the department's library liaison and may be held in the faculty member's classroom or in one of the libraries' classrooms. Hands-on practice in a computer-equipped laboratory setting is available upon request. Scheduling is on a first-come-first-served basis. The Library faculty asks that classroom faculty request library instruction at least two weeks in advance of the proposed date of instruction.

IX. Collections

A. Online databases, indexes and reference sources are available via any networked computer on campus or the internet. You gain access to restricted databases by entering your windows account information.

B. Collections serving Management, Marketing, Management Information Systems, Finance and Accounting are held in the Robert S. Young Business Library on the Westside campus. All other collections are housed in the Ruth Haas Library on the Midtown campus.

X. Curriculum Collection

A. The Curriculum Collection makes available for review and analysis a current collection of high quality preK-12 instructional materials. This collection supports the education curriculum of WCSU, and serves education students & faculty, pre-and in-service teachers and the greater university community. Access and effective use are promoted through information dissemination, collection management, user education, and outreach activities.

B. Circulating print volumes can be checked out for a period of 28 days. DVDs, VHS videos, and CDs circulate for 14 days; teaching kits can be checked out for 7 days. Reference materials such as encyclopedias are for use in the Library. Certain items, such as assessment tools and selected kits, have been placed on reserve in the Circulation Department. All circulating kits

containing multiple loose parts are stored behind the Circulation Desk of Haas Library.

XI. Seminar Rooms/Classrooms--Haas Library

A. There are three seminar rooms, one classroom and one computer-equipped teaching lab that can be reserved by faculty at the Ruth A. Haas Library. The classroom and teaching lab may be reserved on a first-come-first-served basis after mid-semester by calling the Haas Reference desk at 203-837-9110. The second floor seminar rooms and the 5th floor meeting room may be reserved by calling the Access Services Librarian at 203-837-9102.

XII. University Libraries

A. The Ruth A. Haas Library (1969/2000) is a 93,000 sq. ft., six-level structure facing the academic quadrangle on the Midtown campus. The Library contains approximately 200,000 volumes, approximately 200 current print periodical subscriptions, an extensive reference collection, bibliographic, full-text and image databases, music scores and recordings, video, DVD, CD, audio tape, and LP collections, and University archives and special collections. Designated a Federal Depository Library, the facility maintains a government documents collection that supports the University's offerings.

B. Rooms for individual and group study, public lectures, conferences, seminars, library instruction, and media presentations are available. For more information and/or to reserve a space, contact the library administrative office at 203-837-9107.

C. The Archives and Special Collections Library is located in the lower level of the Ruth A. Haas Library. The Archives contains official records, publications, and miscellanea related to the history of the University and also has significant holdings related to local history. Please see http:// archives.library.wcsu.edu for collection lists, searching, and more information regarding content and access to these materials. The Special Collections Library includes WCSU's rare books, faculty published monographs, WCSU Master's theses and dissertations, and a large collection of Connecticut history titles ranging from the 17th century to the present. Special Collections Library holdings are searchable in WestSearch.

D. The Robert S. Young Library is located on the 4th floor of the Westside Classroom Building, home of the Ancell School of Business. The Library contains 6 ,000 business books and reference materials, journal subscriptions, and access to a large number of electronic business, general, and law-related databases.

University Services

Academic Planning Calendar

The University Academic Calendar is published at the beginning of each academic year on the web at https://www.wcsu.edu/calendars/current-academic-calendar/ under the supervision of the Provost/Vice President for Academic Affairs. It contains all academic and other deadlines and special events that are regularly or contractually scheduled. Please note that updates are made during the year so check the calendar regularly.

Institutional Research and Assessment

The Office of Institutional Research and Assessment, under the direction of the Provost/Vice President for Academic Affairs, comprises the following activities:

Institutional Research has primary responsibility for the collection of institutional data required in State and Federal reports, as well as questionnaires and studies requested by outside organizations and in-house units.

Assessment Reports required by state, regional, and national accrediting agencies, and local departments are prepared and collected, and analyzed periodically by this office. Assessment activities are coordinated with academic departments, schools, divisions, and offices.

University Relations

All news releases and notices to the public concerning activities, accomplishments or events on campus which will be of interest to the general public are disseminated through the Office of the Director of University Relations.

Requests for media coverage of activities should be forwarded to the Director of University Relations at least three to six weeks prior to an event, so that appropriate media coverage may be arranged. Also see Institutional Advancement.

Contacts with Media

All official statements made on behalf of the University must be channeled and cleared through the Vice President for Institutional Advancement and the Office of University Relations. This policy applies to all contacts with the media, policy statements and the like.

Fundraising

All fundraising activity undertaken on behalf of the University or any unit of the University must be channeled and cleared through the Vice President for Institutional Advancement.

University Events

University Events is under the supervision of the Student Affairs Division, and is responsible for the operational facets of Commencement Exercises and other such public occasions for the university. The office is the liaison for the room reservation system, open to both on and off campus community organizations.

Facility reservation requests should be made two to four weeks prior to an event date. A completed facilities reservation form is required for approval for your event. Please have the following information ready when you call: date and time of event, desired location, equipment and set up requirements, and number of attendees. To plan meetings, contact the University Events Office at 837-8800 or 837-9010 or e-mail: events@wcsu.edu to check event space availability and request facilities reservation form.

Reservations for either the Campus or Student Center should be sent directly to the Operations Manager at 837-8211.

Event Planning

Whether it is a meeting, picnic, presentation, concert, or any other event, this office will help you properly reserve the space to best fit your needs, as well as assist you with other related requests such as maintenance and police personnel, set up, and media equipment.

Review the guidelines below before calling or stopping by, as it will assist in preparing you for any questions we may ask you. You can check the website at www.wcsu.edu and click on "News and Event Calendars" in the lower right hand corner of Western's homepage. Then, click on "Reservations and Campus Programs" under WCSU Calendars for a listing of daily campus events. This page is updated daily and is a great way to know what's going on here at Western Connecticut State University.

I. Starting the Process

To expedite the process, the following information is needed when booking your event:

A. The name and address of your organization, if your group is not a department or recognized organization of the University.

B. The date(s) you would like to do your program and the alternative dates that would work for you.

C. The time the program will occur (including setup and cleanup).

D. The nature of the event you wish to do (dance, concert, conference, etc.)

E. The number of people you expect to attend.

F. The name of the person who will be in charge of the program arrangements (and on-site coordination if that is a different person). Please have their address and phone number.

G. If you are an off campus organization, bring the name of your liability insurance company and your non-profit certification if that applies.

H. Whether handicapped individuals need accessto your event.

II. Planning Timetable

A simple meeting may take but a few minutes to arrange for, however, larger events can take considerable time. Food orders, personnel scheduling, and arranging for equipment are just some of the items that need to be done in advance in order to have your event occur. As we are committed to providing you the highest quality service, we ask that you adhere to the timetables that are established for your program. In general, these timetables are set up based on the following guidelines.

A. To make a reservation, we must know the exact nature and scope of your program (i.e., lecture, concert, meeting, conference) and the number of people you expect. We will HOLD an available date on your behalf for 4-6 weeks prior to the event date depending on the venue.

B. You will be sent a Room Reservation Form to be completed and returned to the University Events Office. Once the form has the appropriate approvals/signatures your event will be CONFIRMED. A copy of the approved Room Reservation Form will be sent to you with a confirmation. Your event is not confirmed until you receive it back from our office.

C. Requests for simple meetings, by campus organizations, that do not require any extensive set up must be made at least 2 weeks in advance of the meeting.

D. All food services for groups of 25 or more must be provided by the University dining service. You must place your food order at least 2 weeks in advance so we can coordinate deliveries.

We realize that last minute needs arise, and we will do everything we can to try to meet them for you. However, because of equipment and personnel availability, we cannot guarantee we will be able to do so. Please assist us by planning well in advance and adhering to these deadlines. With your help, we will be better able to meet your needs and have your event be the best it can be.

III. Priorities for Facility Reservations

As the University's first commitment is to the education of our students, we must make activities that are part of that mission our first priority. Off campus groups and governmental agencies are invited to use facilities once those needs are met. Consequently, we schedule using the following priorities:

A. Classes and other academic programs

B. University departments and recognized organizations

C. Off campus organizations both nonprofit and corporate

IV. General Policies to Remember

To better serve you, we ask that you adhere to the following policies related to your use of University facilities.

A. SMOKING is NOT permitted in any facility of the University. Organizations are required to inform participants and ensure that no smoking occurs within buildings of the University. Organizations are responsible for supervising the use of the facilities they have reserved and accept liability for any damage or extensive cleaning that might result from their program. Maintenance may be required for certain high volume events. Charges may also be assessed after the event for vandalism or if excessive cleanup is required.

B. Alcoholic beverages can only be served in specific areas of the campus. All serving of alcoholic beverages must be done within the policies of the University and be approved in advance. Student Organizations: Permission must be obtained from the Associate Director of Student Activities: (203) 837-8214. Community Organizations: Must request an alcohol permission form, have an insurance rider for the event that covers liability and hire a WCSU police officer to monitor the event.

C. All visitors may park in the WCSU parking garage on White Street. No special parking permits are necessary, as the WCSU police department is aware of all events taking place on campus.

D. Media equipment is available for your event. Our Media Services department asks for 3 weeks' notice for most events. Contact your events coordinator with any requests as soon as they arise. There is a fee for all media equipment used by community organizations.

E. Police support may be necessary at certain events at the University's discretion. Police support may also be requested by the group holding the event.

F. Western Connecticut State University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, color, religion, sec, age, national origin, marital or veteran status, sexual orientation, or

physical or mental handicap. This policy is applicable to all University events and activities. All event sponsors are required to adhere to it as well.

Room Reservations

Requests for classrooms for non-course use should be made directly to the Registrar's office x78229. Campus and Student Center reservations should be made via email to campuscenter@wcsu.edu or by telephone x78211. All other room reservation requests should be made to the Coordinator of University Events at x78800.

All events taking place on campus property and involving the serving of alcoholic beverages require an approved Campus Alcoholic Beverage Permit completed and approved in advance. In addition, any event involving alcoholic beverages which has a charge or fee of any type associated with it must have a State Alcoholic Beverage permit approved in advance. Information regarding State or University Permits may be obtained from the Office of University Events. Campus policy requires that positive identification be required for access to events, receptions, and the like, which may be attended by persons who are under 21.

Event & Conference Management – Western Connecticut State University (wcsu.edu/events-mgt/)

Food Service Policy

You must submit a completed food service form when requesting food service from the University food service provider.

Food Service Forms Forms – Purchasing Department (wcsu.edu/purchasing/forms/)

I. The Food Service form should be submitted 2 weeks in advance of the event. Food service will not be performed without an approved Food Service form.

II. Meals or refreshments will be provided for "all University" business as approved by the appropriate Dean or Vice President responsible for the area (examples might be, but are not limited to: Admissions recruiting, orientation meetings, registration, evaluation teams, graduation functions, etc.)

III. Expenses for luncheon or dinner meetings held in connection with University business or the entertaining of guest visiting the University on official business is allowable. Luncheon expenses of university employees are usually a personal responsibility; however, food service may be allowed when:

A. It is necessary to hold a luncheon meeting to carry out the business of the University or the business of a University committee.

B. A member of a search committee hosts a candidate for a position.

C. A department employee hosts a visiting lecturer, potential donor or other official guest to the University.

IV. Procedure for requesting Food Service:

A. Contact the food service vendor directly at 837-8755 to place the order for the food/beverages for your event.

B. A Food Service form must be completed and submitted to the appropriate Dean or supervisor for signature 2 weeks in advance of the event.

C. The Dean or Vice President must approve the request and forward the signed form to the Director of Administrative Services. If approved, one copy will be returned to the individual. This will be the Food Service's authorization to go ahead with the meals or refreshments.

D. After the event, Food Service will forward the invoice directly to Accounts Payable for payment. The individual will receive a copy of the invoice from the Food Service for their records. Problems should be directed to the Food Service Director within 48 hours of the event.

E. If the invoice exceeds the estimated amount (20% for amounts up to $300.00 or 10% for amounts over $300.00) additional approval is required by Accounts Payable from the Financial Manager.

Alcoholic Beverages at Faculty Functions

All events taking place on campus property and involving the serving of alcoholic beverages require an approved Campus Alcoholic Beverage Permit completed and approved in advance. In addition, any event involving alcoholic beverages which has a charge or fee of any type associated with it must have a State Alcoholic Beverage permit approved in advance. Staff or Departmental functions involving the use of alcoholic beverages require the advanced approval of the President, Vice President, or appropriate Dean. Campus permit forms must be completed and signed by the appropriate approving authority prior to the event. The forms are available in each of the deans' office and the Office of University Events. Campus policy requires that positive identification be required for access to events, receptions, and the like, which may be attended by persons who are under 21.

Guidelines[1] for Forums and Public Demonstrations[2]

Preamble

Western Connecticut State University is committed to providing an educational community that disseminates knowledge by means of teaching, research, and service. To fulfill these functions, a free exchange of ideas is encouraged both within its walls and between the University and the outside world. Western is committed to doing everything possible to insure the greatest degree of intellectual freedom. These rights apply to all members of the Western community. Few institutions in our society have this same vital purpose; accordingly, few assign such high priority to the freedom of expression.

Western Connecticut State University is committed to maintaining an environment where the free expression of ideas and open, vigorous debate and speech can occur. Every member of the campus community has an obligation to promote and respect free expression in the university. No member shall prevent such expression.

As a member of this academic community, your rights as a citizen are neither increased nor lessened by your status as a member of the University community. However, you do have added responsibilities. These added responsibilities include the exercise of civility and honesty and a respect for the dignity, diversity, equality and freedom of others.

The University also has the equal and simultaneous obligation to protect the rights and freedoms of protestors and also the rights of those who choose not to participate in a given protest or demonstration. The University has an obligation to protect its property and to assure continuation of the activities of students, faculty, staff and guests on campus.

The following guidelines are in accordance with the CSU Board of Trustees' Policy Resolution on Campus Freedom and Order, dated August 7, 1970.

Guidelines for Public Forums and Events

The guidelines, which apply to all public forums and events at Western Connecticut State University, are intended to protect the right of free expression and the safety and integrity of the forum in which this right is exercised.

Right to Dissent

The right to dissent is the complement of the right to speak, but a speaker is entitled to communicate a message to the audience during an allotted time, and the audience is entitled to hear the message and see the speaker during that time.

Force or Violence

Using force or violence or threatening imminent physical force or violence is prohibited.

The Audience's Responsibility

The audience, like the host and the speaker, must respect the right to dissent.

Guidelines for Demonstrations

A broad range of speech will be tolerated at Western Connecticut State University, subject to consideration of the health, welfare, and safety of all students, faculty, staff and guests and the functioning of the University.

Demonstrations may be held anywhere on campus so long as they do not unreasonably disrupt the normal operation of the University or infringe on the rights of other members of the University community.

Demonstrators shall not physically interfere with the operation of the University or the rights of others. Such actions include, but are not limited to:

- Physically obstructing or disrupting teaching, research, or administration
- Interfering with the safe operation of the residence halls
- Causing or threatening to cause, injury or harm to persons or property Obstructing vehicular, pedestrian or other traffic lanes
- Obstructing entrances or exits to buildings
- Interfering with educational, residential, theatrical performance, or co-curricular activities inside or outside any building
- Precluding a scheduled speaker from being heard
- Damaging property, including lawns, shrubs or trees
- Failing to comply with reasonable orders or directives of University officials, police, or any other law enforcement officers acting within the scope of their duties.

The University may place reasonable restraints on demonstrations with regard to time, place, and manner to protect property and person and to maintain the orderly conduct of the University.

To secure assistance in planning and obtaining university facilities to ensure that other activities are not adversely affected, and to protect the rights of all members of the University community, sponsors of demonstrations or marches are encouraged to meet with the Vice President of Student Affairs and/or the Director of Student Center/Student Life, together with the Director of the University Police Department, or designee, to discuss the details of the demonstration and/or march. During this meeting, The Vice President for Student Affairs or designee shall discuss with the organizers of the demonstration or protest the parameters of the demonstration. This will include issues of time, place,

manner, including sound amplification, and arrangements for proper security to insure the rights of all members of the university community.

Senate Approved R-02-03-04Administrative Approval May 10, 2002

(1) These guidelines shall apply to all members and guests of the University community and to all events taking place on property owned or under the control of Western Connecticut State University.

(2)Demonstrations shall also include marches and protests.

APPENDICES: ALL FORMS

Academic Honesty Report: Faculty Member
Academic Honesty Report: Chair
Academic Honesty Report: Dean
Academic Honesty Report: Senate Ad Hoc Committee
Academic Honesty Report: Provost/Vice President for Academic Affairs
AAUP-Article 10.6.2 Administrative Assignment Payment Form
AAUP-Adjunct Non-Instructional Assignment Payment Form
AAUP-Faculty Request for Approval to Accept External Teaching Employment (Fall or Spring)
DEC Chairperson's Memorandum
DEC Evaluation Form AAUP Athletic Coaches
DEC Evaluation Form AAUP Athletic Trainers
DEC Evaluation Form Counseling Faculty
DEC Evaluation Form for AAUP Teaching Faculty
DEC Evaluation Form AAUP Librarians
Disbursement Form for Searches
Faculty Consulting Compliance
Faculty Authored Text
Faculty Developed Study
Faculty Development Funds Application
Faculty Reassigned Time for Research or Creative Activity Application: Research and Development Committee
Faculty Retraining Grant Application (2 pages)
IACUC Protocol for Research with Vertebrate Animals Application
Inappropriate Behavior in the Classroom Report
Institutional Review Board Application for Review of Research Involving Human Subject
Institutional Review Board Protocol Termination Report (2 pages)
Institutional Review Board External Adverse Event Report
Missed Classes Because of University Sponsored Events
Organizational Chart
Sabbatic Leave: Faculty Application
Sabbatic Leave: Department, Library Faculty, or Counseling Center Review
Sabbatic Leave: Dean or Director's Review
Summer Curriculum Related Activities

Faculty Developed Study

Academic departments may offer an experimental course, labeled X98, to determine its value to the total departmental program or in response to a particular request from a group of students. These courses may only be offered once. If the department determines it should be added to the curriculum it must go through the curriculum approval process. These courses may not be used as Gen. Ed. courses.

REQUEST FOR FACULTY CREDIT FOR FACULTY DEVELOPED COURSE
DUE DATES: DECEMBER 15TH for Spring Courses, May 15 for Fall Courses
FACULTY MEMBER:
STUDENT ELIGIBILITY (Pre-requisites):
COURSE LEVEL:
COURSE TITLE:
COURSE DESCRIPTION:
COURSE OUTLINE:
{Optional} Course Objectives and/or learning outcomes:
Student Semester Hours:
Number of Semester Hour Credits for Faculty Member:
Course Schedule (Day, Time and any Special Needs):
APPROVAL RECOMMENDATION OF THE ACADEMIC DEPARTMENT
APPROVE DISAPPROVE
Department Chairperson Signature & Date:
APPROVAL RECOMMENDATION OF THE ACADEMIC DEAN
APPROVE DISAPPROVE
Dean Signature & Date:
TO BE COMPLETED BY REGISTRAR'S OFFICE
Received and processed/Signature & Date:

Academic Honesty Report: Chair

To be completed by Department Chair, when necessary

Student's Name:	
Faculty Member's Name:	
Academic Department:	
Course Name:	
Incident:	
Affirm	
Deny	
Modification of Penalty (describe below)	
Chair's Signature and Date:	

Distribution:

- Student
- Faculty Member
- School Dean
- Dean of Students

Senate Approved 5-2-06
Administrative Approval 9-6-06
Provost/VPAA Revision 7/18/2019

Academic Honesty Report: Dean

To be completed by School Dean, when necessary

Student's Name:	
Faculty Member's Name:	
Academic Department:	
Course Name:	
Incident:	
Affirm	
Deny	
Modification of Penalty (describe below)	
Dean's Signature and Date:	

Distribution:

- Student
- Faculty Member
- Chair
- Dean of Students

Senate Approved 5-2-06
Administrative Approval 9-6-06
provost/VPAA Revision 7/18/2019

Academic Honesty Report: Senate Ad Hoc Committee

To be completed by the Chair of the Ad Hoc Committee

Student's Name:
Faculty Member's Name:
Academic Department:
Course Name:
Incident:
Action Taken (described below)
Committee Members:
Chair Signature and Date:

Distribution:

- Provost and Vice President for Academic Affairs

Senate Approved 5-2-06
Administrative Approval 9-6-06
Provost/VPAA Revision 7/18/2019

Academic Honesty Report: Provost/Vice President for Academic Affairs

To be completed by Provost/VPAA, when necessary

Student's Name:
Faculty Member's Name:
Academic Department:
Course Name:
Incident:
Action Taken (described below)
Provost/VPAA Signature and Date:

Distribution:

- Student
- Faculty Member
- Chair
- School Dean
- Dean of Students

Senate Approved 5-2-06
Administrative Approval 9-6-06
Provost/VPAA Revision 7/18/2019

AAUP – Article 10.6.2 Assignment

Purpose: This form is to be used when requesting payments for AAUP members in accordance with Article 10.6.2

Procedure:

1. The Academic Dean completes the Requesting Department section and attaches a job description, which includes the following:
    a. Position Summary
    b. Position Responsibilities
    c. Qualifications
2. Once this section has been completed in full, the form should be submitted to Human Resources. For Summer Curriculum Grants, the Provost & VP for Academic Affairs initiates the request, in lieu of the Academic Dean, and attaches the faculty members proposal, in lieu of a job description.
3. Human Resources will review the form, obtain the necessary approval from the Financial Planning & Budget Office, and then prepare a contract for the employee to sign.
4. The employee returns the signed contract to Human Resources, who will then process employee's payment in Core-CT.
5. **It is important to note that no individual is authorized to work until the above steps have been completed.**

Requesting Department

Name of AAUP Member: _____ Department: _____

Current Faculty Rank: _____

Temporary Assignment Title: _____ Supervisor: _____

Session: Fall _____ Winter Int. _____ Spring _____ Spring Int. _____ Summer I _____ Summer II _____ Summer III _____

Assignment Starting Date: _____ Assignment Ending Date: _____

Total # of Hours for Assignment: _____ Total # of Load Credits: _____ (**# of hours divided by 45**)

Load Credit Rate: $ _____ Total Compensation: $ _____ (**Load Credit Rate * Load Credits)**

Load Credits Designated as Reassigned Time: _____ (if applicable)

Banner Org # to Charge: _____ Org Description / Title: _____

Approval Signatures

Academic Dean *: _____ Date: _____

Provost & VP for Academic Affairs: _____ Date: _____

**** Not applicable for Summer Curriculum Grants.***

Financial Planning & Budget Office

FY: _____ Fund #: _____ Org #: _____ Acct #: _____

Prog #: _____ Position #: _____ Job Code #: _____ Z-Index: _____

Budget/Grant Approval Signature: _____ Date: _____

Human Resources

Approval Signature: _____ Date: _____

Revised: 05/2022

AAUP – Adjunct Faculty – Non-Instructional Assignment

Purpose: This form is to be used when requesting payments for AAUP Adjunct Faculty members who will be performing non-instructional assignments.

Procedure:

1. The Department Chair completes the Requesting Department section, attaches a job description, which includes the following:
   a. Position Summary
   b. Position Responsibilities
   c. Qualifications
2. Once this section has been completed in full, the form should be submitted to Human Resources.
3. Human Resources will review the form, obtain the necessary approval from the Financial Planning & Budget Office, and then prepare an adjunct contract for the employee to sign.
4. The employee returns the signed contract to Human Resources, who will then process the payment in Core-CT.
5. **It is important to note that no individual is authorized to work until the above steps have been completed.**

Requesting Department

Check One: RETURNING NEW ASSIGNMENT REVISED REQUEST

Adjunct Faculty Member Name: _____ Department: _____

Email Address: _____ Supervisor: _____

Pay Group (Check One): A B C D E F

Assignment Title: _____

Session: Fall Winter Int. Spring Spring Int. Summer I Summer II Summer III

Start Date: _____ End Date: _____

Total #of Hours for Assignment: _____ Total # of Load Credits:_____(**# of hours divided by 45**)

Load Credit Rate: $ _____ Total Compensation $_____ (**Load Credit Rate * Load Credits**)

Banner Org # to Charge:_____ Org Description / Title: _____

Approvals (must use digital signatures):

Department Chair: _____ Date:_____

Academic Dean: _____ Date: _____

Financial Planning & Budget Office

Z Index: _____

Budget/Grant Approval:_____ Date: _____

Human Resources

Position #: _____ Job Code: **7839NV**

Human Resources Approval:_____ Date: _____

Revised: 7/27/2021

Outside Teaching Employment (Fall or Spring Semester) Request for Approval

CBA Article 10.13 Outside Teaching Employment: Full-time members shall not accept outside teaching employment during the fall and spring semester with any other higher education institution without the express written approval of the president.		
Faculty Member:		
Department:	Email:	
Semester of proposed teaching:		
Description of Teaching Assignment: Requests to teach will only be approved when the proposed arrangement would be of demonstrable benefit to both the faculty member and the Connecticut State University.		
Course Title and Level:		
Value of the assignment for faculty member and WCS (please describe below).		
Do you currently carry and overload or underload?	# of credits	
Do you have reassigned time non-teaching activities? If yes, please describe the purpose of that reassigned time.	# of credits	
Faculty Member's Signature and date:		
Comments, if any, by Department Chair:		
Department Chair's Signature and date:		
Comments, if any by Dean:		
Dean's Signature and date:		
Provost/Vice President's Signature and date:		
Presidential Action (Approved or Disapproved):		
President's Signature and date:		

Copy distribution: Original to HR, Copies to Provost/VPAA, Dean, Chair, and Faculty Member

DEC Chairperson's Memorandum

TO:
Candidate for Evaluation
FROM:
DEC Chairperson, Department
RE:
DATE:
Non-Tenured Faculty Renewal, Promotion, Tenure, Professional Assessment
The Department Evaluation Committee (DEC) is scheduled to evaluate you. The purpose of this evaluation is:
The members of the Department Evaluation Committee are:
Please be aware that you have the opportunity to submit material directly to the DEC in accordance with the evaluation due dates established in Table 1 (in Article 4) of the CSU-AAUP collective bargaining agreement. You also have the opportunity to appear personally before the DEC prior to the DEC's recommendation.

Distribution: Academic Dean or Appropriate Director

Human Resource Department

The Chair of the Promotion and Tenure Committee should **only** be issued a copy of this memorandum for candidates who are being considered for either tenure or promotion in rank.

Rev. Senate R-01-09-06
Admin Approval 1/3/02

DEC Written Evaluation and Recommendation for Athletic Coaches

This form shall be used by the Department Evaluation Committee (DEC) to issue their written evaluation and recommendation report for athletic coaches on term appointments and those applying for promotion in rank.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	☐ **Renewal**	☐ **Promotion**

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.

6.8 The criterion for evaluation shall be the quality of service in the following categories:

1. Article 6.8.1 Administration and conduct of the assigned sport (e.g., adherence to institutional policies and applicable external rules governing the sport, fund raising, budget management, general program organization and administration).
2. Article 6.8.2 Relationship with student athletes (e.g., recruitment of qualified student athletes, maintenance of acceptable graduation rates as established by the institution and team management).
3. Article 6.8.3 Record of student athletes in competitive performance (e.g., program development, record of successful competitions).
4. Article 6.8.4 Productive service to the department and University.
5. Article 6.8.5 Years in Rank
6. Article 6.8.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
   ☐ YES ☐ NO

The DEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

For **Term Appointments:** Overall rating of the faculty member:

☐ **Satisfactory** ☐ **Marginal** ☐ **Unsatisfactory**

For **Promotion Candidates Only:** Is Promotion Recommended? ☐ **YES** ☐ **NO**

(*Signatures on next page)*

DEC Members Signatures:

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the Athletic Director in accordance with the following schedule:

- Term appointments: Within three (3) calendar days of the DEC due date.
- Promotion candidates: Within one (1) calendar week of the DEC due date.

Printed Name	Signature	Date

Distribution Instructions

The DEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Athletic Director accompanied by the materials supplied to the DEC by the candidate.

DEC Written Evaluation and Recommendation for Non-Instructional Athletic Trainers

This form shall be used by the Department Evaluation Committee (DEC) to issue their written evaluation and recommendation report for non-instructional athletic trainers on term appointments, applying for promotion in rank, and those up for professional assessment.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	☐ **Renewal**	☐ **Promotion**	☐ **Professional Assessment** *(Tenured Trainers Only)*

Information developed by the DEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

Those coaches who are evaluated for promotion shall also be evaluated for renewal at the same time, if the renewal evaluation is due in the same year, unless the member requests a separate renewal evaluation in accordance with Table 2. If the evaluations for promotion and renewal occur at the same time, two distinct evaluations and recommendations shall be composed by the DEC and also by the Athletic Director.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.
6.9 The criterion for evaluating non-instructional athletic trainers shall be the quality of performance, within each of the categories listed below. All individuals and bodies evaluating non-instructional athletic trainers shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process.

1. Article 6.9.1 Management of the health care of student athletes, including: risk management and injury prevention; recognition and evaluation of injuries/illnesses; injury treatment and disposition; rehabilitation; organization and administration of services; coordination of services with other sport medicine professionals; and education and counseling student athletes.
2. Article 6.9.2 Demonstrated level of care and professionalism when interacting with student athletes.
3. Article 6.9.3 Record of continued educational growth and service to the profession.
4. Article 6.9.4 Productive service to the department and University.
5. Article 6.9.5 Years in Rank
6. Article 6.9.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
   ☐ YES ☐ NO

The DEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(*Signatures on next page)*

For **Term Appointments** and **Professional Assessments Only:** Overall rating of the faculty member:

☐ **Satisfactory** ☐ **Marginal** ☐ **Unsatisfactory**

For **Promotion Candidates Only:** Is Promotion Recommended? ☐ **YES** ☐ **NO**

DEC Members Signatures:

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the Athletic Director in accordance with the following schedule:

- Term appointments: Within three (3) calendar days of the DEC due date.
- Promotion and professional assessment candidates: Within one (1) calendar week of the DEC due date.

Printed Name	Signature	Date

Distribution Instructions

The DEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Athletic Director accompanied by the materials supplied to the DEC by the candidate.

CFEC Written Evaluation and Recommendation for Counseling Faculty

This form shall be used by the Counseling Faculty Evaluation Committee (CFEC) to issue their written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of tenured faculty members.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	☐ **Non-Tenured Renewal or Special Appointment**	☐ **Tenure**	☐ **Promotion**	☐ **Professional Assessment**

Information developed by the CFEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC (CFEC) shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.

7.3.1 The criterion for evaluating and recommending full-time Counseling Faculty shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 7.3.1.1 - 7.3.1.5). All individuals and bodies evaluating Counseling Faculty shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure.

1. Article 7.3.1.1 Load Credit Activity - See Article 7.1 Load credit activities of counseling faculty shall include counseling in all areas essential to the student and academic community consultationwith members, administrators and parents; maintenance of client records, and completion of other supporting paperwork.
2. Article 7.3.1.2 Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
3. Article 7.3.1.3 Productive service to the department and university.
4. Article 7.3.1.4 Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.
5. Article 7.3.1.5 Years in Rank
6. Article 7.3.1.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
   ☐ YES ☐ NO

The CFEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(*Signatures on next page)*

For **Special Appointment, Non-Tenured Faculty Renewal** and **Professional Assessments Only:** Overall rating of the faculty member:

☐ **Satisfactory** ☐ **Marginal** ☐ **Unsatisfactory**

For **Non-Tenured Faculty Only:** Is Renewal Recommended? ☐ **YES** ☐ **NO**

For **Tenure Candidates Only:** Is Tenure Recommended? ☐ **YES** ☐ **NO**

For **Promotion Candidates Only:** Is Promotion Recommended? ☐ **YES** ☐ **NO**

CFEC Members Signatures:

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the appropriate Director in accordance with the following schedule:

- 1st year appointees: Within three (3) calendar days of the CFEC due date.
- 2nd year appointees, tenure, promotion and professional assessment candidates: Within one (1) calendar week of the CFEC due date.

Printed Name	Signature	Date

Distribution Instructions

The CFEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Director accompanied by the materials supplied to the CFEC by the candidate.

DEC Written Evaluation and Recommendation for All Teaching Faculty Members

This form shall be used by the Department Evaluation Committee (DEC) to issue their written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of tenured faculty members.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	☐ **Non-Tenured Renewal or Special Appointment**	☐ **Tenure**	☐ **Promotion**	☐ **Professional Assessment**

Information developed by the DEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Peer review through observation of load credit activity should normally be a part of evaluations, especially in pre-tenure evaluations. For full-time members who are engaged in classroom teaching, the DEC shall obtain and use the data from a written student survey instrument. For full-time members who are engaged in other duties or have assignments in more than one department, the DEC shall seek and use appropriate information relating to all elements of the member's duties.

1. Article 4.11.9.1 Load Credit activity for which the member receives load credit or the equivalent, e.g., one or more of the following: teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function in the letter of appointment or subsequent extension or modifications of such appointment (see Article 4.7), or identified in a letter of agreement (see Article 10.4).
2. Article 4.11.9.2 Creative Activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study and publication.
3. Article 4.11.9.3 Productive service to the department and university.
4. Article 4.11.9.4 Professional activity such as attendance and participation in conferences and workshops, membership and service in appropriate organizations, and other professional activities.
5. Article 4.11.9.5 Years in Rank
6. Article 4.11.9.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
   ☐ YES ☐ NO

The DEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(*Signatures on next page)*

For **Special Appointment, Non-Tenured Faculty Renewal** and **Professional Assessments Only:** Overall rating of the faculty member:

☐ **Satisfactory** ☐ **Marginal** ☐ **Unsatisfactory**

For **Non-Tenured Faculty Only:** Is Renewal Recommended? ☐ **YES** ☐ **NO**

For **Tenure Candidates Only:** Is Tenure Recommended? ☐ **YES** ☐ **NO**

For **Promotion Candidates Only:** Is Promotion Recommended? ☐ **YES** ☐ **NO**

DEC Members Signatures:

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the appropriate Dean in accordance with the following schedule:

- 1st year appointees: Within three (3) calendar days of the DEC due date.
- 2nd year appointees, tenure, promotion and professional assessment candidates: Within one (1) calendar week of the DEC due date.

Printed Name	Signature	Date

Distribution Instructions

The DEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the appropriate Dean accompanied by the materials supplied to the DEC by the candidate.

LFEC Written Evaluation and Recommendation for Library Faculty

This form shall be used by the Library Faculty Evaluation Committee (LFEC) to issue their written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of tenured faculty members.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	☐ **Non-Tenured Renewal or Special Appointment**	☐ **Tenure**	☐ **Promotion**	☐ **Professional Assessment**

Information developed by the DEC (or LFEC) for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC (LFEC) shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.
8.3.1 The criterion for evaluating and recommending full-time librarians shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 8.3.1 - 8.3.1.6). All individuals and bodies evaluating librarians shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion, or tenure.

1. Article 8.3.1.1 Load Credit Activity – Professional effectiveness in providing library services.
2. Article 8.3.1.2 Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
3. Article 8.3.1.3 Productive service to the department and university.
4. Article 8.3.1.4 Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.
5. Article 8.3.1.5 Years in Rank
6. Article 8.3.1.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
   ☐ YES ☐ NO

The LFEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(*Signatures on next page)*

For **Special Appointment, Non-Tenured Faculty Renewal** and **Professional Assessments Only:** Overall rating of the faculty member:

☐ **Satisfactory** ☐ **Marginal** ☐ **Unsatisfactory**

For **Non-Tenured Faculty Only:** Is Renewal Recommended? ☐ **YES** ☐ **NO**

For **Tenure Candidates Only:** Is Tenure Recommended? ☐ **YES** ☐ **NO**

For **Promotion Candidates Only:** Is Promotion Recommended? ☐ **YES** ☐ **NO**

LFEC Members Signatures:

Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Library Faculty Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the Library Director in accordance with the following schedule:

- 1st year appointees: Within three (3) calendar days of the LFEC due date.
- 2nd year appointees, tenure, promotion and professional assessment candidates: Within one (1) calendar week of the LFEC due date.

Printed Name	Signature	Date

Distribution Instructions

The LFEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Library Director accompanied by the materials supplied to the LFEC by the candidate.

☐ HOLD CHECK FOR PICKUP

WESTERN CONNECTICUT STATE UNIVERSITY

WESTERN CONNECTICUT STATE UNIVERSITY

DISBURSEMENT FORM

Revised: 03/24

PAYEE INFORMATION:

Payee Name: _____

SS#, FEIN # or Banner ID#: _____

Address: _____

City, State Zip: _____

Telephone #: _____

Fax #: _____

State Employee: ☐ Yes ☐ No

1099 Reportable: ☐ Yes ☐ No

PURPOSE: (Check one)

☐ Personal Service Agreement/Honorarium - PSA #: _____

Final Payment? ☐ Yes ☐ No

☐ Refund/Reimbursement* (sales tax cannot be reimbursed)

☐ Food Reimbursement** (see note below)

☐ Other - (specify): _____

** For food reimbursement; attach written prior approval and itemized original receipt with a list of the names of the individuals who were in attendance on the back of the receipt. Alcohol expenses cannot be reimbursed. See Expense & Refreshment Policy for further information.

REASON FOR PAYMENT:

_____

_____

_____

FUNDING INFORMATION:

Banner Fund	Banner Organization	Banner Account	Amount

APPROVAL:

_____ _____

Financial Manager Signature Date

(Your signature certifies that goods were received and/or services were rendered.)

*Supervisor Signature Date

(Required for payments or reimbursements on behalf of Financial Manager.)

Connecticut State Colleges & Universities (CSCU)
Western Connecticut State University (WCSU)
Faculty Consulting & Research with Public or Private Entities
Compliance Form

Process:

1. Utilizing this form, full-time AAUP members are to report any consulting or research with any public or private entity **prior to the beginning of the activity**.
2. Part-time faculty, per the Administrative Protocol Regarding Treatment of Part-Time Faculty Members in accordance with this policy, are not required to complete this form, but can if they wish to obtain prior approval.
3. Please refer to the attached "Procedures for Faculty Consulting & Research with Public or Private Entities" for instructions on completing and submitting this compliance form.

AAUP Member's Name: _____

Academic Rank/Title: _____

Department: _____

Description of Consulting or Research Activity (attach additional pages if necessary):

_____
_____
_____
_____
_____

Dates of Engagement: _____ **to** _____ **Total Expected Hours of Activity:** _____

Description of State Resources Being Utilized:

_____
_____
_____

_____ _____
AAUP Member's Signature **Date**

Approvals:

_____ _____ _____
Academic Dean's Signature **Date** **Recommend (Yes or No)**

_____ _____ _____
Provost/VP for Academic Affairs **Date** **In Compliance / Not in Compliance**

Effective Date: 8/25/2014 **Revision Date:** 8/28/2017

Faculty Authored Text

Consistent with Section 1-84 of the Connecticut General Statutes and the State of Connecticut Ethics Commission's requirement in Advisory Opinion 2001-7, WCSU requires that all faculty utilizing their own published works as required or recommended readings in a course not profit from that use.
Having chosen to use my own publication (enter title of text):
As (author, editor, or contributor) in my course (enter course title):
I will donate all royalties from the sale of my work to my WCSU students to (designate fund):
Faculty Signature: Date:
A completed copy of this form shall be sent to the Vice President for Academic Affairs.
Every semester the Vice President for Academic Affairs shall instruct faculty to refer to the appropriate page in the Faculty Handbook on which the above appears.

Senate Approval: R-03-05-04
Administrative Approval: 6/18/03

Faculty Developed Study
Academic departments may offer an experimental course, labeled X98, to determine its value to the total departmental program or in response to a particular request from a group of students. These courses may only be offered once. If the department determines it should be added to the curriculum it must go through the curriculum approval process.

REQUEST FOR FACULTY CREDIT FOR FACULTY DEVELOPED COURSE
DUE DATES: DECEMBER 15TH for Spring Courses, May 15 for Fall Courses
FACULTY MEMBER:
STUDENT ELIGIBILITY (Pre-requisites):
TOPIC TITLE (and brief description):
Student Semester Hours:
Number of Semester Hour Credits for Faculty Member:
Course Scheduled (Day, Time and any Special Needs):
APPROVAL RECOMMENDATION OF THE ACADEMIC DEPARTMENT
APPROVE DISAPPROVE Date
Department Chairperson Signature & Date:
Dean Signature & Date:
TO BE COMPLETED BY REGISTRAR'S OFFICE OR GRADUATE OFFICE
Received and processed/Signature & Date:
Submit a copy of the FDC course proposal with this form The proposal should include: 1) FDC topic title and short description of the course, and 2) FDC course syllabi including grading criteria. After the required signatures are obtained on this form, file the form with either the Registrar's Office (UG) or the Division of Graduate Studies Office (G) OM 206.

Faculty Development Funds Application

All applications must be on this form.
Name:
Date:
Department:
This summary information must be filled out on cover sheet. **Applications will not be considered if all information outlined below is not complete.**
Total amount of funds requested (Maximum $1,200 for full-time, $750 for part-time):
Date of proposed use of funds:
Activity/purpose of funding request:
Please provide the following information in an attachment.
A. Clearly describe the nature of the project and how you anticipate it will improve WCSU and your professional life: as classroom teacher at WCSU (e.g., identify specific courses or methodologies), scholar, or provider of public service and/or information to others. Proposals must include any printed material that relates to the project.
B. All project expenses must be identified on a WCSU Request for Professional Travel Worksheet. Proposals must include supporting documentation for any of the expenses listed on the WCSU Request for Professional Travel Worksheet: fees, travel, lodging, meals and other costs. The worksheet is located at http://www.wcsu.edu/travel. **Travel Authorization forms should not be submitted and/or substituted for this worksheet.**
C. Clearly state the time schedule for this project and plans for coverage of campus responsibilities.
D. Have you applied for or received any other funding for this activity? If yes, from which source and for what amount? If no, please state reason for not applying or reason for denial.
Submit a PDF of all materials to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs.
Applicant Signature & Date:
Department Chairperson Signature & Date:
The signature of the Chairperson is not related to an evaluation of the project; it simply indicates knowledge by the Chairperson that the application has been made.

Rev. Senate Approv. R-10-03-03
Revised March 2004
Revised Sept. 2006
Revised Aug. 2007
President Approv. 6/15/10

Faculty Reassigned Time for Research or Creative Activity Application:
Research and Development Committee

Applicant:						**Submission Date:**	
Department:							
Tenured or Untenured:							
How much reassigned time is requested? Cannot be more than six (6) credits hours per semester. NOTE: Each credit hour equates to a minimum of 45 hours of research time during the semester requested.							
Fall		Spring		Year		Credit Hours Requested	
Fall		Spring		Year		Credit Hours Requested	

Application Requirements: Please include the following as appendices. Applications without this documentation will not be considered.

1. Curriculum Vitae, which includes a listing of previously University-funded projects.
2. Documentation that facilities are present on campus and/or accessible to the applicant.
3. If you received previous reassigned time, a report on outcomes must be submitted that reflects what you did in 1-4 below.

In a separate document, please write an explanation of the project for which release time is sought. Please present a clear statement that explains the work to non-specialists. This application will be reviewed by colleagues who work outside of your discipline.

The Committee will review the applications focusing on the following four categories:

1. **Project Description**: What is the research/project/goal/or creative activity you intend to execute? Explain how you will execute the project. Please use layman's terms. People outside your discipline will need to understand the work involved. What do you plan to do?
2. **Literature Review & the Field**: How is this work relevant to a body of literature,scholarly knowledge, or creative activity? How does this project contribute to an existing body of work? Why does this project matter?
3. **Work Plan**: Provide a calendar of your work plan or other material explaining how you will execute the project in the time requested. How do you plan to do this?
4. **Outcomes and Reporting**: What are the plans for reporting on this work, for publishing, presenting, or executing this project? Focus on the impact on your research and discipline or area of teaching and student involvement.

Please print, sign, scan, and submit an electronic copy of this application and all related materials to the Research & Development Committee, c/o the Administrative Assistant to the Provost and Vice President for Academic Affairs (cunninghamj@wcsu.edu) by close of business on November 6th.The chair of your department should be copied on this email.

Department Chairperson Signature & Date:

Applicant Signature & Date:

All applications must be on this form.

Revised 6/2000
Revised Senate Approval R-06-04-02
Admin Approval 9/5/06
Revised Senate R-12-10-02
Admin Approval 10/22/12
Revised Senate Approval 1/26/18
Revised Senate Approval 10/16/19
Revised Senate Approval 05/06/20
dmin Approval 05/11/20

Faculty Retraining Grant Application (2 pages).

Name:	
Academic Rank:	
Department:	
Date Submitted:	
All information including the appropriate signatures must be obtained before the application is submitted to the Academic Leave Committee.	
Briefly summarize the activity to be engaged in including the location and dates. Please include documentation as an attachment.	
Budget: Please provide documentation of the anticipated costs.	
Tuition or similar costs	
Books or other supply costs	
Travel costs if applicable	
Other	
TOTAL Funds requested	
If the program to be engaged in might be perceived as unusually costly compared with other programs or locations, please justify the extra expense.	
Rationale for the retraining	
1. The academic or administrative area in which the retraining is expected to be used.	
2. The specific department or administrative need at WCSU to be met by the new skills and knowledge.	

3. The reason the proposed activities are appropriate for meeting the needs as stated in number 2 above.
4. If possible, previous experience in the new area and/or evidence of the likelihood of success in the new field.
Feel free to attach any additional material that helps to expand on the details in questions 1-4 above.
Applicant Signature and Date:
The signatures below represent an endorsement of this retraining proposal, including its relevance to future plans for your department or school. Additional comments may be attached to this application.
Chair or Direct Supervisor Signature and Date:
Dean or Director Signature and Date:

Revised by Committee April 2020
Rev. Senate Approval: May 6, 2020
Admin. Approval August 18, 2020

IACUC Form (Rev. 11/18/20)
OFFICE USE ONLY

IACUC LOG #
Approval Date
Expiration Date

WESTERN CONNECTICUT STATE UNIVERSITY
Institutional Animal Care and Use Committee (IACUC)
PROTOCOL FOR RESEARCH WITH VERTEBRATE ANIMALS

Important Notes:
-The IACUC meets in November and May of each year.
-Principal Investigators are encouraged to consult with the IACUC Attending Veterinarian (Dr. Wilson, steven.r.wilson@yale.edu) prior to submitting their protocol.
-Protocols must be submitted by the 10th day of the month preceding a scheduled IACUC meeting (ex. by April 10th for a May meeting. The review of protocols submitted after this deadline may be delayed until the next scheduled IACUC meeting.
-Protocols that involves hazardous materials must obtain the approval of the WCSU Director of Environmental Health and Safety (See "**Concurrences**" section) **prior** to submission
-No faculty, student or staff can acquire vertebrate animals or work with vertebrate animals, for the purposes of teaching or research, without an approved IACUC protocol.
-The work described in the protocol cannot be modified without prior IACUC approval.
-Multi-year protocols must be reviewed and renewed annually.
-Filled forms must be submitted electronically to the IACUC Chairperson (boilyp@wcsu.edu). If approved by the IACUC, the Principal Investigator will be asked to sign the certifications found near the end of this document, and a mail hardcopy to the IACUC Chairperson (P. Boily, Biology, WCSU).

1. Administrative data:

Principal Investigator: _____

Faculty supervisor (if PI is a student): _____

Department: _____

Telephone-Office: _____ Telephone-Mobile: _____

E-Mail: _____

Project Title (course name and number, for teaching projects): _____

Proposed Project Start Date: _____ Project End Date: _____

Funding source: _____

2. Animal requirements (Provide a copy of the standard operating procedures as **Appendix - Section 2**):

Species-Strain	Age	Sex	Source(s):

Number of Animals:

Species	Year 1	Year 2	Year 3	=	TOTAL

Animal Housing and Procedure Location(s).

Species	Housing Locations	Procedures Locations

Special concerns or requirements: List any special housing, equipment, animal care (*e.g*., special caging, water, feed, or waste disposal, environmental enhancement, *etc*.). Solid-bottom caging, with bedding is recommended for rodents. **Scientific justification is required for single-housing of rodents, or for housing rodents in wire-bottom cages.** (If applicable, enter details in the text box below)

Special concerns or requirements:

Transportation: _____ Yes _____No.

Transportation of animals must conform to all institutional guidelines/policies and federal regulations. If animals will be transported on public roads or out of state, describe efforts to comply with USDA regulations. If animals will be transported between facilities or buildings, describe the methods and containment to be utilized (If applicable, enter details in the text box below).

Transportation:

---

3. Project details

A) **Project Objectives:**
Briefly describe in non-technical terms the aim of the project and how the project may benefit human or animal health, or advance scientific understanding of biological processes or educational objectives (enter details in the text box below).
Project Objectives:

B) **Rationale for animal use:**
-Explain your rationale for animal use, which must include reasons why non-animal models cannot be used.
-Justify the appropriateness of the species selected.
-Justify the number of animals to be used. Describe how the number of animals to be used was determined. If possible, summarize this information in a table giving 1) the number of different experiments, 2) the number of groups per experiment, and 3) the number of animals per group. Whenever possible, justify the number of animals statistically (enter details in the text box below).
Rationale for animal use:

C) **Experimental design and animal procedures:**

Describe the experimental design and all animal procedures. This description should allow the IACUC to understand the experimental course of an animal from its entry into the experiment to the endpoint of the project.

1) **Animal Identification Methods** (ear tags, tattoos, collar, leg band, cage card, implant, *etc.*)
2) **Injections or Inoculations:** substances (infectious agents, adjuvants, *etc.*), dose, sites, volume, route, and schedules).
3) **Blood Withdrawals** (volume, frequency, withdrawal sites, and methodology).
4) **Surgical Procedures (**minor or major; survival or non-survival. **Details to be entered in section E)**
5) **Radiation** (dosage and schedule)
6) **Methods of Restraint** (restraint chairs, collars, vests, harnesses, slings, *etc.*)
7) **Resultant Effects**, if any, the animals are expected to experience (pain, distress, ascites production *etc.*)
8) **Other potential stressors** (food or water deprivation, noxious stimuli, environmental stress, etc.) **and** procedures to monitor and minimize distress.
9) **Other Procedures** (behavioral studies, tail biopsies, *etc.*)
10) **Experimental Endpoint Criteria** (*e.g.*, tumor size, percentage body weight gain or loss, inability to eat or drink, behavioral abnormalities, clinical symptomology, or signs of toxicity) **must** be specified when the administration of tumor cells, biologics, infectious agents, radiation or toxic chemicals are expected to cause significant symptomology or are potentially lethal. List the criteria to be used to determine when euthanasia is to be performed. Death as an endpoint must always be scientifically justified.

Address the above, if they apply to the project, in the text box below:
Experimental design and animal procedures:

D) **Record keeping**
Records should include animal or group identification, type of procedure (blood collection: amount, method), type of surgery, euthanasia method, administration of drugs (name, dose, route), *etc*. Initials of personnel, date, and observations relating to animal health and welfare. Describe your record keeping methods in the text box below.

Record keeping methods (Attach your records templates as **Appendix 3D**)

E) **Surgery details (survival on non-survival):** (Attach detailed response as **Appendix 3E**).
1) Minor Surgery (needle aspirations, tail biopsies, etc.).
2) Major Surgery (entering a body cavity or producing substantial impairment of physical or physiologic functions (such as laparotomy, thoracotomy, craniotomy, joint replacement, or limb amputation).
NOTE: **All researchers who perform major surgeries are required to have their surgical procedures observed and approved by the WCSU Attending Veterinarian before performing surgeries independently**

i) Identify and describe the surgical procedure(s) to be performed. Include preoperative procedures (fasting, analgesic loading, etc.), and anesthetic monitoring (corneal and pedal reflexes, heart and respiratory rates, *etc*.), and supportive care (ophthalmic ointment, methods to prevent dehydration and hypothermia, *etc*.) during surgery. Include the aseptic methods (animal and human preparations, sterile instruments and field, *etc*.) to be utilized. Provide assurance that antinociception occurs before surgeries begins.

ii) Who will perform surgery and what are their qualifications and/or experience?

iii) Where will surgery be performed (Building and Room)?

iv) Are paralytic agents used during surgery? If yes, please describe how ventilation will be maintained and how pain will be assessed.

v) If survival surgery, describe post-operative care required, including location, frequency of observation, consideration of the use of post-operative analgesics, and identify the responsible individual(s), and duration of survival after surgery. What impairment can be expected from the surgery and describe any post-operative complications that may develop and your plans to handle them

vi) Has major survival surgery been performed on any animal prior to being placed on this project?

vii) Will more than one major survival surgery be performed on an animal while on this project?

Address the above, if they apply to the project, in the text box below:
Surgery details

F) **Pain or distress category and consideration of alternatives**

Species (common name)	**Category* A, B, C or D**	**Number of animals used each year**			**3-year total number of animals**
		Year 1	**Year 2**	**Year 3**	
Total number of animals (should equal total from Section 2):					

Category A: Animals being bred, conditioned, or held for use in teaching, testing, experiments, research, or surgery, but not yet used for such purposes.
Examples: Breeding colonies (includes parents and offspring). Animals held under proper captive conditions or wild animals that are being observed.

Category B: Animals upon which teaching, research, experiments, or tests will be conducted involving no pain, distress, or use of pain-relieving drugs.
Examples: Administration of fluids, administration of oral medication, blood collection from a common peripheral vein per standard veterinary practice or catheterization of same, standard radiography, parenteral injections of non-irritating substances, restrictions of food/water intake for less than equivalent to periods of abstinence in nature. Euthanasia performed following the recommendations of the most recent AVMA Panel on Euthanasia. Manual restraint that is no longer than would be required for a simple exam.

Category C: Animals upon which experiments, teaching, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which appropriate anesthetic, analgesic, or tranquilizing drugs will be used.
Examples: Surgical procedures conducted by trained personnel in accordance with standard veterinary practice such as biopsies, gonadectomy, implantations. Blood collection by more invasive routes such as intracardiac or periorbital collection from species without a true orbital sinus such as rats and guinea pigs. Administration of drugs, chemicals, toxins, or organisms that would be expected to produce pain or distress but which will be alleviated by analgesics.

Category D: Animals upon which teaching, experiments, research, surgery, or tests will be conducted involving accompanying pain or distress to the animals and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs will adversely affect the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests.
Examples: Procedures producing pain or distress unrelieved by analgesics such as toxicity studies, microbial virulence testing, radiation sickness, and research on stress or pain. Surgical and postsurgical sequella from invasion of body cavities, orthopedic procedures, dentistry or other hard or soft tissue damage that produces unrelieved pain or distress. Negative conditioning via electric shocks that would cause pain in humans.

Note Regarding Category D: An explanation of the procedures producing pain or distress in these animals and the justification for not using anesthetic, analgesic or tranquilizing drugs must be provided in the text box below. For USDA (Animal Welfare Act) AWA-covered animals, this information is required to be reported to the USDA, will be available from USDA under the Freedom of Information Act.

Category D justification/explanation

G) **Consideration of Alternatives**.
The principal investigator must provide written assurance that the proposed activities do not unnecessarily duplicate previous experiments, **and** that no alternative could be found for procedures that cause more than momentary pain or distress (pain categories C or D). Alternatives include methods that (1) refine existing tests by minimizing animal distress, (2) reduce the number of animals necessary for an experiment, or (3) replace whole-animal use with in vitro or other tests, or the use of invertebrate species.

This narrative should include adequate information for the IACUC to assess that a reasonable and good faith effort was made to determine the availability of alternatives or alternative methods. Describe the methods and sources used in the search: the database used (2 or more), the date of the search (must be less than 3 months prior to the protocol submission), the time period covered by the search, and the keywords used. If the database search or other source identifies a bonafide alternative method (one that could be used to accomplish the goals of the animal use proposal), the written narrative should justify why this alternative was not used.

Address the above in the text box below:
Consideration for alternatives

H) **Anesthesia, analgesia, tranquilization:**
For animals indicated in Section F, Category C or D, specify the anesthetics, analgesics, sedatives or tranquilizers that are to be used. Include the name of the agent(s), the dosage, route and frequency of administration. Describe tracking and security of controlled substances (DEA requirements).

Address the above in the text box below:
Anesthesia, analgesia, tranquilization

I) **Method of euthanasia or disposition of animals at end of project**
What will happen to the animals at the conclusion of the experiment or demonstration? Techniques for euthanasia must follow the guidelines established by the latest report by the AVMA Panel on Euthanasia. Deviations must be justified for scientific reasons and approved by the IACUC. If euthanasia will be used, provide details: the proposed method, and if a chemical agent is used, specify the dosage and route of administration.

___Anesthetic injection overdose (state drug/dose per body weight/route of administration of drug).
___Exsanguination under anesthesia (state name/dose (per body weight)/route of administration).
___ Inhalation of carbon dioxide from a compressed gas cylinder.
___Cervical dislocation
___Decapitation
___Other. Describe: _____

Note: In some animals exposed to gas, heartbeat can be maintained after visible respiration has ceased, and the animal might eventually recover. A thoracotomy or other physical method is recommended to assure death of

animals after gas exposure. At minimum, check for both respiratory and cardiac arrest prior to discarding the carcass.
Address the above in the text box below:
Euthanasia details:

J) **Hazardous agents in animals**
Use of hazardous agents requires the approval of the institutional biosafety specialist. Registration documents for the use of recombinant DNA or potential human pathogens may be required at the discretion of the IACUC.

	YES	NO	List Agents & Registration Document # (if applicable)
Radionuclides			
Biological Agents			
Hazardous Chemicals or Drugs			
Recombinant DNA			

Project conducted at Biosafety Level:

Describe the practices and procedures required for the safe handling and disposal of contaminated animals and material associated with this project. Also describe methods for removal of radioactive waste and, if applicable, the monitoring of radioactivity, and additional safety considerations.

Address the above in the text box below:
Hazardous agents details:

K) **Biological material/animal products for use in animals (cell lines, antiserum, *etc*.): ___ Y**es ___ No
Specify Material: _____

Source : _____ Material Sterile or Attenuated ___ Yes ___No

If derived from rodents, has the material been MAP/RAP/HAP tested?
___ Yes (Attach copy of results) ___No

I certify that the MAP/RAP/HAP tested materials to be used have not been passed through rodent species outside of the animal facility in question and/or the material is derived from the original MAP tested sample. To the best of my knowledge the material remains uncontaminated with rodent pathogens.
_____Initials of Principal Investigator/Project Director.

L) **Transgenic and knockout animals:** Describe any phenotypic consequences of the genetic manipulations to the animals. Describe any special care or monitoring that the animals will require.

If applicable, address the above in the text box below:
Transgenic/knockout details:

M) **Field studies and wild caught animals:** If animals in the wild will be used, describe how they will be

observed, any interactions with the animals, whether the animals will be disturbed or affected, and any special procedures anticipated. Indicate if Federal and/or state permits are required and whether they have been obtained.

If applicable, address the above in the text box below:
Field studies/wild caught animals details:

N) **Personnel:**
List the name(s), title(s) and qualifications for each research person working with animals, and the procedures to be performed by each. Include the number of years of experience working with the species listed in Section 2. If the person needs to be trained, indicate who will do the training.

Last Name	**First Name**	**Title**	**Procedures**

All live animal work conducted under teaching/classroom projects must be supervised at all times by University faculty or staff listed above. It is the Principle Investigator's responsibility to assure that all participants are properly trained in animal handling and the procedures conducted as part of this project. Keep a list of all such participants with the protocol.

Principle Investigator Certifications:

1. I certify that all personnel involved in this project, including myself, will have completed within the last three (3) years the following ww.citiprogram.org modules before starting to work with animals:

   List of www.citiprogram.org modules to be completed:

2. I certify that no animal will be acquired prior to the approval of this protocol by the WCSU IACUC, and that the number and species of animals sued cannot deviate from what is described in this protocol without prior approval of the WCSU IACUC.
3. I certify that all individuals working on this project will complete any required WCSU Occupational Health and Safety Program before starting to work with animals.
4. I certify that I have read the WCSU IACUC Whistleblower Policy and of the WCSU IACUC Disaster Plan, and that I will provide copies of these documents to all personnel involved in this project.
5. I certify that I will obtain approval from the IACUC before initiating any significant changes in this project.
6. For multi-year protocols, I certify that I will submit an annual continuation form one month prior to each anniversary of the approval of the protocol.
7. I certify that I have determined that the research proposed herein is not unnecessarily duplicative of previously reported research.
8. For all Category C and Category D projects (see Section J): I certify that I have reviewed the pertinent scientific literature and have found no valid alternative to any procedures described herein which may cause more than momentary pain or distress, whether it is relieved or not.
9. I certify that I will notify the IACUC regarding any unexpected project results that impact the animals. Any unanticipated pain or distress, morbidity or mortality will be reported immediately to the attending veterinarian and the IACUC.
10. I certify that copies of the approved protocol will be made available to all laboratory personnel.
11. I certify that I shall monitor drugs used in my laboratory and shall insure that outdated drugs are promptly discarded according to applicable local, state and federal regulations.
12. I certify that I shall maintain complete, up-to-date, and accessible records of procedures for the animals used in this project, for the whole duration of the project and for three (3) years after its completion.
13. I will comply with the procedures described in the *Guide for the Care and Use of Laboratory Animals* (National Academy of Sciences, 2011), with PHS Policy, the Animal Welfare Act, and applicable University policies.

_____ _____

Principal investigator's/Project Director's Signature Date

If this is a student research project, the supervising faculty member must also sign to certify that all of the above procedures will be followed.

_____ _____

Supervising Faculty Member Date

Concurrences:

1. For all projects housing animals at WCSU:

Animal Facility Supervisor certification that the necessary physical and human resources are available to support the proposed project.

Attach a copy on an email (**As Appendix - Concurrence 1**) confirming that appropriate housing and procedure facilities, supplies and support staff are available for the proposed work. Email must contain the name, contact information and title of facility supervisor.

2. For all projects that involve Pain and Distress Categories C or D projects (see Section F):

Attending Veterinarian certification of review and concurrence.

Attach a copy on an email (**As Appendix - Concurrence 2**) confirming that the appropriate use of analgesics and anesthetics has been reviewed and discussed with the PI. Email must contain the name, contact information and title of the Attending veterinarian.

3. For all projects using hazardous agents (see Section J):

Director of Environmental Health and Safety Programs certification of review and concurrence.

Attach a copy on an email (**As Appendix - Concurrence 3**) confirming that the use of hazardous agents has been reviewed and discussed with the PI, and that the appropriate safety measures are in place. Email must contain the name, contact information and title of Health and Safety representative.

Final Approval:

Once approved, the IACUC Chair will send an approval email to the PI that specifies the protocol number, project title, date of approval, and date of expiration.

Inappropriate Behavior in the Classroom Report

It is a violation of the CSU Student Code of Conduct and Statement of Judicial Procedures for students to exhibit inappropriate behavior in the classroom. Faculty are encouraged to use this form to report incidents that involve disruption or obstruction of teaching, research or other academic or administrative activities. Please send this form to the Dean of Student Affairs Office: Attention: University Judicial Officer.
Faculty Member:
Department:
Email:
Date and time of the incident:
Course/Location of the incident:
Name of Student:
Student ID number:
Please describe the incident in the space below. Feel free to add pages as attachments as needed.
Date sent to Judicial Officer:
Signature of faculty member:
For Office of Judicial Affairs Only
Date received:
Date Judicial Officer Spoke to faculty:
Date Judicial Officer Spoke to student:
Case closed on:

Western Connecticut State University

Institutional Review Board

Office of Sponsored Research & Admin Services

321 Warner Hall, 181 White St.

Danbury, CT 06810 Secretarial contact: 203-837-8740

irb@wcsu.edu Web: www.wcsu.edu/irb

Application for Review of Research Involving Human Subjects

ENTIRE PROPOSAL (INCLUD. SIGNATURES & ALL APPENDICES) SHOULD BE SUBMITTED AS 1 .DOC FILE ATTACHMENT TO irb@wcsu.edu

WCSU Institutional Review Board's (IRB) role is to review all proposed research by/on/at WCSU faculty, staff, or students to ensure the research meets Federal standards for safety & protection of human subjects. In compliance with U.S. Code of Federal Regulations, Department of Health & Human Services (DHHS) Title 45 Part 46, WCSU's IRB has registered approval (Federalwide Assurance/FWA) from Office of Human Research Protections (OHRP) and requires all researchers to submit protocol for review (see www.wcsu.edu/irb). WCSU IRB discusses any concerns with investigator/s before issuing a final decision. ***Researchers are encouraged to attend IRB meetings to address concerns directly.*** *During normal academic semesters, deadlines for Full proposals are the 1st of each month; Expedited/Exempt proposals are accepted on rolling basis.*

FOR COMMITTEE USE ONLY

___Not/Approved as

IRB Chair's Approval: Date:

Before submitting research for IRB review, everyone involved must complete Human Subjects Collaborative Institutional Training Initiative (CITI) certification, (accessible at www.wcsu.edu/irb/) or equivalent. List anyone responsible for the method, recruitment, consent, and/or involved in data collection, analysis, or follow-up. *Student- or non-WCSU-affiliates: list non-visiting WCSU faculty/staff as project sponsors.*

1. PRINCIPAL INVESTIGATOR/S:

a. If PI is a student, **FACULTY SUPERVISOR:**

2. DEPARTMENT:

3. EMAIL/S:

4. PROJECT TITLE:

5. IS THE RESEARCH DEVELOPED WITH A GRANT? ☐ **NO** ☐ **YES**

a. If yes, indicate grant source:

6. IS THIS A NEW RESEARCH PROJECT?

☐ **YES** ☐ **NO**

a. If NO, any modifications to the original proposal?

☐ **No** ☐ **Yes**

b. Protocol # of prior approval:

7. RESEARCH SUMMARY: In lay language, *briefly* summarize the objectives/relevant details of the research.

8. **INTENDED DISSEMINATION:**: *Indicate your intended goal/s for the results of this study (Check all that apply).*

☐ None; data collection for internal program assessment purposes only *(i.e., "I am the only one who will use/see this data")*

☐ Class project/paper/presentation ☐ Conference/Journal submission (academic or trade)

☐ Other: please describe

9. **PERFORMANCE SITES:** *Including WCSU sites, describe ALL the research sites for this protocol. Where, specifically, will the research activities occur? For each non-WCSU site, describe each site's (a) possession of an IRB & your stage in their approval process, (b) permission for this research to be conducted (append approvals as applicable), and (c)contact info.*

a. **Will you collect data in/during class or other formal programming?** ☐

NO ☐ **YES**

If YES, *#10 must detail (a) planned nonparticipant alternatives, (b) where (e.g., classroom, private area) both non/participants will be located/affected during study, & (c) rationale/method to assure nonparticipants' standing not affected (also note in #12 & #13 below).*

10. **PARTICIPANTS & RECRUITMENT:** *Describe number & characteristics of target sample participants and how they'll be recruited. Indicate any special/vulnerable populations included. Address if: any researchers are associated with subjects (e.g., students, employees, patients) & any specific agencies are providing access to subjects or their data. Who/how will contact subjects? Detail solicitations (e.g., posters, internet), personal interactions, resources (e.g., phone, class, registry, referral); append recruitment materials.*

11. **RESEARCH PROCEDURES/DATA:** *Using LAYMAN'S LANGUAGE, describe what researchers & participants will do (e.g., dates/durations, treatments/meetings/measures) & participants' total commitments.* ***Attach as appendices copies of all instruments.***

a. Will you be collecting or using (e.g., pre-existing) **any protected health information?**

"Yes" if, during *either recruiting or data collection*, you'll use or have access to such info related to (a) past/present/future health or conditions of, (b) provision of health care to, (c) or payments for the provision of health care to *living or deceased* individual/s. ☐ **YES** ☐ **NO**

12. DATA HANDLING: *Explain who collects/handles data in terms of:* ***(a)*** *How confidentiality (or anonymity) maintained during/after data collection (if applicable, confidentiality/security for emailed data, web interface, computer server, other networked info);* ***(b)*** *How subjects tracked/coded/ID'd (e.g., use recording, storage, etc.); and* ***(c)*** *What inducements/rewards offered.* Note: Current CT BOR policies do *not* guarantee privacy of info stored physically, remotely, or otherwise on WCSU computers (e.g., laptop, Dropbox, drives). To maintain truth of any claims to participants regarding anonymity/confidentiality, researchers should NOT connect any data-storage to any CSU network. It's the primary researcher's responsibility to store data actually securely if such assurances are made to participants.

13. **CONSENT:** CSU research policy requires comprehensive, written documentation comprehended and validated by the subject (or an authorized representative) as the principal consent method. Children 8-17 should sign written assent forms (those under 8yrs. may assent orally or passively, depending on maturity), with guardians separately consenting on child's behalf (i.e., 2 different forms). *Describe steps to minimize coercion, when/where consent obtained, how often, by/from whom. Append forms minimally including (a) procedure, (b) location, (c) date/time commitment, (d) alternate activity, (e) risk/incentive, (f) researcher & IRB contact info, (g) Protocol # and approval expiration.*

14. **RISKS:** *Risks include ANY potential discomfort re. emotions, psyche, physical well-being, privacy, dignity, reputation, employability, &/or criminal/legal status. If your protocol involves ANY of these potential risks to participants (actual or perceived) psychological comfort, it DOES involve more than "minimal risk"; indicate as such below & detail how addressed.*

a. Is there anything in your study that presents more than "minimal risk" to participants?

☐ **NO** ☐ **YES**

If YES, *detail all known and/or potential risks to subjects and describe all steps taken to minimize them.*

b. Will *any* individually identifiable info be published/shared/otherwise disseminated?

☐ **NO** ☐ **YES**

***If YES,** explain. Participants must provide explicit consent/assent for such usage.*

15. BENEFITS: *Describe study's expected benefits to subjects or society. Provide evidence that benefits outweigh any potential risks.*

16. INVESTIGATOR ASSURANCES: *By inserting your signature/s below, you agree to the following:*

- I certify that the info provided in this application, and in all attachments, is complete and correct.
- I understand that I have ultimate responsibility for (a) protecting the rights and welfare of my human subjects, (b) the conduct of this study, and (c) the ethical performance of this project.
- I agree to comply with all WCSU policies and procedures, the terms of its Federal Wide Assurance, and all applicable federal, state, and local laws regarding the protection of human subjects in research including:
  - Obtaining legally effective informed consent or assent from human subjects as required.
  - Reporting unanticipated problems, adverse events, & new info that may affect the proposed risk-benefit assessment to the WCSU IRB Office (203-837-8470; irb@wcsu.edu).
  - Maintaining ethical, safety, and/or regulatory training & study implementation of any student/guest investigators on this project.
- I agree that any changes to the project will be submitted to the Institutional Review Board for review prior to implementation.
- *I further certify that the proposed research has not yet been done, isn't currently underway, and will not begin until WCSU IRB approval has been obtained.* I realize that some changes may alter the approval status of this project.

Include actual, handwritten signatures of all involved (anyone named in #1); scan/photo your sig. & then insert/paste image file/s below.

For student projects, student is PI and Faculty Sponsor is an additional investigator.

Primary Investigator: Date

Investigator: Date

[Add more as needed…]

17. APPENDICES

[Insert relevant documentation here. See website for example templates]

Institutional Review Board Protocol Termination Report (2 pages)

For Office Use Only	
Received date:	Termination date:
Please submit the completed for to the IRB at irb@wcsu.edu	
Protocol Number:	
Principal Investigator:	
Protocol Title:	
Brief description of the protocol & results (e.g., abstract):	
Has or will this research result/ed in any publications? If yes, please submit a copy of the publication(s) to the IRB.	
Yes (already accepted or in press).	
No (no plans to submit).	
Maybe (plan to submit eventually).	
Number of subjects enrolled at WCSU:	
1. Initially Enrolled	
2. Completed the study	
Number of subjects enrolled at another site	
1. Initially Enrolled	
2. Completed the study	

Serious Adverse Events				
Have there been any serious adverse events on this protocol?		Yes		No
If yes, please list the number of adverse events				
Has each of these been reported to the IRB?		Yes		No
If the events have not been reported, attach a completed **Adverse Event Form.**				
Reason for termination of this protocol:				
1. Protocol reached goals				
2. Protocol never received funding				
3. Principal investigator or major co-investigator left the institution				
4. Not enough subjects for project to be completed (if seeking renewal or extension, please submit renewal form).				
5. Protocol closed due to adverse reaction(s)				
6. Investigator lost interest in the study				

7. Other (please explain below)
By typing my name, I certify (on behalf of all investigators in the study) that as of the date below, subjects are no longer being studied or followed on this protocol and therefore this protocol should be officially terminated by the IRB.
Principal Investigator's Signature and date:
I have reviewed the termination report.
IRB Chair's Signature and date:

Last updated: 6/27/06

Institutional Review Board External Adverse Event Report

If adverse consequences or unanticipated side effects are encountered in the course of a study, or new information becomes available that could change the perception of a favorable risk/benefit ratio, the principal investigator is responsible for informing the Committee PROMPTLY. The WSCU IRB will make the final determination regarding protocol changes required due to adverse event reports.

Protocol Number:	
Principal Investigator (PI):	
Protocol Title:	
Adverse Event Information	
Adverse event date:	
Adverse event (describe in 1 sentence):	
Nature of the Event (Submit this form ONLY if all three boxes are checked.)	
1. Unexpected	
2. Related or Possibly Related	
3. Serious	
PI's Signature and date:	
Do you expect this event to occur again?	
Is the event adequately described in the protocol and consent form?	
Should the protocol be modified to minimize this risk?	
Will the consent form be modified as a result of this adverse event? *If so, please submit an amendment to the consent form.*	
Will subjects be re-consented as a result of this adverse event?	
Describe the event, including the investigator's analysis of the event. Use additional pages, if necessary.	
Principal Investigator's Signature and date:	
For IRB Use Only	
IRB Chair's (or designee's) Signature and date	
Further action by IRB:	

Last updated 7/12/07

Missed Classes Because of University Sponsored Events

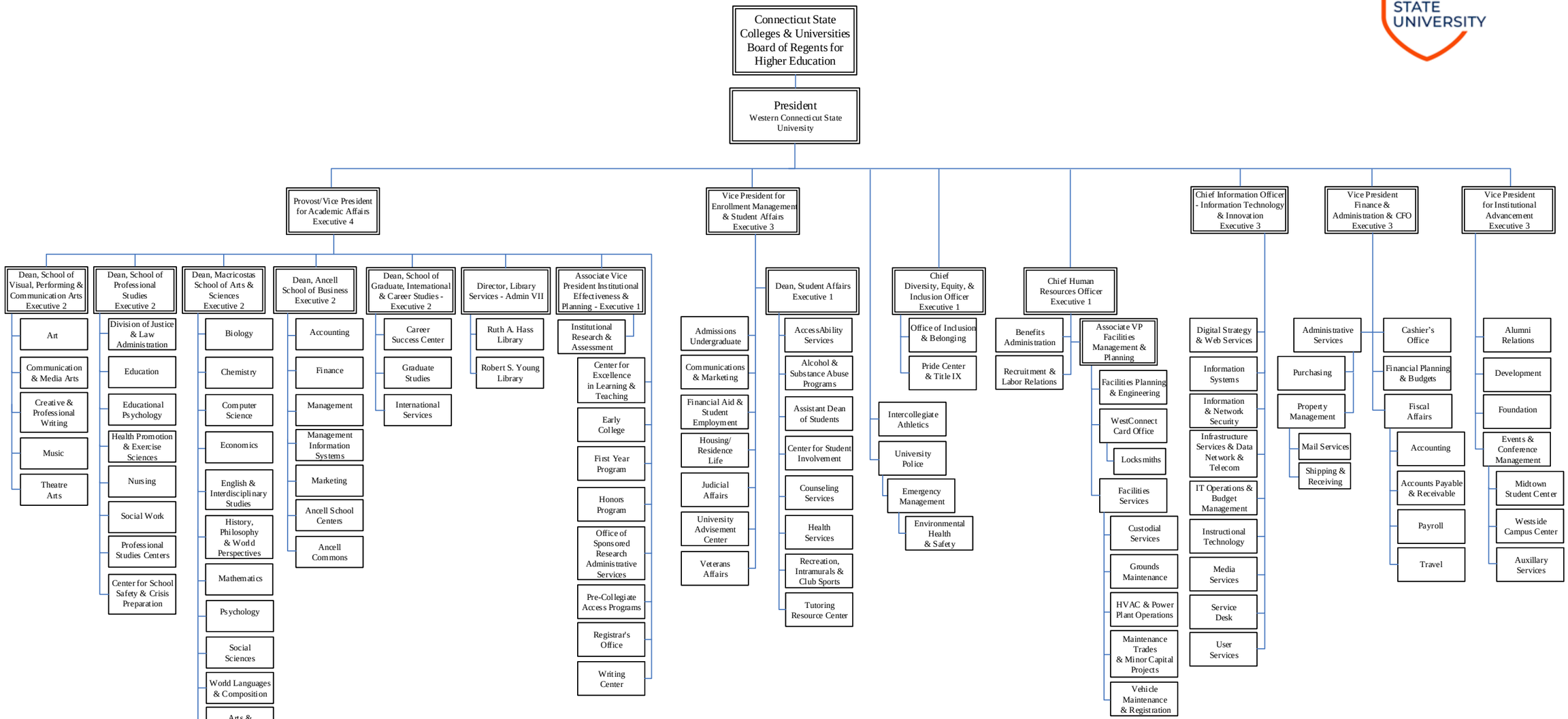
This form should be completed as a collaboration between the student and the faculty member. When possible, students should speak to the faculty member in advance of missing class. The student will be prepared with appropriate documentation related to the absence and a full understanding of what course content/work will be missed according to the syllabus. The faculty will determine whether accommodations are appropriate, and when appropriate a timeline for completing missed work.
Complete a separate form for each class missed.
Name of Student:
Course Title:
Course Number:
Date of Absence:
Reason for Absence (be specific):
Event advisor or Coach Signature and Date:
As the advisor/mentor/coach/faculty member supporting this event, I affirm that the student will be involved in the activities specified on the date listed above.
Description of Class Work Missed:
Faculty Response (select one of the options below)

The date in question does not have an assignment due. The student is responsible for keeping up with the reading and gathering notes on our discussion from another student.	
I agree with the proposed schedule to complete the work.	
I do not accept make-up work as per my syllabus. I have informed the student of the potential impact on their overall course grade.	

Date work will be completed:
Student Signature and date:
Faculty Signature and date:

Copy distribution: Event advisor/coach, faculty member, and student.

Western Connecticut State University
Organizational Chart
2025 – 2026



Revised –08-01-2025

Sabbatic Leave: Faculty Application

Refer to Sabbatic Leave Procedures in the Faculty Handbook for instructions concerning completion and processing of this Sabbatic Leave Application and the attached Review forms.	
Applicant:	Submission date:
Academic or Administrative Rank:	Department:
Duration of Leave requested (choose one):	Half year at full pay Full year at half pay
Inclusive Dates of Proposed Leave:	
Length of Service in CSU:	Previous Sabbatic Leaves and Date(s):
(Applicant must have completed six (6) years of full-time service at the University or six (6) years of full-time service since a previous sabbatic leave. If previous sabbatic leave has been granted, as per the Academic Leave Bylaws and the AAUP contract, you MUST include a copy of a written statement setting forth the experiences and accomplishments attained in pursuit of the goals set forth in the original proposal.)	
Application Requirements: Sabbatic leave is for the purpose of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching of members. The leave must provide value and benefit to the University and the CSU system. *NOTE:* This application will be reviewed by colleagues who work outside of your discipline, so please present a clear statement that explains the work to non-specialists. Please try to keep this narrative to less than five pages. Include the following:	
A. **Project Description:** What is the research, project or creative activity you intend to execute? What do you plan to do? Provide an abstract of no more than 100 words, then clearly state your specific goals.	
B. **Literature Review & the Field** How is this work relevant to a body of literature, scholarly knowledge, or creative activity? How does this project contribute to an existing body of work? Why does this project matter? Explain why you have the specific knowledge and skills necessary to achieve your goals.	
C **Work Plan**. Explain how you will execute the project. Provide a time line explaining how you will proceed in the time requested. Include an explanation of how you will ensure you have appropriate facilities and professional contacts. How do you plan to do this? Provide an itinerary if necessary.	
D. **Outcomes and Reporting**. What are the plans for reporting on this work, for publishing, presenting, or executing this project? Focus on the impact on your research and discipline. Explain how your project will contribute to curriculum development and/or student learning, and how it will support the university's strategic plan.	
The applicant will submit a single PDF document that includes the application form and any supporting materials, such as CV and reports of previous sabbatic leave.	
Applicant's Signature & Date:	
Submission Instructions: By close of business on September 28th, please print, sign, scan, and submit an electronic copy of this application and all related materials, in one PDF, to the Chair of the Academic Leave committee. Also submit a copy of the application and all materials to your appropriate departmental sabbatical leave committee and Dean, Director, and or Supervisor for their review. Follow up to ensure the appropriate reviews are submitted to the Chair of the Academic Leave committee.	

Revised: Aug. 1984; Mar. 1985; Sept. 1988
Senate approval: Nov. 16, 1988
Admin. Approval: Jan. 2, 1990
Senate Approval: Apr. 26, 1991 (R91-4-8)
Admin. Approval: May 15, 1991

Revised Senate: R-09-03-05
Admin. Approval 7/14/09
Senate Approval: 5/6/20
Admin. Approval 8/18/2020

Sabbatic Leave: Department, Library Faculty, or Counseling Center

In this review, consideration should be given to the professional merits of the proposal, the value to the unit and the impact of the applicant's absence on the unit. If the proposal is primarily for retraining, please comment upon its appropriateness and the benefit of the proposal to the unit.	
By October 15th, one copy of the review must be sent to the applicant, one to the Chairperson of the Academic Leave Committee, and one to the appropriate Dean or Director. Electronic copies are acceptable.	
Applicant's Name	
Professional merits of the proposal and value to the unit (sabbatical or retraining):	
Impact of the applicant's absence on the unit:	
Recommendation:	
Signature & Date:	

Revised: Aug. 1984; Mar. 1985; Sept. 1988
Senate Approval: Nov. 16, 1988
Admin. Approval: Jan. 2, 1990
Senate Approval: Apr. 26, 1991 (R91-4-8)
Admin. Approval: May 15, 1991

Sabbatic Leave: Dean or Director's Review

In this review, taking into account the department's review of the application, consideration should be given to the impact on staffing within the applicant's unit and the potential benefit of the proposed project to the University.	
By November 1, one copy of this review must be sent to the applicant and one to the chairperson of the Academic Leave Committee. Electronic copies are acceptable.	
Applicant's Name:	
Professional merits of the proposal and value to the unit (sabbatical or retraining):	
Impact of the applicant's absence on the unit:	
Recommendation:	
Signature & Date:	

Revised: Aug. 1984; Mar. 1985; Sept. 1988
Senate Approval: Nov. 16, 1988
Admin. Approval: Jan. 2, 1990
Senate Approval: Apr. 26, 1991 (R91-4-8)
Admin. Approval: May 15, 1991

Summer Curriculum Related Activities

On a separate document, please answer the questions below. Please keep your response to no more than two pages. You are to submit your proposal to your Dean by March 1st.
1. What is the title of your proposal?
2. How many credits are you requesting?
3. What is the primary purpose of your proposal?
4. Briefly explain which of the following your proposal addresses and how?
a. New Curriculum Proposal:
b. Revision of existing program or existing courses:
5. Describe your proposal in detail. Include your rationale for the proposal and why this work is needed. Include the goals of the proposed program or courses.
a. What are the goals you plan to accomplish this summer?
b. What will be the schedule of your work plan?
c. What will be the output from this activity? Describe this in detail.
d. When do you plan to implement your program or course(s)?
Previous Summer Curriculum Grants
Have you ever received funding for Summer Curriculum-Related Activities?
When was the most recent time you received funding?
Following funding, did you file a report on your activities with the Provost and Chair of CUCAS at the completion of these activities?
Faculty Member Signature & Date:
Chair of CUCAS Signature & Date:
Provost/VPAA Signature & Date:
At the completion of this activity you are required to file a report with the Provost and Chair of CUCAS. Please include an assessment of how your goals for the proposal/funding were met.

Senate Approved R-12-05-02
Administrative Approval 5/10/12