

## TABLE OF CONTENTS

Introduction .....	1
<b>University Organization .....</b>	<b>2</b>
Institutional Characteristics and History of Western Connecticut State University .....	2
Mission of the University.....	3
Statewide Organization of Public Higher Education	
Board of Regents .....	4
Western Connecticut State University – Table of Organization.....	5
 Administrative Organization .....	 6
President’s Area.....	7
Division of Academic Affairs.....	8
Division of Finance & Administration .....	10
Division of Student Affairs .....	11
Division of Institutional Advancement .....	14
Academic Organization .....	15
School of Arts and Sciences .....	16
Ansell School of Business .....	17
School of Professional Studies .....	18
School of Visual and Performing Arts .....	19
Graduate Studies and External Programs .....	20
Academic Officers .....	21
Academic Deans .....	22
Chairpersons of Departments .....	23
 <b>University Governance .....</b>	 <b>24</b>
University Senate Constitution .....	26
University Senate Bylaws .....	28
Nomination and Elections Committee Bylaws .....	32
Ombudsman .....	34
University Senate Standing Committees .....	35
Committee on Academic Advising Bylaws .....	35
Academic Leave Committee Bylaws .....	37
Assessment Committee Bylaws .....	40
Committee on Distance Education Bylaws .....	41
Educational Achievement and Access Program (EAP) .....	43
Enrollment Management Committee Bylaws .....	45
Faculty Development and Recognition Committee .....	47
Committee on General Education .....	49

Graduate Council Bylaws .....	52
Information Technology Committee (ITC) Bylaws .....	55
Media Services and Library Policy Committee Bylaws .....	57
Mediation Committee Bylaws .....	59
Committee on Physical Working Conditions Bylaws .....	60
Promotion and Tenure Committee Bylaws .....	62
Research and Development Committee Bylaws .....	65
Student Life Committee Bylaws .....	67
Termination Hearing Committee Bylaws .....	69
Committee on Undergraduate Curriculum and Academic Standards Bylaws .....	70
University Planning and Budgeting Committee Bylaws .....	72
Standing Committees of Schools .....	75
Ancell School of Business .....	75
Macricostas School of Arts and Sciences .....	75
School of Professional Studies .....	75
School of Visual and Performing Arts .....	75
Ancell School of Business Undergraduate Program Review Committee Bylaws .....	76
Other Required Committees .....	78
University Diversity Council .....	78
Parking Appeals .....	78
Institutional Review Board Bylaws .....	79
Affiliations, Centers and Programs .....	81
The Jane Goodall Institute .....	81
Center for Business Research .....	82
Center for Compassion, Creativity and Innovation .....	84
Center for Excellence in Learning and Teaching .....	87
Center for the Study of Culture and Values .....	90
Institute for Financial Literacy .....	92
Institute for Holistic Health Studies Bylaws .....	94
Meteorological Studies and Weather Center Bylaws .....	96
Western Connecticut State University International Center .....	98
Westside Nature Preserve Center .....	101
Strategic Planning Process .....	103
Procedures for Nomination and Selection of CSU Professor .....	105
<b>University Policy and Procedures .....</b>	<b>107</b>
Instructional Departments – Department Bylaws .....	107
Academic Programs .....	112
Curriculum Definitions .....	112
Guidelines for Material Submitted to CUCAS .....	113
Procedure for the Modification of the Undergraduate or Graduate Curriculum .....	114
Procedure for Planning of the Undergraduate or Graduate Curriculum .....	115

Procedure for Modification of a Dual Label Course in the Undergraduate or Graduate Curriculum .....	123
Summary of Curriculum Procedure .....	125
Academic Program Review Process .....	129
General Education Designation Approval Process .....	132
General Education Com. Intent to Include a Course in the Gen Ed Curriculum .....	133
Procedure for Planning, Establishing or Revising a Non-Curricular University-Wide Academic Initiative .....	134
Program Discontinuance Procedures .....	136
Program Sheet Revision Procedures .....	138
Inventory of Board of Regents (BOR) Approved Programs .....	139
Academic Policies and Procedures .....	144
Process for Selecting Faculty to Participate in Graduate Programs .....	149
Palpable Injustice in Grading (Student Appeal Procedure) .....	150
Academic Honesty Policy .....	151
Guidelines on Classes Missed Because of University Sponsored Events .....	160
Guidelines for Faculty in the Classroom .....	162
Policy Statement on Photocopying of Copyrighted Materials for Classroom and Research Use .....	164
WCSU Online Policy .....	168
Faculty Scholarship, Development and Research Policies and Procedures .....	172
Academic Leave Procedures for Faculty .....	174
Application for Sabbatic Leave for Faculty .....	176
Department, Library Faculty, or Counseling Center Staff Review of Sabbatic Leave Proposal .....	177
Dean's or Director's Review of Sabbatic Leave Proposal .....	178
Faculty Retraining Grants .....	179
Faculty Development Funds .....	181
Reassigned Time for Research .....	183
Supplementary Laboratory (Workload) Credits .....	185
Summer Curriculum-Related Activities .....	186
Instructional Load-Outside Teaching Employment .....	187
Request for Approval to Accept External Teaching Employment .....	188
Conference and Workshop Funds .....	189
Request for Faculty Credit for Faculty Developed Course .....	190
Human Subjects and Vertebrate Animals .....	191
Use of Human Subjects in Research Memorandum .....	192
Assurance of Compliance w/HHS Regulations for Protection of Human Subjects .....	195
Institutional Animal Care and Use Committee Review of Research Involving Vertebrate Animals .....	196
WCSU IACUC Protocol for Research with Animals .....	197
Declaration on the Use of Animals in Research .....	207

Procedures for Adding or Refilling Any Unclassified Faculty Position .....	214
President's Affirmative Action Policy Statement .....	218
Discrimination Grievance procedure .....	220
Sexual Harassment Policy, CSU .....	222
Recruitment Expense Reimbursement procedure .....	224
Local and Contract Procedures Concerning Professional Assessment .....	227
Department Evaluation Committee .....	228
Professional Assessment .....	228
Professional Assessment of Tenured Faculty .....	229
Promotion, Tenure, Professional Assessment and Annual Evaluation	
Procedures for Teaching Faculty Members, Librarians, Athletic	
Coaches and Non-Instructional Athletic Trainers .....	230
Policies for Promotion, Tenure and Evaluation .....	233
Suggested DEC Chairperson's Memorandum .....	235
DEC Written Evaluation and Recommendation Report for Teaching Faculty .....	236
DEC Written Evaluation and Recommendation Report for Athletic Coaches .....	238
DEC Written Evaluation and Recommendation Report for Non-Instructional	
Athletic Trainers .....	240
DEC Written Evaluation and Recommendation Report for Librarians .....	242
Director of Counseling Written Evaluation and Recommendation Report	
for Counselors .....	244
Assessment and Evaluation of Administrative Faculty .....	248
Drug-Free Workplace Policy, State of Connecticut .....	249
University Policy on Smoking .....	250
<b>Human Resources Policies .....</b>	<b>251</b>
<b>Student Policies and Procedures .....</b>	<b>252</b>
Contracting with Outside Entertainment Groups .....	253
Family Educational Rights and Privacy Act .....	254
Posthumous Degree Award Policy .....	255
<b>Administrative Procedures .....</b>	<b>256</b>
Contacts with Media .....	256
Fund Raising .....	256
Alcoholic Beverages at Faculty Functions .....	256
Identification Cards .....	256
Purchasing .....	256
Travel .....	256
Building Access After Hours .....	256
Bookstore .....	256
Facilities Work Orders .....	256
Access Authorization Policy .....	257



Access Request Form .....	260
Card Access Instructions .....	261
Disbursement Form .....	262
Duplication Guidelines .....	263
Policy Concerning Emergencies Requiring Evacuation of Buildings .....	264
Emergency Weather Closing Procedures .....	265
Inventory Property Policies and Procedures .....	266
Equipment on Loan Policy .....	266
Faculty Authored Textbook Ethics Statement .....	269
Faculty Copier Policy .....	270
WestConnect Card Policy .....	271
Mileage Reimbursement .....	272
Personal Services Agreement and Honorarium Form .....	273
Procedure on Death of a Student .....	276
Procedures for State Vehicle Reservation and Use .....	277
Expense and Refreshment Policy .....	278
Employee Request for Compensation for Activities (Employees Only) .....	280
University Events .....	281
Parking Permit Policy .....	286
Weapons Policy .....	287
Environmental and Facilities Services .....	288
Fire and Life Safety .....	289
Guidelines for Public Forums and Demonstrations .....	290
Proposal/Grant Applications Procedures .....	292
Intent to Apply for External Grant Funding .....	293
Internal Administrative Approval Form for External Grant Proposals .....	295
Guidelines and Policies for Computer Use .....	298
WCSU Computer Policy .....	298
CSU Computer Policy .....	300
Request for A Faculty Computer Account .....	302
Software and Hardware Request Form .....	303
Library Information and Procedures .....	304
<b>UNIVERSITY SERVICES .....</b>	<b>307</b>
Academic Planning Calendar .....	307
Information Technology and Innovation .....	308
Computer Centers .....	308
Dining Facilities .....	309
Administrative Services .....	310
Environmental and Facilities Services .....	311
Institutional Research and Assessment .....	312
Media Services .....	313
Office of Alumni Relations .....	314

Office of Sponsored Research Administrative Services .....	315
Office of University Events .....	316
University Relations .....	318
Registrar’s Office .....	319
Student Academic Services .....	320
Student Services .....	322
University Libraries .....	326
University Publications and Design .....	327
WCSU Bookstore .....	328
Faculty Handbook .....	329

## **CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION**

Review of Proposals and Approval of Programs in Conn. Public Higher Education .....	330
Process for the Approval of Academic Programs .....	331
Semesterly Access Request Form .....	359
Application for Change of Major .....	360
Request for Disposition of Property .....	361

## TABLE OF FORMS

*Forms are also available online at*

<http://www.wcsu.edu/facultystaff/handbook/forms.asp>

Academic Honesty Report .....	154-159
Access Request Form .....	260
Application for Change of Major .....	360
BOR Forms 139 .....	
Copyright Owner Requesting Permission to Copy, Sample Letter to 167 .....	
CUCAS and Graduate Council	
Procedure for Modification of the Undergraduate or Graduate Curriculum .....	114
Procedure for Planning of the Undergraduate or Graduate Curriculum-	
Phase I-Planning Approval .....	115
Phase II-Curriculum Development .....	116
Procedure for Modification of a Dual Label Course in the	
Undergraduate or Graduate Curriculum .....	123
Summary of Curriculum Procedures for Undergraduate or Graduate Programs .....	125-128
Department Evaluation Committee Professional Assessment 228 .....	
Department Evaluation Committee Report Professional Assessment of	
Tenured Faculty .....	229
DEC Chairperson's Memorandum, Suggested .....	235
DEC Written Evaluation and Recommendation Report for Teaching Faculty .....	236
DEC Written Evaluation and Recommendation Report for Athletic Coaches .....	238
DEC Written Evaluation and Recommendation Report for Athletic Trainers .....	240
DEC Written Evaluation and Recommendation Report for Librarians .....	242
Director of Counseling Written Evaluation and Recommendation	
Report for Counselors .....	244
Disbursement Form .....	262
Disposition of Property, Request for 361 .....	
Education Major: Application for Change of Major .....	360
Employee Request for Compensation for Activities .....	280
Employment Candidate Expense Reimbursement .....	226
Equipment on Loan Form .....	268
External Grant - Intent to Apply for Funding .....	293
External Grant Proposals - Internal Administrative Approval Form .....	295
External Teaching Employment, Request for Approval .....	188
Facilities Reservation Form .....	283-284
Faculty Authored Textbook Policy Form .....	269
Faculty Credit for Faculty Developed Course, Request for .....	190
Faculty Retraining Grant Application .....	179
Faculty Development Funds Application .....	180
Food Service Request Form .....	317

General Education Committee Intent to Include a Course in the General	
Education Curriculum .....	133
Human Subjects in Research Memorandum	
(for all forms and updates, check the IRB website <a href="http://www.wcsu.edu/irb/">http://www.wcsu.edu/irb/</a> ) .....	192
Human Subjects Research Review Form (HUM-1) .....	193
Institutional Review Board Protocol Termination Report 208.....	
Institutional Review Board Internal Adverse Event Form .....	210
Institutional Review Board External Adverse Event Form .....	212
Inappropriate Behavior in the Classroom 163 .....	
IACUC Protocol for Research with Animals .....	197-206
Mileage Reimbursement Form (available online) .....	272
Missed Classes Because of Univ. Sponsored Events 161 .....	
Personal Service Agreement and Honorarium Request .....	273
Position Action Form .....	217
Procedure of Planning, Establishing, or Revising Non-Curricular University-Wide	
Academic Initiatives .....	134
Reassigned Time for Research Application 184 .....	
Request for Disposition of Property .....	361
Sabbatic Leave for Faculty Application .....	176
Sabbatic Leave Proposal - Department, Library Faculty, or Counseling Center .....	177
Sabbatic Leave Proposal - Dean or Director's Review .....	178
Semesterly Access Request Form .....	359

## Introduction

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 Western Connecticut State University

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).

## MISSION STATEMENT

Western Connecticut State University serves as an accessible, responsive and creative intellectual resource for the people and institutions of Connecticut. We strive to meet the educational needs of a diversified student body through instruction, scholarship and public service. Western aspires to be a public university of choice for programs of excellence in the liberal arts and the professions by providing full-time and part-time students with the necessary background to be successful in their chosen careers and to be productive members of society. It accomplishes this by emphasizing:

- A strong liberal arts foundation
- Strong skills in communication, problem solving, and critical thinking
- Opportunities for experiential, cooperative, and internship experiences
- A strong background in information technologies
- Interdisciplinary programs
- A strong sense of commitment to public service
- A personalized learning environment

Our mission as a public comprehensive University is given life through the principles and values that guide us.

## FULFILLING THE MISSION

### Principles

- Empowering students to attain the highest standards of academic achievement, public and professional services, personal development, and ethical conduct is our fundamental responsibility.
- Facilitating learning is our primary function, and it requires that our faculty be active scholars who have a lasting interest in enhancing instruction and that our curriculum be dynamic and include advanced instructional technologies.
- Preparing students for enlightened and productive participation in a global society is our obligation and is best fulfilled by developing the best possible academic programs and learning experiences.
- Promoting a rich and diverse cultural environment that allows freedom of expression within a spirit of civility and mutual respect is our abiding commitment.
- Strengthening our partnership with the people and institutions of Connecticut is a benefit to both the University and the state and endows our teaching and scholarship with a special vitality and dedication.

### Values

- Quality and integrity in all that we do, and a commitment to continuous improvement.
- Respect for the dignity and rights of each member of our University community.

*Approved by University Senate Dec. 9, 1998 (R98-12-1)*

*Approved by President, December, 1998*

*Editorial Changes 2/27/03*

*Senate Approved changes R-03-11-02*

*Approved by President, December 17, 2003*

Statewide Organization of Public Higher Education  
Board of Regents for Higher Education/Connecticut State Colleges & Universities  
Governance Structure

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.

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, 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.

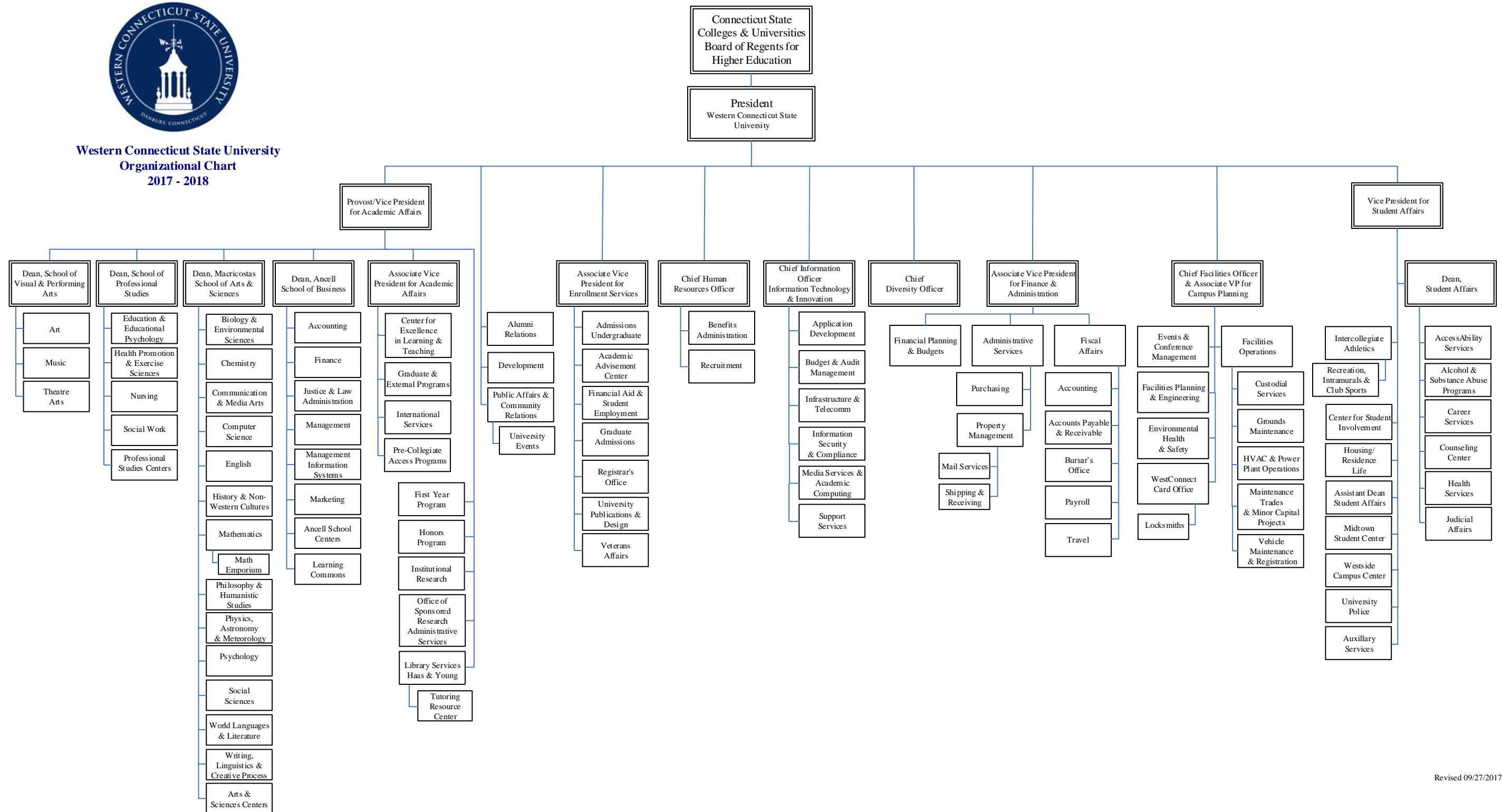
Among other responsibilities, the board sets statewide tuition and student fee policies; establishes financial aid policies; reviews and recommends any new academic programs; and, in collaboration with institutional stakeholders, conducts searches for and selects campus presidents.

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





Western Connecticut State University  
Organizational Chart  
2017 - 2018



## Administrative Organization

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

### [President's Area](#)

The four organizational divisions are:

1. [Division of Academic Affairs](#)
2. [Division of Finance & Administration](#)
3. [Division of Student Affairs](#)
4. [Division of Institutional Advancement](#)

Click the links above for a brief description of administrative offices in the President's Area and each of the four divisions.

### **President**

The President of the University is the Chief Executive Officer of the institution and reports to the Chancellor of Connecticut State University. 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 Trustees of Connecticut State University, 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.

### **Associate Vice President of Human Resources**

The Associate Vice President of Human Resources 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 Officer**

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 and Title IX training, prevention measures and resources 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.

## Division of Academic Affairs

**Provost/Vice President for Academic Affairs**

The Provost/Vice President for Academic Affairs assumes major 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 and 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/Academic Vice 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.

**Associate Vice President for Academic Affairs**

The Associate Vice President for Academic Affairs assists the Provost/VP for Academic Affairs with matters of student concerns, curriculum, assessment, and accreditation, including general education and undergraduate majors; and supervises the office and staff of the Division of Graduate Studies as well as all aspects of graduate programs, the extension campus facilities, and the budgets for the Division of Graduate Studies and extension campus facilities.

Reporting to the Associate Vice President for Academic Affairs are: International Services Coordinator and External Programs.

**1. 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.

The International Services Office plays a key role in internationalizing the university. The Coordinator supports course abroad program development, international travel authorization processes, funding, and exchanges of faculty/students. The Coordinator serves as a programming resource for international issues and cross-cultural activities

**2. External Programs**

External Programs at Waterbury oversee the university's external academic programs, such as bachelors degree-completion programs in Management and Nursing on the Naugatuck Valley Community College campus. 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.

**Associate Vice President for Enrollment Services**

The Associate Vice President for Enrollment Services provides strategic leadership for enrollment and retention planning and management efforts for the University under the Division of Enrollment and Retention Management in collaboration with the Vice President for Academic Affairs. The Associate Vice President is responsible for and oversees the delivery of assigned academic support functions and services, developing strategies for organizing resources, setting professional standards, assuring fiscal integrity by developing forecasts and budgets, determining funding sources, and assuring a professional and support staff capable of effective performance.

Reporting to the Office of Enrollment & Retention Management in the Division of Enrollment and Retention Management are: Academic Advisement, Admissions, Registrar, Student Financial Services, Publication and Design and Veteran Services Liaison.

1. The Office of Admissions is responsible for all phases of undergraduate student recruitment and admission.
2. The Registrar is responsible for the direction and administration of all phases of registration including scheduling of all courses and examinations, student registration instruction, academic record keeping for all students, and generating academic data.
3. Student Financial Services is responsible for the administering of student financial aid programs in compliance with the terms of agreement between the University and the Office of Education and other state and federal requirements. Student Financial Services also monitors and maintains the records for the Perkins Loan Program.
4. Publications and Design is responsible for designing and producing academic and administrative publications, media advertising and, promotional and special events printed material.
5. Academic Advisement is designed for students who have not yet decided on an academic major, as well as for students who wish to explore a change of academic majors, the center not only provides up-to-date information on all academic programs, policies and procedures, but also provides assessments to help students determine a suitable field of study. All students are welcome at the center, regardless of academic major.
6. Veteran Services Liaison is responsible for providing a wide range of support and referral services for all undergraduate and graduate students who are: veterans currently serving active duty, Reserve or National Guard; vocational rehabilitation, and qualified dependents.

Appropriate services are determined and provided based upon the student's specific need and the academic requirements of the appropriate department, school or program.

### **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.

### **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.

### **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.

## Division of Finance & Administration

### **Vice President For Finance & Administration**

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.

### **Environmental And Facilities Services**

The Director of Facilities Operations and Environmental Health Program, is responsible for supervising and monitoring the University's health and environmental safety programs. He also manages and supervises Facilities Maintenance Operations consisting of Custodial Services, Grounds, HVAC and Power Plant Operations, Vehicle Maintenance and Registration, and Trades and Minor Capital Projects. This position is responsible for the coordination and management of the University's work order system ("School Dude") and manages a comprehensive maintenance and renovation schedule for the University's facilities. This area manages many minor capital projects and also, on occasion, manages major self-administered capital projects, particularly when the project focuses on building or campus infrastructure.

### **FACILITIES SCHEDULING AND PROMOTIONS**

The Director of Facilities Scheduling and Promotions is responsible for managing, scheduling, promoting and the execution of events and operations that occur at designated University facilities and grounds. In addition, the Director supervises and maintains the computerized event management system on campus, provides assistance to university clubs and organizations with events on campus, and works with outside groups that license University facilities for workshops, seminars, performances camps, etc.

### **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.

### **PLANNING AND ENGINEERING**

The Director of Planning and Engineering is responsible for the design and implementation of most major self-administered capital projects on campus and for representing the University for most major construction projects that are administered on WCSU's behalf by the state's Department of Public Works. He also recommends and assists in the implementation of minor capital projects relating to the physical plant, physical facilities, and energy-saving measures. This area leads campus master planning and establishes campus-wide design standards.

### **Westconnect Office**

The Access Control and One-Card (WESTCONNect) Director manages all physical security systems on campus, including electronic access control; card control, key control; burglar and intrusion alarms and the University's closed circuit security camera system. This office also manages the University's ID card program, including the production and distribution of these cards and the University's "One Card" debit card program.

*Revised 6/21/11*

## Division of Student Affairs

### Vice President for Student Affairs

The Vice President for Student Affairs (VPSA) is a member of the President's executive team and actively participates in major decisions impacting the operation of the university and its 6,000 plus students. The VPSA oversees all aspects of campus/student life for the university's resident, commuter, non-traditional, military, international, and graduate students. Divisional responsibilities include management oversight and innovative leadership for the following offices and campus life activities: AccessAbility Services; Athletics; Campus Ministries; Campus & Student Centers Operations; Career Development Center; Center for Student Involvement - including Student Government, Program Board, and 80+ student organizations; Civic Engagement; Commuter Student Services; Counseling Services; Dean of Students Office; Food Services & Conferencing; Greek Life; Health Service; Housing & Residence Life; Judicial Affairs; Multicultural Affairs Programming; Parent Services; Orientation & Welcome Week; Pre-Collegiate & Educational Achievement and Access (summer bridge) Programs; Recreation, Intramurals and Club Sports; Student Affairs Research & Assessment; Testing Services; University Bookstore; University Police Department; University Shuttle Service; Veterans Affairs Programming; and Wellness.

### Assistant Dean of Students

The Assistant Dean of Students reports to the Vice President for Student Affairs and is responsible for overseeing all Greek Letter organizations, commuter students (e-newsletter and the Commuter Student Organization), multicultural student programming, the Office of Parent Services and e-newsletter, co-chairs the Student Veteran's Advisory Committee, serves as the appeals officer for judicial affairs, is involved in New Student Orientation, and directs Campus Ministries, which includes three religious denominations that have ministries at Western (Catholic, Protestant and Jewish), and each welcomes students to come in and chat or join in services and outreach programs to the community.

### Athletics

Western offers a variety of opportunities for the student athlete to excel at the regional and national levels of competition. Different sporting events are scheduled throughout the academic calendar year to provide participation by interested parties. Opportunities are provided for male and female teams. The men and women both belong to the National Collegiate Athletic Association (NCAA) Division III. The football program is a member of the Massachusetts State College Athletic Conference. The 13 other intercollegiate athletic programs are members of the Little East Conference. In addition, the men and women's programs hold membership in the Eastern College Athletic Conference (ECAC). The university belongs to conferences and associations appropriate to the specific athletic activity.

### 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 some student organizations, the bookstore, the Student Technology Training Center and a game room. Both facilities offer wireless connections.

The department also oversees the operation of university auxiliary services including food service, bookstore, vending and shuttle services. Additionally, the department is responsible for the University Testing Program, including administering the College Level Examination Program (CLEP), Miller Analogies Test (MAT) and distance learning. 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 email the details to [campuscenter@wcsu.edu](mailto:campuscenter@wcsu.edu).

### The Center for Student Involvement

The Center for Student Involvement is the main point of contact for students wanting to form a new club or organization and those currently involved with one. This is where clubs register and receive information and support. The office also provides assistance with leadership development, university policies and event planning. The Center for Student Involvement also coordinates programs, events and activities on campus organized by and for students.

### Dean of Students

The Dean of Student Affairs reports to the Vice President for Student Affairs and is responsible for developing, supervising, evaluating and coordinating the following services: AccessAbility Services, Career Development, Counseling, Health Service, Judicial Affairs, Research and Assessment, Substance Abuse Prevention, and Student Orientation.

### AccessAbility Services

The Office of AccessAbility Services (AAS) directs and coordinates all necessary services for students with disabilities that impact their educational experience. The office determines reasonable accommodations and provides exam proctoring, assistive technology, readers, scribes, note-takers, advocacy, academic coaching, self-advocacy and skills building, mediation, auxiliary services, early registration, texts in alternate format, accessible furniture, referrals to other university and community services, and other services that are of value and consequence to students with disabilities.

### Campus Ministries

Three religious denominations have ministries at Western (Catholic, Protestant and Jewish), and each welcomes students to come in and chat or join in services and outreach programs to the community.

### Career Development Center

The Career Development Center (CDC) assists students with their career planning and job searches by providing a wide range of career related services including:

1. Career counseling on an appointment basis. "Drop-in" hours are also held for quick questions around career or job search issues. An online career assessment tool (SIGI3) is also available for students to explore career interests and provides career

information.

2. Cooperative Education Internship Program for undergraduate juniors, seniors, and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op positions are developed in area businesses, corporations, government and nonprofit agencies. Co-ops carry elective credit, and in many cases also provide a salary.
3. An online job referral system that includes both full and part-time employment opportunities for students and alumni. An On-Campus Recruiting Program is also available to seniors who are seeking full-time employment upon graduation. An Annual Career Fair is held each spring for full-time professional positions as well as part-time, summer and co-op internship opportunities.
4. A career library is available to students, staff, and alumni containing materials on career opportunities, graduate school and company information. The CDC also has online career library resources accessible through WestConnduit, under Student Tools, and under the Career Development Center section. "Career Insider" has a wealth of career, industry and job search information, as well as the ability to download books on career fields. "Going Global" provides career and employment information on international careers as well as employment and company information on organizations in US major cities.
5. Career development workshops and seminars are offered on a regular basis to inform students of the career opportunities available and techniques to conduct a successful job search. Special career programs on networking, professional etiquette, career speakers and other events are conducted throughout the year. CDC staff members frequently visit classes on request to present information or workshops on the above topics. Contact: 203-837-8263 or [www.wcsu.edu/CDC](http://www.wcsu.edu/CDC) for additional information.

### **Counseling Center**

The Counseling Center provides a wide range of services including individual and group counseling, psycho-educational workshops, training and consultation to students, administration, faculty, staff and parents, in a safe, confidential and supportive environment.

Services are free and available to all undergraduate and graduate students who are matriculated at Western Connecticut State University. Students can call the Counseling Center at (203) 837-8690 or stop by the Midtown Student Center, Room 222, to make an appointment.

Appointments are available Monday through Friday between 8:30 a.m. and 4:30 p.m. In case of an emergency outside of regular business hours, students should dial 911 or call the 24 hour mental health emergency hotline at: (888) 447-3339.

### **Health Service**

The University Health Service Office provides quality and compassionate health care including primary and preventive care, and promotes health awareness for Western's students and academic community through educational programs and counseling.

The six residence halls provide a variety of living options, as well as enable students to gain valuable leadership and work experience as hall council members, information desk workers, administrative assistants, resident assistants (RAs), and academic resource mentors. The Midtown campus has three buildings (Fairfield, Litchfield and Newbury Halls) which house first year students in traditional-style halls. On Westside, freshmen and other upper class students may choose to live in Centennial Hall, a suite style building. Upper class students may opt for residency in one of the two apartment style halls, Grasso Hall or Pinney Hall.

### **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 Western 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.

### **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.

### **Recreation, Intramurals, and Club Sports**

Life's about balance - get out and get active! The Recreation Department here at Western is located in the Center for Student Involvement 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 Western community can utilize athletic facilities on two different campuses.

### **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 CULTURE™ 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 personally excel.

### **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 residential program, in order for selected EAP students to fulfill admission requirements. The five-week EAP program provides 30 to 40 students the opportunity to experience college life, while residing on campus and taking two academically challenging college classes. All EAP students must successfully pass with a minimum of "C" or higher in their Math and English classes, to be officially admitted into Western as a full-time student in the fall-semester.

#### **WCSU Police Department**

The Director of the WCSU Police Department reports to the Vice President for Student Affairs and is responsible for directing a campus wide program of police protection to provide for the safety and quality of campus life for students, faculty, staff and visitors to the university.

## 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.

### **University Relations**

The Director of University Relations 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.

### **Alumni Relations**

The Director of Alumni Relations is responsible for the planning, execution, and management of the comprehensive alumni related programming for the University. The primary duty of the Director of Alumni Relations shall be to further the University's objectives of building stronger, more diverse relationships with its alumni, with the ultimate goal of significantly increasing and maintaining the number of alumni donors and the amount of alumni contributions.

### **University Events**

Coordinates specific university events such as graduation, honors convocation, annual retirement dinner, and other events, as assigned. Works with all groups and individuals wishing to rent University facilities for workshops, conventions, seminars, camps, etc.

## Academic Organization

The University is organized into four schools: Ansell School of Business, School of Arts and Sciences, the School of Professional Studies; the School of Visual and Performing 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. The Graduate Office and all external credit programs are administered by the Associate V.P. for Academic Affairs.

## School of Arts and Sciences

The School of Arts and Sciences comprises thirteen departments:

1. Biology and Environmental Sciences;
2. Chemistry;
3. Communication and Media Arts;
4. Computer Science;
5. English;
6. History and Non-Western Cultures;
7. Mathematics;
8. Philosophy and Humanistic Studies;
9. Physics, Astronomy and Meteorology;
10. Psychology;
11. Social Sciences;
12. World Languages and Literatures;
13. Writing, Linguistics and the Creative Process

## Ancell School of Business

The Ancell School of Business has six departments:

1. Accounting;
2. Finance;
3. Division of Justice and Law Administration;
4. Management;
5. Management Information Systems;
6. Marketing

## School of Professional Studies

The School of Professional Studies has four departments:

1. Education and Educational Psychology;
2. Health Promotion and Exercise Sciences;
3. Nursing;
4. Social Work

## School of Visual and Performing Arts

The School of Visual and Performing Arts is composed of three departments:

1. Art;
2. Music;
3. Theatre Arts

## Graduate Studies and External Programs

The Office of Graduate Studies and External Programs reports to the Associate Vice President for Academic Affairs and is responsible for the oversight of the University's graduate programs and the management of extension campuses and programs for Western Connecticut State University. The Office of Graduate Studies and External Programs also implements policies and procedures governing full-time and part-time graduate academic matters through the Graduate Council. (Revised July, 2007)

Additionally, Western offers external programs at two sites that are administered by the Associate V.P. for Academic Affairs. Western offers a Bachelors of Business Administration in Supervisory Management and a Bachelors of Science in Nursing on the campus of Naugatuck Valley Community College in Waterbury.



## Academic Officers

- [Academic Deans](#)
- [Chairpersons of Departments](#)

## 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.

## UNIVERSITY GOVERNANCE

- **University Senate Constitution**
- [University Senate Bylaws](#)
- [Nominations and Elections Committee Bylaws](#)
- [Ombudsman](#)

### University Senate Standing Committee

- Committee on Academic Advising and Registration
- Academic Leave Committee
- Assessment Committee
- Committee on Distance Education
- Educational Achievement and Access Program
- Enrollment Management Committee
- Faculty Development and Recognition Committee
- Committee on General Education
- Graduate Council
- Information Technology Committee
- Media Services & Library Policy Committee
- Mediation Committee
- Committee on Physical Working Conditions
- Promotion & Tenure Committee
- Research & Development Committee
- Student Life Committee
- Termination Hearing Committee
- Committee on Undergraduate Curriculum & Academic Standards
- University Planning & Budgeting Committee

### Standing Committee of Schools

- Ansell School of Business
- Ansell school of Business Undergraduate Program Review Committee
- Macricostas School of Arts and Sciences
- School of Professional Studies
- School of Visual and Performing Arts

### Other Required Committees

- Institutional Review Board
- Parking Appeals
- University Diversity Council

## **Affiliation, Centers and Programs**

- Jane Goodall Institute
- Center for Business Research
- Center for Excellence in Learning and Teaching
- Center for Study of Culture and Values
- Institute for Financial Literacy
- Institute for Holistic Health
- Meteorological Studies and Weather Center Bylaws
- Western International Center
- Westside Nature Preserve Center

## **Strategic Planning Process**

- Definition and Recognition of Base Units
- Procedures for Recognizing Base Units
- Role of Governance and Strategic Planning
- Definition of a Strategic Plan
- Assumptions
- Strategic Planning Process
- Role of the University Planning and Budgeting Committee

Senate Approval R-01-11-03  
Administrative Approval 1/3/02

**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. 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 Academic Advising and Registration
  - iv. Committee on Distance Education
  - v. Committee on General Education
  - vi. Committee on Physical Working Conditions
  - vii. Committee on Undergraduate Curriculum and Academic Standards
  - viii. Educational Achievement and Access Program
  - ix. Enrollment Management Committee
  - x. Faculty Development and Recognition Committee
  - xi. Graduate Council
  - xii. Information Technology Committee
  - xiii. Media Services and Library Policy Committee
  - xiv. Mediation Committee
  - xv. Promotion and Tenure Committee
  - xvi. Research and Development Committee
  - xvii. Student Life Committee
  - xviii. Termination and Appeals Committee
  - xix. University Planning and Budgeting Committee
- c. Centers and Institutes
  - i. Center for Business Research
  - ii. Center for Compassion, Creativity, and Innovation
  - iii. Center for Excellence in Learning and Teaching
  - iv. Center for the Study of Culture and Values
  - v. Institute for Holistic Health Studies
  - vi. Jane Goodall Center
  - vii. Meteorological Studies and Weather Center
  - viii. Western International Center
  - ix. Westside Nature Preserve 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.
- The Committee shall also coordinate the election of representatives to standing and ad hoc committees by the constituent groups. All elections of the University Senate and its committees shall be completed by the last day in April.
- 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: Feb. 15, 1989*  
*Admin. Approval: Jan. 2, 1990*  
*Revised-Senate approval: Dec. 19, 1990 (R90-5-2.2)*  
*Admin. Approval: Aug. 5, 1991*  
*Revised-Senate approval: Mar. 18, 1992 (R92-3-2)*  
*Admin. Approval: Apr. 14, 1992*  
*Revised Senate Approval: 10/15/97 (R97-10-I)*  
*Admin. Approval: 7/28/98*  
*Senate Amended Oct. 17, 2001 (R-01 0905)*  
*Administrative Approval Oct. 31, 2001*  
*Senate Amended May 10, 2017 (R-17-05-06)*  
*Administrative Approval May 16, 2017*

## **Nomination and Elections Committee Bylaws**

### **I. Objectives**

- A. To run elections every spring to fill those vacancies which occur on University committees. Spring Election procedures will be initiated at the very beginning of the spring term. Elections will be completed in time for all new members to attend the May meeting of their committee so that the chairperson for the following year can be selected at that meeting.
- B. To run special elections as requested by the University Senate President.

### **II. Areas of Responsibility**

- A. To survey the general faculty 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 any University elections with the nominations and elections committees of the various University bodies (schools, librarians/counselors/coaches, non-teaching faculty, etc.).

### **III. 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, the President of the University Senate will designate a committee member to convene the committee.
  - 2) A quorum consists of two members.
- B. Officers

The chairperson is the elected general faculty member serving in his/her second year.
- 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, ballots are destroyed.
  - 2) 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.
  - 3) Reports of election results are sent to the University Senate President, the Provost/Vice President for Academic Affairs, and are published in the Westcon Report.
  - 4) Election requests and instructions come from the University Senate President.
- 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 the approval of the University Senate, and the President of the University.
- E. Procedures for elections

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 Provost/Vice President for Academic Affairs who makes appointments to committees.

*Special case a*

If the number of people willing to serve on a committee is fewer than or equal to the number of elected vacancies on that committee, then those people expressing a willingness to serve will automatically become members of that committee. The remaining elected positions, if any, are to be filled by appointment by the President of the University Senate, with the advice of the Provost/Vice President for Academic Affairs.

**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 are three options:

1. One person may accede to the other.
2. The winner can be determined by the flip of a coin.
3. If neither of the above options is agreeable to both parties, then there shall be a runoff election.

**Stage 4 - Runoff Ballot**

A tie at this stage is broken by the flip of a coin.

**Filling Vacancies**

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.

*September 16, 1980*

*Revised: Apr. 4, 1984*

*Revised - Senate approval: Nov. 20, 1991 (R91-11-3)*

*Admin. Approval: Dec. 12, 1991*

*Revised - Senate approval: Dec. 9, 1998*

*Admin. Approval April 21, 1999*

*Revised - Senate Approval: May 10, 2017*

*Administrative Approval: May 16, 2017*

## Ombudsman

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

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

- A. Work with the office of the President to resolve complaints which cannot be settled through normal channels and, in addition, will have direct access to the President.
- B. 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).
- C. Participate in the President's Cabinet in matters of strategic planning, budget and general policy, but not in management confidential and personnel discussions.
- D. Receive agendas and follow-up documentation of the Academic and Administrative Councils, and meet with the Provost/Academic Vice President and Finance and Administrative Vice President as often as he/she deems necessary to discuss items considered or to be considered at either council.
- E. Receive three (3) load credits of reassigned time per semester for a period of two years. (This reassigned time may be renewed for a period beyond the two years if the WCSU President and the WCSU-AAUP President both agree to the continuation.)
- F. Have a two-year term of office, but shall not be eligible for a consecutive second term.
- G. Represent both AAUP members and Administrative Faculty and students on appropriate issues.

## UNIVERSITY SENATE STANDING COMMITTEES

### Committee on Academic Advising and Registration Bylaws

Committee to be called (University Senate) Committee on Academic Advisement and Registration

#### I. Objective

To ensure that academic advisement practices and procedures are consistent with the mission of Western Connecticut State University and the collective bargaining agreements of CSU-AAUP.

#### II. Responsibilities of Committee

- A. To facilitate communication and coordination among teaching faculty, departmental chairs, Deans, the Academic Advisement Center, and students in the development and operation of Western's shared system of academic advisement.
- B. To promote the implementation of best practices of developmental advisement.
- C. To create and administer an Academic Advisement Certificate program to provide continuing education on advisement practices and procedures.
- D. To conduct triennial reviews of advisement effectiveness and practices in the University and to report these findings to the University Senate and the Provost.
- E. To recommend policy or procedural changes to the University Senate and Provost to enhance the effectiveness of academic advisement.

#### III. Membership of Committee (11 voting members)

- A. Representative of the Academic Advisement Center
- B. Representative of the Student Government Association
- C. Representative of the Registrar's Office
- D. Representative of the Office of Student Affairs
- E. 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
- F. Student member elected or appointed by Student Government Association
- G. One non-teaching faculty member elected by and from those represented by SUOAF-AFSCME

#### IV. 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, except as follows: If no new Chairperson is elected at the last meeting of the academic year, then the President of the University Senate will designate a committee member to convene the committee.
2. A quorum shall consist of a majority of voting members.
3. Meetings are to be held not less than three times per semester 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 policy or procedural 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 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.

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 departments and school deans and the Director of Academic Advisement concerning recommendations regarding academic advisement procedures and recommendations.
- 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 recommendations.

D. Minutes

Minutes of all meetings shall be distributed to:

1. All members of the committee.
2. University Senate President.
3. University Senate Archivist.
4. Provost/Vice President for Academic Affairs.
5. The Director of the Academic Advisement Center.
6. The Registrar.
7. SGA President.

E. 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.

Approved by the Senate 12/16/15



## **Academic Leave Committee Bylaws**

### **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-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.
  - 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.
  - 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 regarding sabbatic leave
  - 2) Recommendations regarding retraining grant applications to the University President.
  - 3) Notifications to the applicants of the Committee's recommendations regarding their sabbatic leave and/or retraining grant applications.

- 4) Annual report of the Committee to the University.

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.
- 3) When notifying applicants of its recommendations, the Committee shall remind them to comply with D.1 above, if they receive sabbatic leaves.

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.

#### 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 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. Nature of the project.
  - b. Specific goals.
  - c. Evidence of specific knowledge and skills necessary to achieve specific goals.
  - d. Facilities necessary.
  - e. Professional contacts, if necessary.
  - f. Itinerary, if necessary.
  - g. Length of service and previous sabbatic leaves.
- 3) 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:
  - a. Clear goal of the project.

- b. Suitable preparations.
- c. Creative record of applicant.
- d. Clarity of presentation.
- e. Likelihood of the production of a creative product during the sabbatic period or shortly thereafter.

**See also Academic Leave Procedures and Criteria for Evaluation.**

*September 16, 1980*  
*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: 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*

## Assessment Committee Bylaws

### I. Purpose

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 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;
- B. To facilitate assessment programs on an institutional, school, and program level;
- C. To coordinate assessment efforts with other standing committees of the University Senate (UPBC, Student Life, etc.)
- D. To recommend policy which will ensure compliance with state, regional, and federal assessment mandates or requirements;
- E. To promote and maintain current assessment activities at the University;
- F. To disseminate assessment information;
- G. To monitor the Institutional Assessment Plan;
- H. To foster principles of good practice for assessing student learning throughout the University community.

### III. Membership (13)

Member	Appointed/Elected
1 Provost/VP for Academic Affairs, or designee	
1 Academic Dean, or designee	Appointed
1 Dean of Student Affairs, or designee	
1 University-wide Assessment Coordinator or Director of Institutional Research and assessment	Ex-Officio
1 Representative of General Education faculty	Appointed by A&S Dean for 2 years
5 Teaching Faculty (1 from each school and 1 librarian/Counselor/coach)	Elected by teaching faculty overlapping for 2 year terms
1 Administrative Faculty	Appointed for 2 year term
2 Students with overlapping 2-year terms	1 appointed by SGA, 1 appointed by Administration

*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*

## Committee on Distance Education Bylaws

### I. Objectives

To ensure that distance education initiatives and programs are consistent with the mission of Western Connecticut State University.

### II. Responsibilities and Powers

- A. To determine the needs of faculty concerning knowledge and training for distance education, and to determine courses that faculty indicate may be suitable for distance education.
- B. To review issues of governance where distance education is concerned and to make recommendations on these issues.
- C. To review available technology, use of vendors for course offering, and other related issues and make recommendations concerning these issues.
- D. To determine requirements and procedures that are used by the four CSU institutions and determine needs concerning an integrated system for distance education.
- E. To determine need for and types of administrative support, training, and technology necessary for effective distance education and make recommendations.
- F. To establish ad hoc or standing subcommittees as needed.

### iii. Membership

Member	Appointed/Elected
1 Provost/VP for Academic Affairs	Ex Officio
1 Academic Dean	Ex Officio/Appointed by VPAA annually
1 Information Technology & Innovation representative	Appointed by Chief Information Officer
1 Instructional Designer	Appointed by the Director or Library Services
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 6 members, at least 4 of whom are elected.
3. A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.
4. Concerned parties may come, or be invited, to discuss particular items.
5. Decisions of the committee are made by majority vote of those members present.
6. Meetings shall be conducted according to Robert's Rules of Order, revised.
7. Meetings shall be held at least monthly during the entire 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 with new members in the Spring.
2. The position of secretary shall rotate among members unless otherwise decided by the body.

#### 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.

D. Minutes

1. All members of the committee.
2. University Senate President.
3. University Senate Archivist (two copies).
4. School curriculum review committees.
5. Each department chairperson and program director.

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 by the approval of the University Senate and the President of the University.

*Senate Approved: April 18, 2001 (R-01-03-02)*

*President Approved: May 1, 2001*

*Revised Senate Approval R-02-03-02*

*Administrative Approval May 10, 2002*

*Senate Approval: Feb. 21, 2007 (R-07-02-05)*

*Admin. Approval 5/4/07*

*Senate Approval: November 16, 2016*

*Administrative Approval: January 3, 2017*

## **Educational Achievement and Access Program (EAP) Bylaws**

### **I. Objective**

To oversee the implementation of the Educational Achievement and Access Program (EAP) and to advise the Vice President of Student Affairs and the Director of Pre-Collegiate and Access Programs regarding the program.

### **II. Responsibilities**

- A. Inform the faculty via the University Senate of the objectives of EAP and the success in meeting those objectives.
- B. Recommend changes to the program to the Director of Pre-Collegiate and Access Programs and the Vice President of Student Affairs.
- C. Advise the Director of Admissions regarding criteria for admission of students to EAP.
- D. Advise the Director of Pre-Collegiate and Access Programs on faculty development programs.
- E. Conduct ongoing assessment of the program's effectiveness.

### **III. Membership**

- A. Total Membership: 12 determined as follows:
  - 1) Voting:
    - a. Faculty coordinators of Writing Lab and Math Clinic (2).
    - b. The Director of Pre-Collegiate and Access Programs;
    - c. Four (4) teaching faculty members, one from each of the four schools of the university, each elected by the teaching faculty of their respective schools;
    - d. The Dean of the School of Arts and Sciences
    - e. Vice President of Student Affairs or representative
    - f. One student currently or formerly in the EAP, recommended by the Director of Pre-Collegiate and Access
    - g. The Registrar
    - h. The Director of Admissions or representative

### **IV. Conduct of Business**

- A. Meetings
  - 1) The first meeting of each academic year shall be convened by the chair. Regularly scheduled meetings shall be determined at that time.
  - 2) A quorum shall consist of 5 voting members, at least three of whom shall be teaching faculty.
- B. Officers
  - 1) The chairperson shall be elected by a majority vote at the last meeting of the academic year for the following 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) All members of the committee.
  - 2) University Senate President.
  - 3) University Senate Archivist (2 copies).
  - 4) Provost/Vice President for Academic Affairs.
  - 5) Vice President of Student Affairs

### **V. Amendments**

These Bylaws may be amended by a two-thirds vote of voting 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.

*Approved by Basic Studies Committee: Mar. 8, 1991; Apr. 26, 1991*  
*Senate Approval: May 15, 1991 (R91-5-6)*  
*Admin. Approval: Jun. 28, 1991*  
*Senate Approval: May 10, 1995 (R95-5-4)*  
*Senate Approval: Nov. 17, 1999*  
*Admin. Approval: December 22, 1999*  
*Senate Approval: Feb. 16, 2000*  
*Admin. Approval: Mar. 14, 2000*  
WCSU Faculty Handbook 2014-2015 44  
*Senate Approval: Feb. 21, 2007 (R-07-02-08)*  
*Admin. Approval: May 14, 2007*  
*Senate Approval: May 20, 2017*  
*Administrative Approval: May 16, 2017*



## **Enrollment Management Committee Bylaws**

### **I. Objective**

- 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. Responsibilities**

- 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 on action in relation to the admission or readmission of students representing special problems.

### **III. Membership**

Total membership: 10

- A. Six (6) general faculty members, for overlapping 3 year terms from each of the four schools and one from the Librarians/Counselors/Coaches group.
  - 1) Four (4) one from each school, elected by the general faculty for overlapping three-year terms.
  - 2) One (1) elected by the general faculty from the librarians/Counselors/Coaches group for an overlapping three-year term.
  - 3) One (1) administratively appointed for overlapping three-year terms.
- B. Director of Admissions, ex officio.
- C. Enrollment Management Officer, ex officio
- D. Two (2) students selected by the SGA

### **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, the President of the University Senate will designate a committee member to convene the committee.
  - 2) A quorum shall consist of the members present at a regularly called meeting. Decisions are made by majority vote.
  - 3) Meetings are held at least once a month during the academic year. The chairperson may call meetings with at least two 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 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 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 to:

- 1) All members of the committee.
- 2) University Senate President.
- 3) University Senate Archivist (two copies).
- 4) Academic deans of the four (4) schools.
- 5) All program directors.
- 6) All department chairpersons

V. 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.

*September 16, 1980*  
*Revised: Senate Approval R-03-02-04*  
*Administrative Approval 4/22/03*  
*Senate Approval: Feb. 21, 2007 (R-07-02-09)*  
*Admin. Approval 5/4/07*

## **Faulty 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 individuals 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, 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

Minutes of all meetings shall be distributed to:

- 1) All members of the committee.
- 2) University Senate President.
- 3) University Senate Archivist (2 copies).
- 4) 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: Mar. 18, 1992 (R92-3-6)*

*Admin. Approval: April 14, 1992*

*Senate Approval: May 18, 1993 (R93-5-4)*

*Admin. Approval: June 17, 1993*

*Senate Approval: April 16, 2003, (R-03-04-02)*

*Admin. Approval August 5, 200*

*Senate Approval: Nov. 15, 2006 (R-06-11-01)*

*Admin. Approval April 23, 2007*

## **Committee of General Education Bylaws**

### **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 Association of Schools and Colleges (NEASC) 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, NEASC 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). 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.<sup>1</sup>
- 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.
  - 1) Reviews 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)<sup>2</sup>**

- A. One (1) from and elected by the teaching faculty of the Ansell 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 School of Arts and Sciences for three-year terms.
- D. One (1) from and elected by the teaching faculty of the School of Visual and Performing Arts (SVPA) 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 (Ansell, A&S, PS, or SVPA) 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.

### **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.

## **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**

- A. The Coordinator of the First year Experience Program
- B. Shall be a full-time faculty member recommended by the Committee on General Education and appointed by the Provost, and
- C. 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.
- D. 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:
  - All members of the committee
  - School deans and department chairpersons
  - University Senate Archivist
  - Provost
- B. Minutes shall also be published by such means as practical (university-email system, web page, etc.)

## **IV. 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

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

*Senate approval: (R-05-02-04), 3/16/05*  
*Administrative Approval: 3/17/05*  
*Senate Approval: Dec. 20, 006 (R-06-11-09)*  
*Admin. Approval: April 23, 2007*  
*Senate approval: May 14, 2008 (R-07-12-01)*  
*Admin. Approval: May 3, 2011*  
*Rev. Senate Approval: R-12-05-03*  
*Admin. Approval: May 10, 2012*

## **Graduate Council Bylaws**

### **I. Name and Purpose**

#### **A. Name**

This body shall be called the Graduate Council.

#### **B. Purpose**

##### **1) Responsibilities**

- a. The Graduate Council is responsible for developing, maintaining, and recommending changes in graduate program policies at Western Connecticut State University.
- b. The function of the Graduate Council is to foster high academic and professional quality in programs, faculty, students, and support services.

##### **2) 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) Ansell School of Business
  - 2) Macricostas School of Arts and Sciences
  - 3) School of Professional Studies
  - 4) School of Visual and Performing 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  
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

### 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.

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

#### 2) Scholarship Committee

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

Membership:	Minimum of three (3)
Meetings:	Once a month or as necessary
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.

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

#### 4) Catalog Committee

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

Membership:	Minimum of three (3)
Meetings:	Once a month or as necessary
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: April 10, 1989*

*Senate Approval: April 26, 1989*

*Revised Dec. 13, 1989*

*Senate Approval R-03-09-03*

*Administrative Approval 10/10/03*

*Senate Approval: Feb. 21, 2007 (R-07-02-12)*

*Admin. Approval 5/4/07*

*Senate Approval: November 17, 2010 (R10 11 03)*

*Revised April 15, 2013*

*Senate Approval: May 7, 2014*

*Senate Approval: May 10, 2017*

*Administrative Approval: May 16, 2017*

## 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 ensure the institution remains an accessible, responsive, and creative intellectual resource.
- B. To assist and support faculty by providing the technology necessary to meet their teaching and research needs.
- C. To ensure students are empowered to attain the highest standards of academic achievement through exposure to the latest information technologies.

### III. Responsibilities

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

The Committee membership shall consist of:

- A. Chief Information Officer, *ex officio*;
- B. Ansell School of Business (ASB) Technology Committee Chairperson<sup>†</sup>, *ex officio*;
- C. School of Arts and Sciences (A&S) Technology Committee Chairperson<sup>†</sup>, *ex officio*;
- D. School of Professional Studies (SPS) Technology Committee Chairperson<sup>†</sup>, *ex officio*;
- E. School of Visual and Performing Arts (VPA) Technology Committee Chairperson<sup>†</sup>, *ex officio*;
- F. One (1) representative from Computer Science Department (needed if the A&S Technology Committee Chairperson is not from the Computer Science Department), term determined by department;
- G. One (1) representative from Management Information Systems Department (needed if the ASB Technology Committee Chairperson is not from Management Information Systems), term determined by department;
- H. Director of Information Systems/University Computing, *ex officio*;
- I. Director of Media Services, *ex officio*;
- J. Director of Library Services, *ex officio*;
- K. Student Government Association president or designee, one-year term; and
- L. One (1) technical student representative from Management Information Systems or Computer Science as determined by the SGA, one-year term.
- M. One (1) representative from the Technology and Instructional Design for Digital Learning (TIDDL) group to be a non-voting member. Choice of representative and term will be determined by TIDDL.

### 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. In the event that a member cannot attend a scheduled meeting, an alternate should be asked to attend.

- 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) A quorum shall consist of more than 50% of the membership, and must include at least three (3) faculty members.
- 4) Each 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.

E. 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.

*\* The nature of the recommendation will determine the appropriate unit, e.g. the school, technical committees, the CIO, the Senate and/or university administration.*

*† Working with the Dean, the faculty of each school will determine the composition of its school technology committee, the function and responsibilities of the committee, duration of service to the committee for its membership, and the method of election/appointment of a chairperson as well as the duration of the term.*

Senate Approved: R-00-05-03  
 Administrative Approval: October 23, 2000  
 Senate Approved Nov. 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: March 22, 2017  
 Administrative Approval: April 3, 2017

## **Media Services and Library Policy 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 Media Services and the University Library.
- B. To advise the Director of Information Technology (IT) and Media Services and Director of Library Services on matters concerning the delivery of Media Services and Library Services to students, faculty, administration and the various publics which utilize Media Services.

### **II. Membership (Total 12)**

- A. Director of Information Technology (IT) and Media Services or Media Services designee, ex officio.
- B. Director of Library Services, ex officio
- C. Chief Information Officer or designee, ex officio
- D. Library representative elected by and from the Library faculty
- E. 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
- F. One administrative faculty member elected to a three-year term by and from that group
- G. Instructional Designer appointed by Director of Library Services
- H. Two students selected by SGA for one-year terms

### **III. Conduct of Business**

- A. Meetings
  - 1) The first meeting of each academic year shall be convened by the Committee's chair from the prior year, if that person still serves on the Committee. Otherwise, the President of the University Senate will designate a Committee member to convene the Committee.
  - 2) A quorum shall consist of a majority of the members. Unfilled positions shall not count toward quorum.
  - 3) With the exception of Director of Library Services, the remaining membership has voting privileges. The Committee recognizes that participating in its actions by the Director of Informational Technology (IT) and Media Services in the role as Committee member shall not prejudice their administrative role.
- B. Officers
  - 1) The chair shall be elected by majority vote 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, 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 Director of Media Services or the Director of Library Services, whoever is appropriate.
- D. Minutes

Minutes of all meetings shall be distributed to:

  - 1) All members of the Committee.
  - 2) University Senate President.
  - 3) University Senate Archivist (2 copies).
- 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.

*Senate Approval: Mar. 18, 1992 (R92-3-4)*  
*Admin. Approval: Apr. 14, 1992*  
*Senate Approval: Nov. 16, 1994 (R94-11-3)*  
*Senate Approval: Nov. 15, 2006 (R-06-11-03)*  
*Admin. Approval: April 23, 2007*  
*Revised Senate Approval R-09-04-01*  
*Admin. Approval 7/14/09*  
*Senate Approval: March 22, 2017*  
*Administrative Approval: April 3, 2017*

## **Mediation Committee Bylaws**

### **I. Responsibility**

To assist the President or his designee and the member in attempting to effect a resolution regarding a written statement of sanction that involves termination

### **II. Membership**

- A. Three (3) teaching AAUP faculty members and three (3) alternates elected from the AAUP membership for overlapping two-year terms by the AAUP Faculty. In each group of three, no more than one may be from any one of the three schools or from the Librarians/Counselors/Coaches group. The election shall be in accordance with the Nominations and Elections Committee Bylaws established in the Faculty Handbook.
- A. Members of the Medication Committee who are disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative and be replaced by an alternate. The alternate selected to replace the removed member shall be the alternate who garnered the most votes in the election.
- B. A member of this committee may not serve on the University Termination Hearing Committee.
- C. Should a vacancy occur on the Committee or among the alternates which cannot be filled pursuant to the procedures in the Nomination & Selection Committee Bylaws, the President of the University or his/her designee and the Senate President shall meet to mutually select a representative to fill the vacancy in accordance with the membership rules established in II.A through II.C above. Should they be unable to mutually decide on a replacement, each will submit a list of three names of possible replacements that comply with the membership rules established in II.A through II.C above. The President or his/her designee and the Senate President shall alternately strike one name from the combined lists, until only one name remains; a toss of a coin shall determine who strikes the first name.

### **III. Procedures**

The Mediation Committee shall conduct itself in accordance with the procedures established in the CSU-AAUP Collective Bargaining Agreement.

*September 16, 1980  
Rev. Senate R-01-10-02  
Administrative Approval 10/31/01*

## **Committee on Physical Working Conditions Bylaws**

### **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 ten members (11 voting members) selected from the various University constituencies.
  - 1) Permanent appointment of the Director of Environmental and Facilities Services (nonvoting).
  - 2) 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.
  - 3) 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.
  - 4) Three (3) members selected by and from the classified personnel, to include representation from all three unions.
  - 5) One (1) student selected by SGA.
- B. Terms of Office
  - 1) Each group of members (teaching faculty, non-teaching faculty, and classified personnel) will have two-year terms of office.  
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.
  - 2) The student selected by the SGA will have a one-year term of office.

### **V. 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

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.
- F. 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.

*September 16, 1985*  
*Rev. Senate Approval: R-00-05-09*  
*Admin. Approval: Oct. 23, 2000*  
*Senate Approval: Feb. 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

Total membership: 9 voting

- A. Nine (9) tenured members elected from and by the full-time AAUP faculty for overlapping 2-year terms.
- B. Members of the committee shall be from among those who hold the rank of Associate Professor, Professor, Associate Librarian, Librarian, Associate Counselor, Counselor, Coach III, or Coach IV.
- C. There shall be at least one member of the committee from each of the four schools (Ancell School of Business, School of Arts and Sciences, School of Professional Studies, School of Visual and Performing 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.
- D. No member of the committee shall be considered for promotion while he/she is on the committee.
- E. No more than two members from an academic department shall serve on the committee in any given academic year.

### 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 his/her 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) Minutes of each meeting shall be considered for acceptance at the following meeting.
- 9) 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 secretary shall be filled by each member on an alphabetical basis unless otherwise agreed upon by the committee.

#### 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 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, he/she may appear before the committee, alone, or with others of his/her 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 ones 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 his/her 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) The committee shall rank the candidates for promotion using the following three categories: Recommended, Satisfactory but not Sufficient Progress, 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 following statement will be sent to each candidate each year by the committee:  
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 three categories: Recommended, Satisfactory but not Sufficient Progress and Not Recommended. In the event of a unanimous vote in the Recommended category, the Committee shall so inform Provost and the candidate.
- 9) The committee shall give feedback on its decisions to candidates who
  - a. are not recommended for tenure
  - b. are not recommended for promotion, or
  - c. have made satisfactory but not sufficient progress, for promotion using the formats in Appendix A of these bylaws.
- 10) In the event that members are replaced mid-term and this results in more than five members up for reelection, 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.

*Admin. Approval: Dec. 5, 1985*  
*Senate Approval: Sept. 16, 1987*  
*(Rev.) Admin. Approval: Aug. 1988*  
*(Rev.) Senate Approval: May 11, 1988*  
*Admin. Approval: Jan. 1, 1990*  
*(Rev.) Senate Approval: R-01-09-06*  
*Admin. Approval: January 3, 2002*  
*(Rev.) Senate Approval: R-05-11-02*  
*Admin. Approval: April 20, 2006*  
*(Rev.) Senate Approval: R-05-12-7*  
*Admin. Approval: September 12, 2006*  
*(Rev.) Senate Approval: R-07-02-11*  
*Admin. Approval: May 4, 2007*  
*(Rev.) Senate Approval: R-07-10-03*  
*Admin. Approval: October 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: R-5-02-18*  
*Admin. Approval 5/15/18*

## **Research and Development Committee Bylaws**

### **I. Areas of Responsibility**

- A. To develop and recommend policies to encourage and support research at Western Connecticut State University.
- B. To facilitate and review research efforts on the campus and with other organizations, e.g., a research corporation or foundation, as necessary.
- C. To recommend review procedures governing Western Connecticut State University contractually mandated reassigned time for research.
- D. To review and make recommendations to the Provost/Vice-President for Academic Affairs on applications for reassigned time for research.
- E. To receive and document the submission of reports of the activities and results of approved reassigned time for research projects.
- F. To cooperate and coordinate with other campus bodies and administrators in actively promoting and publicizing the scholarly activities of the WCSU community.
- G. To keep a proper record of all committee actions.

### **II. Membership**

Total membership: 9

- A. Seven (7) teaching faculty members, no more than two from each school or from the Library/Counselors/Coaches group.
  - 1) 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.
- B. One (1) non-teaching faculty members selected by the members of the committee.
- C. Director of the Office of Sponsored Research Administrative Services or designee.
- D. During a year in which an elected Research and Development Committee 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 Provost 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) 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 members 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 (2 copies).

### 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 the approval of the University Senate and the President of the University.

*Sept. 16, 1980; Rev. Senate approval: Jan. 21, 1990 (R90-2-2); Admin. Approval: May 8, 1990  
Rev. Senate Approval: Nov. 14, 1990 (R90-11-9); Admin. Approval: Feb. 1, 1991  
Rev. Senate Approval: Apr. 17, 1991 (R91-4-11); Admin. Approval: May 15, 1991  
Rev. Senate Approval: Dec. 18, 1991 (R91-12-6); Admin. Approval: Apr. 14, 1992  
Rev. Senate Approval November 15, 2000 (R-0010-05)  
Admin. Approval: December 14, 2000  
Rev. Senate Approval: (R-05-02-05), 3/16/05  
Admin. Approval: 4/19/05  
Senate Approval: Feb. 21, 2007 (R-07-02-07)  
Admin. Approval: 5/4/07  
Revised Senate Approval: R-09-05-04  
Admin. Approval: 7/14/09*

## **Student Life Committee Bylaws**

### **I. Objective**

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

- A. The quality of life for students; and
- B. 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**

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 (14) are as follows:

- A. Four teaching faculty members, one from each school, elected for overlapping two-year terms by the teaching faculty of their respective schools.
  - Teaching faculty may send alternates if they are unable to attend.
- B. Seven students: three appointed by the Student Government Associations; one appointed by the Greek Council; one appointed by 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.
  - Students may send alternates if they are unable to attend.
- C. Six administrative members of this committee are as follows:
  - 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 Resident Director elected from among the Resident Directors or appointed by the Director of Housing
    - Three administrative members will have rotating voting privileges for one year committee terms.
    - The three 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 shall be elected by majority vote at the first meeting of the academic year.
- 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

Minutes of all meetings shall be distributed to:

- 1) All members of the committee.
- 2) University Senate President.
- 3) University Senate Archivist (2 copies)
- 4) University President.
- 5) 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: Mar. 17, 1992*

*Senate approval: Mar. 18, 1992 (R92-4-3)*

*Admin. Approval: May 18, 1992*

*Rev. Senate Approval: R-00-05-08*

*Admin. Approval: Oct. 23, 2000*

*Rev. Senate Approval: Nov. 15, 2000 (R-00-11-05)*

*Admin. Approval: December 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: Feb. 21, 2007 (R-07-02-06)*

*Admin. Approval: 5/4/07*

*Student Life Committee Approval: April 8, 2013*

*Senate Approval: May 8, 2013 (R-13-5-2)*

*Admin. Approval 6/11/13*



## Termination Hearing Committee Bylaws

### I. Responsibility

To provide a hearing and issue a recommendation in accordance with the procedures established by the CSU-AAUP Collective Bargaining Agreement regarding any AAUP member who has received a written statement of disciplinary sanction that involves termination.

### II. Membership

- A. The five members, one each from the four Schools and the group consisting of Librarians, Counselors, and Coaches and no more than one from any department for overlapping two-year terms. The election shall be in accordance with the Nominations and Elections Committee Bylaws established in the Faculty Handbook.
- B. A member of this Committee may not serve on the Mediation Committee.
- C. Should a vacancy occur on the Committee which cannot be filled pursuant to the procedures in the Nomination & Election Committee Bylaws, the President of the University or his/her designee and the Senate President shall meet to mutually select a representative to fill the vacancy in accordance with the membership rules established in II.A and II.B above. Should they be unable to mutually decide on a replacement, each will submit a list of three names of possible replacements that comply with the membership rules established in II.A and II.B above. The President or his/her designee and the Senate President shall alternately strike one name from the combined lists, until only one name remains; a toss of a coins will determine who strikes the first name.

### III. Procedures

The Termination Hearing Committee shall conduct itself in accordance with the procedures established in the CSU-AAUP Collective Bargaining Agreement.

The Termination Hearing Committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to:

- A. Simplify the issues.
- B. Effect stipulations of fact.
- C. Provide for the exchange of documentary or other information.
- D. Achieve such other appropriate pre-hearing objectives as will seek to make the hearing fair, effective, and expeditious.

*September 16, 1980*  
*Revised Senate R-01-11-03*  
*Administrative Approval 1/3/02*  
*Senate Approval: Feb. 21, 2007 (R-07-02-02)*  
*Admin. Approval: 5/4/07*

## **Committee on Undergraduate Curriculum and Academic Standards Bylaws**

### **I. Objectives**

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

### **II. Areas of Responsibilities**

- C. To develop an academic program which shall be required of all students regardless of major.
- D. To review all proposals for change in courses, programs and academic standards for need, potential duplication & conformity to University policy.
- E. To receive, review and make recommendations for any program discontinuance.
- F. To initiate and stimulate ongoing periodic progress of academic program review.
- G. To develop, review and recommend to the University Senate and administration policy concerning the undergraduate grading system and its application.

### **III. Powers**

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)**

- B. 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.
- C. Four (4) academic school deans, ex officio, only two (2) as voting members, appointed annually.
- D. Registrar or Registrar's Office designee, ex officio.
- E. Four (4) student members, one from each school, selected by the SGA for one-year terms.
- F. Two (2) at-large teaching faculty members, elected for three-year terms by the teaching faculty.
- G. 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, except as follows: If no new Chairperson is elected at the last meeting of the academic year, then the first meeting of the academic year shall be convened by the previous year's Chairperson if that individual still serves on the committee. In the absence of a Chairperson elected at the last meeting of the prior year, or the previous Chairperson still serving on the committee, the President of the University Senate will designate a committee member to convene the committee.
- 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 shall be elected by majority vote at the first meeting of the academic year. Only those committee members serving in the next academic year may vote for the chairperson and a quorum of such members is required to conduct the election. If there is no quorum of members serving in the next academic year present for the vote, then the vote for Chairperson shall be held at the first meeting of the next academic year.
- 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 the common core.
  - e. Any recommendation for program discontinuance from a department, the University Senate, or the President

D. Minutes

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) School curriculum review committee chairs
- 6) Provost/Vice President for Academic Affairs
- 7) Each department chairperson and program director
- 8) SGA President

E. 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: Mar. 18, 1992 (R92-2-1)*

*Admin. Approval: April 14, 1992*

*Revised: Senate Approval May 19, 1999*

*Revised: Senate Approval May 15, 2002 (R-02-04-08)*

*Admin. Approval: July 3, 2002*

*Senate Approval: Dec. 20, 2006 (R-06-11-05)*

*Admin. Approval April 23, 2007*

## University Planning and Budgeting Committee Bylaws

### I. Objectives, Responsibilities and Powers

- A. To evaluate, monitor, and update the planning assumptions as well as the Institutional Strategic Plan, in accordance with the institutional planning model as accepted by the University Senate.
- B. To review and recommend the planning, preparation, and allocation of all Western Connecticut State University operating budgets and other public monies. The Committee's recommendations shall be consistent with the Institutional Strategic Plan.
- C. To receive and review program proposals; to analyze proposals with respect to the strategic plan, resources, and schedule of implementation.
- D. To review program proposals requiring external review, e.g., licensure and accreditation (state, regional, national), and to make recommendations regarding their disposition.
- E. To prepare responses on program discontinuance for appropriate committees.
- F. To monitor, revise, and update the activities outlined in the Institutional Strategic and Budget Plans.
- G. To obtain the results of any formal assessment study, program review, and accreditation status on an annual basis.
- H. To establish ad hoc or standing subcommittees as needed.

### II. Membership

#### Member

- 1 Provost/VP for Academic Affairs
- 1 VP Finance & Administration
- 1 Academic Dean
- 1 VP for Student Affairs
- 1 Director of Library Services
- 1 Senate President or designee
- 1 SGA President or designee
- 8 Teaching Faculty (3 at large, 1 from each school, 1 librarian/counselor/coach)\*
- 1 Administrative Faculty

#### Appointed/Elected

- Ex-Officio
- Ex-Officio
- Ex-Officio/Appointed by VPAA Annually
- Ex-Officio
- Ex-Officio
- Ex-Officio
- All elected (for overlapping 3 year terms), one each elected by and from the teaching faculty of each of the four schools, one elected by and from the librarian /counselor/coaches group and three elected at large.

*16 Total – all members are voting members except the chairperson who votes only in the case of a tie.*

*\*The terms for the LCC, VPA, and Member-At-Large elected in 2010 shall be for 2 years only. The second highest vote getter for the two at-large positions in the 2011 election shall serve a term of two years also. These changes are intended to bring the committee's election of faculty members into a balanced rotation. Going forward, all terms are to be three years.*

*Senate approved 12/15/10 (R-10-12-02)  
Administrative approved 3/2/11*

### III. Conduct of Business

#### A. Meetings

- 1) In the absence of the chair, the President of the University Senate will designate a committee member to convene the committee.
- 2) A quorum shall consist of 8 members, at least 5 of whom are elected.
- 3) A call to meeting accompanied by an agenda shall be presented to each member at least one week before each meeting.
- 4) Concerned parties may come, or be invited, to discuss particular items.

- 5) Decisions of the committee are made by majority vote of those members present.
- 6) Meetings shall be conducted according to Robert's Rules of Order, Revised.
- 7) Meetings shall be held at least monthly during the entire year, as called by the chairperson, or in the absence of the chairperson, by a quorum 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 and before commencement.
- 2) The position of secretary shall rotate among members unless otherwise decided by the body.

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

D. Minutes

- 1) All members of the committee.
- 2) University Senate President
- 3) University Senate Archivist (two copies).
- 4) School curriculum review committees.
- 5) Each department chairperson and program director

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 by the approval of the University Senate and the President of the University.

*Senate approval: Mar. 18, 1992*

*Admin. Approval: April 14, 1992*

*Rev. Senate Approval: Oct. 18, 2000 (R-00-10-08)*

*Admin. Approval: Nov. 7, 2000*

*Rev. Senate Approval R-03-12-04*

*Admin. Approval: 02/11/04*

*Senate Approval: Feb. 21, 2007 (R-07-02-13)*

*Admin. Approval: 05/4/07*

*Senate approval: Nov.14, 2012*

*R-12-11-02*

*Admin. Approval 2/5/13*

## UPBC Involvement with Campus Facilities Planning<sup>1</sup>

### 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<sup>2</sup> 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: March 3, 2003*

## Standing Committees of Schools

### **Ansell School Of Business**

**Ansell Curriculum 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.

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

### **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.

**Planning Committee:** Initiates and/or recommends areas of needed program development; explores directions for the School to take. In addition to the above, there are the following committees whose titles are self explanatory:

Computer Tech. Steering Comm.	Pre-Health Professions
Department Chairpersons	Pre-law
Nominations and Elections	Student Awards Advisory Committee

**University Honors Council:** Oversees the University Scholars Program and the Honors Interdisciplinary Bachelors Degree Program. Membership is drawn from all three schools of the university.

### **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 and Performing Arts' Music Department. Responsible for maintenance of NCATE and State Department of Education Certification and Accreditation Standards.

### **School Of Visual And Performing Arts**

**Transition Committee:** Advises the dean on planning and formation of the newest School of the University.

**Curriculum 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**

To ensure that the undergraduate curriculum is:

1. consistent with the University and the Ansell School of Business Strategic Plans,
2. compliant with the NEASC 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 Association of Schools and Colleges (NEASC) and the Faculty of the Ansell 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. Ansell 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. Ansell School of Business, Business Departments (ASBBD)-Accounting, Finance, Management, Management Information Systems, Marketing.
- E. Ansell School of Business Department Faculty-The full-time faculty of the Ansell 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**

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.

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

- B. A quorum shall consist of over 50% of the membership.
- C. Meetings are to normally be held at least once in each full month of the academic year.
- D. Meetings are to be called by the chairperson at a time which does not conflict with a faculty member's teaching responsibilities. Faculty members may have to change their office hours to accommodate meeting times.
- E. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least seven calendar days prior to each meeting.
- F. 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.
- G. Decisions of this committee require a majority vote of the members present.
- H. 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.



- I. 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:
- Add new courses, delete existing courses, or change course outlines.
  - Change courses required of majors, or options within majors.
  - Add new or discontinue majors, or options within majors.
  - 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
- Add new courses, delete existing courses, or change course outlines.
  - Change required courses in majors or options within majors.
  - Add new or discontinued majors or options.
  - 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.]
- C. The Committee has authority to initiate in the curriculum process changes in the composition of the BBA Core or Ancell General Education Requirements.

IX. **Process For Changes To Composition Of The BBA Core Or Ancell General Education Requirements**

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**

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  
ASB PRC Approved 3/14/14  
ASBBD Faculty Approved 3/28/14  
Senate Approved 5/7/2014*

## Other Required Committees

### University Diversity Council

Mandated by the Connecticut 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 Review Board Bylaws

### **1. 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, 2.) Western Connecticut State University 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.

### **2. 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.

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.

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.

- b. Duties of Members:

- Attend Board meetings
- Review and evaluate all assigned protocols in advance of each meeting
- If designated by the chair, act as a reviewer for protocols eligible for expedited review
- Serve on ad hoc subcommittees of the Board
- Complete NIH or other approved training for research with human subjects annually
- Become familiar with federal and state regulations, Western policies, and IRB guidelines and procedures
- Keep him/herself current on federal and state regulations, Western policies, and IRB guidelines and procedures

### **3. 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:

- 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
  - Performs all the functions of a Board member
  - Has the authority to temporarily suspend research that is not in compliance with IRB guidelines
  - Represents the Board in dealings with the University and the public when attendance of the total membership is not required
  - Participates in or designates others to participate in sessions designed to inform and educate WestConn faculty, staff, and students about the responsibilities and activities of the Board
  - 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
  - Has the authority to authorize emergency changes to a protocol to avoid an immediate hazard to subjects
- May appoint an ad hoc committee

### **4. The Office Of Grant Programs**

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:

- 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
- Organize and participate in educational activities related to IRB policies and procedures
- Post IRB guidelines, forms, minutes, logs, and related materials electronically
- Maintain records for all protocols
- Distribute protocols appropriately
- Post meeting notices on ERes, "WestConn Report," and via all-faculty emails

- Keep on file IRB correspondence, guidelines, forms, minutes, logs, human research training certificates, and all other relevant information
- Participate in on-site reviews by federal inspectors
- Provide assurances to federal agencies of approval of protocols to be supported by federal funds
- Act as liaison between federal agencies and investigators regarding human subjects issues
- 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

## **5. Special Consultants**

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.

## **6. Meetings**

### **a. Date and Time:**

The Board meets at least three times a semester. Dates, times, meeting place, and deadlines are announced on ERes, in the “WestConn Report,” and through all-faculty emails.

### **b. Agenda:**

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

### **c. Voting:**

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

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 to be posted on ERes.

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

## **7. Action On Research Proposals**

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

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.

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 WestConn IRB will make the final determination regarding protocol changes required due to adverse event reports.

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)

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

## **8. Changes To The Guidelines And Bylaws**

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.

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 May 18, 2005*

## **AFFILIATION, CENTERS AND PROGRAMS**

### **The Jane Goodall Institute**

On April 7, 1995 (BR#95-43), Western Connecticut State University and The Jane Goodall Institute entered into an affiliation to promote environmental studies. The collaboration includes the development of teacher-training workshops and the organization and implementation of environmental education seminars. An Advisory Board was established on campus to assist in carrying out this mission. Further information can be obtained at the University's web site at <http://www.wcsu.edu/cyberchimp/>.

## **Center for Business Research Bylaws**

### **Article I – Name**

This organization shall be known as the Center for Business Research (CBR).

### **Article II – Purpose**

- A. To provide undergraduate and graduate students with the opportunity to become involved in a wide variety of research activities in business and related areas.
- B. To develop academic foundations for advanced study and potential employment in research for business and related areas.
- C. To provide faculty with an opportunity to integrate applied research projects into courses.
- D. To provide faculty with additional avenues to enhance intellectual contributions.
- E. To develop relationships among Ancell departments and other departments in the University through multidisciplinary research projects.
- F. To provide faculty and students with an opportunity to use current research technologies.
- G. To provide research services to organizations inside and outside the University. (Providing that the research has appropriate educational significance).

### **Article III – Operations**

- A. The CBR may solicit and receive grants, and accept contracts, donations and endowments in accordance with University policy and procedures. It may also request charges for services rendered, such revenue to be deposited in a CBR account of the Research Foundation and the entire amount minus a 5% overhead charge for the University, and 10% for the Ancell Research Fund, disbursed from the same.
- B. The CBR is empowered to pay student employees and others delivering service to the Center or its clients.

### **Article IV – Governance and Rules of Order**

- A. The affairs of the CBR shall be managed via the CBR Board (herein after the Board) and a Director.
- B. The Board shall consist of up to eleven (11) voting members to include: the Dean of the Ancell School of Business, (6) full-time faculty members representing each of the Departments (and Division) of the Ancell School, two (2) representatives from outside the Ancell School, and two (2) students volunteers selected by the Board. Department participation on the Board is voluntary and any department may waiver the right of representation. In the event of waiver of representation, the number of Board members will be reduced by the number of waivers. Non-voting members may be added to the Board by an affirmative vote of two-thirds of the members of the Board.
- C. The term of office of each elected member shall be for two years, commencing on June 1. Members are eligible for reelection.
- D. In the event of a vacancy on the Board, a Department shall promptly elect a replacement for the remainder of the vacated term.
- E. The Board shall be regulated in accordance with Robert's Rules of Order and all other proceedings shall be governed by the Bylaws.
- F. The Bylaws and any future amendments shall be subject to University Senate approval.

### **Article V – Quorum**

- A. At meetings of the Board, a majority of the members of the Board shall constitute a quorum.
- B. A majority vote of those present and voting shall be necessary to carry any motion made.

### **Article VI – Officer and Their Duties**

- A. The officers of the Board shall be Chairperson and Secretary, elected by majority vote of those present at the annual April meeting. Each officer shall serve until the next annual meeting or until a successor has been elected for the balance of the term by the members of the Board. The Chairperson of the Board shall be a member of the Ancell School of Western Connecticut State University.

- B. The Chairperson shall preside over all meetings of the Board and shall guide the Board in achieving all the purposes and objectives defined in Article II, assuring that such services are consistent with federal, state and local law.
- C. The Secretary shall keep the official minutes of each meeting of the Board, and sign all correspondence and official documents as designated by the Board. A copy of official minutes of each meeting shall be distributed to Ancell School members by the Secretary. Copies of the minutes of the meeting will also be available to others upon request.

#### **Article VII – The Director**

- A. A CBR Director will be recommended to the Dean of the Ancell School based on a vote of the members of the Board upon such terms and conditions conforming to Affirmative Action guidelines and State employment policies. The Dean of the Ancell School of Business will appoint the Director based on the Board's recommendation. The daily administration of the CBR will be the responsibility of the Director. The CBR Director will make routine operating decisions under guidelines established in annual CBR meetings.
- B. The Director as a member of the Board will have voting rights. The Director will represent either one of the 6 departments (divisions) on the Board or one of the two outside positions.
- C. The Director shall be a fiscal agent of the CBR and will be authorized to sign for disbursement of funds in CBR accounts with the approval of the Dean of the Ancell School of Business.
- D. The Director shall be responsible for the preparation of a budget for the ensuing year to be presented to the Board at the annual meeting to be held in April. Said budget will include the estimated costs of administering and operating each program, and estimated revenues from all sources in support of the CBR and its programs.
- E. The Director shall prepare and provide to each member of the Board at the annual April meeting a report of the programs and services provided by the CBR during the previous academic year. The Director will also send a copy of the annual report to the Senate each April.

#### **Article VIII – Meetings**

The Board will meet at least two times annually. A special meeting of the Board may be called at the request of the Chairperson, Director, or any Board member, 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. All meetings will be held on the WCSU campus unless otherwise specified.

#### **Articles IX – Amendments**

These Bylaws may be amended at any regular meeting of the Board by two-thirds of the membership, providing the amendments were presented during the prior regular meeting and providing such amendments are approved by the Senate.

#### **Article X – Effective Date**

These Bylaws shall take effect upon ratification by affirmative vote of two-thirds of the full-time faculty members of the Ancell School.

*Approved Senate: 9/18/96, (R 96-9-30)  
Administrative Approval: August 1997*

## **Center for Compassion, Creativity and Innovation Bylaws**

### **Article I – Name**

This organization shall be known as the Center for Compassion, Creativity and Innovation (CCCI and hereafter also referred to as the Center).

### **ARTICLE II – Mission**

The Center's mission is to expand opportunities and support teaching, research and intellectual discourse, exploring the values of compassion, creativity and innovation for undergraduate and graduate students, faculty, and staff across all academic disciplines working whenever possible with people of all communities.

### **ARTICLE III – Purpose**

- A. Create awareness within the university as well as the regional and global communities about the importance of compassion, creativity and innovation in daily and professional life.
- B. Maintain a forum where students, faculty, staff and people from all traditions such as, but not restricted to, artistic, philosophical, cultural, political and business communities can come together to investigate the conjunction of compassion, creativity and innovation through dialogue, research and activities.
- C. Publish and disseminate creative products of the Center (such as conference proceedings, research, music, etc.) through appropriate format and media (such as online, print, concerts, etc.).
- D. Seek to enrich the activities, research, and curricula in all disciplines of the university by supporting students, faculty, and staff who wish to inquire into issues of compassion, creativity and innovation.
- E. Sponsor activities, events, conferences and forums related to issues of compassion, creativity and innovation.
- F. Engage with other centers and organizations on other projects consistent with the Center's mission.

### **ARTICLE IV – Operations**

- A. 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 as well as with state and university policies and procedures.
- B. All funds of Article III, section 1 shall be deposited in the Center's accounts administered by the University. Expenditure of such funds shall be under the direct control and administration of the Center.
- C. 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. Examples could include, but are not restricted to, appropriate conference fees or travel expenses to said conferences.

### **ARTICE V – Governance and Rules of Order**

- A. The Center shall be managed by a Director and Governing Board under the supervision of the Provost/Vice President of Academic Affairs. There will be no salaried members of the Governing Board. No one shall be appointed to the Board whose purpose of being on the Board is to promulgate his or her personal faith.
- B. The Governing Board shall consist of ten (10) voting members:
  - 1) The Director
  - 2) A representative from the Ansell School of Business, elected from among interested faculty in the Ansell School of Business
  - 3) A representative from the School of Arts and Sciences, elected from among interested faculty in the School of Arts and Sciences
  - 4) A representative from the School of Professional Studies, elected from among interested faculty in the School of Professional Studies
  - 5) A representative from the School of Visual and Performing Arts, elected from among interested faculty in the School of Visual and Performing Arts



- 6) One (1) student, appointed by the Provost in consultation with the Governing Board, who will represent the university's student population
  - 7) One (1) student representative appointed by the Student Government Association
  - 8) One (1) representative elected by the SUOAF/AFSCME Administrative Faculty
  - 9) Two (1) representatives, appointed by the Provost in consultation with the Governing Board, who will represent the community at large.
- C. The term of office of each Governing Board member shall be for three (3) years, commencing on June 1st. Members may be eligible for reelection or reappointment. A total of three (3) board seats shall be eligible for election or appointment each year, in a manner such that all ten (10) board seats shall be either elected or appointed in a three year period.
  - D. In the event of a vacancy on the Board, the relevant school or organization shall promptly appoint a replacement for the remainder of the vacated term.
  - E. As appropriate, the Director or Governing Board may invite persons from outside the Governing Board to participate in Board meetings on a non-voting basis.
  - F. The Board shall seek to work through consensus, but shall be regulated in accordance with Robert's Rules of Order, and all other proceedings shall be governed by the Bylaws.
  - G. The Bylaws and any future amendments shall be subject to University Senate approval.

#### **ARTICLE VI – Quorum**

- A. At meetings of the Governing Board, a majority of the members of the Governing Board shall constitute a quorum.
- B. A majority vote of those present and voting shall be necessary to carry any motion made.

#### **ARTICLE VII – The Director**

- A. The Director of Center shall be appointed by the Provost/Vice President of Academic Affairs for a three (3) year term upon recommendation of the Governing Board.
- B. The Director and other members of the Governing Board shall seek to achieve all the purposes and objectives defined in Article II.
- C. The Director or other designated Governing Board member shall function as Chairperson at meetings of the Center.
- D. The daily administration of the Center shall be the responsibility of the Director. The Center Director shall make routine operating decisions under guidelines established in periodic Governing Board meetings.
- E. The Director shall be a fiscal agent of the Center and will be authorized to sign for disbursement of funds in the Center's accounts with the approval of the Governing Board.
- F. The Director 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 administering and operating each program and estimated revenues from all sources in support of the Center and its programs.
- G. The Director shall prepare and provide to each member of the Governing Board, at the annual meeting, a report of the programs and services provided by the Center during the previous academic year. The Director will also send a copy of the annual report to the University Senate.

#### **ARTICLE VIII – Meetings**

- A. The Governing Board shall meet at least four times annually, with the annual meeting to be held in May.
- B. Special meetings of the Governing Board may be called at the request of the Director 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.
- C. All meetings will be held on the WCSU campus unless otherwise specified. Every attempt shall be made to provide an audio or video remote conference option for members who are not able to join the meeting in person.
- D. A Recording Secretary shall be appointed at each meeting to keep the official minutes. A copy of official minutes of each meeting shall be available to anyone upon request.

#### ARTICLE IX – Amendments

- A. Bylaws may be amended by a two-thirds vote 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 thereto to all members.
- B. Amended Bylaws must be approved by the University Senate.

*Senate Approved April 17, 2013 (R-13-4-2)*  
*President Approved 5/2/13*

## **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**

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**

A. 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.

#### **B. CELT Advisory Committee:**

##### **1) Functions**

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

The Advisory Committee shall consist of eleven (11) members, to include:

- a. One teaching faculty representative of each of the Schools (4 total) voted on by each School's faculty membership (2-year terms).
- b. Three (3) at-large, teaching faculty, appointed by the Provost/Vice President for Academic Affairs (2-year terms)
- c. A School Dean selected by the Provost/Vice President for Academic Affairs
- d. A representative from Library Services
- e. A representative from Information Technology & Innovation
- f. 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 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**

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**

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: Oct. 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*

## **Center for the Study of Culture and Values**

### **Article I – Name**

The name of this organization shall be the Center for the Study of Culture and Values at Western Connecticut State University.

### **Article II – Purpose**

- A. To promote and sponsor study of the contributions of world cultures and individual leaders to the development of values and great value-based decisions in history and contemporary affairs.
- B. To promote and sponsor the examination and analysis of ethical, moral, and legal codes in their effect upon patterns of social, professional, and business practice related to culture and values.
- C. To bring distinguished visiting teachers and scholars to the university through endowed chairs in the history, distinctiveness, and influence of cultures and their values.
- D. To engage the university and the Danbury community in dialogue on culture and values by means of an endowed lecture series.
- E. To engage students in critical, reflective thinking about individual and collective belief systems and provide a forum for student engagement with culture and value-related issues.
- F. To sponsor and promote additional activities related to the study of culture and values. These may include interdisciplinary academic programs leading to certificates and/or degrees, research on culture and values, publications, an interactive website, an electronic library, exhibitions, workshops, conferences, and symposia with community leaders.

### **Article III – Operations**

- A. The Center for the Study of Culture and Values may solicit and receive grants and accept contracts, donations, and endowments from the public and private sectors consistent with its objectives and with state and university policies and procedures.
- B. Funds received from grants, donations and/or endowments will be deposited in an account administered by the university and its Foundation. Expenditure of such funds in accordance with the budget will be the responsibility of the Coordinator upon approval by the Dean.
- C. Expenditures may include payment to student employees and others delivering services to the Center and/or its clients.

### **Article IV – Governance and Rules of Order**

- A. The Center shall be administered by a faculty Coordinator, who shall report to the Dean of Arts and Sciences and work under the guidance of an Advisory Committee.
- B. The Committee shall consist of nine (9) voting members: the Coordinator; the Dean of the School of Arts and Sciences; five (5) full-time faculty member, two (2) to be elected from and by academic departments in the School of Arts and Sciences (no more than one from any department), one (1) from academic departments in the Ansell School of Business, one (1) from the School of Visual and Performing Arts and one (1) from academic departments in the School of Professional Studies; and two (2) representatives appointed by the President.
- C. The term of office of each elected or appointed member shall be two years, with overlapping terms. Members may serve a maximum of two consecutive terms.
- D. As appropriate, the Coordinator may invite persons from outside the university to participate in Committee meetings on a non-voting basis.
- E. The Board shall be regulated in accordance with Robert's Rules of Order, and all other proceedings shall be governed by the bylaws.

### **Article V – Quorum**

- A. At meetings of the Advisory Committee, a majority of the members shall constitute a quorum.
- B. A majority vote of those present and voting, provided a quorum is present, shall be necessary to carry any motion made.

## **Article VI – The Coordinator**

- A. The faculty Coordinator shall be drawn from the full-time faculty of the School of Arts and Sciences.
- B. The Coordinator shall be appointed by the Dean of Arts and Sciences for a minimum term of one year upon recommendation of the Advisory Committee.
- C. The Coordinator shall be responsible for the administration of the Center. He/she shall work with participating academic departments and other university and community constituencies to plan and implement programs appropriate to the Center's mission and purpose.
- D. The Coordinator shall prepare a budget for the Center and shall present it to the Advisory Committee at the annual meeting. Said budget will include the estimated costs of operating and administering each Center program and estimated revenue from endowment and all other sources in support of the Center and its programs.
- E. The Coordinator shall prepare a report of the programs, events, and services provided by the Center during the previous year and shall present this report to the Advisory Committee at its annual meeting. A copy of the report shall be sent to the university Senate.
- F. Clerical support for the Coordinator will be provided by the office of Dean of Arts and Sciences.

## **Article VII - Meetings**

- A. The Advisory Committee shall meet at least twice annually, with the Annual Meeting to be held in April
- B. Special meetings may be held at the request of the Coordinator, the Dean, or any four (4) voting members of the Committee, provided that all members receive a notice at least 72 hours prior to such a meeting and the agenda is announced in the meeting call.

## **Article VIII – Amendments**

- A. Bylaws may be amended by a two-thirds vote of Advisory Committee members present at any meeting, provided that members were notified of the proposed amendment at the previous meeting.
- B. Amended bylaws must be approved by the University Senate.

*Senate Approval: R-03-02-01*  
*Admin. Approval: 4/22/03*  
*Rev. Senate Approval: R11-10-02*  
*Admin. Approval: 11/7/11*

## **Institute for Financial Literacy Bylaws**

### **ARTICLE I – Name**

The name of this organization shall be the Institute for Financial Literacy at Western Connecticut State University.

### **ARTICLE II – Purpose**

- A. To provide WCSU students with the general knowledge and practical experience in the effective management of personal finances by providing skills needed to cope with the financial challenges of today's rapidly changing world.
- B. Offer workshops and modules that provide exposure and training in the subject matter and behaviors that lead to financial well being.
- C. Offer peer to peer workshops in which students are trained to help their fellow students make responsible financial decisions.
- D. Sponsor a financial speaker lecture series in which students and the WCSU community meet with and learn from leaders in the financial services industry.
- E. Establish a financial counseling and learning center where students can ask questions about finance, seek counseling, and learn how to plan for their financial futures.
- F. Establish a website that provides linkages to resources that will enable users to expand and supplement their knowledge of sound financial management principles.

### **ARTICLE III – Operations**

- A. The Institute for Financial Literacy may solicit and receive grants and accept contracts, donations, and endowments from the public and private sectors consistent with its objectives and with state and university policies and procedures.
- B. Funds received from grants, donations and/or endowments will be deposited in an account administered by the university and its Foundation. Expenditure of such funds will be at the discretion of the Director upon approval by the Advisory committee and the Dean.
- C. Expenditures may include payment to the Director and student employees and others delivering services to the Institute and/or its clients.

### **ARTICLE IV – Governance and Rules of Order**

- A. The Institute shall be administered by a Director, who shall report to the Dean of the Ansell School of Business and work under the guidance of an Advisory Committee.
- B. The Committee shall consist of eleven (11) voting members:
  - 1) The Director
  - 2) The Dean of the Ansell School of Business
  - 3) A Representative from the Ansell School of Business, appointed by the Dean of the Ansell School of Business
  - 4) A Representative from the School of Arts and Sciences, appointed by the Dean of the School of Arts and Sciences.
  - 5) A Representative from the School of Professional Studies, appointed by the Dean of the School of Professional Studies
  - 6) A Representative from the School of Visual and Performing Arts, appointed by the Dean of the School of Visual and Performing Arts
  - 7) A Representative from the Division of Student Affairs, appointed by the Vice President of Student Affairs
  - 8) Two (2) students, appointed by the SGA
  - 9) Two (2) representatives from the external community appointed by the President
- C. The term of office of each elected or appointed member shall be two years, with overlapping terms. Members may serve a maximum of two terms.
- D. As appropriate, the Director may invite persons from outside the university to participate in Committee meetings on a non-voting basis.
- E. The Board shall be regulated in accordance with Robert's Rules of Order, and all other proceedings shall be governed by the bylaws.



## **ARTICLE V – Quorum**

- A. At meetings of the Advisory Committee, a majority of the members shall constitute a quorum. Unfilled positions shall not count toward quorum.
- B. A majority vote of those present and voting, provided a quorum is present, shall be necessary to carry any motion made.

## **ARTICLE VI – The Director**

- A. The Director shall have professional credentials appropriate for administrative leadership in the field of financial literacy and will be hired from the external community.
- B. The Director shall be appointed by the Dean of the Ansell School of Business for a minimum term of one year upon recommendation of the Advisory Committee.
- C. The Director shall be responsible for the administration of the Institute. He/she shall work with participating academic departments and other university and community constituencies to plan and implement programs appropriate to the Institute's mission and purpose.
- D. The Director shall prepare a budget for the Institute and shall present it to the Advisory Committee at the annual meeting. Said budget will include the estimated costs of operating and administering each Institute program and estimated revenue from endowment and all other sources in support of the Institute and its programs.
- E. The Director shall be fiscal agent for the Institute. With the approval of the Advisory committee and the Dean, he/she shall be authorized to sign for disbursement of funds from Institute accounts.
- F. The Director shall prepare for presentation to the Advisory Committee at its annual meeting a report of the programs, events, and services provided by the Institute during the previous year. A copy of this report shall be sent to the university Senate.
- G. Clerical support for the Director will be provided by the office of the Dean of the Ansell School of Business.

## **ARTICLE VII – Meetings**

- A. The Advisory Committee shall meet at least twice annually, with the Annual Meeting to be held in May.
- B. Special meetings may be held at the request of the Director, the Dean, or any six (6) voting members of the Committee, provided that all members receive a notice at least 72 hours prior to such a meeting and the agenda is announced in the meeting call.

## **ARTICLE VIII - Amendments**

- A. Bylaws may be amended by a two-thirds vote of Advisory Committee members present at any meeting, provided that members were notified of the proposed amendment at the previous meeting.
- B. Amended bylaws must be approved by the University Senate.

*Senate Approved R-09-10-05  
Admin. Approval 2/23/10*

## **Institute for Holistic Health Studies Bylaws**

### **Article I – Name**

The name of this Institute shall be the Institute for Holistic Health Studies (IHHS).

### **Article II – Purpose**

To develop respectful and cooperative relationships among people and organizations and their environment by providing information, education, and skills to improve the quality of life (health) of individuals within the community and region.

### **Article III – Objectives**

- A. To provide services regarding quality of life (health) to public and private organizations and community agencies including academic instruction, conferences, meetings, lectures, workshops, continuing education courses, technical assistance, program evaluation, and research.
- B. To solicit and receive grants to facilitate research and education, and to enable program implementation.
- C. To establish linkages with community and professional organizations.
- D. To provide students and faculty a forum to conduct research on health, community development, and social justice.
- E. To encourage faculty and students to participate in understanding a holistic philosophy of life and health.
- F. To serve as a hub for Holistic Health Studies in the Region utilizing community resources.
- G. To publish a bulletin on an annual basis for distribution throughout the academic community and larger community to bring attention to matters of health.
- H. To provide students with field experiences which may result in internships to reinforce their classroom work, and post graduate employment.
- I. To serve as an educational resource for the public schools and general public.

### **Article IV – Operations**

- A. The IHHS may solicit and receive grants, impose service charges, accept contracts, donations, and endowments from the public and private sectors in accordance with CSU policy and procedures.
- B. Funds received from grants, donations, and endowments will be deposited in an account administered by the University. Expenditure of such funds will be at the discretion of the Director of the IHHS and upon approval of a majority of voting members of the Institute.
- C. The IHHS is empowered to pay facilitators and others delivering service to the Institute or its clients in accordance with University policy.

### **Article V – Administration**

- A. The IHHS shall be administered by a faculty Director appointed for three years by the President of the University and selected from WCSU faculty nominated by the Health Promotion and Exercise Science Department.
  - B. The Director shall collaborate with academic disciplines in the University in implementing programs that include expertise outside the health field.
  - C. An Advisory Board comprised of twelve members shall have an advisory function to the Director and shall include six WCSU individuals: the faculty Director, one faculty from each of the three Schools, one student appointed by the Dean of Student Affairs, the Coordinator of Health, Safety and Environmental Affairs, the Director of Health Services, and the Dean of the School of Professional Studies (ex officio). Additionally the Board will include one representative from the public schools, one representative from the corporate sector, one representative from the public health sector, and one representative from a non-profit community based organization.
- 1) Term of office for each Board member from the University shall be two years. Term of office for each Board member from outside the University shall be two years. For the initial startup, three members representing the three schools in the University shall serve a two-year term and four members from the Community shall serve for one year. Term of office for

the Director shall be three years. Term of office for the student representative shall be one year.

2) Board members shall be solicited from the University and Community. Board members may serve consecutive terms.

- D. At meetings of the Board, a majority of the members of the Board shall constitute a quorum. A majority vote of those present and voting shall be necessary to carry a motion made.
- E. In the event of a vacancy of a Board member, the Director shall seek a replacement from the appropriate sector.
- F. Department affiliations may be established within the IHHS and each center will be managed by a Coordinator who shall be approved by the Director. Departmental coordinators will be responsible to the Director for coordination of activities in concert with IHHS activities and will operate in accordance with Institute Bylaws.
- G. Centers shall present Bylaws for approval by the Director contingent upon approval by the University Senate.

#### **Article VI – Duties of the Director**

- A. The Director presides over Board meetings and guides the IHHS in achieving the purposes as defined in Article II, assuring that such services and ongoing operations are consistent with federal, state, and local law and, in accordance with University policy.
- B. The Director is responsible for establishing a mechanism for minutes of the Board meetings to be taken.
  - The Director will make a copy of the minutes of each meeting available to each member as delineated in Article IX.
- C. The Director signs official correspondence.
- D. The Director in conjunction with the HPX Chair (unless the Director is the Chair) requests disbursement of funds through the special funds account in accordance with University policy.
- E. The Director will present to the Board and to the University Senate at their May meetings an annual report concerning the programs and services provided by the IHHS during the previous academic year from Summer Intersession through the academic year.

#### **Article VII – Evaluation and Audit**

An annual evaluation of the Institute's activities and an accounting of all funds it generates will be conducted by the Director of the IHHS in collaboration with the Business Office. Results will be provided to the Dean of the School of Professional Studies, the Provost/Vice President for Academic Affairs, the University President, the University Senate, and Office of Finance and Administration.

#### **Article VIII – Meetings**

Meetings of the Advisory Board will be called by the Director at least twice each academic year. A special meeting can be convened by the Director.

#### **Article IX – Minutes**

Minutes of all IHHS meetings will be distributed to members of the IHHS, the Dean of the School of Professional Studies, the Provost/Vice President for Academic Affairs, the University President, and the University Senate.

#### **Article X – Bylaws Amendments**

Bylaws may be amended by the Director upon approval by the University Senate.

*Senate Approved December 15, 1999*

*Admin. Approval: May 4, 2000*

## **Meteorological Studies and Weather Center Bylaws**

The Bylaws of the Meteorological Studies and Weather Center have been created as a result of a February 4, 1983, resolution of the Board of Trustees of Connecticut State University which approved the Weather Center at Western as falling within the purposes and objectives of the Connecticut State University Research Foundation.

### **Article I – Name**

The name of this Center shall be the Meteorological Studies and Weather Center of Western Connecticut State University

### **Article II – Object or Purpose**

- A. To promote instruction, research, invention, discovery, development and the dissemination of information in the field of meteorology and related sciences.
- B. To provide instruction at the undergraduate and at the graduate levels through the Physics, Astronomy and Meteorology Department.
- C. To provide modified or unstructured experiences in the operation of scientific weather equipment and research, including all aspects of research methodology.
- D. To provide instruction in the preparation, analysis, application and presentation of research results and weather forecasts.
- E. To furnish or transmit meteorological information to ultimate consumers, thus providing practical training and experience for involved students.
- F. The faculty member in charge of the Meteorological Studies and Weather Center is responsible for the training, control and learning experiences of such enrolled students.
- G. To develop the academic foundation for advanced study and eventual employment in a meteorological position.
- H. The faculty member in charge is responsible for locating and, via the Center, recommending the appointment of temporary researchers, full-time faculty (in cooperation with the appropriate academic department), visiting scholars and other persons becoming professionally associated with the Meteorological Studies and Weather Center.
- I. To provide public service activities which include, but are not necessarily limited to, the following:
  - 1) The dissemination of weather information.
  - 2) The application and development of research results for the benefit of the general public or selected segments of the public. Such activities and information must, however, be the outgrowth of instruction, research, or discovery, thus being incident to the academic mission of the MS&WC.

### **Article III – Operations**

- A. The MS&WC may receive grants, contracts, donations and endowments from non-state sources. It may also impose charges for services rendered to the public, such revenue to be deposited in Research Foundation accounts and the entire amount dispensed from same.
- B. The MS&WC will conduct its operations in a manner consistent with the highest standards of instruction and scientific research. As deemed appropriate, it may operate on a continuing around-the clock basis for the purpose of monitoring weather patterns, demonstrating tracking procedures, confirming analyses, transmitting and interpreting weather information, maintaining desired records and, generally, sustaining the kind of research that requires the on-going input of data spanning extended periods of time. Toward these ends the MS&WC may employ the professional technical and clerical staff necessary for accomplishing its goals.

### **Article IV – Administration**

The President of the University or his/her designee is responsible for the operation of the Center, its activities and regulations. The on-going operation shall be administered by a professionally qualified meteorologist. This person will be responsible to the President via the Vice President for Institutional Advancement.

#### **Article V – Evaluation and Audit**

An annual evaluation of the Center's activities and an accounting of all funds it generates will be conducted by the President of WCSU or his/her designee in keeping with the rules of the Research Foundation. The evaluation and accounting results will be given to the Connecticut State University Research Foundation Director. The Director of the Foundation may ask the University administration for information of any nature concerning the Weather Center.

#### **Article VI – Membership and Term of Office**

Any professional and technical person hired by the University and employed on a full-time basis and assigned to the MS&WC will be a voting member of the Center.

#### **Article VII – Minutes and Bylaws Amendments**

Minutes of all meetings shall be distributed to the members of the Center, the Vice President for Institutional Advancement, the Provost/Vice President for Academic Affairs, the Vice President for Finance and Administration, Chairpersons of appropriate departments, and the Dean of the School of Arts and Sciences. Bylaws may be amended by a majority vote of Center members present at any regularly scheduled session and with the approval of the University Senate and the President of the University.

*Admin. Approval: Feb. 25, 1986*

## **Western Connecticut State University 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.  
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.)
- B. 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.
- C. 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.
- D. 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.
  - 1) 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.
  - 2) 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.
  - 3) 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.
- C. 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.
- D. Four teaching faculty, elected at-large from all four schools will serve overlapping two-year terms.
- E. 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.
- F. 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.
- G.
  - 1) 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.
  - 2) 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.
- H. 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*.
- C. Minutes of all meetings will be distributed according to University procedures, namely:
  - 1) Provost and Vice President for Academic Affairs
  - 2) Deans of each School
  - 3) Coordinator of International Services
  - 4) Members of the W.I.C.
  - 5) Senate Archivist (2 copies)
- D. The W.I.C. reports to the Deans of Arts and Sciences, Professional Studies, Ansell School of Business, and Visual & Performing Arts.

- E. 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.
- F. 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*



## **Westside Nature Preserve Center**

The Westside Nature Preserve Center (WNPC) was established by resolution of the Board of Trustees of the Connecticut State University to promote instruction and research in the biological and environmental sciences at Western Connecticut State University. The development of the Westside Nature Preserve to achieve this objective will occur so as to maintain its preserve nature. The objective of creating the WNPC is twofold: to have the future of the WNPC secured by its inclusion in the future strategic planning of the University, and to establish an entity for attracting support for the development and maintenance of the WNPC.

### **Article I – Name**

The name of this center shall be the Westside Nature Preserve Center (WNPC) of Western Connecticut State University.

### **Article II – Objective or Purpose**

- A. To promote instruction and research at the undergraduate and graduate levels through the Department of Biological and Environmental Sciences.
- B. To provide students with field activities to reinforce their classroom and traditional laboratory work.
- C. To provide students with a facility for carrying out research in the field at both the undergraduate and graduate levels.
- D. To continue to create publications for students and the general public that will serve to reveal the wonder of the natural world in their own backyard.
- E. To provide public service activities by being an educational resource in the biological and environmental sciences for the public schools and general public, consistent with maintaining the preserve nature of the WNPC.

### **Article III – Operations**

- A. The WNPC may receive grants, donations, and endowments from the public and private sectors, consistent with its objectives and purposes as stated above and in accordance with State and University procedures.
- B. Funds received from grants, donations, and endowments will be deposited in an account administered by the University. Expenditure of such funds will be at the discretion of the Director of the WNPC and upon approval by the voting members of the Center.
- C. The faculty member appointed by the University President or designee, for a term of three years, as Director of the Center is responsible for the management of the WNPC.

### **Article IV – Administration**

The President of the University or designee is responsible for the operation of the Center, its activities and regulations. The instructional and research programs will be administered by qualified biologists. They will be responsible to the President via the Director of the Center, the Dean of the School of Arts and Sciences, and the Provost/Academic Vice President.

### **Article V – Evaluation**

An annual report of the Center's activities and an accounting of all funds it generates and spends will be submitted to the Senate and the President of the University or designee.

### **Article VI – Membership and Term of Office**

All biologists who are full-time, tenure-track members of the Western Connecticut State University faculty will be, if they wish, voting members of the Center.

### **Article VII – Minutes and Bylaws Amendments**

Minutes of all WNPC meetings will be distributed to members of the WNPC, the Dean of the School of Arts and Sciences, the Provost/Vice President for Academic Affairs, the University President, and the Senate Archivist.

Bylaws may be amended by a majority vote of members present at any regularly scheduled WNPC meeting and approval of the University Senate.

*Senate Approval: May 18, 1994 (R94-5-3)*

*Admin. Approval: June 27, 1994*

## UNIVERSITY GOVERNANCE

### Strategic Planning Process

#### **A. 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:

1. Academic Departments;
2. Subdivisions of Student Affairs; Academic Affairs; Finance & Administration; Institutional Advancement; and Office of Human Resources.
3. 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.

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.

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

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

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

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

#### **B. Procedure For Recognizing Base Units**

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.

*Admin. Approval: Mar. 28, 1985*

#### **C. Role Of Governance And Strategic Planning**

1. Identical terminology will be used to describe budgetary units and strategic planning units, such as base units and organizational units.
2. Base unit budget requests will be appended to organizational unit budgets and both will reflect the Strategic Plan.
3. Both the budget and the Strategic Plan will be divided by categories (personnel, other expenses, equipment, etc.)
4. 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.

*Admin. Approval: July 3, 1986*

#### **D. 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, other observe, has been defined as:

1. Setting goals that match institutional activities, competencies, and resources with the external environment’s present and future opportunities, demands, and risks.

2. Formulating alternative courses of short-term and long-term action for achieving goals.
3. Selecting and implementing a best course of action.
4. Directing and coordinating resources and activities to help assure successful performances.
5. Evaluating results to ensure that goals are met; and
6. Monitoring the appropriateness of the course of action and the necessity for modifications.<sup>1</sup>

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 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.<sup>2</sup>

#### **E. Assumptions**

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

#### **F. Strategic Planning Process**

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.

#### **G. The Role Of The University Planning And Budget Committee (UPBC)**

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:

1. The provision of a forum for discussion and debate about the assumptions of the Plan and the process by which it is developed.
2. 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.
3. The provision of data which result from the University's ongoing assessment program.
4. Constant review and updating of the University's priorities.
5. 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.

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

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

### **CSU Professorships\***

The Board (of Trustees), upon the recommendation of (the campus) President and the Connecticut State University President, may award (faculty) members the title CSU Professor, provided that the member has been:

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: Sept. 26, 1990 (R90-9-2)  
Admin. Approval: Sept. 28, 1990*

*\*See Article 5.6, Collective Bargaining Agreement between Connecticut State University AAUP and the Board of Trustees for the Connecticut State University System.*

## **PROCEDURES FOR NOMINATION AND SELECTION OF CSU PROFESSOR**

### **I. Announce That Applications Are Being Accepted**

The Senate President shall place a notice in the WestConn Report 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**

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:

- A. A current curriculum vitae;
- B. Copies of professional publications or reviews of creative works, which will be returned after the Committee's deliberations;
- C. Outside letters of recommendation;
- D. 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**

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

### **V. Recommendation To The President**

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**

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

- A. The number of persons who applied for the CSU Professorship;
- B. The number of names submitted to the President for consideration and recommendation;
- C. If possible, the name of the recipient for the current year.

*Senate Approval: Dec. 13, 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 28, 1991; Nov. 1, 1991*

## UNIVERSITY POLICY AND PROCEDURES

### Instructional Departments – Department Bylaws

Each department has its own bylaws, which are on file in the department offices.

#### **I. Department Chairperson**

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.
    - (1) If the recommendation is in favor of the Department, the President appoints the nominee as Chairperson.
    - (2) 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
a.	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
b.	Within 2 school days after A.1	A.2.
	Within 10 school days after A.2	A.3., or, if needed, A.4
c.	If needed, within 10 school days after a.4.	A.5. (A.5.a.and A.5.b.)
d.	If needed, within 14 school days after A.5. (A.5.a. and A.5.b.)	A.5.C.

#### *B. Responsibilities of Chairperson*

The Department Chairperson is a member of the Department whose specific responsibilities include:

1. Conduct of department meeting 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 Deans.
2. Coordination of departmental activities to ensure that duties—teaching, advisement, committees, community relations—are fairly apportioned.
3. Transmittal to appropriate administrators or committees and defense of department proposals concerning program and course development, equipment and supply needs, staffing recommendations, space needs, community services, and the like.
4. Provision of in-service assistance to Department members.
5. Facilitate involvement of appropriate Department members in DEC activities. (See procedures for faculty evaluation).
6. Submission to appropriate Deans for approval of proposed staff assignments semester by semester.
7. Development with Academic Deans and Graduate Director of the cycling of course offerings.
8. Development of effective academic advisement procedures for students assigned to the Department, both undergraduate and graduate.
9. Recommendations to the Provost/Academic Vice President through the appropriate Deans concerning persons to be appointed to the department staff according to University procedures for hiring.
10. Transmittal of DEC recommendations to the appropriate administrators or committees concerning faculty retention, dismissal, tenure, promotion (see Bylaws of the Promotion and Tenure Committee).
11. Maintenance and proper supervision of University property assigned for instructional or service purposes.
12. Supervision of all Department members to ensure that all regular obligations such as office hours, filing of book orders, reporting of grades, clearance for professional and personal absences, are properly met.
13. Arrangements for coverage of Department courses in the event of absence of a faculty member.
14. Supervision of clerical staff in the Department, including student workers and graduate assistants. The Department Chairperson is responsible for the final selection, assignment, performance evaluation, and recommendation for termination of departmental clerical staff. The Department Chairperson should contact the Office of Human Resources to discuss matters pertaining to the clerical staff. Questions concerning student assistance should be



## **II. 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*.

## **III. Faculty And Department Teaching Assignments**

### **A. Instructional Load**

See the CSU-AAUP contract for provisions pertaining to work load.

### **B. Course Assignments**

- 1. 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.
- 2. The Dean will review the proposed offerings in relation to (a) the various student populations to be served, (b) the program demands of the various populations, (c) the resources of the Department to support the proposed offering, and d) catalog identification of schedule for offering.
- 3. 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.
- 4. 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.
- 5. 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.
  - a. All department members are expected to share in the general education offerings of their department.
  - b. 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.
  - c. 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.
- 6. The Deans will review the proposed semester offering and staffing using the same criteria as in 2 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.
  - a. 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.
  - b. If needed, the Provost/Vice President for Academic Affairs will assist in that resolution.

### **C. 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.
  - a. 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.
  - b. All requests (a. above) 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.

### **D. 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.

### **E. Procedures and Policies Governing Class Meetings, Size, Cancellation, and the Like**

- 1. 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.

2. Faculty members must notify their Department Chair or secretary in the event of inability to meet classes due to illness or emergency.
3. 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.
4. A faculty member 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.
5. Class size limits shall be determined on sound educational principles by the appropriate Academic Dean in consultation with the Department (see CSU-AAUP contract).
6. Cancellation of classes due to insufficient enrollment is administratively determined, whenever possible, in consultation with the Department Chair (see CSU-AAUP).
7. 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.
8. 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 appropriate Dean.

*Senate Approved R-07-03-03  
Admin. Approval 10/26/07*

#### **IV. 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**

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:

1. To know the program requirements and University regulations with which the student must comply.
2. To assist each student in planning his/her sequence of courses to meet graduation requirements.
3. To approve, semester by semester, the specific program of courses which the student takes.
4. 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.)
5. 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.
6. 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  
Admin. Approval: Dec. 5, 1985  
Updated July, 2005  
Revised R-07-03-03  
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. Adviser'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*

#### **V. Academic Probation Policy**

- A. Academic probation letters from the Dean are sent concurrently with end-of-semester grade reports to each first semester freshman with a grade point average below 1.7 and to all other students with averages below 2.0. Students on probation must meet with their advisors to review their program requirements, course selections, credit loads, and other pertinent information.
- B. The probationary period will commence the semester following the one for which the letter of probation was initially issued. The Dean will review the student's activities during the period of probation.
- C. Probation shall be limited to one semester only, i.e., probation may not be extended to a consecutive semester.
- D. Should the student not meet the required average, the student shall be suspended for academic deficiency. Students on probation should consider a semester course load of 12 credit hours and limit their participation in co-curricular activities. Appeals to these policies should be made to the appropriate Dean who, for extenuating circumstances only, may waive the policy.

*Admin. Approval: April 18, 1986\**

*\*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.*

#### **VI: Minimum Student Preparation Hours**

- A. The Faculty and Administration of the University endorse the concept of a 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*

## ACADEMIC PROGRAMS – CURRICULUM DEFINITIONS

Degree	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: Nov. 14, 1990 (R90-11-11)*

*Admin. Approval: Feb. 1, 1991*

*Senate Approval: February 17, 2016*

## Guidelines for Material Submitted to the Committee on Undergraduate Curriculum & Academic Standards (CUCAS) and Graduate Council

Materials submitted by December 1, will be considered and, if approved, included in the next *Catalog*.

The following information must be included in the material submitted to the Committee on Undergraduate Curriculum & Academic Standards (CUCAS), or for graduate courses to the Graduate Council

1. For course proposals (if applicable provide existing and proposed change(s):
  - a. Course number (by level Oxx\*, 1 xx, 2xx, etc)
  - b. Course title
  - c. Semester hour credit
  - d. Rationale for course proposal
  - e. Course description, including prerequisites
  - f. Course topical outline: new and old (if appropriate)
  - g. Time provision for incorporation into the program
  - h. Standard grading option or Pass/Fail option. If an "RM" or "RP" grade is appropriate, so indicate

*Note: Proposals for new courses must contain an attachment which details all new resources including technology that exists and that must be purchased and faculty line(s). If no new resources are needed, departments must include an explanation and supporting data justifying how or why no new resources (i.e., staffing, course rotation, library resources, technology resources, laboratory facilities) are needed.*

2. For dual label course proposals:
  - a. Same as in above
3. For program/option proposals
  - a. Rationale for the program/option.
  - b. Courses to be offered in the program (each course submitted as required in 1. above)
  - c. Provisions for staffing and time incorporation
  - d. Old and new program sheets
  - e. Program assessment activities
4. For all proposals:
  - a. 18 copies of each proposal, stapled and clearly organized
  - b. All materials should be routed from the department chairperson to appropriate school committees following the University Senate approved procedures
  - c. Chairpersons of the appropriate school committees send all material to the chairperson of the CUCAS or to the chairperson of the Graduate Council.
  - d. The appropriate signed cover routing sheet is to be included with all proposals.

*Pending the electronic set-up in the 2006-07 academic year, the electronic format approved by the Senate R-06-02-03 and approved by the President 6/9/06 will be as follows:*

- a. Departmental approval of the proposed change(s).
- b. Transmission of the proposal to the appropriate school review committee in electronic form.
- c. Each school review committee chair will electronically post the proposals and notify all University department chairs that they should check the proposals. (the place where this should be posted and the manner should be determined by the deans and the appropriate technical staff.)
- d. Department chairs will decide whether they think their departments are affected and if so, go to the complete proposal. When a department chair thinks the change has an effect on the department, she or he will provide input to the review committee before or during the approval process
- e. After the approval by the school committee, the proposal proceeds to the next step of the process as before (CUCAS or Graduate Council) where departments who consider themselves affected may also provide input.

*\*Receiving load credit but no academic credit*

[Form: Procedure for the Modification of the Undergraduate or Graduate Curriculum](#)

[Form: Procedure for Planning of the Undergraduate or Graduate Curriculum](#)

Revised Senate Approval: R-00-05-13

Admin. Approval: Oct. 23, 2000

Revised Senate Approval: R-06-02-03

Admin. Approval: 6/9/06

Revised Senate Approval: R-06-04-04

Admin. Approval: 9/6/06

## Procedure for the Modification of the Undergraduate or Graduate Curriculum

**PROPOSAL NAME** \_\_\_\_\_

TO REVISE (CHECK ONE)

\_\_\_ MAJOR\*\*

\_\_\_ OPTION\*\*

\_\_\_ MINOR\*\*

TO ESTABLISH/CHANGE (CHECK ONE)

\_\_\_ NEW COURSE\*\*

\_\_\_ COURSE TITLE

\_\_\_ COURSE DESCRIPTION

\_\_\_ COURSE PREREQUISITE(S)\*\*

\_\_\_ COURSE LABEL

\_\_\_ COURSE LEVEL

\_\_\_ COURSE OUTLINE

\_\_\_ OTHER\*\* \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_20\_\_
2. The following affected departments have been notified of the proposal (attach copy) (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_20\_\_  
*In lieu of Line 2 notify University Chairs electronically if electronic format is up and running in 2006-07.*
3. SCHOOL CURRICULUM COMMITTEE (Chair(s) signature)  
 Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
4. GRADUATE COUNCIL (Chair(s) signature-when applicable)  
 Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
5. GENERAL EDUCATION COMMITTEE (Chair(s) signature-when applicable)  
 Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
6. COMMITTEE ON UNDERGRADUATE CURRICULUM & CURRICULUM & ACADEMIC STANDARDS (Chair(s) Signature)  
 Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
7. ADMINISTRATIVE REVIEW  
 Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_

**NOTE:***Undergraduate* curriculum requests are to be sent to the Committee on Undergraduate Curriculum & Academic Standards.*Graduate* curriculum requests are to be sent to the Graduate Council.

\*CIP number exists and/or additional equipment and/or staffing is not required.

\*\*See item #1 of the CUCAS guidelines for "Procedure for the Modification of the Undergraduate or Graduate Curriculum."

\*\*\*Use additional page(s) if necessary.

Rev. 8/97  
 Rev. Senate R-06-02-03  
 President Approved: 6/9/06  
 Rev. Senate R-06-04-04  
 President Approval: 9/6/06

## Procedure for Planning of the Undergraduate or Graduate Curriculum

**PHASE I – PLANNING APPROVAL****PROPOSAL****NAME** \_\_\_\_\_

To establish/revise (check one)

☐ MAJOR☐ OPTION☐ MINOR☐ NEW COURSE☐ OTHER \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
2. University Planning & Budgeting Committee (Chair's signature) Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
3. Administrative Review Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

\*Additional equipment and/or staffing is required and/or no CIP program number exists.

\*\*Use additional sheet(s) if necessary.

Rev. 8/97

**PHASE II – CURRICULUM DEVELOPMENT****PROPOSAL****NAME** \_\_\_\_\_

To establish/revise (check one)

☐ MAJOR☐ OPTION☐ MINOR☐ NEW COURSE☐ OTHER \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
2. The following affected departments have been notified of the proposal (attach copy). \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
*In lieu of Line 2 notify University Chairs electronically if electronic format is up and running in 2006-07.*
3. School Curriculum Committee (Chair's signature) Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
4. Graduate Council (Chair signature) when applicable Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
5. . Committee on Undergraduate Curriculum and Academic Standards (Chair's signature) Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_

6.	Administrative Review	Date _____ 20__
	Approval	Date _____ 20__
	Disapproval (reasons, comments or recommendations**) _____	
		Date _____ 20__

NOTE:

**Undergraduate** curriculum requests are to be sent to the Committee on Undergraduate Curriculum & Academic Standards.

**Graduate** curriculum requests are to be sent to the Graduate Council.

\*Additional equipment and/or staffing is required and/or no CIP program number exists.

\*\*Use additional page(s) if necessary.

Rev. 8/97  
 Rev. Senate  
 Approval: R-06-  
 02-03  
 Admin. Approval:  
 6/9/06



## Procedure for the Modification of the Undergraduate or Graduate Curriculum

**To Revise a**

\_\_\_ Major  
\_\_\_ Option  
\_\_\_ Minor

**To Establish/Change a**

\_\_\_ New Course  
\_\_\_ Course's Title  
\_\_\_ Course's Description  
\_\_\_ Course's  
Prerequisite(s)  
\_\_\_ Course's Label  
\_\_\_ Course's Level  
\_\_\_ Course's Outline

**Other**  
\_\_\_\_\_

1. This procedure is to be used when a CIP (Classification of Instructional Program) category code number exists and/or additional equipment and/or staffing is not required. Departments must include an explanation and supporting data justifying how or why no new resources (i.e., staffing, course rotation, library resources, technology resources, and laboratory facilities) are needed.
2. The department prepares and approves the change, addition, establishment, etc. and obtains the proper cover routing sheet from the Faculty Handbook. The proposal should include the course designation and number, title, description, prerequisite(s), level, outline, date, and any other information required by the Committee on Undergraduate Curriculum & Academic Standards (CUCAS) or the Graduate Council. Departmental approval indicates that all other affected departments have been notified. The material is sent to the chairperson of the school curriculum committee.
3. Both undergraduate and graduate courses material or program revision proposals with the proper cover routing sheet are sent to the school curriculum committee. The school curriculum committee is responsible for the complete contents of the proposal being sent to either CUCAS or the Graduate Council. If the school curriculum committee disapproves the proposal, with reasons, comments, or recommendations, it is sent back to the department chairperson.

*\*Pending the electronic set-up in the 2006-07 academic year, the electronic format approved by the Senate R-06-02-03 and approved by the President 6/9/06 will be as follows:*

- a. Departmental approval of the proposed change(s).
  - b. Transmission of the proposal to the appropriate school review committee in electronic form.
  - c. Each school review committee chair will electronically post the proposals and notify all University department chairs that they should check the proposals. (the place where this should be posted and the manner should be determined by the deans and the appropriate technical staff.)
  - d. Department chairs will decide whether they think their departments are affected and if so, go to the complete proposal. When a department chair thinks the change has an effect on the department, she or he will provide input to the review committee before or during the approval process
  - e. After the approval by the school committee, the proposal proceeds to the next step of the process as before (CUCAS or Graduate Council) where departments who consider themselves affected may also provide input.
4. The Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council reviews the proposal. If approved, the proposal is sent for administrative review to the Provost/V.P. for Academic Affairs. If disapproved, the proposal, with reasons, comments, or recommendations, is sent back to the chairperson of the school curriculum committee and the department chairperson. The Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council may consult with the department and/or school curriculum committee for clarification throughout the process.
  5. The chairperson of CUCAS, or where applicable the chairperson of the Graduate Council, the department chairperson, the appropriate Dean, and the Director of Graduate Studies (if applicable) are notified simultaneously of the administrative approval or disapproval with reasons, comments, or recommendations.
  6. The Office of Academic Affairs is responsible for initiating and overseeing the off-campus approval process required for program modification after a proposal has been approved on campus. The off-campus process includes the CSU System office, the CSU Board of Trustees, the Advisory Committee on Accreditation of the DHE, and the Board of Governors for Higher Education. Inquiries about this process should be directed to the office of Academic Affairs.

For off-campus submission, proposals should be in the format for program modification required by the Department of Higher Education (see Board of Governors, "Program Modification," *Guide to Licensure of New Academic Programs*).

[Form: Procedure for the Modification of the Undergraduate or Graduate Curriculum](#)

October 29, 1995

Rev. Aug., 1997

Rev. Aug, 2005

Rev. Senate Approval: R-06-02-03

Administrative Approval: 6/9/06

Rev. Senate R-06-04-04

Administrative Approval 9/6/06

## Procedure for the Modification of the Undergraduate or Graduate Curriculum

**PROPOSAL NAME** \_\_\_\_\_

TO REVISE (CHECK ONE)

\_\_\_ MAJOR\*\*

\_\_\_ OPTION\*\*

\_\_\_ MINOR\*\*

TO ESTABLISH/CHANGE (CHECK ONE)

\_\_\_ NEW COURSE\*\*

\_\_\_ COURSE TITLE

\_\_\_ COURSE DESCRIPTION

\_\_\_ COURSE PREREQUISITE(S)\*\*

\_\_\_ COURSE LABEL

\_\_\_ COURSE LEVEL

\_\_\_ COURSE OUTLINE

\_\_\_ OTHER\*\* \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_20\_\_
2. The following affected departments have been notified of the proposal (attach copy) (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_20\_\_  
*In lieu of Line 2 notify University Chairs electronically if electronic format is up and running in 2006-07.*
3. SCHOOL CURRICULUM COMMITTEE (Chair(s) signature)  
Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
4. GRADUATE COUNCIL (Chair(s) signature-when applicable)  
Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
5. GENERAL EDUCATION COMMITTEE (Chair(s) signature-when applicable)  
Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
6. COMMITTEE ON UNDERGRADUATE CURRICULUM & CURRICULUM & ACADEMIC STANDARDS (Chair(s) Signature)  
Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_
7. ADMINISTRATIVE REVIEW  
Approval \_\_\_\_\_ Date \_\_\_\_20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_ Date \_\_\_\_20\_\_

**NOTE:***Undergraduate* curriculum requests are to be sent to the Committee on Undergraduate Curriculum & Academic Standards.*Graduate* curriculum requests are to be sent to the Graduate Council.

\*CIP number exists and/or additional equipment and/or staffing is not required.

\*\*See item #1 of the CUCAS guidelines for "Procedure for the Modification of the Undergraduate or Graduate Curriculum."

\*\*\*Use additional page(s) if necessary.

Rev. 8/97  
Rev. Senate R-06-02-03  
President Approved: 6/9/06  
Rev. Senate R-06-04-04  
President Approval: 9/6/06

## Procedure for Planning of the Undergraduate or Graduate Curriculum

### To establish/revise a:

- \_\_\_\_\_ MAJOR  
 \_\_\_\_\_ OPTION  
 \_\_\_\_\_ MINOR  
 \_\_\_\_\_ NEW  
 \_\_\_\_\_ COURSE  
 \_\_\_\_\_ OTHER  
 \_\_\_\_\_

### **PHASE I – PLANNING**

1. 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.
2. The department prepares and approves a proposal for planning approval of not more than two (2) pages and obtains the proper cover routing sheet from the Faculty Handbook. The proposal should include answers to the following:
  - A. What are the educational equipment needs?
  - B. What are the staffing needs? (over a 4-year period)
  - C. What is the rationale for the proposal?
  - D. Are there any special room or facility needs (e.g., computer time, etc.)?
  - E. When would degrees be granted?
  - F. How does the program (course, etc.) meet the University strategic planning assumptions?
  - G. How much library material is already available on the campus/how much more library material is needed?
  - H. What is the implementation schedule?
3. The proposal, with appropriate number of copies, 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.
4. 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.
5. 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.
6. *If the proposal is approved, the department may proceed with PHASE II.*

### **PHASE II – CURRICULUM DEVELOPMENT**

7. The department prepares and approves the full proposal for the new program, course, etc., including the original proposal with administrative planning approval, and obtains the proper cover routing sheet from the Faculty Handbook. The proposal should include the course designation and number, 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.

8. A. Undergraduate and graduate course material or undergraduate program proposals with the proper cover routing sheet are sent to the chairperson of the school curriculum committee, with the appropriate number of copies. 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 sent back to the department chairperson.

*See below for new update to this section in 2006-07\**

B. Graduate program proposals with the proper cover routing sheet are sent to the chairperson of the school curriculum committee, with the appropriate number of copies. If the school curriculum committee approves, the proposal is sent to the chairperson of the Graduate Council. The school curriculum committee is responsible for the complete contents of the proposal being sent to 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 sent back to the department chairperson and the chairperson of the school curriculum committee simultaneously.

*See below for new update to this section in 2006-07\**

9. 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 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.

10. 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.

11. 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 includes the CSU System office, the CSU Board of Trustees, the Advisory Committee on Accreditation of the DHE, and the Board of Governors for Higher Education. The Advisory Committee may schedule a site visit and will prepare a staff report before recommending licensure to the Board of Governors. Licensure of a new program is usually for a term of two years, followed by a progress report and application for state accreditation. Inquiries about this process should be directed to the office of Academic Affairs.

For off-campus submission, proposals should be in the format for licensure applications required by the Department of Higher Education (see the Board of Governors' Guide to Licensure of New Academic Programs).

*\*Pending the electronic set-up in the 2006-07 academic year, the electronic format approved by the Senate R-06-02-03 and approved by the President 6/9/06 will be as follows:*

- a. Departmental approval of the proposed change(s).*
- b. Transmission of the proposal to the appropriate school review committee in electronic form.*
- c. Each school review committee chair will electronically post the proposals and notify all University department chairs that they should check the proposals. (the place where this should be posted and the manner should be determined by the deans and the appropriate technical staff.)*
- d. Department chairs will decide whether they think their departments are affected and if so, go to the complete proposal. When a department chair thinks the change has an effect on the department, she or he will provide input to the review committee before or during the approval process*
- e. After the approval by the school committee, the proposal proceeds to the next step of the process as before (CUCAS or Graduate Council) where departments who consider themselves affected may also provide input.*

*Form: Procedure for Planning of the Undergraduate or Graduate Curriculum-*

[Phase I-Planning Approval](#)

[Phase II-Curriculum Development](#)

*October 20, 1982*

*Rev. 8/97*

*Rev. 8/05*

*Rev. Senate Approval: R-06-02-03*

*Admin. Approval: 6/9/06*

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-  
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## Procedure for Planning of the Undergraduate or Graduate Curriculum

**PHASE I – PLANNING APPROVAL****PROPOSAL****NAME** \_\_\_\_\_

To establish/revise (check one)

☐ MAJOR☐ OPTION☐ MINOR☐ NEW COURSE☐ OTHER \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
2. University Planning & Budgeting Committee (Chair's signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Approval \_\_\_\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
3. Administrative Review \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

\*Additional equipment and/or staffing is required and/or no CIP program number exists.

\*\*Use additional sheet(s) if necessary.

Rev. 8/97

## Procedure for Planning of the Undergraduate or Graduate Curriculum

**PHASE II – CURRICULUM DEVELOPMENT****PROPOSAL****NAME** \_\_\_\_\_

To establish/revise (check one)

\_\_\_ MAJOR

\_\_\_ OPTION

\_\_\_ MINOR

\_\_\_ NEW COURSE

\_\_\_ OTHER \_\_\_\_\_

1. DEPARTMENT APPROVAL (Chair(s) signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
2. The following affected departments have been notified of the proposal (attach copy).  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
*In lieu of Line 2 notify University Chairs electronically if electronic format is up and running in 2006-07.*
3. School Curriculum Committee (Chair's signature)  
 Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
4. Graduate Council (Chair signature) when applicable  
 Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
5. . Committee on Undergraduate Curriculum and Academic Standards (Chair's signature)  
 Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
6. Administrative Review  
 Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
 Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

## NOTE:

**Undergraduate** curriculum requests are to be sent to the Committee on Undergraduate Curriculum & Academic Standards.

**Graduate** curriculum requests are to be sent to the Graduate Council.

\*Additional equipment and/or staffing is required and/or no CIP program number exists.

\*\*Use additional page(s) if necessary.

Rev. 8/97

Rev. Senate

Approval: R-06-

02-03

Admin. Approval:

6/9/06

## Procedure for Modification of a Dual Label Course in the Undergraduate or Graduate Curriculum

1. This procedure is to be used when a CIP program number exists and/or additional equipment and/or staffing is not required. Departments must include an explanation and supporting data justifying how or why no new resources (i.e., staffing, course rotation, library resources, technology resources, and laboratory facilities) are needed.
2. The originating department prepares and approves the change, addition, establishment, etc., and obtains the proper cover routing sheet from the Faculty Handbook. The proposal should include the course designation and number, title, description, prerequisite(s), level, outline, and any other information required by the Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council. The department that shares the label must also formally approve the change, etc. before the proposal may be sent to the school curriculum committee. Departmental approval by both departments indicates that all other affected departments have been notified. See below for new update to this section in 2006-07\*
3. The dual label proposal with proper cover routing sheet is sent to the chairperson of the school curriculum committee, with the appropriate number of copies. 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 being sent to the Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council. If the school curriculum committee disapproves, the proposal, with reasons, comments or recommendations, is sent back to the department chairpersons.
4. The Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council reviews the proposal. If approved, the proposal is sent for administrative review. If disapproved, the proposal, with reasons, comments or recommendations, is sent back to the chairperson of the school curriculum committee and the department chairpersons. The Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council may consult with the departments and/or the school curriculum committee for clarification throughout the process.
5. The chairperson of the Committee on Undergraduate Curriculum and Academic Standards, or the Graduate Council, the Department Chairperson(s) and the appropriate Dean are notified simultaneously of the administrative approval or disapproval with reasons, comments or recommendations.

*\*Pending the electronic set-up in the 2006-07 academic year, the electronic format approved by the Senate R-06-02-03 and approved by the President 6/9/06 will be as follows:*

- a. Departmental approval of the proposed change(s).
- b. Transmission of the proposal to the appropriate school review committee in electronic form.
- c. Each school review committee chair will electronically post the proposals and notify all University department chairs that they should check the proposals. (the place where this should be posted and the manner should be determined by the deans and the appropriate technical staff.)
- d. Department chairs will decide whether they think their departments are affected and if so, go to the complete proposal. When a department chair thinks the change has an effect on the department, she or he will provide input to the review committee before or during the approval process
- e. After the approval by the school committee, the proposal proceeds to the next step of the process as before (CUCAS or Graduate Council) where departments who consider themselves affected may also provide input.

Form: [Procedure for Modification of a Dual Label Course in the Undergraduate or Graduate Curriculum](#)

October 20, 1982  
 Rev. Senate Approval: R-06-02-03  
 Admin. Approval: 6/9/06  
 Rev. Senate Approval: R-06-04--04  
 Admin. Approval: 9/6/06

## Procedure for Modification of a Dual Label Course in the Undergraduate or Graduate Curriculum

**PROPOSAL NAME** \_\_\_\_\_

1. Originating Departmental Approval (Chair's signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
2. Departmental Approval of the Label Sharing Department (Chair's signature). \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
3. The following affected departments have been notified of the proposal (attach copy). \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
*In lieu of Line 3 notify University Chairs electronically if electronic format is up and running in 2006-07.*
4. School Curriculum Committee (Chair's signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Approval \_\_\_\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
5. Committee on Undergraduate Curriculum and Academic Standards (Chair's signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
6. Graduate Council (Chair signature) \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_
7. Administrative Review \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Approval \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Disapproval (reasons, comments or recommendations\*\*) \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

**NOTE:**

**Undergraduate** curriculum requests are to be sent to the Committee on Undergraduate Curriculum & Academic Standards.

**Graduate** curriculum requests are to be sent to the Graduate Council.

\*Additional equipment and/or staffing is required and/or no CIP program number exists. See item #1 of the CUCAS guidelines for "Procedure for the Modification of the Undergraduate or Graduate Curriculum."

\*\*Use additional page(s) if necessary.

Rev. 8/97  
Rev. Senate R-06-02-03  
President Approved: 6/9/06  
Rev. Senate R-06-04-04  
President Approval: 9/6/06



Type of Proposal	Change Proposed	Academic Department###	School Program Review Committee*	UPBC	Gen Ed Committee	CUCAS***	Grad Council***	Senate#*	Provost	Off Campus approval: Check new BOR guidelines
New	Major	yes	yes	yes	no	yes	yes	yes	yes	yes
	Minor	yes	yes	yes	no	yes	no	Yes if 19+ credits	yes	Yes if 19+ credits (this was BOT rule)
	Option/Concentration	yes	yes	yes	no	yes	ye	yes	yes	yes
	Courses (includes description, outline, learning outcomes and frequency of offerings)	yes: both departments if dual labeled	yes: both schools if dual labeled across schools	no, unless new resources are required	if gen ed	yes~	yes	no	yes	no
	Certificate	yes	yes	yes	no	yes	yes	BOT rule: NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 15 semester credit hours; or graduate option, etc. of no more than 12 credits	yes	BOT rule: NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 15 semester credit hours; or graduate option, etc. of no more than 12 credits
	Contract Major	yes: to all departments related to the contract major	no	no	no	yes	no	no	yes	no
	Center	no	no	yes	no	no	no	yes	yes	yes**

Type of Proposal	Change Proposed	Academic Department###	School Program Review Committee*	UPBC	Gen Ed Committee	CUCAS***	Grad Council***	Senate#*	Provost	Off Campus approval: Check new BOR guidelines
Revised	Major (including GPA, admissions criteria). Includes changes to the major program sheet with the exception of minor changes due to changes to existing courses (see next item).	yes	yes	yes. No if course substitution with no change in credits & no new resources required	no	yes--UG	yes-Grad	NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 12 semester credit hours	yes	NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 12 semester credit hours; or graduate option, etc. of no more than 12 credits
	Program sheet revisions reflecting only changes previously authorized by any department's submissions to the Provost for changes in course titles, prerequisites or level/number (see Revised Courses below)	yes	no	no	no	no	no	no	yes	no
	Minor	yes	yes	yes. No if course substitution with no change in credits & no new resources required	no	yes	yes	no--if 18 credits or less	yes	**

Type of Proposal	Change Proposed	Academic Department###	School Program Review Committee*	UPBC	Gen Ed Committee	CUCAS***	Grad Council***	Senate#*	Provost	Off Campus approval: Check new BOR guidelines
	Option	yes	yes	yes. No if course substitution with no change in credits & no new resources required	no	yes	yes	NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 15 semester credit hours	yes	**
	Certificate	yes	yes	yes	no	yes	yes	NO: if changes are 30 credits or less and credits fall within a preexisting degree program; or if a new undergraduate option or certificate program of no more than 15 semester credit hours	yes	**
	Course Title	yes	no	no	no	no	no	no	yes	no
	Course Prerequisites	yes	no-only if gen ed	no	no-only if gen ed	no	no	no	yes	no
	Course Description	yes	yes--only if gen ed	no	yes--only if gen ed	no	no	no	yes	no
	Course Outline	yes	yes--only if gen ed	no	yes--only if gen ed	no	no	no	yes	no
	Course Learning Outcomes	yes	no	no	yes--only if gen ed	no	no	no	yes	no
	Course Dual label	yes	no	no	no	no	no	no	yes	no
	Course Level/number	yes	no	no	no	no	no	no	yes	no
	Course Catalog Removal (put in inventory only)	yes	no	no	no	no	no	no	yes	no
	Course Credit hours	yes	no	no	no	no	no	no	yes	no
	Course FINAL Deletion	yes	no	no	no	no	no	no	yes	no

Type of Proposal	Change Proposed	Academic Department###	School Program Review Committee*	UPBC	Gen Ed Committee	CUCAS***	Grad Council***	Senate#*	Provost	Off Campus approval: Check new BOR guidelines
	Course revisions noted in the preceding 10 course revision items: if any of these changes will affect the program sheets for any majors not part of the department submitting the course revision, the department submitting the change shall indicate so in the Curriculum Development System and the System shall generate an email to all department chairs (with a link to the proposal) requesting that the chairs review the proposal for possible effects on their program sheets.									
	Course Gen Ed Designation	yes	yes	no	yes	no	no	no	yes	no
	Course Frequency	yes	no	no	no	no	no	no	notification	no
	Course change lab, lecture, studio, etc. designation	yes	yes	yes	if gen ed	yes	yes	no	yes	no
Other	Program Discontinuance#	yes	yes	yes	no	yes	yes	yes	yes	yes**
	Academic Policy & Procedures Change##	yes--for changes affecting departmental programs, majors, minors, options	yes if it affects one school	yes	if gen ed	yes	yes	yes	yes	**
Notes	All curriculum changes that receive final approvals in the Fall semester shall be effective the following Fall semester and all curriculum changes that receive final approval in the Spring semester shall be effective the following Spring semester.									
	*This also applies to the JLA Review Committee, Graduate Planning and Curriculum Committee (GPCC) and Education Review Committee (ERC). The ERC approves changes to the <i>education</i>									
	**To be filled in/updated To be filled in pursuant to BOR guidelines									
	***Proposals are sent either to Grad Council OR CUCAS									
	#A program is a series of courses leading to degree.									
	## Anything catalog curriculum policy related (front of catalog)--not affecting one major only.									
	~If course is ONLY Gen Ed, proposal bypasses CUCAS.									
	This flow chart will be reviewed at the end of one year's implementation by CUCAS, Grad Council, UPBC and the Senate									
	###Departmental approval is by chair, but changes must be reflected in Department minutes, and will reflect that affected departments have been contacted. The department minutes must be attached to the curriculum proposal.									
	We recommend "publishing" a pdf version of the catalog every year and making it available online. We recommend archiving old catalogs online as well in pdf format (at least going forward) so that returning students and others can refer to policies that were in place when students first entered. New program sheets should go into effect in the fall.									
	School program review committee and UPBC columns have been switched as proposals should go the the program review committee before going to UPBC. Provost and Senate columns have been switched to reflect existing procedures.									
	#*Senate would receive notification of all other CUCAS activity in annual report submitted to Senate annually.									

This revised document was approved by the University Senate on May 7, 2014.

## ACADEMIC PROGRAM REVIEW PROCESS

### ***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 Commission on Institutions of Higher Education of the [New England Association of Schools and Colleges \(NEASC-CIHE\)](#). 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.**

### ***CONTENTS OF PROGRAM SELF-STUDY***

1. 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 (NEASC or discipline specific).
2. Evaluation of Curriculum: The DPRC should evaluate the curriculum from internal and external perspectives.
  - a. 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:
    - i. 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.
    - ii. The sequencing of requirements and course pre-requisites to ensure that they are logical and support student success.
    - iii. 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.
  - b. 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.
3. 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.
  - a. 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 [NEASC E Series](#) forms as a summary.
  - b. 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.

4. Student Enrollment, Retention, Satisfactory Progress and Graduation Rates ([See NEASC 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.
5. 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.
  - a. 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.
  - b. 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.
6. Public Disclosure and Integrity: The DPRC should review the program's compliance with Federal and NEASC 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.
7. 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.
8. Required Appendices
  - a. Baseline Program Data from the past five years (Data First Forms)
  - b. Assessment Plans, NEASC Forms E Series, Assessment Reports and Data from the past five years.
  - c. For programs with discipline specific accreditation, a map of how NEASC and the discipline standards are aligned.
  - d. Report from External Evaluators
9. 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 NEASC 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 NEASC 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).

### **PROGRAM REVIEW TIMELINE**

#### **Year 1**

- Notification of the start of a program review from the Provost by May 1.
- Selection of Departmental Program Review Committee (DPRC) at the first department meeting in September.
- Collection of self-study data by the committee, facilitated by the office of Institutional Research and Assessment completed by January 30.
- Recommendations for external evaluation to the appropriate Dean by February 1.
- 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).
- 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.

#### **Year 2**

- Self-study report and action plan are submitted to the external evaluators no later than September 15.
- External evaluators conduct a site visit no later than the second week in November.
- External evaluators submit a written report to the Department and Dean by December 15.
- 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.
- 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.
- The Provost forwards all program review documents to the appropriate Senate Committee (CUCAS or the Graduate Council) by February 15.
- The Senate committee reviews all documents and makes a recommendations to the Provost no later than April 1.
- The Provost submits all relevant documents to the President in May.
- The Provost provides the DPRC and Dean with written reactions and recommendations by July 1.
- The Provost submits a summary report to Board of Regents by September 1st.

#### **Year 3-7 Implementation of the Action Plan**

*Passed by University Senate: October 17, 1984*

*Approved by President: November 4, 1984*

*Rev. Senate Approval: R-12-05-04*

*Admin. Approval 5/10/12*

*Senate Approval: April 19, 2017*

## General Education Designation Approval Process

### **The approval process for courses seeking to be given a general education designation.**

In order for a course to be considered for a General Education designation, the submitting department must provide a copy of the *Intent to Include a Course in the General Education Curriculum* and they must make clear the components of the course that make it a general education course and not just a course from a given content area. In particular, courses should specifically address the ways in which the course addresses the established general education goals/objectives for the designation requested. If no goals/objectives exist for the given designation or if the course does not satisfy the existing goals/objectives then clear justification for the designation will be expected. (Note that per our bylaws this would apply to all course proposals seeking Gen Ed designation including FDS, SIS, and Guided Readings.)

Objectives have been developed for the following areas:

- i. Communications
- ii. Computer Science, Math and Natural Sciences
- iii. History
- iv. Humanistic Studies (In Paper Form)
- v. Literature
- vi. World Languages and Literature

These objectives were generally arrived at so that they would be in line with the General Education Statement of Principles put out by the CT Department of Higher Education and the WCSU General Education Task Force definition of an Educated Person.

### **[FORM: General Education Com. Intent to Include a Course in the Gen Ed Curriculum](#)**

*Senate Resolution R12-03-01  
President's Approval 3/21/12*



## General Education Com. Intent to Include a Course in the Gen Ed Curriculum

Please check the area proposed and attach course proposal and rationale for inclusion

☐ **Communication Skills:** This course fulfills a communication skills requirement.

**Humanities (Seven Areas)**

☐ **Fine and Applied Arts:** This course contributes to the understanding of the processes of creation in the fine and performing arts, and/or the appreciation of methods of evaluating the arts.

☐ **Communication:** This course contributes to the understanding of expression, relational communication, media appreciation/criticism, or communication and social interaction.

☐ **World Languages and Literature:** This course involves learning another language or reading literature and writing in another language.

☐ **Humanistic Studies:** This course contributes to the understanding of the philosophy and human activities in the arts, society, morality, or other aspects of philosophy and the human condition.

☐ **Literature:** This course involves substantial reading and analysis of texts.

☐ **Philosophy:** This course contributes to the understanding of philosophy, including its history, logic, critical reasoning, ethical issues, or religion.

☐ **History:** This course contributes to the familiarity with basic historical content in key periods in history across the world.

**Social And Behavioral Sciences (Three Areas)**

☐ **Non-Western Cultures:** Courses in this category introduce students to cultural norms and patterns of civilizations associated with Africa, Asia, Latin America, the Middle East, Native America, and elsewhere, alternative to those of the Greco-Roman and European traditions. .

☐ **Psychology:** This course contributes to the understanding of the methods and content of the discipline of psychology.

☐ **Social Sciences:** This course contributes to the understanding of anthropology, economics, geography, political science or sociology

**Natural Sciences, Mathematics And Computer Science**

☐ **Lab Science:** This is a course in a physical or natural science which includes a laboratory experience.

☐ **Mathematics:** This course contributes to the understanding of mathematics at the college level.

☐ **Computer science:** This course involves computer concepts, computer principles and algorithmic processes; their design and use in problem-solving; their application; and their impact on society.

**Physical Education**

☐ **Health & Physical Exercise:** This course includes a physical activity in recreation or sports and/or contribute to one's physical well being.

*Senate Approved R-05-12-6  
Pres. Approved 3/9/06  
Rev. Senate Approved R-08-02-01  
Administrative Approval 5/2/08  
Rev. Senate Approved R-11-10-03  
Administrative Approval 11/7/11*

## Procedure for Planning, Establishing or Revising a Non-Curricular University- Wide Academic Initiative

1. This procedure is to be used for all non-curricular, university-wide academic initiatives.
2. The applicant/department prepares and approves a proposal and uses the proper cover routing sheet from the Faculty Handbook. The proposal should include the following:
  - a. Rationale for the initiative.
  - b. How does proposed initiative meet the University strategic planning objectives?
  - c. Detailed budget including 1st year start-up costs and subsequent maintenance costs.
  - d. Equipment needs.
  - e. Staffing needs (over a 4-year period, including release time, clerical time, etc.).
  - f. Any special room, facility, transportation needs.
  - g. How much library material is already available on campus; how much more library material would be needed?
  - h. Plans for program assessment and time schedule.
3. For all proposals:
  - a. 1 copy, via email attachment, sent to the UPBC Chair.
  - b. All materials, including appropriate signed cover sheet, should be routed from the applicant/department chair to UPBC. Relevant department chair signatures indicate that all other affected departments have been notified.
4. UPBC reviews the proposal to determine whether it fits into the strategic planning of the university and to assess the possibilities for staff, equipment, facilities, etc. If approved, the proposal is sent to the President (or designee) with simultaneous copy to the applicant/department chair(s). If disapproved, the proposal, with reasons, comments, or recommendations, is returned to the applicant/department chair(s). UPBC may consult with applicant and/or department(s) for clarification throughout the process.
5. After administrative review, the President (or designee) will simultaneously inform the applicant/department Chair(s), the UPBC Chair, and the appropriate Dean of administrative approval and anticipated starting date or of administrative disapproval with reasons, comments, or recommendations.
6. All records will be maintained in the Office of the Provost.

[Form: Procedure for Planning, Establishing or Revising a Non-Curricular University- Wide Academic Initiative](#)

*Senate Approved: R-05-12-9*  
*President Approved: March 9, 2006*

Procedure for Planning, Establishing or Revising a Non-Curricular University- Wide Academic Initiative

**PROPOSAL** to Plan, Establish,  
Revise\*\*

**NAME**/Contact Info of

Applicant:

University Phone Number:

email: \_\_\_\_\_

1. Affected Department Signatures (Chair's signature required, if departmental resources, including release time, are involved in request)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

2. University Planning and Budgeting Committee (Chair's signature)  
Approval \_\_\_\_\_

Date \_\_\_\_\_

Disapproval (reasons, comments or  
recommendations\*\*) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

3. Administrative Review (President's or designee's signature)

Approval \_\_\_\_\_ Date \_\_\_\_\_

Disapproval (reasons, comments or  
recommendations\*\*) \_\_\_\_\_

\_\_\_\_\_

4. Date returned to Chair of UPBC, applicant/department chair, & appropriate Dean:

\_\_\_\_\_

*All records will be maintained in the Office of the Provost.*

\* For example, initiatives that do not originate in a "home department," but rather from across the university and serving a broader group.

\*\* Attach all relevant information, including budget requests

\*\*\* Use additional sheets if necessary

*Senate Approved: 12/22/05, R-05-12-9*

*President Approved: 3/9/06*

## Program Discontinuance Procedures

A. A department, the Committee on Undergraduate Curriculum and Academic Standards, the Graduate Council, the University Senate, or the University President may initiate a recommendation for program discontinuance.

B. For functional purposes at this institution and for the term of the current CSU-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.

C. Any recommendation for program discontinuance shall be first reviewed by the Committee on Undergraduate Curriculum and Academic Standards 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.

D. The Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council shall:

1. List all courses in the program which might be discontinued.
2. Note those courses which are part of the common core.
3. Note those courses which are required in other programs and list the departments and programs so affected.
4. State the current status of the accreditation or licensure of the program.
5. Develop a timetable (within the framework noted in 6. and 8. below) both for other committees and groups to report back to Committee on Undergraduate Curriculum and Academic Standards or the Graduate Council and for the relevant committee to complete its own report and recommendations to the University Senate.
6. 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:
  - a. University Planning & Budgeting Committee.
  - b. Schools concerned.
  - c. Department(s) concerned.
  - d. SGA.
7. 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.

E. Within a period of time specified by the Committee on Undergraduate Curriculum and Academic Standards 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:

1. University Planning & Budgeting Committee
  - Institutional funding and support with reference to: faculty positions, student recruitment procedures, equipment budget, library budget, funding for program advertising.
  - Alternative arrangements for some program continuance and faculty support (i.e., liaison with one of the other units of the Connecticut State University, etc.).
  - Effect on accreditation, certification or licensure.
2. Schools
  - The effect on any students currently enrolled.
  - The effect on any other programs if courses are discontinued.
  - Recommendations for ways in which the program could continue.
3. Department(s)
  - The effect on faculty status.
  - The effect on any students currently enrolled.
  - Recommendations for ways in which the program could continue.
4. Graduate Council
  - The effect on any students currently enrolled.
  - The effect on accreditation, certification or licensure.
  - Recommendations for ways in which the program could continue.
5. SGA
  - Impact on students.

F. In the event that discontinuance involves a graduate program, information from E 1, 2, and 3 above should be sent to the Graduate Council which will then report and make its recommendation to the Senate.

G. The CUCAS or Graduate Council's report to the University Senate shall include:

1. Source of the recommendation for program discontinuance.
2. The material listed in 4. and 5. above.
3. Analysis of reports received.
4. Recommendation for or against program discontinuance, if necessary.
  - a. Recommendation for program discontinuance timing.

- b. Basis and validity for discontinuance.
- c. Possible alternative arrangements for program continuance.

H. 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.

I. The President shall be requested to inform the Senate of his/her decision.

*\*See appended list, Inventory of Programs and Program Sheets.*

*Adopted: Nov. 25, 1980*  
*Amended: Mar. 31, 1981*

## Program Sheet Revision Procedures

Approved program changes that occur throughout the year via the Curriculum Approval Process are to be reflected in both the University Catalogs and the program sheets. Approved program changes are recorded in the Curriculum Approval Process on-line system 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.

Program sheets are updated annually before Summer New Student Orientation program, and are dated to coincide with corresponding catalog years. Should there be significant changes to a program, that are implemented in a Spring semester, there may be a revised program sheet released before the June time period. Updates to the program sheet are managed by the Registrar's Office.

Program sheets must be consistent with the University Catalogs. Current and four years of archived program sheets are posted on the university's website.

*Provost/Vice President for Academic Affairs  
May 12, 1986  
Updated 2012*

## Inventory of BOR Approved Programs

<b>PROGRAM NAME</b>	<b>ASSOCIATE</b>	<b>BACHELOR</b>	<b>MASTERS</b>	<b>DOCTORATE</b>
<b>Area Studies</b>				
American Studies		BA/BS		
<b>Business and Management</b>				
Accounting		BBA		
Business Administration			MBA	
Finance		BBA		
Health Administration			MHA	
Management		BBA		
Management Information Systems		BBA		
Marketing		BBA		
<b>Communication</b>				
Communication		BA/BS		
Media Arts		BA		
<b>Computer &amp; Information Sciences</b>				
Computer Science		BA		
<b>Education</b>				
Education			MS	
Counselor Education			MS	
Elementary Education		BS		
Secondary Education		BS	MAT	
Health Education		BS		
Music Education		BS	MS	
Instructional Leadership				Ed.D.
Nursing Education				Ed.D.
<b>World Languages and Literature</b>				
Spanish		BA/BS		
<b>Health Sciences</b>				
Health Promotion Studies		BS		
Medical Technology		BS*		
Nursing		BS	MS	
<b>History</b>				
History		BA/BS	MA	
<b>Letters</b>				
English, American and Comparative Literature		BA/BS	MA	
Creative & Professional Writing			MFA	
Professional Writing		BA/BS		
<b>Liberal Arts/General Studies</b>				
Liberal Arts	AS			
<b>Life Sciences</b>				
Biology		BA/BS		
Biological &				

Environmental Sciences		MA*
<b>Mathematics</b>		
Mathematics, General	BA/BS	MA
<b>Physical Sciences</b>		
Chemistry	BA/BS	
Earth and Planetary Sciences	BA/BS	MA
Meteorology	BS	
<b>Psychology</b>		
Psychology	BA/BS	
<b>Protective Services</b>		
Justice and Law Administration	BS	
Justice Administration		MS
<b>Public Affairs</b>		
Social Work	BA	
<b>Social Sciences</b>		
Social Sciences	BA/BS	
Economics	BA	
Political Science	BA/BS	
Anthropology/Sociology	BA/BS	
<b>Visual &amp; Performing Arts</b>		
Art	BA	
Visual Arts		MFA
Theatre Arts (Dramatic Arts)	BA	
Music (Liberal Arts)	BA	
Music (Performing, Composition, Theory, Classical, Jazz Studies, Audio and Music Production)	BMusic	
Musical Theatre	BA	
<b>Other</b>		
Contract Major including Honors Interdisciplinary	BA/BS	

\* Phasing out

August, 2009

## **INVENTORY OF PROGRAM SHEETS – UNDERGRADUATE DEGREE PROGRAM**

### **School Of Arts & Sciences**

AS	Liberal Arts	
BA	American Studies	
BA	Anthropology/Sociology (w/Applied Studies Option)	
BA	Biology	Bioscience Option Ecological Science Option Professional Option



BA	Chemistry	Biotechnology Option Biochemistry Option—ACS Approval
BA	Communication	Communication Studies Option Communication and Human Relations Option
BA	Computer Science	
BA/BS	Contract Major	
BA	Earth & Planetary Sciences	Astronomy Option
BA	Economics (w/Applied Studies Option)	
BA	English, American and Comparative Literatures	
BA	History	
BA	Mathematics	Mathematics/Computer Science Option
BA	Media Arts	Media Studies Option Media Production Option
BS	Medical Technology	
BS	Meteorology	
BA	Political Science	
BA	Professional Writing	General Option Business Option Creative Option Journalism/Freelance Option Marketing/ Public Relations Option
BA	Psychology	
BA	Social Sciences	Anthropology/ Sociology Studies Option Family Studies Option Global Studies Option Muticultural Studies Option
BA	Spanish	

#### Ancell School Of Business

BBA	Accounting	Financial Accounting Option Managerial Accounting Option
BBA	Finance	Financial Investments and Markets Option Financial Management Option
BBA	Management	Human Resources Management Option Small Business & Entrepreneurial Mgt Option Supervisory Management Option
BBA	Management Information Systems	Information Security Management Option
BBA	Marketing	Interactive Marketing Option
BS	Justice & Law Administration	Corrections, Probation, Parole and Offender Rehabilitation Option Law Enforcement Option Legal Studies Option Paralegal Studies Program Criminology Option

### School of Professional Studies

BS	Elementary Education	American Studies Anthropology/Sociology Biology Communication English English (Writing Option) History Mathematics Political Science Psychology Social Sciences Spanish
BS	Secondary Education	Biology Chemistry Earth Science English English (Writing Option) History Mathematics Social Sciences Spanish
BS	Health Promotion Studies	Option in Wellness Management Option in Community Health
BS	Health Education	
BS	Nursing	
BS	Nursing - Registered Nursing Program	
BS	Library Sciences (consortium with SCSU)	
BA	Social Work	

### School of Visual and Performing Arts

BA	Art	Graphic Design Option Illustration Option Photography Option Studio Art Option
BA	Music	
BM	Music	Classical Option (Vocal or Instrumental) Jazz Studies
BS	Music Education	
BA	Theatre Arts	Performance Option Design/Technology Option Theatre Arts Management Option Drama Studies Option
BA	Musical Theatre	

### **INVENTORY OF PROGRAM SHEETS – GRADUATE DEGREE PROGRAM**

Ed.D	Instructional Leadership
E.D.	Nursing Education (offered online w/SCSU)

MA	Biological & Environmental Sciences	
MA	Earth and Planetary Sciences	Astronomy/Astrophysics Option Meteorology/ Climatology Option Earth & Planetary Sciences Option
MA	English	Literature Option Writing Option TESOL Option
MA	History	
MA	Mathematics	
MAT	Secondary Ed	Biology Mathematics Spanish
MBA	Business Administration	
MFA	Visual Arts	
MFA	Creative and Professional Writing	
MHA	Health Administration	
MS	Justice Administration	
MS	Elementary and Secondary Teacher Education	Option in Curriculum Leadership-Concentration: Curriculum for the Classroom Teacher Option in Curriculum Leadership-Concentration: Curriculum in the Content Area Option in Curriculum Leadership-Concentration: Curriculum Teacher Leader Option in Instructional Technology Option in Reading (non-certification) Option in Special Education (non-certification)
MS	Music Education	
MS	Counselor Education	Option in Clinical Mental Health Counseling Option in School Counseling
MS	Nursing	

*This inventory was revised by the Office of the Provost/Vice President for Academic Affairs – June, 2012.*

## Academic Policies and Procedures

**I. Course Responsibilities****A. Department Responsibilities**

1. Approval of course outlines bearing their label and assurance that content identified is included in courses taught.
2. Adoption where department deems appropriate of basic texts for multi-section courses.
3. Determination of appropriate standards for grading of multi-section courses.
4. Determination of standards for approval of student enrollment in Student Developed Study and Independent Study programs.
5. Determination where department deems appropriate of departmental attendance policy (see federal Guidelines for Grading and Privacy of Grades).

**B. 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:

1. Meets all assigned classes regularly and in the event of absence arranges coverage through the department chair.
2. Follows the content of the official department outline.
3. Selects the methodology and sequence most appropriate to the content.
4. Selects the textbook for those courses not bound by a department decision.
5. Has regular office hours (at least 5 hours weekly) to meet with students.
6. 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).
7. 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.
8. Prepares and distributes to students at outset of course a written statement of standards and requirements (including due dates where appropriate).
9. 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 C 4a. below).
10. Files midterm and final grades according to the directions specified by the Registrar's Office.

**II. 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.)
  - a. The schedule for undergraduate day course examinations is set by the Registrar.
  - b. Final examinations should not be the total basis for a student's grade.
2. Responsibility of Faculty Member
  - a. Requests that final examinations be scheduled.
  - b. Prepares final examinations.
  - c. Proctors own examinations and, when assigned, other faculty members' examinations.
  - d. Briefs proctor assigned to assist him/her
  - e. Arranges for students with conflicts in exam times.
  - f. Completes and records grades with Registrar within 3 calendar days from the date of the last scheduled final examinations (see CSU-AAUP contract).
3. Graduate and Evening course examinations are given in the last scheduled meeting of the course. All other regulations noted above apply.

**B. GRADING SYSTEM – UNDERGRADUATE****1. 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	Q.P. Acceptable for college standards: Q.P. value 2.00
C-	Q.P. value 1.67
D+	Q.P. value 1.33
D	Barely acceptable for degree credit: Q.P. value 1.00
D-	Q.P. value 0.67
F	Failure: Q.P. value 0.00
I	Incomplete – a purely quantitative measure with no

quality point involvement for student. Should be applied only when a passing grade is possible for student when missing data are completed.

X Audit

## 2. 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 This grade is a qualitative grade available for use only in  
 or RP the following courses:

CHE 100	MAT 098	CTA 160/161/162
WRT 098	MAT 114	WORLD LANG. 161/162
WRT 101	PHY 110/111	SPA 161/162

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

a. 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.

b. The instructor arranges with the student for:

- (1) The type and extent of additional work required to meet the acceptable level of competence.
- (2) The time limits within which the work is to be completed.

c. Remediate or Repeat

(1) RM: Remediate. Requirement may include self-directed practice, review, or supplementary assignments administered by the same instructor or another instructor.

(2) 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.

(3) When level of competence has been achieved:

(a) RM: Remediate. Instructor submits a “Change of Grade Request Form” to change the RM to a C or better.

(b) RP: Repeat. Original RP remains on record (same as W and grade is submitted by instructor of the repeated course for credit.)

## 3. 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.

WF – withdrawal with penalty. This grade is normally given to the student who withdraws after the withdrawal deadline or fails to withdraw officially.

## C. IMPLEMENTATION OF GRADING SYSTEM

### 1. Standard

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.

### 2. Incomplete Grades

In order to receive a grade of incomplete, the student must complete and present to the instructor the three-part form provided for that purpose. This form is available from academic departments, the Registrar’s Office, *and can be downloaded from Western’s website under Faculty and Staff, Administrative Departments*. One part of the form is to be kept by the student, one by the department, and the third copy should be sent to the Registrar’s Office. Incomplete grades must be made up within 6 weeks of the start of the next semester in which the student is in attendance, or within one year if the student does not return. An incomplete grade, if not replaced by a grade by the instructor, automatically becomes an F, *or the lower grade indicated on the form*, after the time allowed expires.

### 3. 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. A student who has never attended should be given a “W” as a final grade. A student who has stopped attending should be given either a “W” or “WF” and the last date of attendance should be entered.

b. Midterms – All first-year students and all others receiving D's, I's, or F's 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 grades in Banner. They should regard any grade of D or F at midterm as an academic warning, affecting their GPA for possible probation.

#### 4. 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.) Changes of grade from incomplete may be sent directly to the Registrar's Office for processing.

*Senate approval: Oct. 16, 1991 (R91-10-4)*

*Admin. Approval: Revised Feb. 20, 1992*

c. The Dean may:

(1) Approve the change and forward it to the Registrar for implementation.

(2) Disapprove the change and return it to the concerned faculty member.

(3) 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 faculty 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 form incomplete to a letter grade.

#### D. ELIGIBILITY FOR DEAN'S LIST

An appropriate academic standard for eligibility for Dean's List should be a minimum of 12 graded (standard option) credits satisfactorily completed with an average of 3.5. The only exception is for those students whose minimum of 12 credits includes course work required in his/her program of student that must be taken on a pass/fail basis, excluding course credits that do not count toward graduation and whose semester average and cumulative are both at least 3.5.

*Senate Approval: May 26, 1989*

*Admin. Approval: June 18, 1989*

#### E. ELIGIBILITY FOR DEAN'S LIST FOR PART-TIME UNDERGRADUATE STUDENTS

The academic standard for the Dean's List for part-time undergraduate students is a minimum of 12 semester hour credits satisfactorily completed within one academic year (fall and spring semesters) with a grade point average of at least 3.5. The only exception is for students whose minimum of 12 credits includes course work (a) that is required in a program of study, taken on a pass/fail basis, and (b) that does not count toward graduation. For such students, both the academic year average and the cumulative GPA must both be at least 3.5.

*Senate Approved R-07-09-03*

*Administrative Approval 10/26/07*

#### F. POLICY ON COURSE OVERRIDES

Any student may fill out a course override request form which will be available from the Registrar's Office during the registration period. All requests will be brought to the appropriate department chairperson. The chair will review the requests and, within 8 days, will forward those that they recommend for approval back to the Registrar's Office. Only the approved requests will be processed and only these students will be notified.

Students should be made aware that if they do not receive notification of approval of these override requests within approximately two weeks after filing, that their requests could not be accommodated. (Approved by Academic Council: March 1989, effective as of the May 1989 registration period.)

#### G. POLICY ON RETENTION OF COURSE MATERIALS

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.

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.

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*

#### H. FEDERAL GUIDELINES FOR GRADING AND PRIVACY OF GRADES

1. 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.

2. Recent confidentiality laws prohibit anyone from divulging the grades of any student to the student's parents or any other individual.

3. 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.

#### I. PALPABLE INJUSTICE IN GRADING (STUDENT APPEAL PROCEDURE)

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 reached, 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*

#### J. GRADING SYSTEM – GRADUATE

##### 1. 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+	No credit awarded – Q.P. value 1.33
D	No credit awarded – Q.P. value 1.00
F	No credit awarded – Q.P. value 0.00
I	Incomplete
W	Withdrawn
X	Audit

##### 2. Generally, all procedures outlined above for undergraduate grading apply to graduate grades except that:

- a. All referrals are to the Graduate Director.
- b. 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.
- c. No mid-semester grades are issued.
- d. 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.*



## Process for Selecting Faculty to Participate in Graduate Programs

### **PROPOSAL**

All faculty members who participate in graduate programs must meet the following university and departmental criteria:

#### **University Criteria**

##### 1. 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.

##### 2. Faculty Status

Both full-time and part-time faculty may participate in graduate programs, provided they meet the relevant university and departmental criteria.

##### 3. Demonstrated Competence

Scholarly, research, creative, or professional activities appropriately published and/or reviewed, on a regular basis in the relevant field of study.

#### **Departmental Criteria**

1. Each department offering graduate courses will create, maintain, and enforce its own specific criteria for selecting faculty who participate in graduate programs.

2. 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., NEASC, DHE, AACSB, CACREP, NCATE, NASAD, NASM).

3. 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.

*Senate Approved R-09-12-02  
Admin. Approval 2/23/10*

## PALPABLE INJUSTICE IN GRADING (STUDENT APPEAL PROCEDURE)

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 reached, 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*

## Academic Honesty Policy

### 1. Purpose

This is Western Connecticut State University's (WCSU) policy on Academic Honesty

### 2. Policy

#### 2.1 Principles

##### 2.1.1 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)

##### 2.1.2 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.

##### 2.1.3 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.

#### 2.2 Academic Honesty Violation

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:

- Submitting material that is not one's own
- Using information or devices that are not allowed by the faculty member.
- Obtaining and/or using unauthorized material.
- Fabricating information.
- Violating procedures prescribed to protect the integrity of a test, or other evaluation exercise.
- Collaborating with others on assignments without the faculty member's consent (*not be confused with tutoring in the university learning centers*).
- Cooperating with or helping another student to cheat.
- Having another person take an examination in the student's place.
- Altering exam answers and requesting that the exam be re-graded.
- Communicating with any person during an exam, other than the faculty member or exam proctor.

Plagiarism includes, but is not limited to:

- Directly quoting others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them. This can be one's own past work.
- Paraphrasing materials or ideas of others without identifying the sources.

#### 2.3 Resolution of Academic Honesty Violations

A student involved in an academic honesty proceeding may continue to attend all classes until the matter is resolved.

##### 2.3.1 Action Initiated by the Faculty member

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).

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). 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.

### 2.3.2 Appeal Procedures

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.

#### 2.3.2.1 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's 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.

#### 2.3.2.2 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).

#### 2.3.2.3 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.

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) 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).

### 2.4 Maintenance of Academic Honesty Reports

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.

### 2.5 Penalties

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.

## 3. Review And Responsibilities

1. Provost/V.P. for Academic Affairs and V.P. for Student Affairs
2. University Senate

### 3. President

Review: Every three years (and as needed)  
President  
Policy History  
Issue #1: 2006  
Issue #2:

*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](#)

*Senate Approved as Revised: R-06-05-02  
Administrative Approval: 9/6/06*

## Academic Honesty Report

**Faculty Member****Appendix A****Western Connecticut State University Academic Honesty Report**

(To be completed by faculty member)

**I. Description of Academic Honesty Violation**

1. Student's Name \_\_\_\_\_
2. Faculty Member's Name \_\_\_\_\_
3. Academic Department \_\_\_\_\_
4. Course Label and Number \_\_\_\_\_ Section Number \_\_\_\_\_
5. Course Title \_\_\_\_\_
6. Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_
7. Place \_\_\_\_\_
8. Nature and Description of Offense \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Witnesses to the Incident (if applicable):  
 Name \_\_\_\_\_ Contact Info \_\_\_\_\_  
 Name \_\_\_\_\_ Contact Info \_\_\_\_\_
10. Recommended Penalty by Faculty Member (check all that apply)  
 \_\_\_\_\_ a. This is a warning of unacceptable academic conduct from the instructor. Nor further action is contemplated.  
 \_\_\_\_\_ b. Grade of "F" for the exam, paper, or assignments.  
 \_\_\_\_\_ c. Grade of "F" for the course.  
 \_\_\_\_\_ d. Recommend further university disciplinary action under CSU Student Code of Conduct Policy.  
 \_\_\_\_\_ e.  
 \_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(faculty member's signature)

(date signed)

## Academic Honesty Report

### Student

(To be completed by student)

- II. By signature, I acknowledge that I have read and understand the Academic Honesty Policy provided at the time this form was received. I understand that only the precise penalty stated above will be imposed unless there is evidence of previous honesty violations in which case additional penalties may be imposed.

\_\_\_\_\_ I admit responsibility for the incident described above and accept the penalty from the instructor.

\_\_\_\_\_ I request a hearing with the appropriate department chair and faculty member. I understand that I will be allowed to remain in my classes until the appeal process is completed.

\_\_\_\_\_  
(student's signature)

\_\_\_\_\_  
(date signed)

If student refused to sign, the penalty stands.

Cc:

Student

Instructor

Department Chair

School Dean

Graduate Dean (if applicable)

Dean of Students

*Senate Approved as Revised: R-06-05-02*

*Administrative Approval: 9/6/06*

## Academic Honesty Report

### Department Chair

(To be completed by department chair, when necessary)

\_\_\_\_\_ affirm \_\_\_\_\_ deny \_\_\_\_\_ modify \_\_\_\_\_

Modification of recommended penalty

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Department Chair's signature)

\_\_\_\_\_  
(date signed)

Cc:  
Student  
Instructor  
School Dean  
Graduate Dean (if applicable)  
Dean of Students

*Senate Approved as Revised: R-06-05-02*  
*Administrative Approval: 9/6/06*



## Academic Honesty Report

### School Dean

(To be completed by school dean, when necessary)

\_\_\_\_\_ affirm \_\_\_\_\_ deny \_\_\_\_\_ modify \_\_\_\_\_

Modification of recommended penalty

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(School Dean's signature)

\_\_\_\_\_  
(date signed)

Cc:  
Student  
Instructor  
School Dean  
Graduate Dean (if applicable)  
Dean of Students

*Senate Approved as Revised: R-06-05-02*  
*Administrative Approval: 9/6/06*

## Academic Honesty Report

### Senate Ad Hoc Committee for Grade Appeals\*

(To be completed by Chair of Senate Ad Hoc Committee for Grade Appeals, when necessary)

\_\_\_\_\_ affirm \_\_\_\_\_ deny \_\_\_\_\_ modify \_\_\_\_\_

Modification of recommended penalty

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Chair of Senate Ad Hoc Committee signature)

\_\_\_\_\_  
(date signed)

\*Complete file to be forwarded to the Provost/V.P. for Academic Affairs

Cc:

Student

Instructor

School Dean

Graduate Dean (if applicable)

Dean of Students

*Senate Approved as Revised: R-06-05-02*

*Administrative Approval: 9/6/06*

## Academic Honesty Report

### Provost/V.P. for Academic Affairs

(To be completed by Provost/V.P. for Academic Affairs, when necessary)

Action

Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Provost/V.P. for Academic Affairs)

\_\_\_\_\_  
(date signed)

Cc:

Student

Instructor

School Dean

Graduate Dean (if applicable)

Dean of Students

*Senate Approved as Revised: R-06-05-02*

*Administrative Approval: 9/6/06*

## Guidelines on Classes Missed Because of University Sponsored Events

Each semester students and professors must deal with the inevitable conflict between class and university-sponsored co-curricular activities. As the University grows and the student body becomes more diverse, it is clear that student activities outside the classroom will continue to increase. It is the purpose of these guidelines to spell out the relationship between the two activities, and to suggest a way of accommodating any potential conflict between the two.

At present, no written guidelines exist on the correct procedure for handling missed classes by a student as a result of participation in a university-sponsored event. A suggested protocol is needed to inform all members of the university community of this rights and expectations in this area, and to allow accommodation of the needs of all without destructive conflict. Students recognize that participation in co-curricular activities benefits the students themselves and the university as well. Opportunities for growth outside the classroom are important, but such participation does not take precedence over the academic mission of the school, and it cannot excuse students from required classroom work.

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, if possible to insure that all classroom work is properly made up. 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.

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.

[Form: Missed Classes Because of University Sponsored Events](#)

*Senate approval: (R-04-04-02) 10/20/04  
Administrative approval: 12/22/04*

(Missed Classes Forms [Because of University Sponsored Events] are available in all of the offices of the Academic Deans and the Dean of Student's Office)

-  
-

## Missed Classes Because of University Sponsored Events

*(Complete a separate form for each class missed)*

Name of Student:	_____	
Course Title:	_____	Course Number: _____
Date of Absence:	_____	
Reason for Absence* (be specific):	_____	
	_____	
Assignments/Missed Work:	_____	
	_____	
Date Work Will Be Completed	_____	
	_____	
Student Signature:	_____	Date: _____/_____/_____
Event Advisor or Coach Signature:	_____	Date: _____/_____/_____

\* For athletic absences attach a copy of the athletic schedule.

White Copy:  
Faculty Member  
Yellow Copy: Event  
advisor or Coach  
Pink Copy: Student

*Senate approved: (04-04-02) 10/20/04  
Administrative approval: 12/22/04*

## Guidelines for Faculty 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.

[Form: Inappropriate Behavior in the Classroom Form](#)

Provost, June 2007  
Updated July 2011  
Updated June 2012

## Inappropriate Behavior in the Classroom Form

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. The below form is encouraged to be used by faculty members for 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's		
Name/Department		
Faculty Extension:		
Date/Time of incident:		Course/Location:
Name of Student:		Student ID
		#

Please use the back of this form or attach a narrative of the inappropriate behavior and the intervention that may have happened in your classroom.

Professor sent to University	
Judicial Officer on:	
Professor's signature	

**BELOW IS FOR OFFICE USE ONLY**

University Judicial Officer		
Received on:		
University Judicial Officer		
Spoke to		Student on:
Professor on:		
Case closed on:		

## 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.

### Policy on The Use of Copyrighted Materials

#### 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:

*17 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 from 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).

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 from 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.

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 affect on the market for copyrighted works.

*Approved by Library Policy Committee: Feb. 1983  
Approved by University Senate and University President: Mar. 1983*

## I. INSTITUTIONAL POLICY ISSUES

### A. Purpose:

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:

Distance learning activities at WCSU comply with the NEASC Guidelines for the Evaluation of Distance Education & On-line Learning and with the Guidelines of other accrediting bodies.

See: [https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp90-Guidelines for the Evaluation of Distance Education On line Learning.pdf](https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp90-Guidelines%20for%20the%20Evaluation%20of%20Distance%20Education%20On%20line%20Learning.pdf)

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

**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's 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 will be announced prior to registration. The online component is delivered via the University's web-based course management system.

If and when the pedagogical needs of a particular course require an adjusted ratio of face-to-face and online instructional time, modifications may be scheduled with the approval of the appropriate dean and the department chairperson.

### D. Review Of Distance Learning Policy:

The responsibility for evaluating and revising the Online Learning Policy resides with the Senate Distance Learning Committee, as specified by NEASC.

## II. CURRICULUM AND INSTRUCTION

### A. Academic Integrity Of Online Learning Courses:

Online learning courses are comparable to campus-based courses in terms of:

- Syllabi
- Office Hours
- Expected learning outcomes
- Readings and assignments
- Grading
- Methods of evaluation
- Student Opinion Survey

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:

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

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 expeditiously as possible. See: <http://www.wcsu.edu/academics/online.asp>

### D. Instructional Review: Quality Of Instruction Issues

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.

Criteria will include, but will not be limited to evaluation of teaching effectiveness and student satisfaction. 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.

See: DEC Written Evaluation and Recommendation Report for Teaching Faculty Members,  
<http://www.westconn.edu/facultystaff/handbook/pages/DEC-eval.asp>

**E. Faculty Interaction With Students:**

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 policies 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.

**F. Faculty Responsibility:**

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.

**G. Accessibility (ADA):**

All online learning is conducted in regard to and compliance with the Americans With Disabilities Act.  
See: <http://www.wcsu.edu/accessibility/ADAandRA.asp>

**H. Intellectual Property And Third Party Providers:**

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.

**I. University Honesty Policy:**

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: <http://www.wcsu.edu/facultystaff/handbook/pages/AH-pol.asp>

**J. Copyright Compliance:**

The University acts in accordance with Section 403 of the Digital Millennium Copyright Act. See: <http://www.copyright.gov/legislation/sec403.pdf>

**K. Testing Policies: Verifying The Identity Of The Student Submitting Work Online**

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:**

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:**

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.

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:**

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:**

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:**

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**

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:**

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:**

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:

- Meet students' needs in fulfilling course assignments;
- Enrich the academic programs;
- Meet teaching and research needs;
- Support curricular needs
- Promote the acquisition of lifelong learning skills;
- Accommodate students with varying levels of technological access (i.e., low bandwidth); and
- Accommodate other informational needs of the distance community as appropriate.

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:**

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:**

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:**

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:**

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, UC provides training of faculty and staff. UC schedules several training modules for professional development during each year and or as needed. UC provides orientation and training modules available online for students.

**VI. PLANNING AND EVALUATION**

**A. Institutional Planning:**

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**

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 NEASC 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 NEASC guidelines. **Purpose:** to foster and facilitate the creation of online courses as a regular component of a term's offerings.

*Senate Approval May 8, 2013 (R-13-5-1)*

*President's Approval 6/11/13*

*SharePoint CD1213187 Approval 7/17/13*

*Senate Approval December 14, 2016*

## Faculty Scholarship, Development and Research Policies and Procedures

### **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.

### **Scholarly Activity: Research, Scholarship, And Creative Endeavor**

#### **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).

### **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)*

## Academic Leave Procedures for Faculty

### **I. Notification**

Faculty members will be reminded by the Provost/Academic Vice President of the date by which sabbatic leave applications must be submitted (see III. 1.-2. below).

### **II. Eligibility**

Eligibility shall be determined in accordance with the applicable collective bargaining agreement or Board of Trustees resolution.

### **III. Application**

A. Faculty members may apply for academic leave by completing the application form.

1. By September 28, submit seven (7) copies of each application to the chairperson of the Academic Leave Committee.
2. By September 28, submit one (1) copy of each application, with the proper review forms attached, to each of the appropriate persons listed below.
  - a. Teaching Faculty--to the Department sabbatical leave committee and/or Chairperson and the Dean of the School.
  - b. Librarians—to the Library sabbatical leave committee and/or Spokesperson and the Director of Library Services.
  - c. Counselors—to the Counselor sabbatical leave committee and/or Spokesperson, the Director of the Counseling Center, and the Dean of Student Affairs.
  - d. Administrative Faculty—to the immediate Supervisor and the appropriate management personnel.
3. The time sequence for completing the review follows:
  - a. By October 15th, Chairpersons, Spokespersons, Directors, and Supervisors shall submit written reviews of applications to the:
    - (1) Applicants.
    - (2) Chairperson of the Academic Leave Committee.
    - (3) The appropriate Dean, Associate Dean, or Director of Library Services.
  - b. By November 1, the Deans, Associate Deans, and the Director of Library Services submit written reviews of applications to:
    - (1) Applicants.
    - (2) Chairperson of the Academic Leave Committee.

B. In extenuating circumstances, an application for sabbatic leave maybe 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 submit to the University President copies of all material used in its deliberations along with its recommendations.

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.

[Form: Application For Sabbatic Leave For Faculty](#)

[Form: Department, Library Faculty, or Counseling Center Review of Sabbatic Leave Proposal](#)

[Form: Dean or Director's Review of Sabbatic Leave Proposal](#)

*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*

## Application For Sabbatic Leave For Faculty

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. This application must be submitted by September 28th.

Names of Applicant \_\_\_\_\_ Date \_\_\_\_\_ 201\_\_

Academic or Administrative \_\_\_\_\_  
Rank \_\_\_\_\_ Department \_\_\_\_\_

Duration of Leave requested (half year at full pay or full year at half pay) \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ 201\_\_ To \_\_\_\_\_ 201\_\_

Length of Service in CSU \_\_\_\_\_

Previous Sabbatic Leaves and Date \_\_\_\_\_

If previous sabbatic leave has been granted, attach a copy of the written statement as referenced by the Academic Leave Bylaws section III.D.1 and the AAUP contract article 13.7.

Applicant should realize that this form is the main document used by the Academic Leave Committee. Application should be prepared in detail and with care and include the following;

1. Nature of the project.
2. Specific goals to be accomplished.
3. Evidence of specific knowledge and skills necessary to achieve stated goals (including curriculum vitae, if relevant).
4. Facilities necessary to achieve stated goals.
5. Professional contact for the project.
6. Appropriate itinerary if travel is an integral part of the project.
7. Potential benefit of this project to the University.

Other material may be included if applicant so desires. Attach additional pages and material to this application.

*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*

## Department, Library Faculty, or Counseling Center Review of Sabbatic Leave Proposal

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, seven copies to the Chairperson of the Academic Leave Committee, and one to the appropriate Dean or Director.

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

*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*

## Dean or Director's Review of Sabbatic Leave Proposal

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 seven copies to the chairperson of the Academic Leave Committee.

Signature \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_

*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*

## 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 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.

[Form: Faculty Retraining Grant Application](#)

*Academic Leave Committee: Nov. 1983  
Revised: Mar. 1985*

# Faculty Retraining Grant Application

Name \_\_\_\_\_

Date Submitted\_\_\_\_\_20\_\_

Academic Rank\_\_\_\_\_

Department\_\_\_\_\_

(All information including the appropriate signatures must be obtained before the application is submitted to the Academic Leave Committee.)

**I.** Activity to be engaged in including the location and dates.

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## II.

Budget\_\_\_\_\_

Tuition\_\_\_\_\_

Books\_\_\_\_\_

Travel\_\_\_\_\_

Related Expenses (enumerate using a separate page, if necessary.)

TOTAL \$ \_\_\_\_\_

### III.

Narrative supporting the proposal. Be sure to include the four points outlined on the cover sheet. If the program to be engaged in might be perceived as unusually costly compared with other programs or locations, please justify the extra expense.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Applicant

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Date\_\_\_\_\_20\_\_

Signature of Dean or other administrator in the area where the new training is applicable.

*Comments of the Dean or other administrator may be attached.*

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Date\_\_\_\_\_20\_\_\_\_

If department is involved, signature of Department Chair where new training is applicable.

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Date 20

*Comments of the Department Chair which reflect the department's assessment of the retraining application may be attached.*



**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 Faculty Handbook and are also available in the office of the Director of Grant Programs.

**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:

<b>Application Deadline</b>	<b>Planned Activity</b>
September 6, 2019	October 1 – December 31, 2019
November 15, 2019	January 1 – March 31, 2020
February 28, 2020	April 1 – June 30, 2020
April 24, 2020	July 1 – September 30, 2020

Applications submitted after these deadline dates will not be considered. Applications for funds are to be made on the prescribed form, which is available online in the Faculty Handbook. An electronic, PDF copy of the application is to be submitted to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs at [cunninghamj@wcsu.edu](mailto:cunninghamj@wcsu.edu).

**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.

**IV. Faculty Recognition Ceremony**

This is an annual event that acknowledges the professional achievements of the members of the University community. If you would like to participate, please use the form on the following pages of the Faculty Handbook.

[Form: Application for Faculty Development Funds](#)

Application for Faculty Development Funds  
(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.**

1. Total amount of funds requested \$ \_\_\_\_\_  
(Maximum \$1,200 for full-time and \$750 for part-time)
2. Date of proposed use of funds: \_\_\_\_\_
3. 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 [www.wcsu.edu/travel](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.
- E. Submit one (1) electronic, PDF copy of all materials to the Faculty Development and Recognition Committee, c/o the Provost/Vice President for Academic Affairs at [cunninghamj@wcsu.edu](mailto:cunninghamj@wcsu.edu).

Signature of Applicant \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_

(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.)

Revised March 2004  
Revised Sept. 2006  
Revised Aug. 2007  
Rev. Senate Approv. R-10-03-03  
President Approv. 6/15/10

## Reassigned Time for Research

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 Research & Development Committee, c/o the Administrative Assistant to the Provost and Vice President for Academic Affairs ([cunninghamj@wcsu.edu](mailto: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 Research and Development Committee 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.
- C. The applicant should indicate that the facilities and resources necessary to complete the project are available.
- D. The applicant should indicate how the project will contribute to the body of research, creative or pedagogical knowledge in the applicant's discipline.
- E. The Research and Development committee
  1. requires a current curriculum vitae which includes publications and/or presentations as well as a listing of previously University-funded projects.
  2. will submit its recommendations to the University provost or his/her designee.
  3. 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 Research and Development Committee 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 For Reassigned Time For Research](#)

*Spring 1988; Rev. Spring 1990, Sept. 1992, Feb. 1998  
 Rev. Senate 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  
 Revised Senate Approval: R-09-05-04  
 Admin. Approval: 7/14/09  
 Revised Senate Approval: R-12-10-02  
 Admin. Approval: 10/22/12*

## Research & Development Reassigned Time for Research Application

Applicant: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Department: \_\_\_\_\_ Tenured or Pre-tenured (please circle)

**How much reassigned time is requested?** Cannot be more than six (6) credit hours per semester.

**Note:** each credit hour equates to a minimum of 45 hours of research time during the semester requested.

Semester (circle): Fall Spring Year: \_\_\_\_\_ Credit Hours Requested: \_\_\_\_\_

Semester (circle): Fall Spring Year: \_\_\_\_\_ Credit Hours Requested: \_\_\_\_\_

### Applications Requirements

Please include the following as appendices. Applications without this documentation will not be considered.

- 1 – Curriculum Vitae
- 2 – Documentation that facilities are present on campus and/or accessible to the applicant
- 3 – Evidence of reporting for previous awards

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 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](mailto:cunninghamj@wcsu.edu)) by close of business on November 6<sup>th</sup>. The chair of your department should be copied on this email.

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised June 2000  
Rev. Senate: R-06-04-02  
Admin. Approval: 9/6/06  
Rev. Senate: R-12-10-02  
Admin. Approval: 10/22/12  
Rev. Senate: 10/26/18*

### Supplementary Laboratory (Workload) Credits

The CSU-AAUP Collective Bargaining Agreement allows faculty to request additional/supplementary laboratory workload credit ‘up to one quarter load credit for each class hour of each laboratory selected.’ Areas for consideration could include sciences, technical lab, physical education, psychology, fine arts, etc.

**Procedure:** Individual faculty members should request consideration (and submit justification) in writing from the chairperson by March 15; chairs will submit recommendations to the appropriate Dean by March 25. In turn, the Dean will submit recommendations to the Academic Vice President by March 29. Awards will be made by April 12, for the following year.

## 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.

*Senate approval: Oct. 20, 1993 (R93-10-3)*

*Admin. Approval: Dec. 13, 1993*

*Rev. Senate: (R-05-04-02)*

*Admin. Approval: Sept. 16, 2005*

*Rev. Senate: R0-6-04-05*

*Admin. Approval: 9/6/06*

**Please answer the following questions. 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.
6. What are the goals you plan to accomplish this summer?
  - a. What will be the schedule of your work plan?
  - b. What will be the output from this activity?
 Describe this in detail.
7. When do you plan to implement your program or course(s)?

Previous  
funding

Have you ever received funding for Summer Curriculum-Related Activities? Yes\_\_\_ No\_\_\_

When was the most recent time you received funding?

Report on  
funding

Following funding, did you file a report on your activities with the Provost and Chair of CUCAS at the completion of these activities?

Provost: Yes\_\_\_ No\_\_\_

Chair of CUCAS: Yes\_\_\_ No\_\_\_

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*

### Instructional Load-Outside Teaching Employment

Members shall not accept outside teaching employment during the Fall and spring Semesters with any other higher education institution without the express written approval of the President. (CSU-AAUP Collective Bargaining Agreement). Effective in the Fall 1991 Semester, requests to teach will only be approved when the proposed arrangement would be of demonstrable benefit to both the faculty member and the University.

The [Request for Approval Form](#) must be completed.

# Request for Approval to Accept External Teaching Employment During the Fall or Spring Semester

Please type or print in ink. After presidential action, a copy of this form will be returned to the Provost/Academic Vice President, Dean, Department Chair, faculty member and a record copy sent to the Human Resources Office.

Faculty  
Member \_\_\_\_\_

Department \_\_\_\_\_

Phone  
Extension \_\_\_\_\_

Semester of proposed teaching: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**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 (see CSU-AAUP Collective Bargaining Agreement).

Course: \_\_\_\_\_ Level: \_\_\_\_\_

*Please attach a written description of the teaching assignment to this form.*

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

Comments, if any, by Department Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

Comments, if any by Dean: \_\_\_\_\_  
\_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provost/Vice President's Signature \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

Presidential Action: \_\_\_\_ Approved \_\_\_\_ Disapproved

President's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

*For copy distribution see above.*



## 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 \$1200 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.

## REQUEST FOR FACULTY CREDIT FOR FACULTY DEVELOPED COURSE

**DUE DATE:** DECEMBER 15TH for Spring  
MAY 15th for Fall

FACULTY MEMBER: \_\_\_\_\_  
(please print)

STUDENT ELIGIBILITY: \_\_\_\_\_  
\_\_\_\_\_  
(please print)

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 Academic Department:

APPROVE \_\_\_\_\_ DISAPPROVE \_\_\_\_\_  
(Date) (Date)

\_\_\_\_\_  
(Signature of Department Chairperson)

\_\_\_\_\_  
(Signature of School Dean)

If approved, this will be credited to faculty as in Item 2 of the CBA Letter of Agreement for Specialized Workload Assignments.

**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.*

## 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 Research With Human Subjects**

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 also be found on the website, including:

- The HUM-1 Form
- 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

[Form: Use of Human Subjects in Research Memorandum](#)

## Use of Human Subjects in Research Memorandum

**TO:** All Members of the Faculty  
**FROM:** Chairperson, Institutional Review Board (formerly Human Subjects Review Committee) and  
Director of Grant Programs  
**DATE:** \_\_\_\_\_ 20\_\_\_\_  
**SUBJECT:** Use of Human Subjects in Research

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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.

## Human Subjects Research Review Form (Hum-1)

Proposal # \_\_\_\_\_

WESTERN CONNECTICUT STATE UNIVERSITY  
Human Subjects Research Review Form (Hum-1)**Information**

Principal Investigator(s) \_\_\_\_\_

If the PI is a student, Faculty Supervisor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Department \_\_\_\_\_

Address (Where the reviewed application should be sent): \_\_\_\_\_

E-mail \_\_\_\_\_

Phone number: \_\_\_\_\_

Is this grant funded? YES NO If yes, Grant agency: \_\_\_\_\_

**I. Purpose of IRB Review**

The role of the WCSU Institutional Review Board (IRB) is to review and to approve, when in compliance, all proposed research at WCSU or by WCSU faculty, staff or students to ensure that the research meets Federal standards for the safety and protection of any human subjects involved in the research.

The WCSU IRB operates in compliance with the U.S. Code of Federal Regulations, Department of Health and Human Services (DHHS) Title 45 Part 46, entitled, "Protection of Human Subjects." A link to the DHHS regulations may be found on the WCSU IRB website. WestConn's IRB is registered with the Office of Human Research Protections (OHRP) and has an approved assurance from OHRP (Federalwide Assurance or FWA).

The IRB is responsible for determining that:

- The rights and welfare of the subjects are adequately protected
- The risks to subjects are outweighed by the potential benefits of the research
- The selection of subjects is equitable
- Informed consent will be obtained and, when appropriate, documented

To help the IRB fulfill its role, WCSU requires all researchers to submit their research protocol for review and approval. All applications must include the completed HUM-1. The human subjects research application you submit must describe the research activity, including a protocol, and especially the plan for ensuring the protection of human subjects (please refer to the **Research Application Guide** for complete instructions).

The WCSU IRB is unlikely to reject an application without first discussing its concerns about the research with the investigator. However, applications may be deferred for review at another meeting if substantial issues need to be resolved. Researchers are encouraged to attend the regularly scheduled IRB meetings at which their application will be considered in order to address any concerns directly. You will be informed of the IRB's decision regarding your application as expeditiously as possible. Failure to submit applications for review by the published deadlines may result in a delay in the review process. It is required that researchers ensure that their application is submitted by the first of the month in which the next IRB meeting is scheduled.

**II. Application for IRB Review Checklist**

Before submitting your research application for review by the IRB, please make sure the following steps have been completed.

1. Ensure that everyone involved in the research has completed WCSU IRB human subjects research training requirements (including researcher, student's instructor, research assistants and department chair). If you have any questions concerning whom should complete human subjects research training, please contact the Office of Grants and Research for guidance.

Attach human subjects research training certificates for all such research personnel to your application.

WCSU is part of the Collaborative Institutional Training Initiative (CITI) program. You can sign up for and complete CITI human subjects training via the link on the WCSU IRB website <http://www.wcsu.edu/irb/> Information about this training is provided in the Frequently Asked Questions link on the IRB website.

2. Indicate the category under which you believe your study should be reviewed. There are three choices. See the **WCSU IRB Guidelines for Researchers** (pages 6-11) to determine the requirements for each category.

Is this a new research project? YES NO

If so, are you applying for?

\_\_\_\_\_ Exempt Review  
\_\_\_\_\_ Expedited Review  
\_\_\_\_\_ Full Review

Is this research a Continuation of previously reviewed research? YES NO

Is this research a Modification of previously reviewed research? YES NO

3. Submit a Research Application (see the WCSU IRB Research Application Guide).

4. Attach to your application any survey or questionnaire instruments that will be given to subjects, or any protocols describing assessments to which they will be subjected. When an instrument must be purchased or is not yet available, you may describe the instrument in lieu of attaching a copy.

**\*\*Note:** You must cite the source for any instruments you are using if they have been developed by others.

5. Attach your Informed Consent Form, or an explanation of why the signed Informed Consent requirement can be waived (see the **WCSU IRB Informed Consent Guidelines**).

### III. Signatures

The principal investigator must sign this form. If the P.I. is a student, his/her faculty supervisor must also sign.

#### **Assurance of continued compliance with regulations regarding the use of human subjects.**

I certify that the information provided in this application is accurate. If the procedures for obtaining consent of subjects change, or if the risk of physical, psychological, or social injury to the research subjects increases, or if there should arise unanticipated problems involving risk to subjects or others, I shall promptly report such changes to the Institutional Review Board. I shall report promptly any unanticipated injury to or harm of a subject to my Department Chair and to the Institutional Review Board.

Principal Investigator's Name \_\_\_\_\_

Principal Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor's \_\_\_\_\_ Date \_\_\_\_\_  
Name and Department

Faculty Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if PI is a student)

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#### **Committee Action:**

\_\_\_ Approved through exempt review  
\_\_\_ Approved by full committee review  
\_\_\_ Approved through expedited review  
\_\_\_ Not approved; clarification/modification required

IRB Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Rev. 6/10*

## Assurance Of Compliance With HHS Regulations For Protection Of Human Subjects

**Abstract****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
    - i. complete research protocol, and
    - ii. a completed Western Connecticut State University HUM-1 form, and
    - iii. 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)
    - i. Declaration of exemption
    - ii. Minimal risk and research
      - a. in which the only record of participation is the consent document
      - b. involving "no procedures for which written consent is required outside of the research context,"
      - c. 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,"
      - d. 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

## WESTERN CONNECTICUT STATE UNIVERSITY

## 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 unfunded-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**

**I. FUNDED RESEARCH:** Submit FORM IACUC-1 to the Director of Sponsored Research Administrative Services well before the anticipated deadline.

**II. 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.

**III. 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.

**IV. 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.*



## OFFICE USE ONLY

IACUC LOG # \_\_\_\_\_

Approval Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

**WESTERN CONNECTICUT STATE UNIVERSITY**  
**Institutional Animal Care and Use Committee (IACUC)**  
**PROTOCOL FOR RESEARCH WITH ANIMALS**

**NOTE:** You **must** attach a copy of your certificate of successful completion of online training (available at <http://hsc.unm.edu/som/research/acc/iacuc.shtml>) to this form. Send the original and six (6) copies of the completed/signed form with appropriate attachments to: Office of Grant Programs, 321 Warner Hall, Western Connecticut State University, 181 White Street, Danbury, CT 06810. The form will be logged in and forwarded to the IACUC for review.

PLEASE TYPE:

**A. ADMINISTRATIVE DATA:**

Principal Investigator/Project Director: \_\_\_\_\_

Department: \_\_\_\_\_

Address signed form should be sent to: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

Initial Submission ☐ or Renewal ☐ or Modification ☐ of Project Number \_\_\_\_\_

If a teaching project, what is course number: \_\_\_\_\_

If a research project, list funding source: \_\_\_\_\_ Submission Deadline: \_\_\_\_\_

Proposed Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**B. ANIMAL REQUIREMENTS:**

Species: \_\_\_\_\_ Age/Weight/Size: \_\_\_\_\_ Sex: \_\_\_\_\_

Stock or Strain: \_\_\_\_\_

Source(s): \_\_\_\_\_

Housing Location(s)(If animals will be housed in lab or anywhere else outside the primary facility for more than 12 hours, provide building and room number.): \_\_\_\_\_

Animal Procedure Location(s): \_\_\_\_\_

Number of Animals:

			=	
Year 1	Year 2	Year 3	=	TOTAL

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**C. SPECIAL CONCERNS OR REQUIREMENTS:** \_\_\_\_ Yes (If yes, attach response) \_\_\_\_ No (If no, go to Section D.) 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. Housing rodents on wire requires scientific justification. If laboratory personnel are primarily responsible for animal care, provide a copy of the standard operating procedures.

**D. TRANSPORTATION:** \_\_\_\_ Yes (If yes, attach response.) \_\_\_\_ No If no, go to Section E. 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, describe the methods and containment to be utilized. If animals will be transported within a facility, include the route and elevator(s) to be utilized. Will live animals be returned to animal facilities?

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**E. PROJECT OBJECTIVES:**

1. 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, *e.g.*, what do you expect it to achieve? Why is the project important? (Attach response.)
2. Only If Renewal. Briefly explain why more work needs to be done. (Attach response.)

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**F. RATIONALE FOR ANIMAL USE:**

1. Explain your rationale for animal use. (*The rationale should include reasons why non-animal models cannot be used.*). (Attach response.)
2. Justify the appropriateness of the species selected. (Attach response.)
3. Justify the number of animals to be used. (Attach response. *Describe how the number of animals to be used was determined, and why that number is necessary to achieve the goals of this project. 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.*)

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**G. DESCRIPTION OF EXPERIMENTAL DESIGN AND ANIMAL PROCEDURES:**

Briefly explain the experimental design and specify 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. Specifically address the following:

1. **Animal Identification Methods** (*e.g.*, ear tags, tattoos, collar, leg band, cage card, implant, *etc.*)
2. **Injections or Inoculations** (substances, *e.g.*, infectious agents, adjuvants, *etc.*; dose, sites, volume, route, and schedules). \_\_\_\_ Yes \_\_\_\_ No
3. **Blood Withdrawals** (volume, frequency, withdrawal sites, and methodology). \_\_\_\_ Yes \_\_\_\_ No

**4. Non-Survival Surgical Procedures** (Provide details of survival surgical procedures in Section I)

\_\_\_\_\_ Yes \_\_\_\_\_ No

**5. Radiation** (dosage and schedule) \_\_\_\_\_ Yes \_\_\_\_\_ No

**6. Methods of Restraint** (*e.g.*, restraint chairs, collars, vests, harnesses, slings, *etc.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

**7. Resultant Effects**, if any, the animals are expected to experience (*e.g.*, pain or distress, ascites production, *etc.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

**8. Other potential stressors** (*e.g.*, food or water deprivation, noxious stimuli, environmental stress) **and procedures to monitor and minimize distress.** If a project is Category D (See J: **Pain or Distress Category and Consideration of Alternatives** for a description of categories), indicate any non-pharmaceutical methods to minimize pain and distress. \_\_\_\_\_ Yes \_\_\_\_\_ No

**9. Other Procedures** (*e.g.*, behavioral studies, tail biopsies, *etc.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

**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. (Attach response.)

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**H. RECORDS:**

Records should include animal or group identification, type of procedure (blood collection (amount, method), kind 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 records or attach a copy for the IACUC to review. (Attach response.)

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**I. SURVIVAL SURGERY:** \_\_\_\_\_ Yes (If yes, attach response.) \_\_\_\_\_ No If no, go to Section J.

Minor Surgery (cut-downs, needle aspirations, tail biopsies). Specify.

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). Specify.

1. Identify and describe the surgical procedure(s) to be performed. Include preoperative procedures (*e.g.*, fasting, analgesic loading), and anesthetic monitoring (*e.g.*, 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 (*e.g.*, animal and human preparations, sterile instruments and field, *etc.*) to be utilized.
2. Who will perform surgery and what are their qualifications and/or experience?
3. Where will surgery be performed (Building and Room)?
4. Are paralytic agents used during surgery? If yes, please describe how ventilation will be maintained and how pain will be assessed.
5. 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

6. Has major survival surgery been performed on any animal prior to being placed on this project?  
 \_\_\_\_\_ Yes (If yes, attach response.) \_\_\_\_\_ No
7. Will more than one major survival surgery be performed on an animal while on this project?  
 \_\_\_\_\_ Yes (If yes, attach response justifying procedure.) \_\_\_\_\_ No

## J. PAIN OR DISTRESS CATEGORY AND CONSIDERATION OF ALTERNATIVES

### 1. Pain or Distress Categories

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	
<b>Total number of animals (should equal total from Section B):</b>					

#### \* Categories and Examples

**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 of any animal species. Breeding colony includes parents and offspring.
- Newly acquired animals that are held in proper caging and handled in accordance with applicable regulations.
- 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:

- Procedures performed correctly by trained personnel such as the administration of electrolytes/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 in accordance with the recommendations of the most recent AVMA Panel on Euthanasia, utilizing procedures that produce rapid unconsciousness and subsequent humane death.
- Manual restraint that is no longer than would be required for a simple exam; less than 12 hours of physical restraint for an adapted animal.

**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, exposure of blood vessels, chronic catheter implantation, laparotomy or laparoscopy.
- 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, shock, 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.
- Physical restraint of animals not conditioned to the procedure for the time period used or in excess of 12 hours.

**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. (Attach response.) 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.

## **2. Consideration of Alternatives**

The project director must provide a written assurance that the activities do not unnecessarily duplicate research projects/courses and that there are no alternatives (such as less sentient animal species, computer models, tissue culture, *etc.*) to the use of live animals. 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. 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. (Attach response.)

If any procedures fall into Categories C or D, causing more than momentary or slight pain or distress to the animals, 1) describe your consideration of alternatives and your determination that alternatives are not available and 2) involve the Attending Veterinarian in planning. \_\_\_\_\_ Yes \_\_\_\_\_ No

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. Note that you must certify in Section R.5. that no valid alternative was identified to any described procedures which may cause more than momentary pain or distress, whether relieved or not. Delineate the methods and sources used

in the search. Database references must include databases (2 or more) searched, the date of the search, period covered, and the keywords used.

\_\_\_ Medline \_\_\_ Agricola \_\_\_ Biosis \_\_\_ Embase \_\_\_ AWIC \_\_\_ CAB Abstracts  
\_\_\_ CAB Vet & Medica \_\_\_ Index Medicus \_\_\_ Federal Research in Progress \_\_\_ NML  
\_\_\_ Science Citation Index \_\_\_ Current Contents \_\_\_ National Agricultural Library \_\_\_ PubMed  
\_\_\_ Periodicals: (names of periodicals or journals read on a regular basis) \_\_\_\_\_

\_\_\_ Meetings or conferences: (names and dates of meetings attended): \_\_\_\_\_

\_\_\_ Consultation with colleagues (names and credentials of colleagues (*i.e.*, M.D., Ph.D.), dates of consultations and nature of discussions): \_\_\_\_\_

\_\_\_ Other. Specify: \_\_\_\_\_

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**K. ANESTHESIA, ANALGESIA, TRANQUILIZATION PROJECT:** \_\_\_ Yes (If yes, attach response.)  
\_\_\_ No (If no, go to Section L.)

For animals indicated in Section J, Category C, 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 drugs (Drug Enforcement Agency requirements). (Attach response.)

---

**L. 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. Indicate the method of carcass disposal if not described in Section M. below. (Attach response.)

\_\_\_ 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 of drug).  
\_\_\_ 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. Describe how death is verified: \_\_\_\_\_

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**M. HAZARDOUS AGENTS IN ANIMALS** \_\_\_ Yes \_\_\_ No If no, go to Section N.

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 attached 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 Animal 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. (Attach response.)

Additional safety considerations: \_\_\_\_\_

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**N. BIOLOGICAL MATERIAL/ANIMAL PRODUCTS FOR USE IN ANIMALS** (*e.g., cell lines, antiserum, etc.*): \_\_\_ Yes \_\_\_ No ( If no, go to Section O.)

1. Specify Material: \_\_\_\_\_

2. Source : \_\_\_\_\_ Material Sterile or Attenuated \_\_\_ Yes \_\_\_ No

3. If derived from rodents, has the material been MAP/RAP/HAP tested?  
\_\_\_ Yes (Attach copy of results) \_\_\_ No

4. 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.

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**O. TRANSGENIC AND KNOCKOUT ANIMALS:** \_\_\_ Yes \_\_\_ No (If no, go to Section P.)

Describe any phenotypic consequences of the genetic manipulations to the animals. Describe any special care or monitoring that the animals will require. (Attach response.)

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**P. FIELD STUDIES AND WILD CAUGHT ANIMALS:** \_\_\_ Yes \_\_\_ No (If no, go to Section Q.)

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. (Attach response)

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**Q. PERSONNEL:**

List the name(s), title(s) and qualifications for each research person working with animals. Who will perform the procedures. Please include the number of years of experience working with the species listed in Section B. If the person needs to be trained, please indicate who will do the training.

Last Name	First Name	Middle Initial	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 Project Director'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.

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**R. PROJECT DIRECTOR CERTIFICATIONS:**

1. I certify that all personnel, including myself in this project will attend the IACUC training course.
2. I certify that I have determined that the research proposed herein is not unnecessarily duplicative of previously reported research.
3. I certify that all individuals working on this project who are at risk are participating in the WestConn's Occupational Health and Safety Program.
4. I certify that the individuals listed in Section Q. are authorized to conduct procedures involving animals under this project, have attended the institutionally required investigator training course, and received training in: the biology, handling, and care of this species; aseptic surgical methods and techniques (if necessary); the concept, availability, and use of research or testing methods that limit the use of animals or minimize distress; the proper use of anesthetics, analgesics, and tranquilizers (if necessary); and procedures for reporting animal welfare concerns.
5. For all Category C and Category D projects (see Section J): I certify that I have reviewed the pertinent scientific literature and the sources and/or databases (2 or more) as noted in Section J.2, 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.
6. I certify that I will obtain approval from the IACUC before initiating any significant changes in this project.



7. 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 to the attending veterinarian and the IACUC.
8. I certify that copies of the approved protocol will be made available to all laboratory personnel.
9. I certify that I shall on a monthly basis, monitor drugs used in my laboratory and shall insure that outdated drugs are promptly discarded.
10. I certify that I shall maintain complete, up-to-date, and accessible records of procedures for the animals used in this project.
11. I will comply with the procedures described in the *Guide for the Care and Use of Laboratory Animals* (National Academy of Sciences, 1996), 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, both the student and the supervising faculty member must sign.**

\_\_\_\_\_  
Supervising Faculty Member

\_\_\_\_\_  
Date

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**S. CONCURRENCES: PROJECT NUMBER:**

For all projects housing animals:

**Animal Facility Supervisor** certification of resource capability in the indicated facility to support the proposed project.

Facility \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For all Category C and Category D projects (see Section J):

**Attending Veterinarian** certification of review and concurrence.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

For all projects using hazardous agents (see Section M):

**Safety Representative** certification of review and concurrence.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Checklist for attachments** (as appropriate):

- \_\_\_\_\_ OLAW training certificate(s) **Note:** If this is a student research project, both the student’s and the supervising faculty member’s certificates **must** be attached
- \_\_\_\_\_ Attachment C
- \_\_\_\_\_ Attachment D
- \_\_\_\_\_ Attachment E (#1 or #2)
- \_\_\_\_\_ Attachment F (#1, #2, #3)
- \_\_\_\_\_ Attachment H
- \_\_\_\_\_ Attachment I (Minor Surgery) or
- \_\_\_\_\_ Attachment I (Major Surgery, #1, #4, #5, #6 if your answer is yes, #7 if your answer is yes)
- \_\_\_\_\_ Attachment J (Category 1.D., Category 2)
- \_\_\_\_\_ Attachment K
- \_\_\_\_\_ Attachment L
- \_\_\_\_\_ Attachment O
- \_\_\_\_\_ Attachment P

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**T. FINAL APPROVAL:**

Certification of review and approval by the Western Connecticut State University IACUC Chairperson:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Last updated 8/15/06;*

## 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.

[Form: Institutional Review Board Protocol Termination Report](#)

*Senate Approval: Apr. 17, 1991 (R-91-4-7)*  
*Admin. Approval: May 15, 1991*

*\*Source: Sigma XI, The Scientific Research Society, Nov. 7, 1990.*

## Institutional Review Board Protocol Termination Report

<i>For Office Use Only</i>	
Received date:	Termination date:

**PLEASE RETURN THE COMPLETED FORM TO THE** Institutional Review board, c/o Office of Grant Programs, 321 Warner Hall.

Protocol Number: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Protocol Title: \_\_\_\_\_

Brief description of the protocol:

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Brief description of the results of the protocol:

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Has this research resulted in any publications? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please submit a copy of the publication(s) to the IRB.

Number of subjects enrolled at WestConn: \_\_\_\_\_

Number of subjects enrolled at another site: \_\_\_\_\_

Please list the number of subjects who completed the study:

At WestConn: \_\_\_\_\_

At another site: \_\_\_\_\_

Serious Adverse Events:

Have there been any serious adverse events on this protocol: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the number of adverse events

\_\_\_\_\_

Were these reported to the IRB? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the events have not been reported, attach a completed Adverse Event Form.

Reason for Termination:

- \_\_\_\_\_ Protocol reached goals
- \_\_\_\_\_ Protocol never received funding
- \_\_\_\_\_ Principal investigator or major co-investigator left the institution
- \_\_\_\_\_ Not enough subjects for project to be completed
- \_\_\_\_\_ Protocol closed due to adverse reaction(s)
- \_\_\_\_\_ Investigator lost interest in the study
- \_\_\_\_\_ Other (please explain below)

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*I certify 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:

Date:

I have reviewed the termination report:

IRB Chair's Signature:

Date:

*Last updated: 6/27/06*

## Institutional Review Board Internal Adverse Event Form

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 WestConn IRB in care of the Office of Grant Programs, 321 Warner Hall, within seven working days after discovery. The WestConn IRB will make the final determination regarding protocol changes required due to adverse event reports.*

**A. General Information**

Protocol number: \_\_\_\_\_

Principal Investigator's Name: \_\_\_\_\_

Protocol Title: \_\_\_\_\_

**B. Event Information**

Adverse event date: \_\_\_\_\_

Subject's ID number: \_\_\_\_\_

Adverse event (describe in 1 brief sentence): \_\_\_\_\_

\_\_\_\_\_

The adverse event appears to be: \_\_\_\_\_ Serious \_\_\_\_\_ Moderate \_\_\_\_\_ Unexpected

Based on your review of the information, what is the relationship of the event to the research?

\_\_\_\_\_ Definite; clearly related to the research

\_\_\_\_\_ Probably; likely related to the research

\_\_\_\_\_ Possible; may be related to the research

\_\_\_\_\_ Unlikely; doubtfully related to the research

\_\_\_\_\_ Unrelated; clearly unrelated to the research

In your opinion, do you expect this event to occur again? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the event adequately described in the protocol and consent form? \_\_\_\_\_ Yes \_\_\_\_\_ No

Should the protocol be modified to minimize this risk? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the consent form be modified as a result of this adverse event?  
If yes, please submit an amendment to update the consent form. \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the subjects be re-consented as a result of this adverse event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe the adverse event, including the investigator's analysis of the event. Use additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Principal Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

===== For IRB Use Only  
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\_\_\_\_\_  
IRB Chair's (or designee's) Signature \_\_\_\_\_ Date \_\_\_\_\_

Further action by the IRB:                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

*Last updated: 6/27/06*

## Institutional Review Board External Adverse Event Form

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 WestConn IRB in care of the Office of Grant Programs, 321 Warner Hall, within seven working days after discovery. The WestConn IRB will make the final determination regarding protocol changes required due to adverse event reports.*

### A. General Information

Protocol Number: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Protocol Title: \_\_\_\_\_

### B. Event Information

Adverse event date: \_\_\_\_\_

Adverse event (describe in 1 sentence): \_\_\_\_\_

### C. Nature of the Event

Submit this form ONLY if all three boxes are checked.

\_\_\_\_\_ Unexpected \_\_\_\_\_ Related or possibly related \_\_\_\_\_ Serious

D. Principal Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you expect this event to occur again: \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the event adequately described in the protocol and consent form? \_\_\_\_\_ Yes \_\_\_\_\_ No

Should the protocol be modified to minimize this risk? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the consent form be modified as a result of this adverse event? If so, please submit an amendment to the consent form. \_\_\_\_\_ Yes \_\_\_\_\_ No

Will subjects be re-consented as a result of this adverse event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe the event, including the investigator's analysis of the event. Use additional pages, if necessary.

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\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date

===== For IRB Use Only  
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\_\_\_\_\_  
IRB Chair's (or designee's)  
Signature

\_\_\_\_\_  
Date

Further action by IRB:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

*Last updated 7/12/07*

## Procedures for Adding or Refilling Any Unclassified Faculty Position

### Overview Of Process

1. **Approval to Add or Refill a Position and to Advertise for a Position** - The department (or Unit) should contact the Academic Dean to request a new or refill a faculty position. The Dean will initiate the appropriate steps noted in the below Position Action Form Procedures.
2. **Development of Procedure for Recruitment** - Upon approval of the Position Action Form, the Department (or Unit) must meet with the Executive Assistant to the President/Chief Diversity Officer to develop a recruitment plan.
3. **Screening of Candidates and Selection of Interviewees** - The Department (or Unit) and/or Search Committee shall review candidate application materials to determine those candidates to be interviewed.
4. **Affirmative Action Approval** - Upon selection of principal candidates, the Department (or Unit) or Search Committee Chair shall meet with the Executive Assistant to the President/Chief Diversity Officer to verify the proper selection of principle candidates prior to invitation for interview.
5. **Selection of Final Candidate** - Upon successful completion of the recruitment process, the Department (or Unit) or Search Committee Chair, in consultation with the Dean, shall make their recommendations and obtain the approval of the Executive Assistant to the President/Chief Diversity Officer. The Academic Dean will consult with the Associate Vice President for Human Resources for verification of starting salary and verbal offer of employment.
6. **Background Check of Final Candidate** - After the Provost/Vice President for Academic Affairs has approved the final candidate, the Associate Vice President for Human Resources will work with the Academic Dean or designee for the final offer of appointment and to arrange for the background check to be completed.
7. **Appointment Letter** - Upon acceptance, the President in consultation with the Associate Vice President for Human Resources shall prepare an Appointment Letter.
8. **Finalization of Search Process** - The Department (or Unit) or Search Committee Chair shall finalize search materials and verify all candidate reimbursement forms, Affirmative Action forms, and other required documents are completed.

### Detailed Recruitment Process

#### A. Approval to Add or Refill Position and Advertise for Position

Approval for adding or refilling an unclassified faculty position is initiated by the Chairperson of a Department or Head of a Unit before the end of the Spring Semester. A Justification and Position Description should be sent to the Dean who will then initiate the above Position Action Form procedures.

1. **Justification** - *For instructional departments* - the request should detail the departmental need with both curricular and workload justification. *For administrative, library, athletic or counselor areas* - analysis of workload justification is sufficient.
2. **Position Description** - All requests should contain a proposed position description for advertising and/or posting. The Chairperson's request should be forwarded to the appropriate Academic Dean. The Academic Deans shall make their recommendation to the Provost/Vice President for Academic Affairs sometime during the summer months (June, July, and August). The Provost/Vice President for Academic Affairs shall make the final decision regarding position allocation. Approval/disapproval of position allocation will be communicated by the Provost/Vice President for Academic Affairs, in consultation with the Associate Vice President for Human Resources, to the Academic Dean, and Chairperson or Unit Head, with appropriate instructions no later than September 1st. Positions approved to be filled will be allocated for the following academic year, unless noted differently.

**Note:** Requests for refilling unexpected vacancies may be made as soon as they are known to the department or unit.

#### B. Development of Procedure for Recruitment

An Affirmative Action Recruitment and Hiring Plan must be developed jointly between the Chairperson or Unit Head and the Executive Assistant to the President/Chief Diversity Officer. Forms and format for the Affirmative Action Report, that must be submitted prior to formal interviews, will be reviewed in the Plan's development (see D. below). Upon approval to advertise, Human Resources, in consultation with the Chairperson or Unit Head will finalize with the Executive Assistant to the President/Chief Diversity Officer a job description/position announcement and composition of the Search Committee. The President reserves the right to have representatives on all University Search Committees and/or to approve the membership of all such committees. Only minimum acceptable qualifications should be used in the job description. Recruitment sources will include present adjunct faculty, women, and minorities (the Executive Assistant to the President/Chief Diversity Officer shall provide information on sources for candidates), and advertising in appropriate publications.

#### C. Screening of Candidates and Selection of Those to be Interviewed

The screening of candidates should be carried out by a search committee according to a predetermined procedure of the department or unit. The Executive Assistant to the President/Chief Diversity Officer is available to help develop such procedures. Screening should be accomplished by the same search committee members to provide realistic comparison and to address each of the following consistently:

1. **Uniform Method** - A uniform method to evaluate all candidates should be used, based only on appropriate job related qualifications. Differential criteria of competence are not to be applied to male and female candidates or to majority and minority candidates.
2. **In-person Questioning** - Only those questions which elicit information of an individual's qualifications for employment are to be asked.

**Note:** Strong consideration should be given by the search committee to having the Executive Assistant to the President/Chief Diversity Officer brief the committee at the onset of the search as to affirmative action and equal opportunity concerns.

#### **D. D. Affirmative Action Approval: Interviews of Principal Candidates**

1. Following the department or unit search and evaluation, one or several candidates may be chosen to be interviewed by the Academic Dean and Provost/Vice President for Academic Affairs. Once these principal candidates have been identified, each should be informed by the search committee chair to send an official transcript from the institution of their highest degree to the department or unit.
2. Prior to the submission of the name(s) of the principal candidates(s) to the Academic Dean and the Provost/Vice President for Academic Affairs, the head of the search committee must submit the Affirmative Action Report to the Executive Assistant to the President/Chief Diversity Officer. This report includes:
  - a. Applicant Data Chart - summary of the results of the search procedure
  - b. Affirmation Action Data Sheet - distribution of candidates by minority status and gender
  - c. All applications and resumes
  - d. The basis and reason for final decisions on principal candidates, including the results of the examination of documents, academic credentials, and interviews.
3. The Executive Assistant to the President/Chief Diversity Officer will review all information and notify the Provost/Vice President for Academic Affairs, Human Resources, and the head of the search committee that the report has been reviewed and accepted and that final interviews may be arranged. With this approval, the head of the search committee should assemble the following materials for each principal candidate and present them to the Dean or Director prior to the interview:
  - a. Resume
  - b. Official transcript (or unofficial transcript while official transcript is being requested).
4. Following the Academic Dean's interview, the materials (resume and transcripts) will be provided to the Provost/Vice President for Academic Affairs for his/her review. At the completion of the interviews of the principal candidates and after affirmative action approval has been received in writing, the Academic Dean will make a formal recommendation to Carolyn Lanier who, in turn, submits the approval in writing to Associate Vice President for Human Resources. The Associate Vice President will then prepare a salary proposal, which will be reviewed with the Department Chair, Academic Dean and the Provost prior to an offer being presented to the candidate.

#### **E. Letter Offering Position**

The Associate Vice President for Human Resources will make the offer of employment to the candidate stating terms and requesting the candidate's willingness to accept the appointment. Upon confirmation of all documents and credentials, via a formal background check, the appointment will be formally approved by the President.

#### **Position Action Form Procedures**

The Position Action Form (PAF) is used to either establish a new position or to initiate a recruitment process in order to fill a current vacancy. The recruitment process cannot begin until the Human Resources Department receives a completed PAF.

#### **Establishing a New Position**

- Prior to establishing a new position the appropriate Vice President will consult with the Vice President for Finance & Administration to determine if funding for the position exists.
- After receiving this approval the appropriate Vice President will inform the Associate Vice President for Human Resources.
- The Human Resources Department will then work with the department supervisor on identifying the appropriate job level for this position. Unclassified positions (Management & Confidential, SUOAF, and AAUP) will be handled by the Associate Vice President for Human Resources and Classified positions (Clerical, Maintenance, & the Connecticut Police & Fire Union) will be handled by the Assistant Director of Human Resources – Recruitment.
- Based on the information gathered from the Department Supervisor/Chair, the Assistant Director of Human Resources – Recruitment will complete a PAF and electronically distribute it to the Department Supervisor/Chair, Dean (if applicable), and the appropriate Vice President for their approval. Electronic approvals will be sufficient.
- Once the approvals have been received the Assistant Director of Human Resources – Recruitment will review, approve, and forward it to the Director of Financial Planning & Budgets and the Vice President for Finance & Administration for final approval.
- Once the final approval has been received the Assistant Director of Human Resources – Recruitment will email a copy of the completed PAF to all signatory/approval individuals, as well as the Executive Assistant to the President/Chief Diversity Officer, informing them that they are authorized to begin the recruitment process. If the position is within the SUOAF or Management & Confidential ranks it may require approval of a newly created job description from the Council on Employee Relations (CER) and/or SUOAF union leadership prior to beginning the recruitment process.
- If, for some reason, the Vice President for Finance & Administration, in consultation with the appropriate Vice President, does not approve the PAF, within two (2) business days of the receipt of the PAF they will inform the Assistant Director of Human Resources – Recruitment of such who in turn will notify the Department Supervisor/Chair and Dean (if applicable).

#### **Refilling a Current/Upcoming Vacancy**

- Once the Human Resources Department becomes aware of an upcoming position vacancy due to a resignation, retirement, etc., the Assistant Director of Human Resources – Recruitment will contact the Department Supervisor/Chair in order to assess their intentions with regards to refilling the position vacancy.
- The Human Resources Department will then work with the department supervisor on identifying the appropriate job level for this position. Unclassified positions (Management & Confidential, SUOAF, and AAUP) will be handled by the Associate Vice President for Human Resources and Classified positions (Clerical, Maintenance, & the Connecticut Police & Fire Union) will be handled by the Assistant Director of Human Resources – Recruitment.
- Based on the information gathered from the Department Supervisor/Chair & the Assistant Director of Human Resources – Recruitment, the appropriate Vice President will consult with the Vice President for Finance & Administration to determine if funding for the position exists.

- After receiving this confirmation, the appropriate Vice President will inform the Associate Vice President for Human Resources.
- The Assistant Director of Human Resources – Recruitment will complete a PAF and electronically distribute it to the Department Supervisor/Chair, Dean (if applicable), and the appropriate Vice President for their approval. Electronic approvals will be sufficient.
- Once the approvals have been received the Assistant Director of Human Resources – Recruitment will review, approve, and forward it to the Director of Financial Planning & Budgets and the Vice President for Finance & Administration for final approval.
- Once the final approval has been received the Assistant Director of Human Resources – Recruitment will email a copy of the completed PAF to all signatory/approval individuals, as well as the Executive Assistant to the President/Chief Diversity Officer, informing them that they are authorized to begin the recruitment process. If the position is within the SUOAF or Management & Confidential ranks it may require approval of a newly created job description from the Council on Employee Relations (CER) and/or SUOAF union leadership prior to beginning the recruitment process.
- If, for some reason, the Vice President for Finance & Administration, in consultation with the appropriate Vice President, does not approve the PAF, within two (2) business days of the receipt of the PAF they will inform the Assistant Director of Human Resources – Recruitment of such who in turn will notify the Department Supervisor/Chair and Dean (if applicable).

[Form: Position Action Form](#)

*Rev. 8/00*  
*Rev. 9/06*  
*HR-Rev. 8/08*  
*HR-Rev. 7/11*  
*HR-Rev. 7/12*  
*HR-Rev. 7/14*

**Western Connecticut State University**  
**Position Action Form**

The Position Action Form (PAF) is used to either establish a new position or to initiate a recruitment process in order to fill a current vacancy. The recruitment process cannot begin until the Human Resources Department receives a completed PAF. If you have any questions regarding the PAF please contact Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment at 203-837-8662 or via email at [boylep@wcsu.edu](mailto:boylep@wcsu.edu).

Position Title: \_\_\_\_\_ SUOAF Administrative Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Union: \_\_\_\_\_

Position Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position #: \_\_\_\_\_ Position Status: \_\_\_\_\_ Vacant \_\_\_\_\_ New Position

Previous Incumbent: \_\_\_\_\_

Appointment Type: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Tenure-Track \_\_\_\_\_ Special

Anticipated Starting Date: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Number of Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ FTE: \_\_\_\_\_ (ie: 1.00, .75, .50)

Minimum Annual Salary: \$ \_\_\_\_\_ Maximum Annual Salary: \$ \_\_\_\_\_

**Comments Section:**

**Signatures/Electronic Approvals:**

Department Supervisor/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_

VP for Finance & Administration: \_\_\_\_\_ Date: \_\_\_\_\_

## President's Affirmative Action Policy Statement

Western Connecticut State University is grounded on a sound Affirmative Action foundation. To that end, as President of Western Connecticut State University, I am fully committed to the University's grounded philosophy of the intellectual and moral leadership responsibility to carry out this well established philosophy, as well as the responsibility of Western Connecticut State 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 Blacks, Hispanics, Whites, Asians/Pacific Islanders, and American Indians/Alaskan Aleuts 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.

Equal opportunity, a distinctly different matter, is employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, genetic information (Section 46a-60(a)(11) of the Connecticut General Statutes, national origin, ancestry, mental retardation, past or present history of mental disability, physical disability, including but not limited to blindness, learning disability, veteran status, or criminal record, unless the provisions of section 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.

Western Connecticut State University's Affirmative Action Plan incorporates and lists 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) 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. The Associate Vice President of Human Resources and the Executive Assistant to the President/Chief Diversity Officer 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 Western Connecticut State University. 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.

Typically, the Chair of the Department must obtain approval from the School's Dean, who obtains final approval from the Provost/Vice President for Academic Affairs to advertise for the position. Then the Chair of the Department, or Department members acting together, prepare(s) the position announcement, which is first reviewed and approved by the appropriate School Dean. The Associate Vice President for Human Resources and the Executive Assistant to the President/Chief Diversity Officer reviews the position announcement. After the Search Committee is established, the Executive Assistant to the President/Chief Diversity Officer will routinely meet with and instruct its membership regarding the University's recruitment policy and related institutional goals to diversify the pool of candidates with respect to ethnicity, race, and gender. Through ongoing monitoring, the Executive Assistant to the President/Chief Diversity Officer advises the Search Committee as to the sufficiency or insufficiency of the composition of the pool for the purpose of achieving the goals of diversity.

Before the Search Committee prepares and recommends a list of the finalists, the Executive Assistant to the President/Chief Diversity Officer and the Chair of the Committee will consult regarding good faith efforts made to obtain diversity, obtain a goal candidate, whether the finalist is a goal candidate, and the completion of relevant documentation. Prior to the offering of a position to a candidate, the Provost/Vice President for Academic Affairs will request the Executive Assistant to the President/Chief Diversity Officer approve the candidate who is 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 Western Connecticut State University, I am committed to the University adhering to and meeting the 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 the goals and timetables as set forth in the Affirmative Action Plan of Western Connecticut State University.

This policy 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 the goals and timetables as set forth in the Affirmative Action Plan, and as required by pertinent state and federal legislation as set forth in the Affirmative Action Plan. Copies of the Affirmative Action Plan are housed in the Haas Library, the President's office, the Provost and Vice President for Academic Affairs' office, Human Resources, the office of Multicultural Affairs and Affirmative Action and online at <http://www.wcsu.edu/multicultural>.

Ms. Carolyn Lanier, Executive Assistant to the President/Chief Diversity Officer, is responsible for overseeing affirmative action and equal employment opportunity at the University. Ms. Carolyn Lanier is the University's full time Affirmative Action Officer. To this end, the Executive Assistant to the President/Chief Diversity Officer shall be concerned with equitable treatment of all of the University community. Ms. Lanier is located at: Western Connecticut State University, Midtown Campus, Old Main 101, 181 White Street, Danbury, Connecticut, 06810. Telephone and voice mail (203) 837-8277. Employees and others who wish to file a complaint of discrimination pertaining to Western

Connecticut State University may do so by contacting Ms. Lanier.

James W. Schmotter

March 20, 2013

## 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 University Executive Assistant to the President/Chief Diversity Officer by contacting: Ms. Carolyn Lanier, Executive Assistant to the President/Chief Diversity Officer, Western Connecticut State University, Old Main—Office 101, 181 White Street, Danbury, CT 06810. [Lanierc@wcsu.edu](mailto:Lanierc@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*

WCSU Contact: Executive Assistant to the President/Chief Diversity Officer

## Recruitment Expense Reimbursement Procedures

**1. Allocation of Funds**--The University has allocated a maximum of \$1,800 to the department to cover expenses associated with a recruitment process. These funds can be used to reimburse both in-state and out-of-state candidates for travel and lodging expenses or expenses incurred by the Search Committee that are directly related to the recruitment function.

**2. Distribution of Funds in an Equitable Manner**--The Departmental Search Committee shall have the ability to allocate any travel reimbursement funds in an equitable manner among candidates. If the department establishes a limit on the amount of reimbursement that a candidate may receive, this limit must be communicated, in writing, to the candidate.

**3. Reimbursable Expenses**--In accordance with the updated Board Resolution #08-34, In-State candidates are eligible for reimbursement for travel expenses, accommodations, and meals. Up to three (3) candidates shall be limited to the following four categories:

**A. Mileage and Tolls**—The University shall reimburse candidates for use of their personal automobile to transport themselves. Reimbursement shall be at the prevailing IRS mileage rate (see current travel information for the current mileage rate.) The University shall also reimburse a candidate for tolls incurred in this travel. A receipt is required for tolls. MapQuest should be used to verify and submit for reimbursement of mileage.

**B. Travel Expenses**—The University will reimburse candidates for other travel expenses incurred in the visit to the University. Air travel shall be restricted to coach or business class seats and should be the most economical travel possible. Any expenses in this category must be documented with an original paid bill or receipt.

**C. Meals**—The University shall reimburse candidates for meal expenses during the time of travel or the time of the visit. Reimbursement for meals will be based on the Federal GSA Per Diem rates for the Danbury area. Currently, the candidates' own meals may be reimbursed up to \$71 per day (\$12 for breakfast, \$18 for lunch, \$36 for dinner and \$5.00 for incidentals). Tips for meals are included in this daily allowance. Any expenses in this category must be documented with an itemized original paid bill or receipt. Expenditures should be limited to the cost of food only. WCSU is not permitted to reimburse for alcoholic beverages.

**D. Lodging**—The University will reimburse candidates for the cost of lodging. Any expenses in this category must be documented with an itemized original paid bill or receipt. Please refer to the University's preferred hotel list. Please note that hotel expenses should be paid by the candidate and will be reimbursed upon proper submission of original paid bill or receipt.

**4. Candidate Reimbursement Procedure**--Eligible expenses for candidates are submitted to the Human Resources department on the "WCSU Employment Candidate Expense Reimbursement Form" <sup>1</sup>. Both the Department Chairperson and the Academic Dean must approve the reimbursement before the Human Resources department will process the reimbursement for a candidate.

**5. Reimbursement for Meals and Refreshments Incurred by Members of a Search Committee**--If a member of the Search Committee incurs an expense associated with the recruitment process for a candidate, those expenses are reimbursable. Examples of these expenses are meal expenses while entertaining a candidate or purchasing refreshments served at an interview. Reimbursement per person for meals will be based on the Federal GSA Per Diem rates for the Danbury area. Tips for meals are included in this daily allowance. WCSU is not permitted to reimburse for alcoholic beverages. The person requesting reimbursement for meals and/or refreshments should submit a "**WCSU**

**Disbursement Form for Searches,**" <sup>1</sup> noting the candidate's name on the form. Any expenses in this category must be documented with an itemized original paid bill or receipt noting the names of all attendees. Should you require services from the Sodexo Dining Service, please complete the WCSU Food Service Policy Request Form <sup>1</sup> following the directions on the form. Please note the candidate's name and position they are applying for on the form as well as all the attendees. The Federal GSA Per Diem rates apply to meals served by Sodexo as well. Once the form is completed, it should then be sent to the Human Resources office for assignment of the budget code and processing.

**6. Mileage Reimbursement for Members of the Search Committee:** Mileage reimbursement shall be at the prevailing IRS mileage rate (see current travel information for current mileage rate.) If an employee transports a candidate in their personal car resulting in the need to submit a claim for mileage reimbursement, they must complete and submit the following as appropriate:

**A. In-State Travel**—a WCSU Mileage Reimbursement Form should be used for In-State Travel. You should complete and submit the Mileage Reimbursement Form <sup>1</sup> along with the MapQuest directions noting the mileage to the Department Chair and the Dean for signature. Send completed form to Peggy Boyle in Human Resources for assignment of the charge number and for final approval and processing.

**B. Out-of-State Travel**—a WCSU Request for Professional Travel Worksheet & Policy Exception Request Form should be submitted for Out-of-State Travel (i.e. picking up a candidate from a NY airport, etc.)

i. You should complete the **Request for Professional Travel Worksheet** <sup>1</sup>, attaching any toll/parking receipts along with the MapQuest directions noting the mileage.

II. You will also need to complete a **Policy Exception Request Form** <sup>1</sup> (due to the current restrictions on out-of-state travel.)

III. Give both of the above forms & receipts to your Department Secretary who will then complete the following:

- (a) Department Secretaries should then complete all applicable sections of the Travel Authorization Form\* except for Sections #34 & #35. This form can be found in the K drive: Common Folder: Travel Folder.
- (b) Please be sure to note the candidate's name in Section #17 along with the explanation.
- (c) This form should then be signed by the Employee, the Department Chair and the Dean.
- (d) Once these signatures have been obtained, the forms should then be sent to Peggy Boyle in Human Resources for assignment of the budget code and for final approval and processing.

\*If any information is missing, the form(s) will be returned to the Department Secretary so that it can be fixed and resubmitted.

Please make sure that **ORIGINAL ITEMIZED RECEIPTS** are submitted for all meals, travel, etc. from both the Employee incurring the expense(s) and from the Candidate.

Both the Department Chairperson and the Academic Dean should approve all expenses prior to submitting them to Human Resources for final approval and payment.

**Please Note:** All expenses must be submitted for reimbursement prior to the end of the fiscal year in which they occur. Any expenses submitted after June 30th will not be guaranteed reimbursement.

**Notes:**

<sup>1</sup>The WCSU Disbursement Form for Searches and the Employment Candidate Expense Reimbursement Form (click YES to enable macros) WCSU Policy Exception Request Form, Food Service Policy Form and the WCSU Mileage Reimbursement Form can be found on the Human Resources website under Human Resource Procedures: Candidate Reimbursement Procedures.

*Revised 04/2008  
Revised: 10-09  
Revised 07/2012*

# Western Connecticut State University

## Employment Candidate Expense Reimbursement Form

### Instructions:

1. In advance of incurring any expense, communicate to the candidate any limits that will be placed upon the travel reimbursement.
2. Complete the appropriate areas of the form. Section a: List each expense separately.
3. Attached **ORIGINAL ITEMIZED** receipts to support the expenses itemized listed in Section "a" of the form.
4. Reimbursement will be limited to the smaller of the actual expenses or the pre-established limit.
5. The chairperson of the department and the Dean should sign off on the form indicating their approval.
6. Forward the form to the Human Resources Department.
7. Allow 2 weeks for processing of for for payment.

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Position Control #:** \_\_\_\_\_

**Social Security Number\*:** \_\_\_\_\_ **Department:** \_\_\_\_\_

\*Must be entered to receive reimbursement

**Date(s) of Visit:** \_\_\_\_\_ to \_\_\_\_\_

### Itemized Reimbursement Expense Report

\* Must attach ITEMIZED paid bill(s) or receipt(s) to support the reimbursement request & MapQuest mileage statement(s).

	Mileage & Tolls (Use MapQuest)	Travel Expenses *	Meals *	Lodging *	Totals
a) {	<i>Miles*</i> _____				
	X Current Mileage Reimbursement Rate _____				
	<i>Mileage \$</i> _____ \$0.00				
	<i>Tolls *</i> _____				
b)	<b>Subtotals</b>	\$0.00	\$0.00	\$0.00	\$0.00
c)	<b>Pre-Established Reimbursement Limit (Enter \$ Amount of Limit or "0")</b>				\$0.00
	<b>Eligible Reimbursement (lesser of lines "b" or "c")</b>				\$0.00

### Approvals:

**Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**H.R.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Banner Org.:** \_\_\_\_\_ 111-600000

revised 07/2012

## Local and Contract Procedures Concerning Professional Assessment

### **I. Contract Procedures**

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.

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.

The original DEC Professional Assessment shall be placed in the member's personnel file.

### **II. Local Procedures Developed By The University Senate**

1. The DEC shall inform each member to be assessed in writing of:
  - a. the opportunity to submit information to the DEC.
  - b. the fact and purpose of the assessment.
  - c. the opportunity to appear before the DEC
2. Each Assessment shall be signed by all members of the DEC.
3. A copy of the assessment shall be:
  - a. sent to the affected member upon issuance.
  - b. placed in the member's personnel file.
  - c. sent to the appropriate dean or director.
4. 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.

[Form: Professional Assessment](#)

[Form: Professional Assessment Of Tenured Faculty](#)

*March 19, 1980; Revised: March 1996  
Senate Revised: May 19, 1999  
Adm. Approved: Sept. 1999*

DEPARTMENT EVALUATION COMMITTEE  
Professional Assessment

Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

The purpose of this assessment shall be to measure the member's:

1. Teaching effectiveness and/or primary professional function.
2. Service to the Department and the University.
3. Scholarship and professional activity in order to further the member's professional growth.

In making its assessment, the DC shall seek and use student and peer assessments as required by Article 4.11.7 of the CSU-AAUP Collective Bargaining Agreement.

Satisfactory \_\_\_\_\_

Unsatisfactory \_\_\_\_\_

**A supporting narrative must be attached explaining the rating.**

Members of DEC	Date
_____	_____ 20__
_____	_____ 20__
_____	_____ 20__
_____	_____ 20__
_____	_____ 20__
_____	_____ 20__
Faculty Member	Date
_____	_____ 20__
Dean or Director	Date
_____	_____ 20__
Provost/Vice President for Academic Affairs	Date

*This document may be found on the K drive in the Temp-Shared/Human Resources/Evaluation Material /Professional Assessment Cover Page*



# DEPARTMENT EVALUATION COMMITTEE REPORT

## Professional Assessment Of Tenured Faculty

Faculty Member \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Identify strengths and weaknesses in narrative form (*see Article 4.11.9.1*).

- (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 services, research, student supervision, or any other function specified in a 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 4.11.9.1-Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance or 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, e.g., attendance and participation in conferences and workshops, membership and service in appropriate professional organizations, and other professional activities.
- (5) Article 4.11.9.5-Years in Rank.

Promotion, Tenure, Professional Assessment and Annual Evaluation Procedures 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 DEC's shall follow the procedure set by the department involved.
- D. Departmental procedures for DEC's 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.

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.

- B. 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.

- C. 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.

- D. 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.

- E. 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.

- F. 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.

- G. In the event the evaluatee feels that a DEC member has abrogated his/her responsibilities by absenting himself/herself from deliberations, the evaluatee may request that appropriate academic dean or director investigate the situation. The evaluatee 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 or 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.

H. 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.

I. 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.

J. 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.
- K. 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 is initiated.

*September 1982  
Revised: Mar. 1996  
Revised Dec. 2001  
Revised Feb 2003*

L. 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 evaluated 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*

## 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 DEC's 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. DEC's 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.

[\*Form: Suggested DEC Chairperson's Memorandum\*](#)

[\*Form: DEC Written Evaluation and Recommendation Report for Teaching Faculty\*](#)

[\*Form: DEC Written Evaluation and Recommendation Report for Athletic Coaches\*](#)

[\*Form: DEC Written Evaluation and Recommendation Report for Athletic Trainers\*](#)

*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*

Suggested DEC Chairperson's Memorandum

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_, *DEC Chairperson*  
 \_\_\_\_\_, *Department*

**RE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ 20\_\_\_\_

The Department Evaluation Committee of the \_\_\_\_\_ Department is scheduled to evaluate you. The purpose of this evaluation is \_\_\_\_\_. The members of the Department Evaluation Committee who will conduct the evaluation are as follows:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

**CC:** \_\_\_\_\_, *Academic Dean or Appropriate Director*  
 \_\_\_\_\_, *Human Resource Department*  
 \_\_\_\_\_, *Chair of the P & T Committee*<sup>1</sup>

*Rev. Senate R-01-09-06  
 Admin Approval 1/3/02*

*1- 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.*

## DEC Written Evaluation and Recommendation Report for Teaching Faculty Members

**Preface** – The following form should be used by the Department Evaluation Committee 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 members employed as teaching faculty members.

Faculty Member: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Rank: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Department: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Academic Year 20____ - 20____
Evaluation Purpose <sup>1</sup> : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Overall Rating for Renewal of Non-Tenured Faculty <sup>2</sup> : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

DEC Recommendation: The DEC should provide their recommendation regarding either: 1) Renewal of a Non-Tenured Faculty Member; or 2) Promotion in Rank; or 3) The Award of Tenure

*1 Evaluation Purpose may be either 1) Annual Defined Term Appointment Renewal Evaluation; or 2) Promotion in Rank.*

*2 An overall rating of “Satisfactory”, “Marginal”, or “Unsatisfactory” should be provided for the annual defined term appointment evaluation. No overall rating is necessary for a promotion.*

The DEC should identify strengths and weaknesses in narrative form for the following evaluation criterion and categories.

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 specified 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



***We the undersigned members of the DEC, submit the attached written evaluation and recommendation. We certify that this report shall be distributed in accordance with the following distribution instructions.***

**Distribution Instructions:** *The Department Evaluation Committee shall make three copies of their written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation should be placed in the member's personnel file. The second copy should be transmitted to the appropriate dean (or director), and the third copy should be provided to the affected member upon issuance.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the appropriate Dean in accordance with the following schedule:**

1st Year Appointees	Within three (3) calendar days after the DEC due date
2nd Year or Later Appointees	Within one (1) calendar week of the DEC due date
Tenure and Promotion Candidates	Within one (1) calendar week of the DEC due date

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Revised Senate R-03-02-02  
Administrative Approval 4/17/03*

<p><b>DEC Recommendation:</b> The DEC should provide their recommendation regarding either: 1) Renewal of Defined Term Appointment; or 2) Promotion in Rank.</p>

*We the undersigned members of the DEC, submit the attached written evaluation and recommendation. We certify that this report shall be distributed in accordance with the following distribution instructions.*

**Distribution Instructions:** *The Department Evaluation Committee shall make three copies of their written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation should be placed in the member's personnel file. The second copy should be transmitted to the Athletic Director, and the third copy should be provided to the affected member upon issuance.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the Athletic Director in accordance with the following schedule:**

1st Year Appointees                      Within three (3) calendar days  
after the DEC due date

2nd Year or Later Appointees              Within one (1) calendar week of  
the DEC due date

Tenure and Promotion Candidates              Within one (1) calendar week of  
the DEC due date

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Revised Senate R-03-02-02  
Administrative Approval 4/17/03*

Athletic Department Evaluation Committee  
Written Evaluation and Recommendation Report for Non-Instructional Athletic Trainers

**Preface** – The following form should be used by the Athletic Department Evaluation Committee to issue their written evaluation and recommendation report for the renewal evaluation and recommendation for athletic trainers; and non-instructional athletic trainers applying for promotion in rank.

<p>Faculty Member: _____</p> <p>Rank: _____</p> <p>Department: _____</p> <p>Academic Year 20_____ - 20_____</p> <p>Evaluation Purpose<sup>1</sup>: _____</p> <p>Overall Rating for Renewal of Defined Term Appointment<sup>2</sup>: _____</p>
---

<p><b>DEC Recommendation:</b> The DEC should provide their recommendation regarding either: 1) Renewal of Defined Term Appointment; or 2) Promotion in Rank.</p>

*1 Evaluation Purpose may be either 1) Annual Defined Term Appointment Renewal Evaluation; or 2) Promotion in Rank.*

*2 An overall rating of “Satisfactory”, “Marginal”, or “Unsatisfactory” should be provided for the annual defined term appointment evaluation. No overall rating is necessary for a promotion.*

The DEC should identify strengths and weaknesses in narrative form for the following evaluation criterion and categories.

<p>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 their role educating and counseling student athletes.</p> <p>=====</p> <p>2. Article 6.9.2 Demonstrated level of care and professionalism when interacting with student athletes.</p> <p>=====</p> <p>3. Article 6.9.3 Record of continued educational growth and service to the profession.</p> <p>=====</p> <p>4. Article 6.9.4 Productive service to the department and University.</p> <p>=====</p> <p>5. Article 6.9.5 Years in Rank</p>
---

***We the undersigned members of the DEC, submit the attached written evaluation and recommendation. We certify that this report shall be distributed in accordance with the following distribution instructions.***

**Distribution Instructions:** *The Department Evaluation Committee shall make three copies of their written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation should be placed in the member's personnel file. The second copy should be transmitted to the Athletic Director, and the third copy should be provided to the affected member upon issuance.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the Athletic Director in accordance with the following schedule:**

1st Year Appointees	Within three (3) calendar days after the DEC due date
2nd Year or Later Appointees	Within one (1) calendar week of the DEC due date
Tenure and Promotion Candidates	Within one (1) calendar week of the DEC due date

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Revised Senate R-03-02-02  
Administrative Approval 4/17/03*

## DEC Written Evaluation and Recommendation Report for Librarians

**Preface** – The following form should be used by the Department Evaluation Committee 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 members employed as Librarians.

Faculty Member: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Rank: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Department: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Academic Year 20____ - 20____
Evaluation Purpose <sup>1</sup> : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Overall Rating for Renewal of Non-Tenured Faculty <sup>2</sup> : <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

**DEC Recommendation:** The DEC should provide their recommendation regarding either: 1) Renewal of a Non-Tenured Faculty Member; 2) Promotion in Rank; or 3) The Award of Tenure.

*1 Evaluation Purpose may be either 1) Annual Defined Term Appointment Renewal Evaluation; or 2) Promotion in Rank; 3) Tenure consideration, or 4) Professional Assessment.*

*2 An overall rating of “Satisfactory”, “Marginal”, or “Unsatisfactory” should be provided for the annual non-tenure renewal evaluation. No overall rating is necessary for a promotion or tenure evaluation.*

The DEC should identify strengths and weaknesses in narrative form for the following evaluation criterion and categories.

1. Article 8.3.1.1-Load Credit activity-Professional effectiveness in providing library services. <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/>
2. Article 8.3.1.2-Professional Activity, e.g. attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities. <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/>
3. Article 8.3.1.3-Productive service to the department and University <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/>
4. Article 8.3.1.4-Creative activity appropriate to one’s field, such as delivering papers at conferences, research, study and publication <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/>
5. Article 8.3.1.5- Years in Rank <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/>

*We the undersigned members of the DEC, submit the attached written evaluation and recommendation. We certify that this report shall be distributed in accordance with the following distribution instructions.*

**Distribution Instructions:** *The Department Evaluation Committee shall make three copies of their written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation should be placed in the member's personnel file. The second copy should be transmitted to the Library Director, and the third copy should be provided to the affected member upon issuance.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the Athletic Director in accordance with the following schedule:**

1st Year Appointees                      Within three (3) calendar days  
after the DEC due date

2nd Year or Later Appointees              Within one (1) calendar week of  
the DEC due date

Tenure and Promotion Candidates              Within one (1) calendar week of  
the DEC due date

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Rev. Senate R-01-09-06  
Admin Approval January 3, 2002  
Rev. Senate R-03-02-02  
Admin. Approval 4-17-03*

**DIRECTOR OF COUNSELING  
WRITTEN EVALUATION AND RECOMMENDATION REPORT  
FOR COUNSELORS**

**Preface** – The following form should be used by the Director of Counseling (DoC) to issue his/her written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of members employed as Counselors.

Faculty Member: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Year 20\_\_\_\_ - \_\_\_\_

Evaluation Purpose<sup>1</sup>: Promotion in Rank

Overall Rating for Renewal of Non-Tenured Faculty<sup>2</sup>: \_\_\_\_\_

**DoC Recommendation:** The DoC should provide their recommendation regarding either: 1) Renewal of a Non-Tenured Faculty Member; 2) Promotion in Rank; or 3) The Award of Tenure.

<sup>1</sup> Evaluation Purpose may be either 1) Annual Non-Tenure Evaluation; 2) Promotion in Rank; 3) Tenure Consideration or 4) Professional Assessment.

<sup>2</sup> An overall rating of "Satisfactory", "Marginal", or "Unsatisfactory" should be provided for the annual non-tenure renewal evaluation. No overall rating is necessary for a promotion or tenure evaluation.



The DoC should identify strengths and weaknesses in narrative form for the following evaluation criterion and categories.

1. *Article 7.3.1.1 - Load Credit Activity - Professional effectiveness in providing counseling in the area appropriate to the specialty(ies).*

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2. *Article 7.3.1.2 - Professional activity, e.g. attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.*

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3. *Article 7.3.1.3 Productive service to the department and University.*

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4. *Article 7.3.1.4 - Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.*

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5. Article 7.3.1.5 - Years in Rank

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I the undersigned Director of the Counseling Center, submit the attached written evaluation and recommendation. I certify that this report shall be distributed in accordance with the following distribution instructions.

**Distribution Instructions:** *The Director of Counseling Center shall make three copies of his/her written evaluation and recommendation (this form) with supporting reasons. The original copy of this form along with the written evaluation shall be placed in the member's personnel file. The second copy should be transmitted to the Dean of Student Affairs, and the third copy should be provided to the affected member upon issuance.*

**Director of Counseling**

Printed Name	Signature	Date
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I, the subject of this evaluation, am signing this to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I may submit additional comments to the appropriate Dean in accordance with the following schedule:

1 <sup>st</sup> Year Appointees	Within three (3) calendar days after the DoC due date
2 <sup>nd</sup> Year or Later Appointees	Within one (1) calendar week of the DoC due date
Tenure and Promotion Candidates	Within one (1) calendar week of the DoC due date

Signature: _____	Date: _____
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## Assessment and Evaluation of Administrative Faculty

Procedures on Evaluation of Administrative Faculty and the maintenance of the Personnel File are detailed in the current "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."

## 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 contendere) 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.

*1- 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](http://www.wcsu.edu/hr)*

## University Policy on Smoking

Western Connecticut State University is a public university authorized under State of Connecticut statutes. In accordance with current statutes applicable to buildings owned and/or operated by the State of Connecticut and residence halls in public institutions of higher education, smoking is prohibited inside all buildings. In addition, the University has established the policy that smoking is prohibited within a fifteen (15) foot distance of all building entrances, exists and open windows in order to reduce the infiltration of second-hand smoke into occupied space.

*Senate Approved R-07-09-04  
Administrative Approval 10/26/07*

## Human Resource Policies

All current and updated policies may be found on the Human Resources website at: <http://www.wcsu.edu/hr/policies-procedures/>

## Student Policies and Procedures

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.

### **1. The Student Handbook - Available online. Following is a partial list of areas covered in detail:**

- |                                      |  |
|--------------------------------------|--|
| a. University Buildings and Services | f. Frequently Asked Questions about Academics  |
| b. Academic Calendar                 | g. Frequently Asked Questions - General Topics |
| c. A-Z of Student Services           | h. University Policies                         |
| d. Contact Information               | i. Student Code of Conduct                     |
| e. Clubs and Organizations           | j. Fun Info and Maps                           |

### **2. Role of Faculty Advisor - Available from the Center for Student Involvement**

- a. Policy Affecting Campus Student Groups
- b. Reserving Rooms and Spaces for Meetings
- c. Specific Duties of Group and Club Advisors
- d. Regulations Affecting Student Program Activities and Faculty Advisors
- e. Sponsored Trip Approval Request Form (available from the Center for Student Involvement and at [www.wcsu.edu/studentlife](http://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.

## 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 redisclosed, 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*

## 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

## Administrative Procedures

### **I. Contacts With Media**

All official statements made in 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.

### **II. Fund Raising**

All fund raising activity undertaken in behalf of the University or any unit of the University must be channeled and cleared through the Vice President for Institutional Advancement.

### **III. 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](mailto: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.

### **IV. 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.

### **V. Identification Cards**

Full-time and part-time faculty may obtain an identification card from the University's WestConnect Card Office located in Old Main on the Midtown Campus.

### **VI. Purchasing**

All University purchasing must be approved or performed by the Purchasing Office. The deadline for purchasing academic equipment and supplies is April 15.

### **VII. Travel**

Requests for travel to workshops, conferences, etc., are initiated through the Department chairperson. Travel is administered through the Administrative Services' Office. No travel can be authorized unless a completed Travel Authorization has been issued to the employee who requested travel approval. The complete travel manual can be located on Western's web page <http://www.wcsu.edu/travel/>.

### **VIII. Building Access After Hours**

Each full-time faculty member has access to classroom buildings after hours as required by use of a University Identification Card. There is one set of entry doors in each classroom building that has a card reader for that purpose. (See Key/Passkey policy.)

### **IX. Bookstore**

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.

### **X. Facilities Work Orders**

Facilities Work Orders (Maintenance Work Orders) are administered through the Environmental and Facilities 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>.

Western Connecticut State University  
 WESTCONNect Office Access Authorization Policy  
 (Keys, Card Access, 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.

### 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, then 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*

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#### **Report a 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](http://www.schooldude.com) and select client login.
2. Sign on. If you do not have an ID in the SCHOOLDUE 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.

Form can be found at: [www.wcsu.edu/westconnect](http://www.wcsu.edu/westconnect)

*Revised 7/05  
Revised 8/09*

## Access Request Form

Form can be found at: [www.wcsu.edu/westconnect](http://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](http://www.wcsu.edu/westconnect)

*Revised 5/10/04  
Revised 6/13/11*



# WESTERN CONNECTICUT STATE UNIVERSITY

## DISBURSEMENT FORM

Revised: 09/08

### PAYEE INFORMATION:

Payee Name: \_\_\_\_\_

SS#, FEIN # or Banner ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

State Employee: ☐ Yes ☐ No

1099 Reportable: ☐ Yes ☐ No

### 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.)

### PURPOSE: (Check one)

☐ Personal Service Agreement/Honorarium - PSA #: \_\_\_\_\_

Final Payment? ☐ Yes ☐ No

☐ Membership/Subscription

☐ 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.

### Duplication Guidelines--for black and white printing

Assuming you have black and white printed material in finished, reproducible form (i.e., clear black type and clean artwork), and simply need additional copies, complete a Printing Requisition (pink for Midtown campus; yellow for Westside). These forms are available from your dept. chair or you may pick them up in University Publications and Design (UPC) in Old Main 202.

Faculty must fill out their own printing requisitions and submit them, along with materials to be duplicated to UPD, Old Main 202. *Please, do not send your work to the Print Shop.* Turnaround time for duplication is usually three working days. Allow five or more days for oversized jobs. Westside campus should allow more time for mail delivery. As a rule, all jobs are printed double-sided unless otherwise indicated on the requisition sheet.

**Large quantity jobs:** We are frequently asked to reprint large quantities of classroom material. In some cases, these reprints are used in lieu of, or in addition to, textbooks. Publications of this type may be handled in-house; however, the cost of printing oversized jobs will be charged back on a case by case basis to the respective departments.

If it is determined that your job falls into this category, you will receive a call or e-mail from the director indicating specific chargeback costs and details on how to make budget transfers. You will need to ensure that funds are available to make payment prior to the job being printed and delivered.

As an alternative means of handling large jobs, faculty may leave a copy of the required material on reserve in the library and request that students be individually responsible for photocopying work.

### Duplication Guidelines--for color copies

We are able to produce color copies, however these will be charged back to your department at a rate TBD based on the project scope. Please discuss with the director (x78293 or davisj@wcsu.edu) for specific chargeback costs and details about how to make budget transfers.

Printing options include standard and double-side copying; also booklets, heavy-and standard-weight stocks, with odd sizes up to 12 x 18 inches are available.

## WESTERN CONNECTICUT STATE UNIVERSITY

### 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 Environmental and Facilities Services. No other University department or employee may release official statements regarding the cause, origin, or nature of University fire or emergency situations.

#### **Information**

Assistance will be provided by the Environmental and Facilities 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*

## Emergency Weather Closing Procedures

### **Closings & Delays**

Using information regarding conditions of local roads, campus walkways and grounds, the Vice President for Finance & Administration 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 Vice President of Finance & Administration informs the police of the decision, and they in turn, notify the various radio and television stations and the University shuttle bus company. The decision is posted on WCSU's web site. Individuals may also call 203-837-9377 for a recorded announcement of the decision to close or delay.

The opening of offices and buildings will coincide with the beginning of classes. For example, if classes are delayed until 10 a.m., the offices and buildings will also open at 10 a.m., at which time all employees are expected to report for work. If day classes are cancelled, the administrative offices will be closed for that day also. Designated police and maintenance personnel are required to report for work as usual.

### **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.

Closing/Delay information will be called into the following websites and radio/television stations:

<http://www.ctweather.com>

<https://www.facebook.com/WestConn>

<https://twitter.com/WestConn>

WXCI FM 91.7 W.C.S.U.

WLAD 800 Danbury, CT

## 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 log book 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.

[Form: Equipment Loan Form](#)

*Revised July, 2002  
Updated July, 2008*

*Updated June, 2013*

RECORD OF EQUIPMENT ON LOAN

CSU-1079

WESTERN CONNECTICUT STATE UNIVERSITY

DATE \_\_\_\_\_ REPORT NO. \_\_\_\_\_  
 \_\_\_\_\_ IS AUTHORIZED TO REMOVE FROM ROOM \_\_\_\_\_  
 OF THE \_\_\_\_\_ BUILDING \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ BUILDING NO. \_\_\_\_\_

THE FOLLOWING EQUIPMENT:

TAG NO. SERIAL NO. DESCRIPTION/CONDITION VALUE

-----  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE EQUIPMENT WILL BE USED FOR \_\_\_\_\_

WHICH IS RELATIVE TO WORK BEING DONE IN THE \_\_\_\_\_

SPECIFIC UNIT( DEPARTMENT)

AT THE \_\_\_\_\_

AGENCY NAME (WCSU)

THE EQUIPMENT WILL BE LOCATED AT \_\_\_\_\_

GIVE COMPLETE ADDRESS

UNTIL ONE YEAR FROM DATE OF ISSUE

DATE OF RETURN

AT WHICH TIME IT WILL BE RETURNED TO UNIVERSITY COMPUTING OR IN CASE OF NON-IT EQUIPMENT TO ORIGINATING DEPARTMENT.

THE ABOVE NAMED INDIVIDUAL WILL BE RESPONSIBLE FOR LOSS DUE TO THEFT OR OTHER CAUSE AND ANY DAMAGE AND WILL PROVIDE DUE CARE AND SECURITY FOR THE ABOVE DESCRIBED EQUIPMENT UNTIL THE EQUIPMENT IS RETURNED TO THE AGENCY. IN THE EVENT OF A THEFT, A COPY OF A POLICE REPORT MUST ACCOMPANY THE NOTIFICATION TO INVENTORY CONTROL TO REMOVE AN ITEM FROM THE ASSET LISTING. THE RECIPIENT WILL BEAR RESPONSIBILITY FOR THE RETURN OF EQUIPMENT IN THE SAME CONDITION AS AT THE TIME OF RELEASE.

APPROVED DIRECTOR OR DEPARTMENT HEAD SIGNATURE	PRINTED NAME
RECIPIENT SIGNATURE	PRINTED NAME

COMPLETE AND RETURN A COPY TO : ASSISTANT DIRECTOR OF PROPERTY MANAGEMENT & ONE COPY TO UNIVERSITY COMPUTING. RETAIN A COPY AND COMPLETE THE LOWER PORTION UPON RETURN OF THE EQUIPMENT.

DATE \_\_\_\_\_ THE ABOVE EQUIPMENT HAS BEEN RETURNED TO \_\_\_\_\_  
 \_\_\_\_\_ IN THE SAME CONDITION AS,  
 BUILDING NO. AND ROOM \_\_\_\_\_

IT WAS ACCEPTED AT THE TIME OF THE LOAN, WHERE REASONABLE EXPECTED.

PLEASE NOTE ANY EXCEPTIONS:

DIRECTOR OR DEPARTMENT HEAD SIGNATURE	RECIPIENT SIGNATURE
---------------------------------------	---------------------

A COPY OF THIS FORM MUST BE RETURNED TO PROPERTY MANAGEMENT: K. KOSCHEL OLD MAIN ROOM 014



Policy Concerning  
Faculty Authored Textbook at Western Connecticut State University

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\_\_\_\_\_

*Title*

\_\_\_\_\_

(as author, editor, or contributor) in my course\_\_\_\_\_

*Course Title*

I will donate all royalties from the sale of my work to my WCSU students to \_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_20\_\_

*Date*

Printed Name: \_\_\_\_\_

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 Copier Policy

### **Purpose:**

The WESTCONNECT Card will allow faculty members to produce copies on designated machines throughout both campuses. All faculty receive a copy plan on their WESTCONNECT Card. A list of machines is available on the university's website, [www.wcsu.edu/westconnect/cardservices.asp#Faculty\\_Copy\\_Plans](http://www.wcsu.edu/westconnect/cardservices.asp#Faculty_Copy_Plans).

### **How To:**

All faculty members are required to obtain a WESTCONNECT Card in order to use the copy card system, this can be done at the WESTCONNECT Card Office located in Old Main, lower-level, facing the Student Center.

In order to request copy card credit, not to exceed 1,000 copies at a time, a faculty member must send a written request to the WESTCONNECT Card Office staff. This request may be handled via e-mail to [RequestWestconnect@wcsu.edu](mailto:RequestWestconnect@wcsu.edu). Please include the following mandatory information; your name, department, active semester and number of copies requested.

Problems with a copy machine, and requests for repair, may be reported through the Purchasing Office at 837-8657.

### **Terms And Conditions:**

The use of the copy credit is solely for academic purposes related to employment at WCSU. The WESTCONNECT Card is intended for use by the individual to whom it was issued, and must not be transferred to another. Any lost or stolen cards must be reported immediately either in person at the Card Office (during business hours) or via telephone (837-9311).

Each semester active full-faculty members are given a 6,000 copy credit on their card, active part-time faculty are given a 1,000 copy credit on their card. There is no cash value given in association with copy card credits, therefore the value cannot be transferred for the purposes of purchasing other services.

*Created 02/2005  
Revised 07/2009  
Revised 6/13/11*

### **Copier Instructions**

1. Swipe your WESTCONNECT Card. Make sure the magnetic stripe is facing the correct way as indicated on the reader.
2. The card reader will display a count of 1,000 and begin to count down from 1,000. This amount simply indicates a block of 1,000 copies is activated. If you have more than 1,000 copies on your copy plan you may copy more than 1,000 copies; however, you will be required to swipe your card again.
3. You will now see the green light on the "start" button of the copier. At this point you may begin to use the copier controls as necessary, i.e. choose size of paper, number of copies, etc.
4. When you are finished copying you may hit the button labeled "Quit/Enter" in the lower, right-hand corner of the keypad. If you forget to hit this button, the card reader will "time-out", or cancel automatically, after 60 seconds.

If you have any problems, please contact the WESTCONNECT Office at 837-9311 or via-email at [RequestWestconnect@wcsu.edu](mailto:RequestWestconnect@wcsu.edu)

*Created 02/05  
Revised 07/09*

## 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*



WESTERN CONNECTICUT STATE UNIVERSITY  
MILEAGE REIMBURSEMENT FORM

Revised: 7/09

Office Use Only:

Account No. \_\_\_\_\_  
731200/732100 \_\_\_\_\_  
731205/732105 \_\_\_\_\_  
Total Reimbursement: \_\_\_\_\_  
Ins. Coverage: \_\_\_\_\_

Month \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
Banner ID # \_\_\_\_\_  
If State Car is Used List License Plate # \_\_\_\_\_

**Please Note:** No payment for use of personally owned vehicles is permitted for (a) home to office travel, (b) any activity except official state business, (c) participation in any activity in which an honorarium , stipend, monetary fee or gift of any value is given to the employee involved. The mileage chart should be used for CSU travel if leaving from WCSU.

Employees must note the point of departure (i.e. work or home) and attach a MapQuest sheet detailing the point of departure and destination. Reimbursement shall be made based on the MapQuest sheet less employees daily commute to the University. A MapQuest sheet of the distance between your home and work must also be attached.

If traveling between WCSU and another CSU school or Systems Office, the mileage chart must be used.

\* A printout from MapQuest is required for each travel trip. To access MapQuest - go to <http://www.mapquest.com/>

\*\*A receipt must be attached for miscellaneous expenses (i.e. parking, tolls, etc).

CSU Mileage Chart: <http://www.wcsu.edu/travel/Guide/page09.asp>

Date	Required Travel Information: Starting, Arrive At & Return To Address, City & State for Each Trip		Reason for Trip	Miles *	Tolls/Misc.**
	Starting Address, City, State:				
	Arrive at Address, City, State:				
	Return to Address, City, State:				
	Starting Address, City, State:				
	Arrive at Address, City, State:				
	Return to Address, City, State:				
	Starting Address, City, State:				
	Arrive at Address, City, State:				
	Return to Address, City, State:				
	Starting Address, City, State:				
	Arrive at Address, City, State:				
	Return to Address, City, State:				
	Starting Address, City, State:				
	Arrive at Address, City, State:				
	Return to Address, City, State:				
			TOTALS		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's or Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Director of Administrative Services Approval \_\_\_\_\_ Date \_\_\_\_\_

**Western Connecticut State University**  
**Personal Services Agreement & Honorarium Request Form**

**\$3,000 or less**

1. Complete this form and forward to the Purchasing Office 10 business days prior to the start of the service period
2. The University and the Service Provider as listed below hereby enter into an agreement subject to the terms and conditions stated herein and/or attached hereto and subject to the provisions of section 4-98 of the Connecticut General Statutes as applicable.
3. Acceptance of this agreement implies conformance with terms and conditions set forth on Pages 2 and 3 of this file, as attached hereto and incorporated by reference
4. If a service provider will be paid more than \$3,000 in any rolling 12-month period, a Personal Service Agreement form C)-802A must be prepared and approved in advance of the start date of this service

Original \_\_\_\_\_

Amendment \_\_\_\_\_

Amendment # \_\_\_\_\_

**Under no circumstances are any services to be performed under this agreement unless the User Department has received approval.**

<b>Service Provider</b>	<p style="text-align: center;"><b><u>SERVICE PROVIDER</u></b></p> <p>1. SERVICE PROVIDER NAME: _____</p> <p>2. SERVICE PROVIDER ADDRESS: _____</p> <p>SERVICE PROVIDER PHONE: _____ SERVICE PROVIDER EMAIL: _____</p> <p>3. ARE YOU CURRENTLY OR EVER HAVE BEEN AN EMPLOYEE OF THE STATE OF CONNECTICUT? YES _____ NO _____          If you answered Yes to Number 3 above, a dual employment form may be required and made part of this agreement</p> <p>4. DO YOU HAVE AN IMMEDIATE FAMILY MEMBER WHO IS AN EMPLOYEE OF THE STATE OF CONNECTICUT? YES _____ NO _____</p> <p>5. HAVE YOU CONTRACTED WITH THIS UNIVERSITY DURING THE PAST 12 MONTHS? YES _____ NO _____</p>												
<b>University</b>	<p style="text-align: center;"><b><u>UNIVERSITY</u></b></p> <p>6. UNIVERSITY INFORMATION: WESTERN CONNECTICUT STATE UNIVERSITY, 181 WHITE STREET, DANBURY, CT 06810 AGENCY #7803</p> <p>7. PROJECT DIRECTOR'S NAME: _____ TELEPHONE NUMBER: _____</p> <p>NOTE: If numbers 3 and/or 4 above were answered "Yes" and the contract value of this Agreement is equal to or greater than \$100 and the fee is to be paid as an independent contractor, this contract must have been awarded through an open and public bidding process.</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">8. BANNER INDEX: _____</td> <td style="width: 30%;">AMOUNT: _____</td> <td style="width: 40%;">AUTHORIZED FUNDING SIGNATURE: _____</td> </tr> <tr> <td>BANNER INDEX: _____</td> <td>AMOUNT: _____</td> <td>AUTHORIZED FUNDING SIGNATURE: _____</td> </tr> <tr> <td>BANNER INDEX: _____</td> <td>AMOUNT: _____</td> <td>AUTHORIZED FUNDING SIGNATURE: _____</td> </tr> <tr> <td>BANNER INDEX: _____</td> <td>AMOUNT: _____</td> <td>AUTHORIZED FUNDING SIGNATURE: _____</td> </tr> </table> <p>9. TOTAL VALUE OF THIS SERVICE: _____ AUTHORIZED FUNDING SIGNATURE: _____</p>	8. BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____	BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____	BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____	BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____
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BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____											
BANNER INDEX: _____	AMOUNT: _____	AUTHORIZED FUNDING SIGNATURE: _____											
<b>Terms and Conditions</b>	<p style="text-align: center;"><b><u>TERMS AND CONDITIONS</u></b></p> <p>10. SERVICE PERIOD: FROM _____ TO _____          CONTRACT BID AWARD # IF APPLICABLE: _____</p> <p>11. NUMBER OF DAYS: _____ THIS AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT FOR THE ENTIRE TERM OF SERVICE PERIOD STATED ABOVE UNLESS CANCELLED BY THE UNIVERSITY, BY GIVING THE SERVICE PROVIDER WRITTEN NOTICE OF SUCH INTENTION. (REQUIRED DAYS NOTICE SPECIFIED AT LEFT.)</p> <p>12. THE SERVICE PROVIDER AGREES TO: (DETAILED SERVICES MUST BE PROVIDED ALONG WITH SPECIAL PROVISIONS AS NECESSARY.)</p> <p>13. TOTAL AGREEMENT NOT TO EXCEED: _____ (ORIGINAL AGREEMENT AMOUNT + ALL AMENDMENTS.)</p> <p>14. PAYMENT TO BE MADE UNDER THE FOLLOWING SCHEDULE UPON RECEIPT OF PROPERLY EXECUTED AND APPROVED DISBURSEMENT FORM.</p>												
<b>Acceptances/Approvals</b>	<p style="text-align: center;"><b><u>ACCEPTANCES/APPROVALS</u></b></p> <p style="text-align: center;"><b><u>STATUTORY AUTHORITY CCGS 10a-151b</u></b></p> <p>SERVICE PROVIDER (OWNER OR AUTHORIZED SIGNATURE): _____ TITLE: _____ DATE: _____</p> <p>APPROPRIATE DEAN - WESTERN CONNECTICUT STATE UNIVERSITY (AUTHORIZED SIGNATURE): _____ TITLE: _____ DATE: _____</p> <p>VICE PRESIDENT - FINANCE AND ADMINISTRATION - WESTERN CONNECTICUT STATE UNIVERSITY (AUTHORIZED SIGNATURE): _____ TITLE: _____ DATE: _____</p>												
<p>REVISED 3/27/2012      DOCUMENT NUMBER: <b>PSA</b>      ENCUMBERED (DATE &amp; INITIALS)</p>													

## TERMS/CONDITIONS

### EXECUTIVE ORDERS

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and Executive Order No. Seven C of Governor M. Jodi Rell promulgated July 13, 2006. This section (the "CCR Section") is included here pursuant to Conn. Gen. Stat. § 9-333n and, without limiting its applicability, is made applicable to State Contracts, bid solicitations, request for proposals and prequalification certificates, as the context requires. This CCR Section, without limiting its applicability, is also made applicable to State Agencies, Quasi-public Agencies, the General Assembly, State Contractors, Prospective State Contractors and the holders of valid prequalification certificates, as the context so requires. (a) For purposes of this CCR Section only: (1) "Quasi-public Agency" means the Connecticut Development Authority, Connecticut Innovations, Incorporated, Connecticut Health and Educational Facilities Authority, Connecticut Higher Education Supplemental Loan Authority, Connecticut Housing Finance Authority, Connecticut Housing Authority, Connecticut Resources Recovery Authority, Connecticut Hazardous Waste Management Service, Capital City Economic Development Authority, Connecticut Lottery Corporation, or as this definition may otherwise be modified by Title 1, Chapter 12 of the Connecticut General Statutes concerning quasi-public agencies. (2) "State Agency" means any office, department, board, council, commission, institution or other agency in the executive, legislative or judicial branch of State government, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing. (3) "State Contract" means an agreement or contract with the State or any State Agency or any Quasi-public Agency, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a fiscal year, for (A) the rendition of personal services, (B) the furnishing of any material, supplies or equipment, (C) the construction, alteration or repair of any public building or public work, (D) the acquisition, sale or lease of any land or building, (E) a licensing arrangement, or (F) a grant, loan or loan guarantee, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing. (4) "State Contractor" means a person, business entity or nonprofit organization that enters into a State Contract. Such person, business entity or nonprofit organization shall be deemed to be a State Contractor until the termination of said contract. "State contractor" does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial branch of State government or a Quasi-public Agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a State or Quasi-public Agency employee, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing. (5) "Prospective State Contractor" means a person, business entity or nonprofit organization that (A) submits a bid in response to a bid solicitation by the State, a State Agency or a Quasi-public Agency, or a proposal in response to a request for proposals by the State, a State Agency or a Quasi-public Agency, until the State Contract has been entered into, or (B) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under Section 4a-100 of the Connecticut General Statutes. "Prospective State Contractor" does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial branch of State government or a Quasi-public Agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a State or Quasi-public Agency employee. Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing may modify this definition, which modification shall control. (6) "Principal of a State Contractor or Prospective State Contractor" (collectively referred to in this CCR Section as "Principal") means (A) an individual who is a member of the board of directors of, or has an ownership interest in, a State Contractor or Prospective State Contractor, which is a business entity, except for an individual who (i) owns less than five per cent of the shares of any such State Contractor or Prospective State Contractor that is a publicly traded corporation or (ii) is a member of the board of directors of a nonprofit organization qualified under Section 501(c)(3) of the Internal Revenue Code corporation, of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, (B) an individual who is employed by a State Contractor or Prospective State Contractor, which is a business entity, as president, treasurer or executive or senior vice president, (C) an individual who is the chief executive officer of a State Contractor or Prospective State Contractor, which is not a business entity, (D) an employee of any State Contractor or Prospective State Contractor who has managerial or discretionary responsibilities with respect to a State Contract, (E) the spouse or a dependent child of an individual described in this subparagraph, or (F) a political committee established by or on behalf of an individual described in this subparagraph, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing. (b) On and after December 31, 2006, no State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from a State Agency in the executive branch or a Quasi-public Agency, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (2) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (3) a party committee. (c) On and after December 31, 2006, no State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from the General Assembly, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (2) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (3) a party committee. (d) On and after December 31, 2006, if a State Contractor or a Principal of a State Contractor makes or solicits a contribution prohibited under this CCR Section, the contracting State Agency or Quasi-public Agency may, in the case of a State Contract executed on or after December 31, 2006, void the existing contract with said contractor, and no State Agency or Quasi-public Agency shall award the State Contractor a State Contract or an extension or an amendment to a State Contract for one year after the election for which such contribution is made or solicited. (e) On and after December 31, 2006, if a Prospective State Contractor or a Principal of a Prospective State Contractor makes or solicits a contribution prohibited under this CCR Section, no State Agency or Quasi-public Agency shall award the Prospective State Contractor the contract described in the bid solicitation or request for proposals, or any other State Contract for one year after the election for which such contribution is made or solicited. (f) On and after December 31, 2006, the chief executive officer of each Prospective State Contractor, or if a Prospective State Contractor has no such officer then the officer who duly possesses and exercises comparable powers and duties, shall: (1) inform each individual described in subsection (a)(6) of this CCR Section with regard to said Prospective State Contractor concerning the provisions of subsection (b) or (c) of this CCR Section, whichever is applicable, and this subsection (f). (2) submit a sworn affidavit under penalty of false statement that no such individual will make or solicit a contribution in violation of the provisions of subsection (b) or (c) of this CCR Section, whichever is applicable, and this subsection (f), and (3) acknowledge in writing that if any such contribution is made or solicited, the Prospective State Contractor shall be disqualified from being awarded the contract described in the bid solicitation or request for proposals or being awarded any other State Contract for one year after the election for which such contribution is made or solicited. Such officer shall attach the affidavit and the acknowledgement to their bid, proposal or application for prequalification, as applicable. This Agreement is subject to the provisions of Executive Order No. 14 of Governor M. Jodi Rell, promulgated on April 17, 2006. Pursuant to this Executive Order, the Contractor shall use cleaning and/or sanitizing products having properties that minimize potential impacts on human health and the environment, consistent with maintaining clean and sanitary facilities.

Non-discrimination. (a) For purposes of this Section, the following terms are defined as follows:

(1) "Commission" means the Commission on Human Rights and Opportunities; (2) "Contract" and "contract" include any extension or modification of the Contract or contract; (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor; (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose. (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; (7) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced; (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders; (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and (10) "public works contract" means any agreement between



any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts. (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter. (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto. (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

#### INSURANCE/INDEMNIFICATION

The Contractor agrees that while performing services specified in this agreement he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut for any insurable cause whatsoever. If requested, certificates of such insurance shall be filed with the contracting State agency prior to the performance of services. Contractor hereby indemnifies and shall defend and hold harmless the State, its officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands liabilities, monetary loss, interest, attorneys fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement, including those arising out of injury to or death of Contractor employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of the Contractor or its employees, agents or subcontractors.

#### STATE LIABILITY

The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that this agreement has been accepted by the contracting agency and, if applicable, approved by the Office of Policy and Management (OPM) or the Department of Administrative Services (DAS) and by the Attorney General of the State of Connecticut.

#### ENTIRE AGREEMENT

This written Agreement shall constitute the entire agreement of the parties and no other terms and conditions in any document, acceptance or acknowledgement shall be effective or binding unless expressly agreed to in writing by the State Agency. This Agreement may not be changed other than by a formal written amendment signed by the parties hereto.

#### GOVERNING LAW

The validity, construction and effect of this Agreement shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws, and any question arising under this Agreement shall be construed or determined according to such laws, except to the extent preempted by federal law.

#### CLAIMS AGAINST THE STATE

The contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the contractor further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

## 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 (bernsteinw@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
- **WestConn 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*



## WESTERN CONNECTICUT STATE UNIVERSITY

### Procedures for State Vehicle Reservation and Use

**Reservations:**

The Environmental and Facilities 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 Environmental and Facilities 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 Luigi Marcone, Director of Facilities Operations and EHS Programs at 203-837-9314.

*Rev. 8/11*

## Expense and Refreshment Policy

State funds may be used to provide payment or reimbursement for reasonable and necessary expenses incurred in transacting University business. State funds refer to all operating and self supporting funds administered by Western Connecticut State University.

This policy provides guidelines concerning when meals and refreshments may be paid for with State funds. Applicability of this policy is limited to non-travel business meals and refreshments. Non-travel business would include meetings, training sessions, conferences, or other University-sponsored events to conduct official University business. Travel-related meals and refreshments are covered under the University's Travel Policy.

Meals are defined to include food and non-alcoholic beverages provided at breakfast, lunch, or dinner to attendees of University-sponsored functions. Refreshments are defined to include beverages such as coffee, tea, bottled water, juice, and soda, and food items such as pastries, fruit, chips, cookies, and cake.

In all cases, the purchase must serve the purposes and needs of the University. Prudent judgment for incurring meal and refreshment expenses is essential. Resources are limited, and business meals and refreshments are subject to close public examination and audit. Business meals and refreshments must be fully necessary, reasonable, and supportable in all instances.

### **Allowable Meals And Refreshment Expenses**

1. *Meal expenses* for University employees generally are a personal responsibility. However, payment or reimbursement for meals of employees may be allowed when:

- a. The meal charge is part of a conference or workshop expense;
- b. A search committee, or search committee representative, hosts a candidate for a position;
- c. An employee hosts a visiting lecturer, potential donor, or other guest on official University business; or
- d. It is necessary to hold a meeting to carry out official University business which extends through breakfast, lunch, or dinner and the primary purpose of the meeting is not the meal. In this circumstance, the meal expense requires **prior** written approval by the appropriate Vice President or the President.

2. *Refreshments* may be provided during official University business meetings involving a combination of University employees and external individuals, such as a meeting with industry representatives, an external task force or advisory group, or volunteers.

3. *Refreshments* may be provided for staff retreats held for the purpose of the University's work-related planning. A *meal* also may be provided for day-long staff retreats with prior written approval of the appropriate Vice President or the President.

4. Refreshments may be provided at events hosted by the President, Vice Presidents, Associate Vice Presidents, Chief Officers, or Dean's recognizing work related achievements or milestones by employees, including retirement after significant service years or significant service to WCSU.

5. University-wide events may be hosted by the President or others with prior written approval of the President for purposes such as opening semester University meetings, annual Campus Pride event, holiday party, etc.

6. The purchase of coffee and accompanying condiments (ie: sugar, creamer, etc.) is permissible for Dean's offices and above.

7. Sodexo Food Service Operations: Sodexo retains exclusive catering rights and has the right of first refusal to provide catering of refreshments or prepared foods for Campus events. If catering services are required, please contact Sodexo's catering personnel at 7-8755. For catering services to be provided, a fully approved food service form needs to be submitted to the Administrative Services' department two weeks in advance.

### **Non-Allowable Meals And Refreshment Expenses**

1. Refreshments or meals generally may not be provided in conjunction with ordinary, recurring staff meetings or other regularly scheduled business meeting of employees. However, occasionally, certain circumstances may exist that warrant refreshments at a staff meeting. The provision of refreshments at a staff meeting under special circumstances is permissible provided prior written approval is given by the appropriate Vice President or the President.

2. Ad-hoc committee meetings and informal meetings consisting solely of university employees should not include breakfast, lunch, dinner, or coffee/beverage service expenses (except events paid by special allocated collective bargaining Faculty Development Funds or grant-supported expenses with pre-approval through the grant budget.)

### **Documentation And Payment**

When meals or refreshments are provided for a University meeting or event, the following information must be provided with the payment or reimbursement request in a timely manner:

- Explanation of the University's bona fide business purpose;
- List of attendees and their status (faculty, staff, candidate, visitors, etc.; large groups may be described categorically);
- Date and location of event;

- Itemized invoice or receipt, including unit costs, from the vendor who provided the meals and/or refreshments;
- Evidence of prior written approval, when required;
- Funding source (Banner organization number); and
- Signature of authorized signatory for the Banner organization.

In addition, when the individual who is the authorized signatory for the funding Banner organization participates in the meeting or event, his/her supervisor must also sign the reimbursement request before payment or reimbursement may be made.

#### **Other Non-Allowable Expenses**

Certain types of expenses generally are not considered reasonable and necessary for the University, and therefore, generally may not be paid or reimbursed with State funds. Non-allowable expenses include payments or reimbursements for:

1. Alcoholic beverages;
2. Gifts purchased for University employees, relatives, or outside individuals in recognition of personal life events such as birthdays, births, or deaths (e.g. flowers, gift boxes, purchased cakes);
3. Donations or gifts of any kind to individuals, including outside organizations and individuals and University faculty, staff, and students unless deemed to be a promotional initiative for the University and approved by the division Vice President;
4. Gift cards in support of student programming unless approved by the division's Vice President;
5. Office parties or employee entertainment (both internal and external);
6. Holiday celebrations or meals for employees, including secretary's day
7. Political events, contributions, or donations;
8. Purchases from a University employee or his or her immediate family unless completed through competitive bidding process administered through the University's Purchasing Office;
9. Reimbursement for sales tax incurred when personal funds are used to purchase goods or services for the University.

**Exceptions** Under certain circumstances, it may be in the best interest of the University to invoke an exception to this policy, and exceptions may be granted by the President or Vice President for Finance and Administration. Individuals who believe an exception is in the University's best interests must request written approval in advance of incurring the expense.

*Revision 10/1/12*

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**EMPLOYEE REQUEST FOR COMPENSATION FOR ACTIVITIES**  
**(For current employees ONLY)**

To be used for Western Connecticut State University employees only.

To expedite the processing of this form, please make sure that all questions are answered completely. Requests should be filed at least **THREE (3) WEEKS** prior to the start of the engagement. If you have any questions, please contact the Human Resources office at ext. 78662.

UNDER NO CIRCUMSTANCES ARE ANY SERVICES TO BE PERFORMED UNLESS THE DEPARTMENT HAS RECEIVED APPROVAL.

**Procedure:**

1. Complete the form and obtain signature for **PART A** and forward to the Associate Vice President for Human Resources. If the payment requested is above \$500, **PART B** must be completed by the appropriate Vice President prior to forwarding to Human Resources.
2. After approval by the Associate Vice President for Human Resources, a copy will be sent to the Financial Manager who is responsible for the Banner Org. Account and the Payroll office. This is the Financial Manager's notice that the request has been approved.
3. After the engagement has been completed, in order to process the payment, the Financial Manager requesting the payment must complete **PART E** and return the form to the Payroll office. If the payment is for the Financial Manager or the Financial Manager is unavailable, the signature of the Dean/VP or President will be required\*. The payment will be included with the employee's regular payroll.

Department \_\_\_\_\_ Payment Requested By \_\_\_\_\_

Signature of Financial Manager \_\_\_\_\_ Date \_\_\_\_\_

Banner Org. # \_\_\_\_\_ Financial Manager (print name) \_\_\_\_\_

Payment To Be Made To \_\_\_\_\_ Banner ID # \_\_\_\_\_

Complete Description of Services \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Engagement \_\_\_\_\_ Amount Due Employee \$ \_\_\_\_\_  
When Applicable: Cost of Fringe (Due University) \$ \_\_\_\_\_

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**APPROVALS:**

**PART A**

Signature of Dean/VP/President \_\_\_\_\_ Date \_\_\_\_\_

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**PART B (required if request is over \$500)**

VP. of Appropriate Division/President \_\_\_\_\_ Date \_\_\_\_\_

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**PART C**

Associate VP, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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**PART D**

Fiscal Affairs Office \_\_\_\_\_ Date \_\_\_\_\_

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**PART E** *Notice to Payroll Office:* I verify that the service described above has been performed and approve payment for the same.

Signature of Financial Manager\* \_\_\_\_\_ Date \_\_\_\_\_

\*Signature of Dean/VP/President \_\_\_\_\_ Date \_\_\_\_\_

(\*Only required for payments on behalf of Financial Manager)

## WESTERN CONNECTICUT STATE UNIVERSITY

### University Events

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](http://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 WestConn 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 access to 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. Western Connecticut State University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, color, religion, sex, 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.

[Form: Facilities Reservation Form](#)

[Form: Food Service Request Form](#)

# Facilities Reservation Form

Room Reservation No. \_\_\_\_\_

Instructions: Please print clearly or type- all copies must be legible. Mail completed form to: WCSU, Events Office, 181 White Street, Danbury, CT 06810 or fax to 203-837-8778. Questions? Call 203- 837-8800

A

1. All reservations and related requests are tentative until confirmed in writing. This also applies to any reservation changes. Cancellations and reservation changes must be made at least 48 hours in advance. A non-refundable deposit of \$50 is due upon application. E-mail your requests to [events@wcsu.edu](mailto:events@wcsu.edu).
2. Reservations will be billed after the event. In addition, there may be additional charges for food service, extra staffing, maintainance, media equipment, etc.
3. Normally, all events scheduled Sunday through Thursday evenings should plan to end by 12:00 midnight; all events scheduled on Friday or Saturday nights; by 1:00am.

B

Name of event or activity: \_\_\_\_\_

Relationship to WCSU	<input type="checkbox"/>	Student	<input type="checkbox"/>	Faculty/Administration	<input type="checkbox"/>	Club/Organization	<input type="checkbox"/>	Other _____
Type of Activity	<input type="checkbox"/>	Lecture	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Concert	<input type="checkbox"/>	Reception
	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Other _____				

Building and Room Requesting: \_\_\_\_\_ Day(s) and Date(s) Requested: \_\_\_\_\_

Event Start Time: _____	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM Event End Time _____	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM
Expected Attendance _____				Open to the public	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Will money be charged? ☐ Yes ☐ No, If yes, how much? \_\_\_\_\_

Will food be served? ☐ Yes ☐ No (All catering must be done through Dining Services - 203-837- 8755)

Are you requesting to serve alcohol? ☐ Yes ☐ No (student clubs and organizations must get approval from the director of Student Center/Student life)

Name of club or organization \_\_\_\_\_

Name of organization representative \_\_\_\_\_ Title/ Position with organization \_\_\_\_\_

Email \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

<b>C</b>	<b>SETUP</b>		<b>Additional Staffing</b>		<b>Media Services</b>	
	Please use back for additional setup		The sponsoring organization may request		203-837-8760	
		Round Table QTY: _____	additional staffing for an event or the event may		See planning guide for additional	
		Rectangular Tables QTY: _____	require additional staffing.		equipment and charges.	
		Chairs QTY: _____				
		Podium QTY: _____		Maintainance ____ hr X \$ _____		Overhead Projector \$ _____
		Other _____		Police \$ _____		Screen \$ _____
				Stage Manager \$ _____		VCR/TV Monitor \$ _____
				Music Dept. Fees \$ _____		Camcorder \$ _____
				Facility Rental Fees \$ _____		Other \$ _____
			Piano Tuning \$ _____		Total media fees charged \$ _____	
			Audio \$ _____		LCD Projector	
			Less Deposit \$ _____		(Contact UC at 203-837-8467)	
			Total Fees Charged \$ _____		GRAND TOTAL \$ _____	

<b>D</b>	I have read the above and agree to abide by these statements. I understand that this reservation is confirmed only upon receipt of the approved confirmation copy. <i>The individual who signs this contract warrants that he/she is legally authorized to execute this contract for the organization or club.</i>		
	_____ Authorized Representative (Print Name)	_____ Authorized Signature	_____ Date
	<b><u>Clubs &amp; Organizations</u></b>		
	_____ Faculty Advisor (Print Name)	_____ Faculty Advisor Signature	_____ Date

<b>E</b>	_____ Coordinator of University Events	_____ Date	_____ Witnessed by	_____ Date
	Signature			





## FOOD SERVICE POLICY

**Note: This form should be used when requesting food service from the University food service provider**

1. 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.
2. 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.)
3. 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.

### Procedure for requesting Food Service:

1. Contact the food service vendor directly at 837-8755 to place the order for the food/beverages for your event.
2. A Food Service form must be completed and submitted to the appropriate Dean or supervisor for signature 2 weeks in advance of the event.
3. 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.
4. 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.

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.

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Requested by: _____	Location of Event (Building) _____
Date of Event: _____	Number of Persons to Attend: _____
Event Description : _____	

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Banner Org: _____	Estimated Cost \$: _____
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Signature of Financial Manager: _____	Date: _____
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Approved: _____ (Dean or Vice President’s signature)	Date: _____
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Budget Approval : _____ (Director of Administrative Services)	Date: _____
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foodsvcfom – 7/07

## WCSU Police Department Parking Office--Parking Permits

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](http://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.

## 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*

## Environmental and Facilities Services

Environmental and Facilities Services has established policies and procedures which, when adhered to, will not only facilitate compliance with all applicable laws and regulations, but will protect University students, staff and visitors.

The following is a list of Directives and Procedures which have been adopted as University Policy:

**Environmental (E) Policies**

<b>Procedure E-101</b>	Asbestos Abatement	<b>Procedure E-105</b>	Combustible Waste Disposal Plan
<b>Procedure E-102</b>	Waste Management Guidelines	<b>Procedure E-106</b>	Indoor Air Quality Management Plan
<b>Procedure E-103</b>	Hazardous Waste Satellite	<b>Procedure E-107</b>	Fluorescent Lamp Recycling Plan
<b>Procedure E-104</b>	Spill Prevention, Control, And Countermeasure Plan (SPCC)	<b>Procedure E-108</b>	Aerosol Can Management Plan
<b>Procedure E-109</b>	Fluorescent Lamp Ballast Recycling Plan	<b>Procedure E-113</b>	Limited Shelf-Life Chemicals
<b>Procedure E-110</b>	Rodent Control	<b>Procedure E-114</b>	Hazardous Waste Management Plan
<b>Procedure E-111</b>	Ornamental Shrub And Turf Pest Management Plan	<b>Procedure E-115</b>	Hazardous Waste Contingency Plan
<b>Procedure E-112</b>	General Pest Control	<b>Procedure E-116</b>	Photographic Process Waste Recovery

**Safety (S) Policies**

<b>Procedure S-101</b>	Chemical Hygiene Plan	<b>Procedure S-110</b>	Forklift Safety
<b>Procedure S-102</b>	Fire Safety Reporting and Response	<b>Procedure S-111</b>	Office Ergonomics Policy
<b>Procedure S-103</b>	Bloodborne Pathogen Exposure Control Plan	<b>Procedure S-112</b>	Respiratory Protection Procedure
<b>Procedure S-104</b>	Oxy-Fuel Cutting and Welding Policy	<b>Procedure S-113</b>	Laboratory Fume Hood Performance Testing
<b>Procedure S-105</b>	Safety Footwear Policy and Requirements	<b>Procedure S-114</b>	Hazard Communication Program
<b>Procedure S-106</b>	Safety Eyewear Policy and Requirements	<b>Procedure S-115</b>	Emergency Evacuation Procedure
<b>Procedure S-107</b>	Lockout/Tagout	<b>Procedure S-116</b>	Ergonomic Office Furniture Standard & Information Resource Guide
<b>Procedure S-108</b>	Confined Space Entry	<b>Procedure S-117</b>	Purchase Requests That Require Approval of Director of Health and Public Safety Management
<b>Procedure S-109</b>	Electrical Safety	<b>Procedure S-118</b>	Chemical Storage and Compatibility Guidelines

*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*

## 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:

- |       |                                    |
|-------|------------------------------------|
| S-102 | Fire Safety Reporting and Response |
| S-115 | Emergency Evacuation Procedure     |

*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*

## Guidelines<sup>1</sup> for Public Forums and Demonstrations<sup>2</sup>

### **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.

*(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.*

## Proposal/Grant Applications Procedures

The Office of Sponsored Research Administrative Services 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 funding with WCSU as the lead organizational applicant or as a partner in another organization's application must be processed through this office for initial pre-approval and final authorization for submission. 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 director will assist you in this process.

### **The Proposal Process**

To initiate the proposal review/approval process, use the *Intent to Apply* form to obtain preliminary approval from your department chair, dean, the VP of Finance & Administration, and the Provost & VP of Academic Affairs. If your proposal involves the hiring of personnel or staff, you also will need the approval of the Associate VP for Human Resources. The form is available online at: [http://www.wcsu.edu/grants/Intent\\_to\\_Apply.pdf](http://www.wcsu.edu/grants/Intent_to_Apply.pdf). Please complete and submit the *Intent to Apply* form at least 30 days prior to the proposal submission deadline.

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: <http://www.wcsu.edu/facultystaff/handbook/forms/IACUC%20Protocol08152006.pdf>.

At least two weeks prior to the submission deadline, provide a copy of your complete grant application/proposal, along with a completed *Internal Administrative Approval Form* signed by your department chair, to the director of the Office of Sponsored Research Administrative Services to allow sufficient time for the internal review and approval process. The director will facilitate the timely review and approval of your proposal by the appropriate dean and officers. The *Internal Administrative Approval Form* is available online at: [http://www.wcsu.edu/grants/Grant\\_Approval\\_Form2.pdf](http://www.wcsu.edu/grants/Grant_Approval_Form2.pdf). 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 Sponsored Research Administrative Services 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.





# WESTERN CONNECTICUT STATE UNIVERSITY

## OFFICE OF SPONSORED RESEARCH ADMINISTRATIVE SERVICES INTENT TO APPLY FOR EXTERNAL GRANT FUNDING

**Principal Investigator/Project Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Campus Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_ **Project Start Date:** \_\_\_\_\_ **Project End Date** \_\_\_\_\_

**This is a:** ☐ New Grant ☐ Continuation ☐ Pre-proposal ☐ Subcontract/subaward with \_\_\_\_\_

**Funding Sponsor:** \_\_\_\_\_ **Requires 501(c)(3) Letter** ☐ Yes ☐ No

**Submission Deadline:** Date \_\_\_\_\_ Time \_\_\_\_\_ **Via:** Online \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_ Delivery Service \_\_\_\_\_

**Estimated Budget:** \_\_\_\_\_ **Indirect costs allowed:** ☐ No ☐ Yes **Indirect Cost Rate Allowed** \_\_\_\_\_ %

**Matching funds required?** \_\_\_\_\_ **Ratio:** \_\_\_\_\_ **Type:** Cash: \_\_\_\_ Amount \$ \_\_\_\_\_ In kind: \_\_\_\_ Value: \$ \_\_\_\_\_

Please indicate if any of the following are required for the project. Items and unbudgeted costs that are not accounted for during the proposal stage may lead WCSU to decline to accept an award that might adversely impact the institution's finances or operations.

Reassigned Time	<input type="checkbox"/>	Computing Equipment	<input type="checkbox"/>	Support Services	<input type="checkbox"/>
Office Space	<input type="checkbox"/>	Software Licenses	<input type="checkbox"/>	Maintenance/Support Contracts	<input type="checkbox"/>
Classroom Space	<input type="checkbox"/>	A/V Equipment	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
Other Campus Facilities	<input type="checkbox"/>	Rental of Equipment	<input type="checkbox"/>	Possible Patents/Copyrights	<input type="checkbox"/>
Facility Renovation/Alteration	<input type="checkbox"/>	Phone Service	<input type="checkbox"/>	Use of Biohazardous Material	<input type="checkbox"/>
Rental of Space	<input type="checkbox"/>	Publication	<input type="checkbox"/>	Use of Recombinant DNA Material	<input type="checkbox"/>
Use of University Services	<input type="checkbox"/>	Travel Funds	<input type="checkbox"/>	Other	<input type="checkbox"/>
Explanation of other costs, requests or required approvals:					

**IRB approval required?** ☐ Yes ☐ No **IACUC approval required?** ☐ Yes ☐ No (If required, approval must be obtained from the appropriate committee **prior** to beginning the research.)

**Does project involve hiring personnel?** ☐ No ☐ Yes (If yes, Associate VP of Human Resources must also sign form)

**Additional WCSU faculty/staff involved in project** (Chair and Dean/Director must indicate approval by initialing each entry):

Name	Department	Chair's Approval	School/Division	Dean/Director's Approval

**List any collaborating or participating organizations or groups:**

<b>Name</b>	<b>Nature/Degree of Involvement</b>

Please provide a brief abstract of the proposed project or research investigation below. For *institutional* grant applications only, please describe how the project fits the University's mission and/or strategic plan and how the University will benefit from the project.

<b>APPROVED</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Chair/Director</b>		
<b>Dean</b>		
<b>VP of Finance &amp; Administration</b>		
<b>Provost &amp; VP of Academic Affairs</b>		
<b>Associate VP of Human Resources</b>		
<b>Other (as appropriate)</b>		

Rev. January 2013



**WESTERN CONNECTICUT STATE UNIVERSITY**  
**OFFICE OF SPONSORED RESEARCH ADMINISTRATIVE SERVICES**  
**Internal Administrative Approval Form for External Grant Proposals**

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

PI/Project Director Name \_\_\_\_\_ Title \_\_\_\_\_

Department/School \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Co-PI \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Funding Agency \_\_\_\_\_ 501 (c)(3) Required? \_\_\_\_\_

Submission Deadline: \_\_\_\_\_ Submission Method: \_\_\_\_\_ Application Type: \_\_\_\_\_ Activity Type: \_\_\_\_\_

Subcontract/Subaward ☐ No ☐ Yes If yes, from where: \_\_\_\_\_ Existing Award ☐ Yes ☐ No

Collaborating Institution (if more than one, list on accompanying sheet) \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**BUDGET**

Funds Requested: \_\_\_\_\_ Indirect Cost Rate \_\_\_\_\_ % Indicate if there is a cap on indirect costs: \_\_\_\_\_

Project Period \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of Months \_\_\_\_\_

Total Direct Costs: \_\_\_\_\_

Total Indirect Costs: \_\_\_\_\_

Total Costs: \_\_\_\_\_

**COST SHARING**

Are cost sharing or matching funds required? ☐ No ☐ Yes Required % \_\_\_\_\_

Is cost sharing expected by sponsor but not required? ☐ No ☐ Yes Expected % \_\_\_\_\_

WCSU Cost Sharing \_\_\_\_\_ Direct \_\_\_\_\_ Indirect \_\_\_\_\_ Total \_\_\_\_\_

**WCSU Personnel Effort to be cost shared** (Note: effort reporting required)

Name	Title/Position	12/10/ 9 mo.	% of Effort	Amount \$	Fringe \$	Org. #	Account #	Financial Manager's Signature

**WCSU Other Than Personnel Costs (OTPS) to be cost shared** (Note: documentation of each paid expense will be required)

Budget Category	Description	Amount \$	Org #	Account #	Financial Manager's Signature

**Costs Derived from Other Sources** (Documentation that funds were received and used as specified in the grant application will be required)

Budget Category	3 <sup>rd</sup> Party Inkind or Cash	Source of Funds	In-Hand or To Be Acquired	Amount \$

**Participating Faculty, Staff and/or Students**

Name	Dept.	Participant's Signature	Chair's/Director's Approval

**COMPLIANCE**

**Project Approval** (Insert Date or "Pending")

**Protocol/Approval** (Insert # for Project)

**IRB (Humans)** ☐ Yes ☐ No \_\_\_\_\_

**IACUC (Animals)** ☐ Yes ☐ No \_\_\_\_\_

**WCSU COMMITMENTS UNDER GRANT**

**Specify facilities that will be used**

Building	Room	Approved by:	Date

**Will space need to be renovated?** ☐ No ☐ Yes **Cost \$** \_\_\_\_\_ **Source of Funds** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Is any construction required?** ☐ No ☐ Yes **Cost \$** \_\_\_\_\_ **Source of Funds** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Does the project involve reassigned time for faculty?** ☐ No ☐ Yes **Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Phone Service</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>	<b>A/V Equipment</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>
<b>Computing Equipment</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>	<b>Travel Funds</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>
<b>University Services</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>	<b>Other</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Cost \$</b>
<b>List University Services or Other:</b>					

**APPROVALS:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsored Research Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Finance and Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Provost & Vice Pres. for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Other signature (as required): \_\_\_\_\_ Date: \_\_\_\_\_

(If there are any comments or specific conditions on the proposal, please provide them below)

**Comments or Specific Conditions on the Proposal**

**PI/PROJECT DIRECTOR'S COMPLIANCE CERTIFICATION**

In accepting external funds, WCSU assures compliance with all Federal Standards and policies in OMB Circulars and other regulatory directives regarding topics such as: Misconduct in Science; Drug-Free Workplace; Protection of Human Subjects in Research; Proper Care and Use of Animals in Research; Prohibition Against Lobbying Activities; Debarment and Suspension; and other issues mandated in the application materials.

By signing, I certify that I understand the above information and will comply with these policies in performing any duties that might be assigned as a result of receiving a grant or contract in response to the application now being made. I also assure that I am not presently debarred nor suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any federal department of agency, and I am not delinquent in federal debt. I also certify that neither I nor any member of my immediate family has a significant financial interest that would be affected by the instructional, research, or service activities proposed to be funded by the external agency; if any financial conflict of interest does exist, I understand that I or any Co-PIs are required to disclose such conflict to WCSU prior to submission of the application to the external funding agency.

Signed: \_\_\_\_\_

PI/ Project Director

\_\_\_\_\_

Date

## 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**

(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.

##### **B. 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.

Students must request accounts from the Computer Center. Requests must be made in person.

b. A Faculty Account.

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**

(see also General Policies and Guidelines)

A. Policies

1. Any person that has been issued a valid WCSU identification card is authorized to use the WCSU computer facilities.

## CSU Computer Policy

### Connecticut State University System

#### Policy Statement on Student Use of University Computer Systems and Networks

1. 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.
2. 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.
3. Student users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.
4. 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 what are unauthorized student uses.
5. 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.
6. Upon identifying a violation of the policy which constitutes an 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.
7. 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.
8. 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
9. 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**

[http://www.wcsu.edu/hr/policies-procedures/Electronic\\_Monitoring\\_Notice\\_0300.pdf](http://www.wcsu.edu/hr/policies-procedures/Electronic_Monitoring_Notice_0300.pdf)

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](mailto: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.

## 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. 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 no renewals. Longer-term use of circulating media should be discussed with the Access Services Librarian at the Haas Library (203-837-9102), with the Circulation Desk Supervisor on duty, or with the Business Librarian at the Young Library (203-837-9138). There are no overdue fines charged for any WCSU Library circulating material. However, all items borrowed from the other CSU Libraries are subject to the home library's loan periods and overdue fines. In the event an item is lost, the home library will assess and collect replacement costs, and processing fees.
- 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 CSU libraries. These are requested by using the "Request Book" feature in CONSULS. Faculty use their Windows account authentication to complete the request. Books are held at the circulation desk 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.
- G. A "Faculty Resource Center" in the Robert S. Young Library (WS 435a) has a collection of curriculum building materials and classroom-use videos. Material in this Center is available for loan to WCSU faculty.

**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. The electronic reserves (ERes) service allows faculty to place resources on the Library's ERes website, including a class syllabus and assignments, PowerPoint presentations, Excel spreadsheets, journal articles, audio and video files, graphic files, and links to other web pages. Additional information on ERes is available from the Access Services Librarian.

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, both in-house and ERes, 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 ERes. 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. Personal copies of an item may be placed on reserve at the owner's risk, and must be retrieved at the end of each semester.

F. The libraries are not responsible for faculty-owned items 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. Electronic reserves (ERes) are also available for print, audio, and video materials. The Access Services Librarian (203-837-9102) at Haas Library and the Library Technician (203-837-9136) at Young Library can set up ERes accounts.

G. 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 at the Haas or RSYL Circulation desk to check out the items. Both Library owned materials and Faculty owned materials are listed on CONSULS (the Connecticut State University Library System) by instructor and course.

**III. Liaison Program**

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**

Requests for printed books, e-books, and other library materials should be submitted to the library liaison assigned to each academic department. In order to facilitate processing, faculty should check the library's holdings on CONSULS, the shared library catalog. 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. If using the library's book request form, the faculty member's signature under the heading "Recommended by" will help resolve questions that arise about the requested material. In addition, if requests are assigned a priority, they will be ordered in that order since available funds do not always cover all requests.

#### **V. Interlibrary Loan (ILL) And The ILLiad System**

Items found in the CONSULS online catalog, but located at another CSU library or the state library, may be requested directly online from the owning library. If a needed item is not found with the CSU library system, our auxiliary service (\*ILLiad) should be used.

ILLiad is the library's online interlibrary loan service. 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 CSU 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.

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.

Most requests can be filled free of charge. For material that is more difficult to find, commercial document delivery sources may have to be consulted. Commercial document delivery requests require additional time to fill and may incur expenses.

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**

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**

The reference collections in both the Haas and Young Libraries consist of items selected to support the University's curriculum and to answer specific informational questions. Some reference materials are available in print format and are housed and used in the libraries reference collections; other reference materials may be accessed online from the Library's catalog. Reference librarians assist users in finding information and they provide instruction in the use of library resources. Access to over one hundred electronic databases and the Internet is also available from the Library's homepage. Wireless access is available throughout the libraries.

#### **VIII. Library Instruction**

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**

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.

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 Room**

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.

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**

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

## **XII. University Libraries**

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 700 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.

Rooms for individual and group study, public lectures, conferences, seminars, library instruction, and media presentations are available.

The Archives and Special Collections Library is located in the basement 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 CONSULS.

The Robert S. Young Library is located on the 4th floor of the Westside Classroom Building, home of the Ansell School of Business. The Library contains 8,000 business books and reference materials, 75 journal subscriptions in hard copy and/or microform with hundreds more online, and access to a large number of electronic business, general, and law-related databases.

## UNIVERSITY SERVICES

### I. Academic Planning Calendar

The University Academic Calendar is published at the beginning of each academic year on the web at <http://www.wcsu.edu/newsevents/acad.asp> 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.

## II. 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](http://wcsu.edu/iti). To learn more about information technology at Western, go to [wcsu.edu/technology](http://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](http://wcsu.edu/technology/techrooms). To learn more about Blackboard Learn, go to [wcsu.edu/technology/elearning](http://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](http://wcsu.edu/technology/computers.asp). To learn more about the STTC, go to [wcsu.edu/sttc](http://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](http://wcsu.edu/technology/training.asp).

### **Technology Information For Faculty**

IT&I maintains several technology resource guides for faculty which explain the services that IT&I provides in more detail:

- for new faculty, go to the getting started guide at [wcsu.edu/ithelpdesk/new-facstaff-guide.asp](http://wcsu.edu/ithelpdesk/new-facstaff-guide.asp)
- for current faculty, go to [wcsu.edu/ithelpdesk/facstaff-guide.asp](http://wcsu.edu/ithelpdesk/facstaff-guide.asp)
- for a comprehensive guide, go to [wcsu.edu/technology/faculty](http://wcsu.edu/technology/faculty)

### **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 [RequestIT@wcsu.edu](mailto:RequestIT@wcsu.edu) or on the web at [wcsu.edu/ithelpdesk](http://wcsu.edu/ithelpdesk).



### III. Dining Facilities

**Midtown Student Center**--The Danbury Room is available for faculty and staff for breakfast, lunch and refreshments. It is open at 8:00 a.m. through 2:00 p.m. Monday through Friday. Additional dining options include the Cafeteria which is open for breakfast, lunch and dinner and the Food Court.

**Westside Campus Center**--The Food Court is available for breakfast, lunch and dinner during the academic terms. During intersession and summer sessions, *The Daily Grind* is open for breakfast and lunch.

For further information on dining venues on both campuses please visit [www.wcsucampusdining.com](http://www.wcsucampusdining.com) and [www.wcsu.edu/campuscenter/dailygrind.htm](http://www.wcsu.edu/campuscenter/dailygrind.htm).

#### IV. Administrative Services

##### **Property Management Department**

Property Management Department is responsible for providing the following services:

1. Receipt and delivery of all packages excluding those sent via the U.S. Postal Service and Intra-Office mail. The Shipping and Receiving department is located at 190 White Street. The hours of operation are Monday-Friday, 8:00 a.m.-4:00 p.m. Shipping and Receiving can be contacted at 7-9242 or 7-9267.
2. Fulfillment of Academic and Administrative Supply Requisitions from the University stockroom. Fax requisitions to 7-8234.
3. Surplus equipment: A member of the Property Management department can meet with you to determine a method of disposal that will be in the best interest of the University including reassignment, trade-in, transfer, sale, and donation or discarding of equipment. The Property Management department will work with you to insure audit compliance. Property Management can be contacted at 7-3933.
4. Mailroom Services, including the processing and delivery of University Mail to and from the US Post Office. Mailroom Services can be contact at 7-8274.

##### **WestConnect Card Office**

The University WestConnect card and parking permit office is located at the Midtown Office in the lower level of Old Main Administration Building. WestConnect Cards are the official identification of Western Connecticut State University's employees. The WestConnect Card also provides access to technology classrooms, building exterior doors and other sensitive areas along with serving as a debit card for vending, food services and copying. Parking permits are required for all vehicles on campus.

## V. Environmental and Facilities Services

The Environmental and Facilities 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.

## VI. 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.

## VII. Media Services

MT Media Center: WH 013, x78757

WS Media Center: WS 103b, x78759

[www.wcsu.edu/media](http://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](http://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](http://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.

### VIII. 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.

WestConn alumni have a strong history of supporting their alma mater by attending events on and off campus and participating in fundraising opportunities like The WestConn Society and The President's Club.

## IX. 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.

## X. Office of University Events

The Office of University Events is under the supervision of the Director of University Relations, 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](mailto: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.

*Form:* [Food Service Request Form](#)





## FOOD SERVICE POLICY

**Note: This form should be used when requesting food service from the University food service provider**

1. 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.
2. 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.)
3. 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.

### Procedure for requesting Food Service:

1. Contact the food service vendor directly at 837-8755 to place the order for the food/beverages for your event.
2. A Food Service form must be completed and submitted to the appropriate Dean or supervisor for signature 2 weeks in advance of the event.
3. 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.
4. 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.

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.

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Requested by: _____	Location of Event (Building) _____
Date of Event: _____	Number of Persons to Attend: _____
Event Description : _____	

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Banner Org: _____	Estimated Cost \$: _____
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Signature of Financial Manager: _____	Date: _____
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Approved: _____ (Dean or Vice President’s signature)	Date: _____
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Budget Approval : _____ (Director of Administrative Services)	Date: _____
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foodsvcfom – 7/07

## XI. 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.

University Relations also produces the following:

1. *The Gates*—A twice-a-semester publication. Faculty members who have information on book publications, research updates, outstanding students, and any other academic information or developments that they would want to share with the university community should please contact the Office of University Relations at (203) 837-8486 or [pr@wcsu.edu](mailto:pr@wcsu.edu).
2. *WestConntributors*—Published twice a year for the donor community.
3. *WCSU Web site*—The Web site home page is designed to provide information to prospective students, members of the community, faculty, staff and current students. For more information about the Web site, call (203) 837-8486 or e-mail [pr@wcsu.edu](mailto:pr@wcsu.edu).

## **XII. Registrar's Office**

The primary function of the Registrar is to receive, record, and transmit all academic data concerning students. The Registrar's Office performs the following specific activities:

1. Maintains files which contain the admission and academic forms and cumulative records of all students who have attended WCSU.
2. Issues transcripts.
3. Prepares official schedules, academic lists, grade sheets, and survey data, including graduation lists, Dean's lists, grade lists, geographical distribution lists, etc.
4. Processes all Teacher Certification applications approved by the Dean of Professional Studies.
5. Prepares the schedule of classes each semester, under the direction of the school deans, including room assignments.
6. Conducts registration for all academic units.
7. Schedules final examinations.
8. Serves as official interpreter of rules, regulations, and laws governing student records.

### XIII. Student Academic Services

The following activities are under the supervision of the Provost/V.P. for Academic Affairs.

#### Academic Advisement Center

The Academic Advisement Center is located on the mid-town campus in Higgins Hall, room 214B. The Center has three advisors to assist Undeclared majors with course selection and registration. The Academic Advisement Center has up-to-date information on all academic programs at the university and can assist full and part-time Undeclared students in choosing a major area of study. In addition, the Academic Advisement Center staff acts as a liaison between the Counseling Center, Career Development and all other academic departments on campus.

To learn more about the Center, visit their website at [www.wcsu.edu/aac](http://www.wcsu.edu/aac). If you have any questions or would like to make an appointment with an advisor, call 203-837-8397.

Campus Center—Westside This facility serves as a student center for the Westside campus. The Campus Center provides

1. A full-service cafeteria and dining area
2. Fitness center
3. Ballroom
4. Multi-purpose meeting and conference rooms
5. Computer Lab
6. Student activity space
7. Lounge areas and related campus-life and student-life facilities
8. The building also features The CLUB, a new concept in late-night dining, with Seattle's Best Coffee, pastries and entertainment, all set in a beautiful lounge with wireless Internet availability.

Additionally, the office administers CLEP (College Level Examination Program, MAT (Miller Analogies Test) and provides testing for distance learning students and coordinates graduate exam information on GMAT, LSAT, etc.

#### Ancell Learning Commons

##### Westside, Classroom Building, Young Library

<http://www.wcsu.edu/asb/learning-commons/>

We strive to deliver a positive and personalized learning experience for all students through:

1. Free tutoring in business subjects geared to the needs of Ancell Students.
2. WCSU YOUR MONEY, our personal financial literacy program offering a variety of on-line and in-person services ([www.wcsuyourmoney.com](http://www.wcsuyourmoney.com)).
3. Business focused, strategy based coaching for Ancell students on academic probation that is intended to make graduation their prime life-goal and provides tools to achieve that objective.
4. A wide range of support services, online resources and enrichment events and workshops designed to help each student draw the greatest value from their Ancell education.

#### International Services

The Coordinator of International Services assists students (and their spouses/dependents) in obtaining and maintaining F-1 non-immigrant visa student status. The Coordinator helps students to navigate the processes of non-immigrant F1 regulations and University procedures. The Coordinator can provide general information regarding other non-immigrant visa types, assists with change of status to F1 non-immigrant student status and referrals to appropriate resources. The Coordinator develops an international student orientation program/on-going programming to facilitate learning about U.S. culture and maintaining valid F1 non-immigrant status.

#### The Learning Centers (TLC) at WestConn

The Learning Centers at WestConn are three independent labs based in the School of Arts and Sciences that provide academic services for students. Professional staff are available to students who need help in specific subjects or who want to improve their skills to become better students. All three labs are connected to the Internet capability and are equipped with IBM and/or Apple computers for student use. The Labs are located on the first floor of Berkshire Hall on the Midtown Campus and are open weekdays, selected evenings and, if possible, weekends. Students are welcome to visit the labs on a drop-in basis or by appointment. Information about the current hours of operation and the specific services offered in each lab are available by calling each lab.

*The Tutoring Resource Center* (104 Berkshire Hall, [203] 837-9245) [www.wcsu.edu/trc](http://www.wcsu.edu/trc) The Tutoring Resource Center is run by the Writing Department and is designed to provide assistance to students who need one-on-one tutoring (free of charge) in any subject related to their coursework. Students also may receive assistance in skill areas such as reading, outlining, note taking, studying, time management, test taking, research, and word processing. Students can work one-on-one with professional staff members in a friendly, supportive atmosphere. They may choose to work independently on the center's computers; to work with student tutors; or to form small study groups.

*The Math Clinic* (105 Berkshire Hall, [203] 837-9244) is run by the Mathematics Department. The Math Clinic works on a first

come, first served, walk-in basis. Appointments cannot be made. The tutors in the Clinic are there to support the needs of students taking 100 and 200-level mathematics courses. Occasionally, tutors will try to help students with general math questions in non-mathematics classes but this is not their primary purpose or expertise. In general, the tutors will be helping groups of students in a variety of courses. There is no extended one-on-one tutoring in the Mathematics Clinic. Students who are interested in extended one-on-one tutoring are directed to the Tutoring Resource Center. Note that tutors will not help with take-home exams, ALEKS assessments and other forms of assessments that must be completed by the individual student.

*The Writing Lab* (106 Berkshire Hall; [203] 837-8728) is run by the Writing Department. It is a place where students can get professional help with their writing. The Lab provides an opportunity for student writers to work one-on-one with experienced tutors in all aspects of writing: grammar, development, style, organization, and mechanics.

## XIV. Student Services

### **AccessAbility Services**

AccessAbility Services (AAS) directs and coordinates all necessary services for students with disabilities that impact their educational experience. AAS determines reasonable accommodations and provides exam proctoring, assistive technology, readers, scribes, note-takers, advocacy, academic coaching, self-advocacy and skills buildings, mediation, auxiliary services, early registration, texts in alternate format, accessible furniture, referrals to other university and community service, and more. AAS also works with students and faculty in cases where a student seeks foreign language alternatives, and/or physical activity waivers.

AccessAbility Services works with faculty to accommodate students' disabilities in their classrooms, and provides professional development and consultation to faculty and staff to assist in making courses, programs and the campus community inclusive and accessible to people with disabilities.

### **Campus Center - Westside**

This facility serves as a student center for the Westside campus.

The Campus Center provides:

1. A full-service cafeteria and dining area
2. Fitness center
3. Ballroom
4. Multi-purpose meeting and conference rooms
5. Computer lab
6. Student activity space
7. Lounge areas and related campus-life and student-life facilities
8. *The Daily Grind*, a new concept in late-night dining, with Starbucks coffee, pastries and entertainment, all set in a beautiful lounge with wireless Internet availability.

To schedule a meeting in the Campus Center, please email the details to [campuscenter@wcsu.edu](mailto:campuscenter@wcsu.edu).

### **Campus Ministries**

There are three campus ministries. Catholic (837-3240) and Protestant (837-8328) are located in room SC 223 in the Midtown Student Center. The Newman Center is located at 7 Eighth Avenue across from Newbury Hall, (203) 744-5846, and the Jewish Ministry can be reached at (837-3240).

### **Career Development Center**

The Career Development Center (CDC) assists students with their career planning and job searches by providing a wide range of career related services including:

1. Career counseling on an appointment basis. "Drop-in" hours are also held for quick questions around career or job search issues. An online career assessment tool (SIGI3) is also available for students to explore career interests and provides career information.
2. Cooperative Education Internship Program for undergraduate juniors, seniors, and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op positions are developed in area businesses, corporations, government and nonprofit agencies. Co-ops carry elective credit, and in many cases also provide a salary.
3. An online job referral system that includes both full and part-time employment opportunities for students and alumni. An On-Campus Recruiting Program is also available to seniors who are seeking full-time employment upon graduation. An Annual Career Fair is held each spring for full-time professional positions as well as part-time, summer and co-op internship opportunities.
4. A career library in the CDC is available to students, staff, and alumni containing materials on career opportunities, graduate school and company information. The CDC also has online career library resources accessible through WestConnduit, under Student Tools, and under the Career Development Center section. "Career Insider" has a wealth of career, industry and job search information as well as the ability to download books on career fields. "Going Global" provides career and employment information on international careers as well as employment and company information on organizations in US major cities.
5. Career development workshops and seminars are offered on a regular basis to inform students of the career opportunities available and techniques to conduct a successful job search. Special career programs on networking, professional etiquette, career speakers and other events are conducted throughout the year. CDC staff members frequently visit classes on request to present information or workshops on the above topics. Contact: 203-837-8263 or [www.wcsu.edu/CDC](http://www.wcsu.edu/CDC) for additional information.

### **Counseling Center**

The primary goal of the Counseling Center is to support the mental health and well-being of WCSU's students. This is accomplished

principally through the provision of confidential psychotherapy services to students, at no additional out-of-pocket expense to them or to their families. The staff also provides consultation services to faculty, administration, and staff, as well as an ongoing series of presentations, seminars, and workshops for the academic community about a wide variety of mental health-related topics. More information about the Counseling Center can be found on its web page at [wcsu.edu/counseling](http://wcsu.edu/counseling). The Counseling Center is located on the Midtown Campus at 181 White Street, Student Center 222. Hours of operation are from 8:30 a.m. to 4:30 p.m. Monday through Friday. Students can call or come in for information and/or to schedule an appointment, and faculty should feel free to contact for a consultation. The Counseling Center can be reached by telephone at (203) 837-8690. In case of an emergency outside of regular business hours, students should dial 911 or call the 24-hour mental health emergency hotline at (888) 447-3339.

## **Health Service**

The Health Service Office is responsible for providing acute medical care, preventive care, and health education to all full-time students.

### **1. General Information**

- Appointments may be scheduled with the physician or nurse practitioner without charge to the student.
- Radiology, laboratory and other diagnostic tests are sent out and the student's medical insurance will be billed.
- It is recommended that students bring their insurance card to each visit.
- Referrals are made to area specialists as needed.

All students must complete the Connecticut State University Student Health Service Form - [wcsu.healthservicesonlineforms.asp](http://wcsu.healthservicesonlineforms.asp)

All resident students are required by Connecticut State Law to have documented proof of having received a dose of meningococcal/menactra conjugate vaccine within the past 5 years of registering for housing and entering the residence halls.

Vaccine Exemptions are: students born prior to 1/1/1957 are exempt by age to present proof of measles, mumps, rubella and varicella.

### **2. Sports**

All new varsity players must submit a completed "Pre-participation Physical Exam for Varsity Athletes' Form," a "Questionnaire for Participation in Varsity Sports," and an "Authorization for Release of Information Form," in addition to a completed "Connecticut State University Student Health Service Form." Also, on an annual basis, all varsity athletes must complete a health questionnaire and a release of information which is reviewed by the Health Service staff. These forms are available to download at [www.wcsu.edu/healthservices/athleticrequimt.asp](http://www.wcsu.edu/healthservices/athleticrequimt.asp).

### **3. Insurance**

Enrollment and waivers are administrated through the University Cashier located in Old Main 106 and can be reached at 203-837-8381.

## **Athletics**

Western offers a variety of opportunities for the student-athlete to excel at the regional and national levels of competition. Different sporting events are scheduled throughout the academic calendar year to provide participation by interested parties. Opportunities are provided for BOTH male and female teams.

The men and women both belong to the National Collegiate Athletic Association (NCAA) Division III. The football program is a member of the Massachusetts State Collegiate Athletic Conference. The 13 other intercollegiate athletic programs are members of the Little East Conference. In addition, the men and women's programs hold membership in the Eastern College Athletic Conference (ECAC).

The university belongs to conferences and associations appropriate to the specific athletic activity program.

## **New Student Orientation**

The university provides orientation for all incoming new students, from incoming freshmen to transfer and commuter students, including non-traditional students, international students, and veterans. Students entering Western in the fall attend a two-day orientation program in June where they have an opportunity to meet fellow students and faculty members, get their ID card, parking decal, computer accounts, as well as their class schedule. Several workshops for students and parents are provided at that time. Welcome Week in the beginning of the fall semester adds additional programs intended to help students get adjusted to life at Western and generally begins with the traditional Entering the Gates and Opening Ceremony. Students entering Western in the spring semester are invited to attend an orientation program generally held one afternoon before classes start.

## **Recreation, Intramurals, and Club Sports**

Life's about balance - get out and get active! The Recreation Department here at Western is *located in the Center for Student Involvement* 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 Western community can utilize athletic facilities on two different campuses. Please contact Amy Shanks, Assistant Director for Student Life/Student Activities, at 203-837-8609 or [shanksa@wcsu.edu](mailto:shanksa@wcsu.edu) with any questions.

## **Student Center - Midtown**

The Student Center provides a central location for the following:

1. Student Center Operations
2. Student lounges and game rooms
3. Student and faculty dining areas and snack bar
4. The campus bookstore
5. A campus mail room
6. Career Development Center
7. Counseling Center
8. Student Activities/Student Life Office
9. WXCJ Radio Station
10. Campus Ministries
11. The Echo
12. Greek Council
13. Program Activities Council

To schedule a meeting in the Student Center please email the details to [studentcenter@wcsu.edu](mailto:studentcenter@wcsu.edu).

### **Student Financial Services**

The Student Financial Services Office is responsible for the following services:

1. Providing current information regarding all Federal and State financial aid programs (grants, work-study, and loans).
2. Assisting students in their applications for financial aid.
3. Evaluating the financial aid needs of students according to Federal guidelines and institutional policies.
4. Disbursing student aid funds.
5. Administering the student payroll.
6. Coordinating activities of the Veterans' Affairs section.

### **Student Organizations and Clubs**

Each student organization recognized as being affiliated with the university is required to have a faculty advisor. The faculty advisor is the institution's representative to the group, assisting students in understanding institutional policies and procedures. They also review all organizational expenditures, sign reservation forms, act as Permittee at functions serving alcoholic beverages, and attend activities of the organization. Faculty who are interested in serving as an advisor should contact the Student Center of Student Involvement.

### **Substance Abuse Prevention Program (CHOICES)**

The Substance Abuse Prevention Program (CHOICES) provides services to students and staff including:

1. confidential screening and assessments for students actively using or abusing substances;
2. confidential help and information on the symptoms of abuse of or dependence on substances, resources available on campus or within the community;
3. peer support groups; referral information including community 12 step AA meetings;
4. educational programs and materials to positively influence attitudes and behaviors regarding alcohol and other drug use on campus and throughout life.

This office may be found in Student Center 211, 837-8899.

### **University Judicial System**

The University Judicial System exists to provide for adjudication of violations and alleged violations by any student of university rules and regulations of both an academic and nonacademic nature. A complete list of violations subject to this system is contained in the "Student Code of Conduct," which is available from the Office of Judicial Affairs and the Office of Student Affairs.

Any member of the university community may report an incident involving a student or student organization to the Office of Judicial Affairs or the Office of Student Affairs. Determination as to whether sufficient evidence exists for judicial action to be initiated is made by the Office of Judicial Affairs.

### **Veteran Services**

Under the direction of the Associate Vice President for Enrollment Services, two staff members, serve as primary Liaison/Information staff for veteran students. Their role is to help veterans learn about relevant services available to them on and off campus.

WCSU offers an array of services including a dedicated Veteran's Center in the Student Center (Midtown Campus), special liaison program to assist them in each of the thirteen critical offices on campus, a dedicated e-mail and phone number to offer assistance and information, support



of the Veteran's Club, special program e.g. veterans day, workshops regarding benefits, mental health services, counseling services, campus ministry and financial aid counseling. A special brochure was developed for veteran students that lists all essential campus offices, their location, phone numbers and contact persons. Local women's clubs have also provided continuing support including food, equipment and other services specifically for veteran students. There are also regularly scheduled networking luncheons and conferences offered that are of particular interest to veterans.

## XV. University Libraries

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 700 current print periodical subscriptions, an extensive reference collection, bibliographic, full-text and image databases, music scores and recordings, video, DVD, CD, audiotape, 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. Rooms for individual and group study, public lectures, conferences, seminars, library instruction, and media presentations are available.

The Archives and Special Collections Library is located in the basement 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 CONSULS.

The Robert S. Young Library is located on the 4th floor of the Westside Classroom Building, home of the Ansell School of Business. The Library contains 8,000 business books and reference materials, 75 journal subscriptions in hard copy and/or microform with hundreds more online, and access to a large number of electronic business, general and law-related databases.

## **XVI. University Publications and Design**

The Office of University Publications and Design under the Associate Vice President for Enrollment Services, is responsible for the design and production of academic and administrative publications, media advertising, promotional and special events printed material. Duplicating services are provided by the Print Shop.

In addition, the office is responsible for the production of the undergraduate and graduate catalogs, the President's Annual Report, material for Honors and Commencement, and special events such as the Annual Jazz Festival and other publications that fulfill the interests and needs of the faculty and staff.

For information, call (203) 837-8293.

### **The Cupola**

The Cupola, produced by the Office of Publications and Design in conjunction with the Office of Institutional Advancement, is a full-color magazine-style publication published and mailed semi-annually providing alumni, donors and friends of the university with news, updates, profiles, event calendars and donor information.

## XVII. WCSU Bookstore

Nebraska Book Company operates our Bookstores, and carries everything from required textbooks to snacks, sweatshirts, school supplies and souvenirs. All textbooks will be available for purchase at the Midtown Campus Bookstore, with additional textbooks for all courses held on the Westside Campus at the Westside Campus Bookstore. In addition, textbooks may be available for purchase new, used, digital, or rental. Textbooks will remain in the store up through midterms and will be returned the week thereafter.

Twice each year, in October and March, the Bookstore will deliver letters to the departments requesting textbook information for upcoming semesters. These letters are accompanied by Course Book Information Request forms, which list the textbooks used during previous corresponding semesters. Blank forms are also delivered for courses that have not been offered previously. Timely delivery of these forms to the Bookstore allows the students to receive 50% cash back for textbooks which are being re-adopted for our campus, and also allows the Bookstore to discover and resolve any potential problems.

**Bookstore Hours For 2014-15 Regular Schedule:**

Bookstore hours are as follows:

**Midtown Campus Bookstore--Fall/Spring Semester Hours**

Monday - 9:00 a.m. to 5:00 p.m.  
 Tuesday - 9:00 a.m. to 5:00 p.m.  
 Wednesday - 9:00 a.m. to 5:00 p.m.  
 Thursday - 9:00 a.m. to 5:00 p.m.  
 Friday - 9:00 a.m.-3:00 p.m.  
 Saturday and Sunday: Closed

**Westside Campus Center Bookstore--Fall Semester Hours**

Monday through Thursday - 11:00 a.m. - 6:00 p.m.  
 Friday - 10:00 a.m. - 2:00 p.m.  
 Saturday and Sunday: Closed

**Midtown Campus Bookstore-Other Periods (Summer/Intersession)**

Monday through Thursday - 9:00 a.m. to 4:00 p.m.  
 Friday - 9:00 a.m. - 2:00 p.m.  
 Saturday and Sunday: Closed

For the Spring 2015 hours of operation for the Westside Bookstore, please check the Bookstore website at <http://www.wcsu.edu/campuscenter/bookstore.htm>.

For extended & weekend hours at the start of each semester, please visit the Bookstore website at [wcsu.bkstore.com](http://wcsu.bkstore.com) or call the Bookstore at the following numbers: (203) 837-8464—Midtown Bookstore (Student Center) (203) 837-8465—Westside Bookstore (Westside Classroom Building)

## XVIII. Faculty Handbook

The Faculty Handbook is prepared under the supervision of the Provost/Vice President for Academic Affairs. Updates, additions, corrections, etc. should be forwarded to the Provost/Vice President for Academic Affairs, University Hall. It is on the web at [www.wcsu.edu/facultystaff/handbook](http://www.wcsu.edu/facultystaff/handbook).

## Review of Proposals and Approval of Programs in Connecticut Public Higher Education Connecticut Board of Regents for Higher Education

### Context

The Connecticut General Assembly's PA #11-48, as amended by PA #11-61, reorganized the governance structure of public higher education in the state, and transferred the responsibility for academic program approval to the Board of Regents for Higher Education (BOR) 1. This document outlines the process and conditions to be adopted in conducting academic program approvals under the BOR beginning in 2012. The intent in adopting the new process is to maintain consistency with state regulations while at the same time embracing the operating principles spelled out in the section immediately below.

### Operating principles

Nimbleness - streamlining and focusing approval process to ensure highest significance for every step

Responsiveness - paying closest attention to state needs and the needs of students

Effectiveness - advancing the distinctiveness and most productive use of resources of each institution, while at the same time exploring opportunities for collaboration and academic innovation

BOR review of the effectiveness and efficiency of the program approval process itself will be thorough and ongoing. A full evaluation will be conducted at the end of the first year, and modifications introduced accordingly. Institutions will begin using the proposed forms on January 1, 2012, with official action on the process by the BOR Academic and Student Affairs Committee in early January, and by the full BOR on January 19, 2012.

### Programs Requiring BOR Action

Programs formerly requiring Board of Governors for Higher Education (BOGHE) approval need to be reviewed and approved by the BOR under one of the following categories:

- New programs are: a) A new degree program; b) a new major; or c) a new stand-alone certificate program that is Title IV eligible. No prior approval has existed for the program by either the BOR or the former BOGHE. Institutions shall seek approval of new 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) Simultaneous 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. A full description of the approval process of new programs is provided beginning on page 4 of this paper.
  - [2012 Committees Calendar](#)
  - [Concept Paper for New Academic Program](#)
  - [Application for New Program Approval](#)
  - [Application for New Program Approval Pro Forma I Budget - Resources and Expenditure Projections](#)
- Accreditation of a Licensed Program: Program accreditation authorizes the institution to award credentials in the program. Accreditation is considered renewed with each renewal of the regional accreditation of the institution offering the program. Program accreditation should be pursued in a timely fashion toward the expected date of first graduation. The process for Accreditation approval requires a report on any changes to the program since its licensure action, details on program enrollments, any financial considerations, and the addressing of any issues brought up at the time of the BOR/BOGHE licensed the program.
  - [Application for Accreditation of a Licensed Program](#)
  - [Accreditation of a Licensed Program - Resources and Cost Estimates](#)
- Program Modification: A program modification is the substantive change to a previously BOR/BOGHE-approved program. The following instances are processed as Program Modifications:
  - a. Creation of a new undergraduate certificate program of more than 30 semester credit hours of courses belonging to a previously approved baccalaureate major(s) at a four year institution, or an associate degree program(s) at a two year institution; a new baccalaureate minor of more than 18 semester credit hours; a new undergraduate option or certificate containing more than 15 semester credit hours of courses not falling within a previously approved program(s), or a new graduate option or certificate program including more than 12 semester credit hours of courses not falling within a previously approved program(s). Modifications below these thresholds may also require approval if required by existing state regulations for the licensed professions or work area of the program;
  - b. Significant modifications in courses or course substitutions of more than 15 credits in a previously approved undergraduate degree program or more than 12 credits within a previously approved graduate degree program;
  - c. The authorization for an approved program to be offered at an off-campus location or using an alternate modality (e.g., on ground to online); and
  - d. A change in the title of a degree or title of program.
  - [Application for Modification of Accredited Program](#)
  - [Accreditation of a Licensed Program - Resources and Cost Estimates](#)
- Application formats for the approval of program modifications will contain sections for background, rationale and nature of the modification, enrollment/degree awards estimates, and resource summary. Depending on the nature of the modification and the constituent unit to which the institution belongs, other additional details such as full course descriptions, course sequences, etc. may be required 2.
- Program Discontinuation: The discontinuation of an existing BOR/BOGHE-approved degree or certificate program must be authorized through BOR action. Program discontinuation consists of a phase out period during which any students in the program graduate and a termination step in which the program is taken off the official list of existing programs maintained by OFAAHE. Program discontinuation should: a) occur in the context of a related academic improvement, e.g., the merging of programs with declining enrollment/completions into a new program that effectively addresses relevant state needs and students' interests; b) emerge as a result of the periodic Academic Program Review for all programs at each institution, under the guidance of existing BOR policy; c) other institutional considerations such as redirecting capacity, adoption of new mission, etc. Program discontinuation should not impact state priorities for workforce preparation.
  - [Application for Discontinuation of Existing Program](#)

### Informational Items for the Academic and Student Affairs Committee of the BOR

The following instances require that a communication be submitted for inclusion in the BOR-ASA agenda as an information item and do not require a BOR resolution: a) new minors, concentrations/options, specializations or certificate programs not classified in the categories outlined above; b) any program that under previous legislation and process would not have required BOGHE approval; and c) programs that do not qualify students to become eligible for federal financial aid. These instances will also be included as information items to the BOR-AC.

- [Below-Threshold New Academic Offering Information Report Form](#)

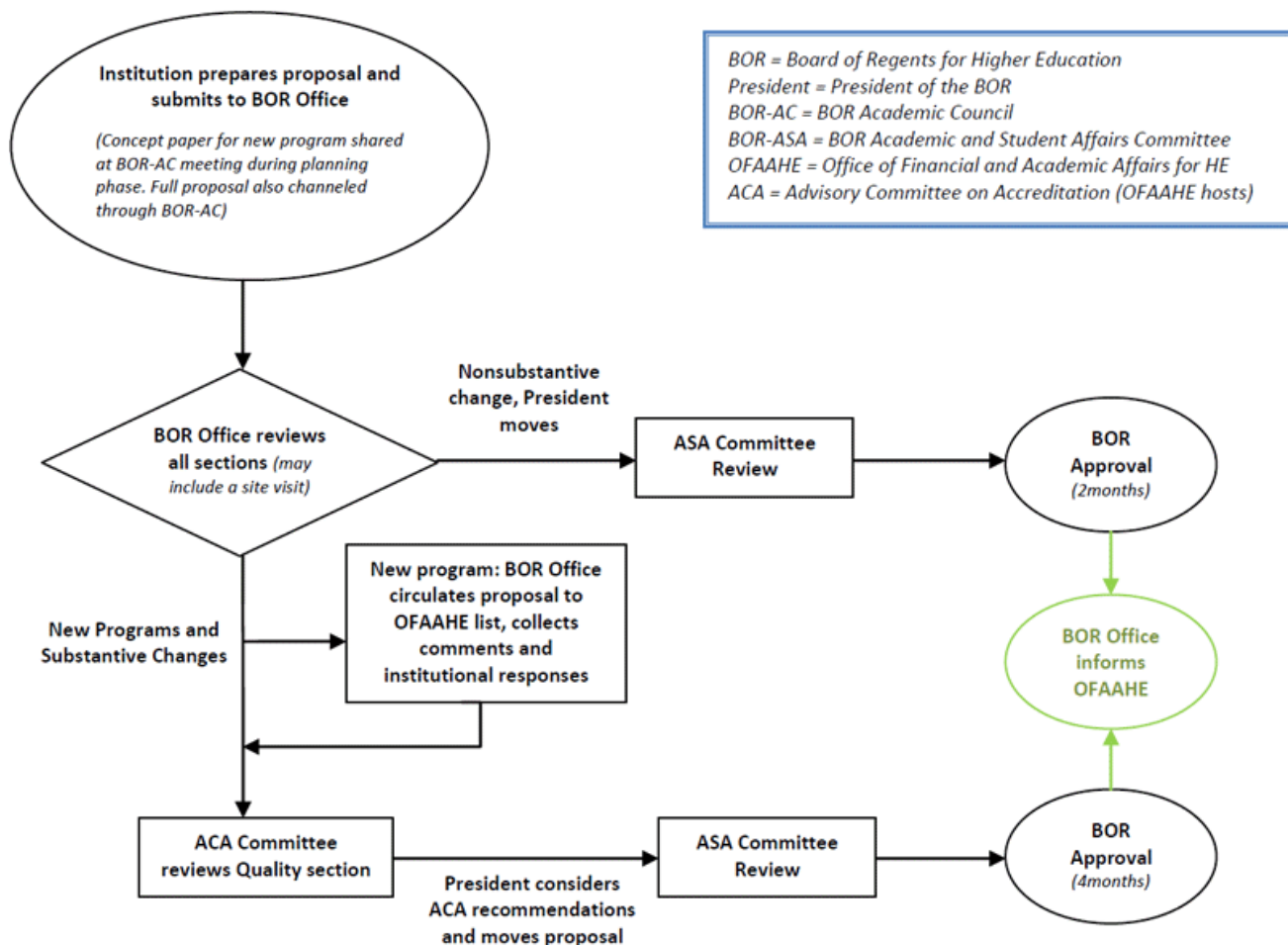
## PROCESS FOR THE APPROVAL OF ACADEMIC PROGRAMS

### Summary of Process

Early in the proposal development phase at the local level, the institution submits a one-to-two-page New Program Concept Paper to the BOR Office which is shared with the BOR Academic Council (BOR-AC) 3 at its nearest possible meeting for early input, suggestions, and consideration of potential collaborations as appropriate.

Institution creates a Full Proposal in a standard format and submits for review to the BOR Office. Site Visit/Team Visit is only required in special cases (e.g. new degree level, unique direction for the institution, new area of competence).

Based on a Planning and Quality Review, the proposal either **a)** moves to the BOR Academic and Student Affairs Committee (BOR-ASA) for review and recommendation for approval by the full Board; or **b)** moves to the Advisory Committee on Accreditation (ACA) to undergo a Quality Review as an intermediate step. In the latter case, the BOR President considers the ACA advisory recommendations before moving the proposal to BOR-ASA and subsequently the full Board.



### Process Details

- **Sharing of New Program Concept Paper in Anticipation of Full Proposal** Intent to establish new program is shared at a BOR-AC meeting using a one-to-two-page concept paper sent to the BOR Office 4. BOR-AC provides input as appropriate and in consideration of program justification and benefits, potential for transfer agreements, avoidance of unnecessary duplication, and creation of potential collaborations. Institution takes the comments from BOR-AC under consideration and BOR Office facilitates any further communication as needed. The New Program Concept Paper should be submitted at a time established by the institution in consideration of estimated time of completion of the full proposal, posted dates of BOR-AC, BOR-ASA, ACA, and BOR meetings, desired initiation date for the program, and any necessary lead time required by federal or state laws and regulations.
  - Notes: 1) Along with the New Program Concept Paper, the principal academic officer at the institution may require any additional information, as deemed necessary, for internal use at that institution and in conformance with local governance procedures; 2) In the few cases in which it may not be clear whether the program should fall in the New Program or Program Modification category, early consultation with the BOR Office is highly encouraged. Timeframe - Ongoing, and at each BOR-AC meeting
- **Submission of Full Proposal and BOR Office Review** Provost/AVP/Academic Dean at institution submits a full proposal for Licensure/ Licensure and Accreditation to BOR Office using a standard electronic format; -other than the concept paper, this is the only document required for the entire process; no paper copies are ever required. Substantive modifications of existing programs are also submitted in a standard format. BOR Office responds to applicant institution within two weeks of initial submission and may require that further information or clarifications be added to the proposal document. Proposal is e-mailed to BOR-AC members, placed on the agenda for the next meeting of this group, and posted on the BOR Web site. Members of the BOR-AC are invited to submit any final comments in anticipation to the meeting in which the full proposal is being discussed. Occasionally, a conference call with pertinent principal academic officers and others may be conducted. Full proposal application for a new program contains three sections: Section 1. General Information; Section 2. Program Planning Assessment; and Section 3. Quality Review. The BOR Office conducts a Planning Assessment Review in consideration of: a) how the program addresses Connecticut workforce needs and/or the social and economic wellbeing of the state, including employment prospects for program graduates/completers; b) potential for transfer agreements or transfer programs; c) all pro forma budgetary and cost considerations and projections. The BOR Office also conducts an internal Quality Review using the criteria in existing state regulation, conducts site visit if needed, and makes recommendation to the BOR President. President moves relevant sections of a new program/substantive change proposal to external Quality Review by ACA (see below). Note: In cases in which a site visit takes place, such as new degree level (e.g., a masters degree level is offered for the first time), unique direction for the institution (e.g., a new school or department is created), new area of competence or type of program (e.g., the first Professional Science Master to be offered), such visit will be conducted in a fashion that contributes to the preparation for the particular professional/national accreditation, or consistent with BOR-approved Academic Program Review policy 5. Program applications required to undergo a team site visit will also undergo external Quality Review by ACA.

Programs requiring simultaneous approval by a designated state agency other than the BOR (such as educator preparation programs approved by the State Department of Education) will undergo an onsite visit in conformity with the process and requirements of such agency. Timeframe - From two weeks to no more than six weeks (in cases requiring a site visit)

- External Quality Review New program proposals and most substantive modifications (e.g., the change in more than 15 required credits in an undergraduate program or 12 credits requirement in a graduate program ) will significantly benefit from an external Quality Review by ACA. For new programs, the BOR Office circulates the proposal for comment to all Chief Executives and Chief Academic Officers at public and private institutions of higher education in the state, as maintained by OFAAHE. A two-week period is provided for submitting comments. BOR Office collects and reviews comments and responses to include in materials for BOR President and submission to ACA Quality Review. Depending on the extent of the modification some substantive modifications will also require this canvassing process. Concurrent with proposal circulation, the BOR Office requests that the item be added to the ACA agenda at the nearest possible date. The BOR Office provides all documentation in final form for timely inclusion in ACA packet for meeting. At the ACA meetings, BOR staff briefly outlines program and introduces institution's representatives, opening the item for discussion. The advisory recommendation from ACA is presented to the BOR President for consideration and decision to move forward in the process. Timeframe - No more than five weeks, depending on timing of ACA meeting
- Approval Proposal is added to the nearest BOR-ASA meeting for discussion and recommendation for full Board approval. The BOR President places the item in the agenda of the nearest full Board meeting. Timeframe - Between one and two months, depending on timing of BOR-ASA and BOR meetings

#### **Important Requirement for Any New Program**

Any new program that entitles an enrollee to apply for federal student financial aid under Title IV must receive approval by the BOR. The institution is responsible for determining that a program is eligible. Once approved, the institution is also responsible for compliance with all Title IV requirements and procedures declaring the approved program as eligible 6.

#### **Overall Timeframe**

No longer than two months for nonsubstantive changes. No longer than four months for cases in which a site visit and external ACA quality review are conducted.

#### **Document Flow**

The totality of the process is conducted electronically, except for the printing of materials for the BOR.

#### **Formats for Program Approval**

Drafts of formats to be used in the approval process are being circulated to all public higher education institutions for comment. Final draft of the process and necessary forms will be available, and become provisionally effective pending BOR-ASA approval on January 10 and BOR approval on January 19, 2012.

#### **Nature of this Document**

This document constitutes Board of Regents policy for academic program approval for all public higher education institutions in the state of Connecticut.

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1 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.

2 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.

3 The BOR-AC 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, and a representative designated by the Provost of the University of Connecticut. Meetings are planned and facilitated by BOR Academic and Student Affairs Staff.

4 At the CC System, the New Program Concept Paper replaces the Preliminary Program Announcement

5 In development at the time of issuing this document

6 <http://www.eligcert.ed.gov/>



## SECTION 1: GENERAL INFORMATION <sup>1 2</sup>

<b>Institution:</b> <del>Most Recent NEASC Institutional Accreditation Action and Date:</del>	<del>Date of Submission to BOR Office:</del>
<b>Program Characteristics</b> Name of Program: Degree: Title of Award ( <i>e.g. Master of Arts</i> ) Certificate: ( <i>specify type and level</i> ) Anticipated Program Initiation Date: Anticipated Date of First Graduation: Modality of Program:    On ground    Online    Combined If "Combined", % of fully online courses? Total # Cr the Institution Requires to Award the Credential ( <i>i.e. include program credits, GenEd, other</i> ):	<b>Program Credit Distribution</b> # Cr in Program Core Courses: # Cr of Electives in the Field: # Cr of Free Electives: # Cr Special Requirements ( <i>include internship, etc.</i> ): <u>Total # Cr in the Program</u> ( <i>sum of all #Cr above</i> ): From "Total # Cr in the Program" above, enter #Cr that are part of/belong in an already approved program(s) at the institution:
Type of Approval Action Being Sought:    Licensure OR    Licensure and Accreditation Suggested CIP Code No. ( <i>optional</i> ) _____ Title of CIP Code _____ CIP Year: 2000 _____ or 2010 _____	
If establishment of the new program is concurrent with discontinuation of related program(s), please list for each program: Program Discontinued:    CIP: _____ DHE# (if available): _____ Accreditation Date: _____ Phase Out Period    Date of Program Termination	
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:	
Program Accreditation: <ul style="list-style-type: none"> <li>If seeking specialized/professional/other accreditation, name of agency and intended year of review:</li> <li>If program prepares graduates eligibility to state/professional license, please identify:</li> </ul> ( <i>As applicable, the documentation in this request should addresses the standards of the identified accrediting body or licensing agency</i> )	
<b>Institutional Contact for this Proposal:</b>	Title: _____ Tel.: _____ e-mail: _____

## BOR-AC REVIEW and Follow Up (For BOR Office Use Only - please leave blank)

BOR Concept Paper Sequence Number (to be assigned):  
 Summary of BOR-AC Comments and Recommendations:  
 Log of Follow Up Steps:  
 Expected Date of Full Proposal:

<sup>1</sup> This Concept Paper can be considered the first draft of your new program proposal. Providing accurate and concrete information will facilitate further steps. Please neglect cells that have been shaded with a pattern or text that has been crossed out. These items can be completed in the full proposal document.

<sup>2</sup> Further details and information may be required at the institution level (e.g., Academic Dean, Provost) or system level (e.g., officer in charge of a centralized programmatic database). As appropriate, this additional information should be included in this Concept Paper.

## SECTION 2: PROGRAM PLANNING ASSESSMENT *(To be used in BOR Review Only)*

### Alignment of Program with Institutional Mission, Role and Scope

*(Please provide objective and concise statements)*

#### Addressing Identified Needs

- How does the program address CT workforce needs and/or the wellbeing of CT society/communities? *(Succinctly present as much factual evidence and evaluation of stated needs as possible)*
- How does the program make use of the strengths of the institution (e.g. curriculum, faculty, resources) and of its distinctive character and/or location?
- Please describe any transfer agreements with other institutions under the BOR that will become instituted as a result of the approval of this program *(Please highlight details in the Quality Assessment portion of this application, as appropriate)*
- Please indicate what similar programs exist in other institutions within your constituent unit <sup>3</sup>, and how unnecessary duplication is being avoided
- Please provide a description/analysis of employment prospects for graduates of this proposed program

#### Cost Effectiveness and Availability of Adequate Resources

*(Please provide a short narrative that generally considers projections of program enrollment and graduation, revenues and expenses, existing and needed resources, including faculty and administrative cost, and any major cost implications)*

<sup>3</sup> Constituent units are: the Connecticut Community College System, the Connecticut State University System, Charter Oak State College, and the University of Connecticut

### SECTION 3: PROGRAM QUALITY ASSESSMENT

#### Overall Learning Goal/Principal Learning Outcome for the Program:

**Learning Outcomes** - L.O. (Please list up to seven of the most important student learning outcomes for the program and concisely describe assessment methodologies to be used in measuring the outcomes. If the program will seek external accreditation or qualifies graduates to get for a professional/occupational license, please frame outcomes in attention to such requirements. With as much detail as possible, please map these learning outcomes to courses listed under the "Curriculum" section of this application)

- 1.
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- 7.

**Program Administration** (Describe qualifications and assigned FTE load of administrator/faculty member responsible for the day-to-day operations of the proposed academic program. Identify individual for this role by name or provide time frame for prospective hiring)

**Faculty** (Please complete the faculty template provided below to include current full-time members of the faculty who will be teaching in this program and, as applicable, any anticipated new positions/hires during the first three years of the program and their qualifications)

How many new full-time faculty members, if any, will need to be hired for this program?

What percentage of the credits in the program will they teach?

What percent of credits in the program will be taught by adjunct faculty?

Describe the minimal qualifications of adjunct faculty, if any, who will teach in the program

**Special Resources** (Provide a brief description of resources that would be needed specifically for this program and how they will be used, e.g. laboratory equipment, specialized library collections, etc. Please include these resources in the Resources and Cost Analysis Projection sheet for BOR review)

## Curriculum

(Please provide details as available and keep in mind the summary of Program Credit Distribution completed in Section 1. Modify this format as needed)  
 (Please list courses for the proposed program, including the core/major area of specialization, prerequisites, electives, required general education courses (undergraduate programs), etc. Using numerals, map the Learning Outcomes listed in the previous section to relevant program courses in this table. Mark any new courses with an asterisk \* and attach course descriptions. Mark any courses that are delivered fully online with a double asterisk \*\*. Please modify this format as needed)

Course Number and Name	L.O. #	Pre- Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
Program Core Courses				Other Related/Special Requirements		
Core Course Prerequisites				Elective Courses in the Field		
Total Other Credits Required to Issue Credential (e.g. GenEd/Liberal Arts Core/Liberal Ed Program)						
<b>Program Outline</b> (Please provide a summary of program requirements including total number of credits for the degree, special admission requirements, capstone or special project requirements, etc. Indicate any requirements and arrangements for clinical affiliations, internships, and practical or work experience.)						

<sup>4</sup> From the Learning Outcomes enumerated list provided at the beginning of Section 3 of this application

**Full-Time Faculty Teaching in this Program** (Note: If you anticipate hiring new faculty members for this program you may list "to be hired" under name and title. Provide required credentials, experience, and other responsibilities for each new position anticipated over the first three years of implementation of the program)

[illegible]

## SECTION 1: GENERAL INFORMATION

<b>Institution:</b>	Date of Submission to BOR Office:		
Most Recent NEASC Institutional Accreditation Action and Date:			
<b>Program Characteristics</b> Name of Program: Degree: Title of Award ( <i>e.g. Master of Arts</i> ) Certificate: ( <i>specify type and level</i> ) Anticipated Program Initiation Date: Anticipated Date of First Graduation: Modality of Program:    On ground    Online    Combined If "Combined", % of fully online courses? Total # Cr the Institution Requires to Award the Credential ( <i>i.e. include program credits, GenEd, other</i> ):	<b>Program Credit Distribution</b> # Cr in Program Core Courses: # Cr of Electives in the Field: # Cr of Free Electives: # Cr Special Requirements ( <i>include internship, etc.</i> ): <u>Total # Cr in the Program</u> ( <i>sum of all #Cr above</i> ): From "Total # Cr in the Program" above, enter #Cr that are part of/belong in an already approved program(s) at the institution:		
Type of Approval Action Being Sought:	Licensure OR	Licensure and Accreditation	
Suggested CIP Code No. ( <i>optional</i> )	Title of CIP Code	CIP Year: 2000	or 2010
If establishment of the new program is concurrent with discontinuation of related program(s), please list for each program:			
Program Discontinued:	CIP:	DHE# (if available):	Accreditation Date:
Phase Out Period	Date of Program Termination		
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:			
Other Program Accreditation: <ul style="list-style-type: none"> <li>If seeking specialized/professional/other accreditation, name of agency and intended year of review:</li> <li>If program prepares graduates eligibility to state/professional license, please identify:</li> </ul> ( <i>As applicable, the documentation in this request should addresses the standards of the identified accrediting body or licensing agency</i> )			
<b>Institutional Contact for this Proposal:</b>	Title:	Tel.:	e-mail:

## BOR REVIEW STATUS (For Office Use Only - please leave blank)

BOR Sequence Number (to be assigned):	
Approved 2010 CIP Code No. <sup>1</sup>	Title of CIP Code
Log of BOR Steps Towards Program Approval:	
Nature and Resolution number for BOR Approval:	Date of Approval:
Conditions for Approval (if any)	

<sup>1</sup> Final CIP assignment will be done by BOR staff in consideration of suggested number (if provided) and in consultation with administrative offices at the institution and system proposing the program. For the final assignment, the 2010 CIP definitions will be used.

## SECTION 2: PROGRAM PLANNING ASSESSMENT *(To be Used for BOR Review Only)*

### Alignment of Program with Institutional Mission, Role and Scope

*(Please provide objective and concise statements)*

#### Addressing Identified Needs

- How does the program address CT workforce needs and/or the wellbeing of CT society/communities? *(Succinctly present as much factual evidence and evaluation of stated needs as possible)*
- How does the program make use of the strengths of the institution (e.g. curriculum, faculty, resources) and of its distinctive character and/or location?
- Please describe any transfer agreements with other institutions under the BOR that will become instituted as a result of the approval of this program *(Please highlight details in the Quality Assessment portion of this application, as appropriate)*
- Please indicate what similar programs exist in other institutions within your constituent unit <sup>2</sup>, and how unnecessary duplication is being avoided
- Please provide a description/analysis of employment prospects for graduates of this proposed program

#### Cost Effectiveness and Availability of Adequate Resources

*(Please provide a one-paragraph narrative on the attached MExcel Pro-Forma Budget)*

<sup>2</sup> Constituent units are: the Connecticut Community College System, the Connecticut State University System, Charter Oak State College, and the University of Connecticut

### SECTION 3: PROGRAM QUALITY ASSESSMENT

**Learning Outcomes - L.O.** *(Please list up to seven of the most important student learning outcomes for the program and concisely describe assessment methodologies to be used in measuring the outcomes. If the program will seek external accreditation or qualifies graduates to opt for a professional/occupational license, please frame outcomes in attention to such requirements. With as much detail as possible, please map these learning outcomes to courses listed under the "Curriculum" section of this application)*

- 1.
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**Program Administration** *(Describe qualifications and assigned FTE load of administrator/faculty member responsible for the day-to-day operations of the proposed academic program. Identify individual for this role by name or provide time frame for prospective hiring)*

**Faculty** *(Please complete the faculty template provided below to include current full-time members of the faculty who will be teaching in this program and, as applicable, any anticipated new positions/hires during the first three years of the program and their qualifications)*

How many new full-time faculty members, if any, will need to be hired for this program?

What percentage of the credits in the program will they teach?

What percent of credits in the program will be taught by adjunct faculty?

Describe the minimal qualifications of adjunct faculty, if any, who will teach in the program

**Special Resources** *(Provide a brief description of resources that would be needed specifically for this program and how they will be used, e.g. laboratory equipment, specialized library collections, etc. Please include these resources in the Resources and Cost Analysis Projection sheet for BOR review)*



## Curriculum

(Please list courses for the proposed program, including the core/major area of specialization, prerequisites, electives, required general education courses (undergraduate programs), etc. Using numerals, map the Learning Outcomes listed in the previous section to relevant program courses in this table. Mark any new courses with an asterisk \* and attach course descriptions. Mark any courses that are delivered fully online with a double asterisk \*\* Please modify this format as needed)

Course Number and Name	L.O. # <sup>3</sup>	Pre- Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
Program Core Courses				Other Related/Special Requirements		
Core Course Prerequisites				Elective Courses in the Field		
Total Other Credits Required to Issue Credential (e.g. GenEd/Liberal Arts Core/Liberal Ed Program)						
<b>Program Outline</b> (Please provide a summary of program requirements including total number of credits for the degree, special admission requirements, capstone or special project requirements, etc. Indicate any requirements and arrangements for clinical affiliations, internships, and practical or work experience. Example: "The Finance Major entails 18 credits of Related Course requirements from a range of disciplines (6 credits of which apply to the Liberal Arts Core (LAC), or institution's GenEd program), 24 credits of courses in Business (3 credits of which apply to the LAC/GenEd), 18 credits of coursework in Finance (including a 6-credit internship), and 9 elective credits from a list that includes courses in Economics, Finance, and Business. Students must take a minimum of 24 credits of coursework for the major at the institution and must maintain a GPA of 2.5.")						

<sup>3</sup> From the Learning Outcomes enumerated list provided at the beginning of Section 3 of this application

**Full-Time Faculty Teaching in this Program** *(Note: If you anticipate hiring new faculty members for this program you may list "to be hired" under name and title. Provide required credentials, experience, and other responsibilities for each new position anticipated over the first three years of implementation of the program)*

Faculty Name and Title	Institution of Highest Degree	Area of Specialization/Pertinent Experience	Other Administrative or Teaching Responsibilities

Institution \_\_\_\_\_

Date \_\_\_\_\_

Proposed Program \_\_\_\_\_

PROJECTED Enrollment	First Term Year 1		First Term Year 2		First Term Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Internal Transfers <i>(from other programs)</i>						
New Students <i>(first time matriculating)</i>						
Continuing <i>(students progressing to credential)</i>						
Headcount Enrollment	0	0	0	0	0	0
<b>Total Estimated FTE per Year</b>						

PROJECTED Program Revenue	Year 1		Year 2		Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Tuition <i>(Do not include internal transfers)</i>						
Program-Specific Fees						
Other Rev. <i>(Annotate in text box below)</i>						
<b>Total Annual Program Revenue</b>	\$0		\$0		\$0	

PROJECTED Expenditures*	Year 1		Year 2		Year 3	
	Number <i>(as applicable)</i>	Expenditure	Number	Expenditure	Number	Expenditure
Administration <i>(Chair or Coordinator)</i>						
Faculty <i>(Full-time, total for program)</i>						
Faculty <i>(Part-time -total for program)</i>						
Support Staff						
Library Resources Program						
Equipment <i>(List as needed)</i>						
Other (e.g. student services)						
Estimated Indirect Cost <i>(e.g. student services, operations, maintenance)</i>						
<b>Total ESTIMATED Expenditures</b>		\$0		\$0		\$0

\* Note: Capital outlay costs, institutional spending for research and service, etc. can be excluded.

Existing regulations require that: "...an application for a new program shall include a complete and realistic plan for implementing and financing the proposed program during the first cycle of operation, based on projected enrollment levels; the nature and extent of instructional services required; the availability of existing resources to support the program; additional resource requirements; and projected sources of funding. If resources to operate a program are to be provided totally or in part through reallocation of existing resources, the institution shall identify the resources to be employed and explain how existing programs will be affected. Reallocation of resources to meet new and changing needs is encouraged, provided such reallocation does not reduce the quality of continuing programs below acceptable levels."

Please provide any necessary annotations:

## SECTION 1: GENERAL INFORMATION

<b>Institution:</b>	Date of Submission to BOR Office:		
Most Recent NEASC Institutional Accreditation Action and Date:			
<b>Program Characteristics</b> Name of Program: Degree: Title of Award ( <i>e.g. Master of Arts</i> ) Certificate: ( <i>specify type and level</i> ) Date of Program Initiation: Anticipated Date of First Graduation: Modality of Program:    On ground    Online    Combined If "Combined", % of fully online courses? Total # Cr the Institution Requires to Award the Credential ( <i>i.e. include program credits, GenEd, other</i> ):	<b>Program Credit Distribution</b> # Cr in Program Core Courses: # Cr of Electives in the Field: # Cr of Free Electives: # Cr Special Requirements ( <i>include internship, etc.</i> ): <u>Total # Cr in the Program</u> ( <i>sum of all #Cr above</i> ): From "Total # Cr in the Program" above, enter #Cr that are part of/belong in an already approved program(s) at the institution:		
CIP Code No.	Title of CIP Code	CIP Year: 2000	or 2010
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:			
Program Accreditation: <ul style="list-style-type: none"> <li>If seeking specialized/professional/other accreditation, name of agency and intended year of review:</li> <li>If program prepares graduates eligibility to state/professional license, please identify:</li> </ul> ( <i>As applicable, the documentation in this request should addresses the standards of the identified accrediting body or licensing agency</i> )			
<b>Institutional Contact for this Proposal:</b>		Title:	Tel.:            e-mail:

## BOR REVIEW STATUS (For Office Use Only - please leave blank)

BOR Sequence Number (to be assigned):	
Log of BOR Steps Towards Program Approval:	
Nature and Resolution number for BOR Approval:	Date of Approval:
Conditions for Approval (if any)	

## SECTION 2: UPDATE OF PROGRAM CHANGES AND ENROLLMENTS

**Program Outline** *(Please provide a narrative summary of program requirements as licensed, including total number of credits for the degree, special admission requirements, capstone or special project requirements, etc. Indicate any requirements and arrangements for clinical affiliations, internships, and practical or work experience.) : "The Finance Major entails 18 credits of Related Course requirements from a range of disciplines (6 credits of which apply to the Liberal Arts Core (LAC), or institution's GenEd program), 24 credits of courses in Business (3 credits of which apply to the LAC/GenEd), 18 credits of coursework in Finance (including a 6-credit internship), and 9 elective credits from a list that includes courses in Economics, Finance, and Business. Students must take a minimum of 24 credits of coursework for the major at the institution and must maintain a GPA of 2.5."*

**Curricular and Other Program Changes** *(Please described any changes in curriculum, admission and/or completion requirements, program administration, faculty, and resources, or any other significant changes since the time of its licensure approval). If needed, to provide details on curricular changes, please complete the table on the next page)*

**Compliance with Special Requirements Given at the time of Program Licensure** *(As applicable, please summarize how the program responded to requirements issued by the BOR, or BOGHE, at the time it was licensed. Include any attachments as necessary.)*

**Other Narrative Background to be Considered Since Licensure Approval** *(As needed, consider other changes such as program need and demand, transfer agreements developed, etc.)*

**Enrollment and Credentialing Information** *(From Resources and Cost Estimates MExcel spreadsheet, please copy and paste these information below)*

ACTUAL Enrollment	First Term Year 1		First Term Year 2		First Term Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Internal Transfers						
New Students						
Returning Students						
ACTUAL Headcount Enrollment	0	0	0	0	0	0
ACTUAL FTE per Year						
PROJECTED FTE <i>(at Licensing)</i>						
ACTUAL-PROJECTED	0		0		0	
Size of First Credentialed Group			Date of Award of First Credential			

Details of Curriculum Changes for a Licensed Program <i>(to be use as needed)</i>						
Course Number and Name <sup>1</sup>	L.O. # <sup>2</sup>	Pre- Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
Program Core Courses				Other Related/Special Requirements		
Core Course Prerequisites				Elective Courses in the Field		
Total Other Credits Required to Issue Credential <i>(e.g. GenEd/Liberal Arts Core/Liberal Ed Program)</i>						
<b>Other Narrative Background Since Licensure Approval</b> (As needed, consider other changes such as program need and demand, transfer agreements developed, etc.)						
<b>Learning Outcomes - L.O.</b> <i>(Please list up to seven of the most important student learning outcomes for the program, and any changes introduced)</i> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>						

<sup>1</sup> Modify format as needed. Please use ~~Strikeout~~ text to indicate elimination and **Bold** text to mark the substitution.

<sup>2</sup> Learning Outcome

### SECTION 3: ENROLLMENT, CREDENTIALLING AND FINANCIAL CONSIDERATIONS

#### Program Resources and Cost Estimates

*(Please complete the enclosed Resources and Cost Estimates spreadsheet and provide a one-paragraph narrative below regarding the financial sustainability of the program)*

Institution

Date

Licensed Program

ACTUAL Enrollment	First Term Year 1		First Term Year 2		First Term Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Internal Transfers						
New Students						
Returning Students						
ACTUAL Headcount Enrollment	0	0	0	0	0	0
ACTUAL FTE per Year						
PROJECTED FTE (at Licensing)						
ACTUAL-PROJECTED	0		0		0	
Size of First Credentialed Group			Date of Award of First Credential			

Estimated Program Revenue	Year 1		Year 2		Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Tuition (Do not include internal transfers)						
Program Specific Fees						
below)						
ACTUAL Program Revenue	\$0		\$0		\$0	
PROJECTED Rev. (at Licensing)						
Dif. ACTUAL-PROJECTED	\$0		\$0		\$0	

Estimated Expenditures*	Year 1		Year 2		Year 3	
	Number (as applicable)	Expenditure	Number	Expenditure	Number	Expenditure
Administration (Chair or Coordinator)						
Faculty (full-time, total for program)						
Faculty (Total for program)						
Support Staff						
Library Resources Program						
Equipment (List if needed)						
Other (e.g. student services)						
Estimated Indirect Cost (e.g. student services, operations, maintenance)						
Total Annual Expenditures		\$0		\$0		\$0

\* Note: Capital outlay costs, institutional spending for research and service, etc. can be excluded.

Please provide any necessary annotations:



## SECTION 1: GENERAL INFORMATION

<b>Institution:</b>	Date of Submission to BOR Office:		
Most Recent NEASC Institutional Accreditation Action and Date:			
<b>Original Program Characteristics</b> CIP Code No.                      Title of CIP Code                      CIP Year: 2000      or    2010 Name of Program: Degree: Title of Award ( <i>e.g. Master of Arts</i> ) Certificate: ( <i>specify type and level</i> ) Date Program was Initiated: Modality of Program:    On ground      Online      Combined If "Combined", % of fully online courses? Total # Cr the Institution Requires to Award the Credential ( <i>i.e. include program credits, GenEd, other</i> ):		<b>Original Program Credit Distribution</b> # Cr in Program Core Courses: # Cr of Electives in the Field: # Cr of Free Electives: # Cr Special Requirements ( <i>include internship, etc.</i> ): <u>Total # Cr in the Program</u> ( <i>sum of all #Cr above</i> ): From "Total # Cr in the Program" above, enter #Cr that are part of/belong in an already approved program(s) at the institution:	
Type of Program Modification Approval Being Sought (mark all that apply): Licensure and Accreditation (specify whether New Certificate, Minor, Option, Concentration, or Other) Significant Modification of Courses/Course Substitutions Offering of Program at Off-Campus Location (specify new location) Offering of Program Using an Alternate Modality ( <i>e.g. from on ground to online</i> ) Change of Degree Title or Program Title			
<b>Modified Program Characteristics</b> Name of Program: Degree: Title of Award ( <i>e.g. Master of Arts</i> ) Certificate <sup>1</sup> : ( <i>specify type and level</i> ) Program Initiation Date: Modality of Program:    On ground      Online      Combined If "Combined", % of fully online courses? Total # Cr the Institution Requires to Award the Credential ( <i>i.e. include program credits, GenEd, other</i> ): Other:		<b>Modified Program Credit Distribution</b> # Cr in Program Core Courses: # Cr of Electives in the Field: # Cr of Free Electives: # Cr Special Requirements ( <i>include internship, etc.</i> ): <u>Total # Cr in the Program</u> ( <i>sum of all #Cr above</i> ): From "Total # Cr in the Program" above, enter #Cr that are part of/belong in an already approved program(s) at the institution:	
If program modification is concurrent with discontinuation of related program(s), please list for such program(s): Program Discontinued:                      CIP:                      DHE# (if available):                      Accreditation Date: Phase Out Period                      Date of Program Termination			
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:			
Other Program Accreditation: <ul style="list-style-type: none"> <li>• If seeking specialized/professional/other accreditation, name of agency and intended year of review:</li> <li>• If program prepares graduates eligibility to state/professional license, please identify:</li> </ul> ( <i>As applicable, the documentation in this request should address the standards of the identified accrediting body or licensing agency</i> )			
Institutional Contact for this Proposal:		Title:	Tel.:                      e-mail:

## BOR REVIEW STATUS (*For Office Use Only - please leave blank*)

BOR Sequence Number (to be assigned):

<sup>1</sup> If creating a Certificate program from existing courses belonging to a previously approved baccalaureate/associate degree program, enter information such that program in the "Original Program" section.

Approved 2010 CIP Code No. <sup>2</sup> (if applicable) Log of BOR Steps Towards Program Approval:	Title of CIP Code
Nature and Resolution number for BOR Approval: Conditions for Approval (if any)	Date of Approval:

<sup>2</sup> Final CIP assignment will be done by BOR staff in consideration of suggested number (if provided) and in consultation with administrative offices at the institution and system proposing the program. For the final assignment, the 2010 CIP definitions will be used.

## SECTION 2: BACKGROUND, RATIONALE AND NATURE OF MODIFICATION

*(Please Complete Sections as Applicable)*

**Background and Rationale** *(Please provide the context for and need for the proposed modification, and the relationship to the originally approved program)*

As applicable, please describe:

- How does the program address CT workforce needs and/or the wellbeing of CT society/communities? *(Succinctly present as much factual evidence and evaluation of stated needs as possible)*
- How does the program make use of the strengths of the institution (e.g. curriculum, faculty, resources) and of its distinctive character and/or location?
- Please describe any transfer agreements with other institutions under the BOR that will become instituted as a result of the approval of this program *(Please highlight details in the Quality Assessment portion of this application, as appropriate)*
- Please indicate what similar programs exist in other institutions within your constituent unit <sup>3</sup>, and how unnecessary duplication is being avoided
- Please provide a description/analysis of employment prospects for graduates of this proposed program

**Description of Modification** *(Please provide a summary of the modifications to curriculum, admissions or graduation requirements, mode of delivery etc., and concisely describe how the institution will support these changes.*

**Description of Resources Needed** *(As appropriate please summarize faculty and administrative resources, library holdings, specialized equipment, etc. Details to be provided in the next section, as appropriate)*

**Other Considerations**

### Previous Three Years Enrollment and Completion for the Program being Modified

ACTUAL Enrollment	First Term, Year ____		First Term, Year ____		First Term, Year ____	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Internal Transfers						
New Students						
Returning Students						
ACTUAL Headcount Enrollment						
ACTUAL FTE per Year						
Size of Credentialed Group for Given Year						

<sup>3</sup> Constituent units are: the Connecticut Community College System, the Connecticut State University System, Charter Oak State College, and the University of Connecticut

Curriculum Details for a Program Modification <i>(to be use as appropriate for specific modification request)</i> <sup>4</sup>						
Course Number and Name <sup>5</sup>	L.O. #	Pre-Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
Program Core Courses				Other Related/Special Requirements		
Core Course Prerequisites				Elective Courses in the Field		
Total Other Credits Required to Issue Modified Credential						
<b>Learning Outcomes - L.O.</b> <i>(Please list up to seven of the most important student learning outcomes for the program, and any changes introduced)</i> 1. 2. 3. 4. 5. 6. 7.						

<sup>4</sup> Details of course changes for Community College institutions should be provided with enough detail to introduce necessary changes in the centralized programmatic database for that system.

<sup>5</sup> Make any detail annotations for individual courses as needed to understand the curricular modifications taking place

### SECTION 3: RESOURCE AND FINANCIAL CONSIDERATIONS

#### Two-Year Cost Effectiveness and Availability of Adequate Resources

*(Please provide attach a Pro-Forma Budget for the modification of program in the format provided)*

Institution

Date

Licensed Program

ACTUAL Enrollment	First Term Year 1		First Term Year 2		First Term Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Internal Transfers						
New Students						
Returning Students						
ACTUAL Headcount Enrollment	0	0	0	0	0	0
ACTUAL FTE per Year						
PROJECTED FTE (at Licensing)						
ACTUAL-PROJECTED	0		0		0	
Size of First Credentialed Group			Date of Award of First Credential			

Estimated Program Revenue	Year 1		Year 2		Year 3	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Tuition (Do not include internal transfers)						
Program Specific Fees						
below)						
ACTUAL Program Revenue	\$0		\$0		\$0	
PROJECTED Rev. (at Licensing)						
Dif. ACTUAL-PROJECTED	\$0		\$0		\$0	

Estimated Expenditures*	Year 1		Year 2		Year 3	
	Number (as applicable)	Expenditure	Number	Expenditure	Number	Expenditure
Administration (Chair or Coordinator)						
Faculty (full-time, total for program)						
Faculty (Total for program)						
Support Staff						
Library Resources Program						
Equipment (List if needed)						
Other (e.g. student services)						
Estimated Indirect Cost (e.g. student services, operations, maintenance)						
Total Annual Expenditures		\$0		\$0		\$0

\* Note: Capital outlay costs, institutional spending for research and service, etc. can be excluded.

Please provide any necessary annotations:

## SECTION 1: GENERAL INFORMATION

<b>Institution:</b>		Date of Submission to BOR Office:	
Discontinued Program:	CIP:	DHE# (if available):	Accreditation Date:
Phase Out /Teach Out Period		Expected Date of Program Termination	
<b>Program Characteristics</b>			
Name of Program:			
Degree: Title of Award ( <i>e.g. Master of Arts</i> )			
Certificate: ( <i>specify type and level</i> )			
Modality of Program:    On ground    Online    Combined			
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:			
<b>Institutional Contact for this Proposal:</b>		Title:	Tel.:            e-mail:

## BOR REVIEW STATUS (For Office Use Only - please leave blank)

BOR Sequence Number (to be assigned):	
Log of BOR Steps Towards Discontinuation Approval:	
Resolution number for BOR Approval:	Date of Approval:
Conditions for Discontinuation Approval (if any)	

## SECTION 2: RATIONALE AND JUSTIFICATION FOR PROGRAM DISCONTINUATION

### Narrative

*Please consider whether discontinuation a) occurs in the context of a related academic improvement, e.g., the merging of programs with declining enrollment/completions into a new program that effectively addresses relevant state needs and students' interests; b) emerge as a result of the periodic Academic Program Review for all programs at each institution, under the guidance of existing BOR policy; c) other institutional considerations such as redirecting capacity, adoption of new mission, etc. Provide any quantitative information in support of the discontinuation, including any relevant financial information. Program discontinuation should not impact state priorities for workforce preparation.*

### Phase Out/Teach Out Strategy

*Please describe how the institution will ensure that students currently enrolled will be provided opportunities to complete the program. Provide quantitative information as needed (e.g. enrollments, any special resources needed, etc.)*



### SECTION 1: BELOW-THRESHOLD GENERAL PROGRAM INFORMATION<sup>1</sup>

<b>Institution:</b>	Date of Submission to BOR Office:		
Most Recent NEASC Institutional Accreditation Action and Date:			
<b>Characteristics of Below-Threshold Offering</b> Name of Offering: Type of Offering ( <i>e.g. Grad Certificate, Minor, Option</i> ) Anticipated Initiation Date: Anticipated Date of First Completion ( <i>if applicable</i> ): Modality of Program:    On ground    Online    Combined If "Combined", % of fully online courses?		<b>Credit Distribution of the Offering</b> # Cr in Core Courses: # Cr of Electives: # Cr of Other: # Cr Special Requirements ( <i>e.g. internship</i> ): Total # Cr the Institution Requires to Award the Credential	
Suggested CIP Code No. ( <i>if applicable</i> )	Title of CIP Code	CIP Year: 2000	or 2010
Institution's Unit ( <i>e.g. School of Business</i> ) and Location ( <i>e.g. main campus</i> ) Offering the Program:			
<b>Description of Offering, Context and Justification</b> ( <i>Please provide a concise description of the proposed offering and learning objectives, including a list of courses if necessary for clarity. In one paragraph, please address need and anticipated benefits of the offering</i> )			
<b>Cost Effectiveness and Availability of Adequate Resources</b> ( <i>As applicable, please provide a one paragraph narrative addressing resources, financial aspects of the program and how it will be sustained</i> )			
Institutional Contact for this Proposal:		Title:	Tel.:            e-mail:

### BOR REVIEW STATUS (*For Office Use Only - please leave blank*)

BOR Sequence Number (to be assigned):	
Approved 2010 CIP Code No. ( <i>if applicable</i> ) <sup>2</sup>	Title of CIP Code
Log of BOR Steps:	
Date for Inclusion in BOR-ASA Meeting Package:	
Comments	

<sup>1</sup> This information report pertains to academic programs not reaching the threshold requiring Board of Regents action. Information is shared with the BOR-Academic Council and included in the BOR-Academic and Student Affairs Committee meetings. Most CSUS and COSC cases will only require the completion of Section 1. **All Community College programs require the completion of detailed course information in Section 2.**

<sup>2</sup> If needed, CIP assignment will be done by BOR staff in consideration of suggested number and in consultation with academic offices at the institution and system proposing the program. For the final assignment, the 2010 CIP definitions will be used.

## SECTION 2: DETAILS OF NEW OFFERING *(Community Colleges)*

### Curriculum

*(Please provide details of the courses for the proposed offering. Mark any new courses with an asterisk \* and attach descriptions. Mark any courses that are delivered fully online with a double asterisk \*\*. Please modify this format as needed for each case)*

Course Number and Name	L.O. #	Pre- Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
<b>Core Courses</b>				<b>Other Requirements</b>		
<b>Prerequisites</b>						
<b>Total Other Credits Required to Issue Credential</b>						
<b>Other Details</b>						
<b>Learning Outcomes - L.O.</b> <i>(Please list up to three of the most important student learning outcomes for the offering and concisely describe assessment methodologies to be used in measuring the outcomes. If the program will seek external accreditation or qualifies the completor to opt for a professional/occupational license, please frame outcomes in attention to such requirements.)</i>						
1.						
2.						
3.						

## Semesterly Access Request Form

For form, please go to: [www.wcsu.edu/westconnect](http://www.wcsu.edu/westconnect)

**Western Connecticut State University**  
**Education Major: Application for Change of Major**

\_\_\_\_\_  
Identification Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_ I request a change of MAJOR from \_\_\_\_\_  
**Current Major** (non education)

**TO:** \_\_\_\_\_ Elementary Education with an A&S subject area in \_\_\_\_\_.  
\_\_\_\_\_ Secondary Education with an A&S subject area in \_\_\_\_\_.  
\_\_\_\_\_ Health Education  
\_\_\_\_\_ Music Education

\_\_\_\_\_ I am currently an **EDUCATION MAJOR** and I request a change in **subject area from:**  
\_\_\_\_\_ **to** \_\_\_\_\_

\_\_\_\_\_ I am currently an **EDUCATION MAJOR** and I request a change **from:**  
\_\_\_\_\_ **to** \_\_\_\_\_

(Elementary, Secondary, Health or Music) (Elementary, Secondary, Health or Music)

Student Signature \_\_\_\_\_ Dated \_\_\_\_\_

I approve this change:

Elementary Education Chair \_\_\_\_\_ *and*  
A&S Subject Chair \_\_\_\_\_ **OR**  
Music Chair \_\_\_\_\_ **OR**  
Health Education Chair \_\_\_\_\_ **OR**  
Secondary Education Majors A&S Subject Area Chair \_\_\_\_\_

---

**For Elementary Education Majors (for Music and Health education see below)**  
**To be completed by Education Department Chairperson**

The above student has also been assigned to the following Education and A&S Departmental faculty members for academic advisement.

PRINT: Last Name (space) First Name

**EDUCATION DEPARTMENT**

PRINT: Last Name (space) First Name

**ARTS & SCIENCES DEPARTMENT**

**For Secondary Education Majors, Health and Music Education students**  
**To be completed by New Department Chairperson (Arts & Science Subject Area, Music or Health)**

The above student has been assigned to the following A&S, Health or Music Education department faculty member for academic advisement:

PRINT: Last Name (space) First Name

**COMPLETED FORM MUST BE SENT TO THE REGISTRAR'S OFFICE**

**Once this form is received by the Registrar, a copy is sent to the Dean of Professional Studies.**

Revised 4/29/09

**Method of Disposition: check appropriate box below**

☐ Donation
 ☐ Sale
 ☐ Trade
 ☐ Scrapped
 ☐ Transferred
 ☐ Surplus Recycle

Item #	Description	Model #	Serial #	Qty	Unit	Inventory #	Cond	Orig. Cost	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
EX:									

**Property Management will assist you by providing original costs and bar coding information.**

Skilled Authority <b>Dept VP, Chair, Dean, Director</b>	Title/Position	Skilled Authority (Signed)	
Assistant Director/Property Management(typed) <b>Kevin Koschel</b>	Assistant Director/Property Management(signed)	Director of Administrative Services (Typed) <b>Mark Case</b>	Director of Administrative Services (Signed)
Agency Name <b>Western Connecticut State University</b>	Agency Address <b>181 White Street Danbury CT 06810</b>	Date	

**Return Request to Property Management: Att K. Koschel Old Main room 014 (7-8758)**