
FORTY-NINTH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2013-2014



HOFSTRA
UNIVERSITY®

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HOFSTRA UNIVERSITY SENATE

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FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2014

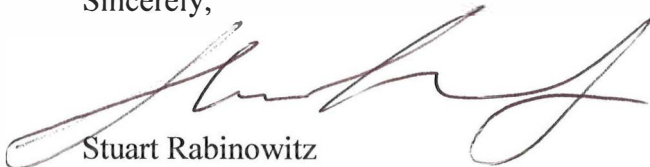
Professor Stuart Bass
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Bass:

It is my pleasure to congratulate the University Senate on the success of the 2013-14 academic year. I appreciate and commend you for your dedication and leadership.

I have enjoyed working with you and your colleagues this year and look forward to another successful term for the Senate.

Sincerely,



Stuart Rabinowitz

I

INTRODUCTION

INTRODUCTION
Stuart L. Bass, Chairperson
University Senate Executive Committee

The Hofstra University Senate has completed another productive year of passing and implementing new and revised policies and procedures affecting all aspects of university life. All of these accomplishments must be attributed to the highly successful system of shared governance within the university. The Senate's success, in large measure, is the result of the individuals who actively participate in the Senate deliberations as well as in their respective Senate committees. Both elected senators and senators-at-large are to be commended for their hard work and dedication. Through their efforts, followed by the support of the faculty and administration, the Senate Executive Committee has been able to develop policies and procedures that continue to enhance and strengthen the various functions and services of the University.

I wish to express my sincere personal thanks to the members of the Senate Executive Committee for their tireless efforts and dedication in the deliberative process by implementing a progressive and ambitious agenda. I wish to thank Dr. Herman Berliner, Provost & Senior Vice President for Academic Affairs; Vice Provost Liora Schmelkin; Dr. George Guiliani, Chair of the Faculty Affairs Committee; Professor Eugene Maccarrone, Chair of the Planning & Budget Committee; Dr. Jason Davidow, Chair of Graduate Academic Affairs Committee; Dr. Paul Fritz, Chair of the Undergraduate Affairs Committee and William Finnegan, Chair of the Student Affairs Committee. I thank Caroline Schreiner, administrative assistant to the Senate, for her administrative support and patience in helping the Senate achieve and maintain effective operations.

The Senate extends its deep thanks and appreciation to Professor Paul Fritz who served with dedication and tireless work as chair of the Undergraduate Academic Affairs Committee. The Senate also thanks William Finnegan who served proactively representing and chairing the Student Affairs Committee. Will, as did his predecessor, set and maintained a higher standard for effective and meaningful student representation and leadership.

The SEC reports to the Senate and the full faculty making recommendations and proposals for new policies and revising current policies and practices. The SEC welcomes input from faculty, students and administrators to enhance and improve the university community. In addition, the Chair of the SEC serves as a delegate to the University's Board of Trustees reporting on the agenda and actions of the Senate. I wish to also thank the Board of Trustees for its continued support of the shared governance process which continues to contribute to the health, growth and welfare of the University.

Most of the ideas and proposals originate in the Senate committees or arise as a policy issue. These proposals are considered by the SEC and recommended to the Senate for thorough discussion and consideration. Upon Senate approval, the issues are sent on to the full faculty where discussion and debate ensue.

I take enormous satisfaction and am greatly encouraged by the meaningful dialogue which occurs at full faculty meetings leading to transparency and accountability, strengthening policy and procedure, resulting in a strong, healthy governance process.

I look forward to serving as Chair of the SEC in the 2014-2015 academic year affording me the opportunity to collaborate and work with an exceptionally talented, bright and caring group of colleagues.



Stuart L. Bass, J.D., M.P.A.,
Chair, University Senate Executive Committee

II

COMPONENTS OF THE UNIVERSITY SENATE

2013 – 2014

and

the 2014 – 2015 Senate

THE SENATE 2013 – 2014

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Stuart Bass

Ex-officio: President Rabinowitz; VP for Student Affairs, Sandra Johnson; Dean of Admissions and Financial Aid, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, Andrea Standrowicz

<u>Humanities:</u>	Elected: Dresner At Large: Cole, Curtiss, Hart, Janssen, Lindgren, List, Lledo-Guillem, Odell
<u>Social Science:</u>	Elected: Bhogal, Fritz, Silver At Large: Barnes, Niedt, Novak, Pineno, Pulis
<u>Natural Science</u>	Elected: Elston, Filippi At Large: Anderson, Burke, D., Bisceglia, Brinkmann, Campolo, Corkey, Eswarathasan, Farmer, Greenwell, Huang, Krause, Lacey, Vallier, Wachter-Jurczak, Williams
<u>SEAS:</u>	Elected: Ghorayeb At Large: Fu, Hunter, Jensen, Kamberova, Liang, Rosenberg
<u>Business:</u>	Elected: Bass, Lopez, Maccarrone At Large: Basile, Chandra, Kim, W.; Lee, K.; Sengupta, Sledgianowski, Spieler, Su, Vogel, Wang
<u>SOE:</u>	Elected: Giuliani, Goodman, D. At Large: Flurkey, Jackson, Jurasite-Harbison
<u>HSHS:</u>	Elected: Davidow At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Seirup, Scott
<u>Communication</u>	Elected: Gennarelli, Fincham At Large: Freda, Goodman, P.; Hill, Quinn, Mazzocco, Morosoff
<u>Library</u>	Elected: Glasser At-Large: Bailin, Caniano, Catalano, Grafstein, Harpel-Burke, Lopatin
<u>Law School:</u>	Elected: Sample At Large: Kuh, Martinez, Selby
<u>Medical School:</u>	Elected: Lucito At Large: Gannon, Peragine
<u>Adjunct:</u>	Elected: Balson
<u>Chairperson:</u>	Elected: Yohn
<u>Staff:</u>	Elected: Hoovort <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Angles, Espinal, Finnegan, Flannery, Thomas (graduate) At-Large: Booker, Blumenthal, Esposito, Gianarkis (graduate) Guzman, Flanagan, Khan, Koo, Laggan, Miller, Queenan-Newton, Russaw, Sorto

THE COMMITTEES OF THE SENATE 2013 – 2014

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Berliner

Elected Faculty: Bass, Davidow, Fritz, Giuliani, Maccarrone

Students: Finnegan

Permanent Guest/Advisor: Schmelkin

Undergraduate Academic Affairs Committee:

Elected Faculty: Fincham, Fritz, Lopez, Silver

At-Large Faculty: Cole, Lacey, Wachter-Jurczak, Wang, Williams

VP for Enrollment Services: Eads

Provost (or Designate): Shapiro

Students: Esposito, Flanagan, Laggan, Russaw

Guests: Brownell, Hickling, Johnson, Koegl, Valenti

Graduate Academic Affairs Committee:

Elected Faculty: Bhogal, Davidow, Filippi, Goodman

At-Large Faculty: Fu, Morosoff, Niedt, Su, Vallier

Students: Mandel, Gianarkis, Thomas

Advisor (Provost or Designate): Schmelkin

Guests: Drummer, Brownell, Johnson, L.

Planning and Budget Committee:

Elected Faculty: Elston, Ghorayeb, Glasser, Maccarrone

At-Large Faculty: Basile, Caniano, Flurkey, Lee, K.; Mazzocco

Chairs' Representative: Yohn

Staff: Hoover

Advisor (Provost or Designate): Apollo

Students: Espinal, Gatoff, Gianarkis, Guzman, Miller

Guests: Martorella

Faculty Affairs Committee:

Elected Faculty: Balson, Gennarelli, Giuliani, Lucito, Sample

At-Large Faculty: Chandra, Elkis-Abuhoff, Grafstein, Kamberova, Lindgren

Advisor (Provost or Designate): Firestone, Schmelkin

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dresner

At-Large Faculty: McEvoy

Elected Senators: Angles, Espinal, Finnegan, Flannery, Thomas (graduate)

At-Large: Booker, Blumenthal, Esposito, Gianarkis (graduate) Guzman, Flanagan, Khan, Koo, Laggan, Miller, Queenan-Newton, Russaw, Sorto

Dean of Students: Libman **SGA President:** Standrowicz

Guests: Dougherty, Ellis, Hickling, Sandoval, Zonsky

THE SUB-COMMITTEES, 2013 - 2014

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Skorzawski-Ross

Bales, Catalano, Catching, Flaton, Fritz, Giminiani-Caputo, Greaney, Hackett, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Firestone, Freda, Fu, Glasser, Jurasait-Harbison, Krause, Lledo-Guillem, Lopatin, Novak, Selby

On Academic Computing

Chair: TBD

Apollo, Chandra, Graves, Harpel-Burke, Hollander, Juckiewicz, Krause, Liang, Pulis, Quinn, Selby, Tabron, Whitton

On Environmental Priorities

Chair: Brinkmann, B.

Acampora, Bailin, Barkwill, Bisceglia, Doherty, Donahue, Finnerty, Freda, Gannon, Greis, Hunter, Janseen, Jackson, List, Kuh, Martinez, Pineno, Semple, Sengupta, Scott

THE SPECIAL COMMITTEES, 2013-2014

On Recruitment, Elections and Nominations

Chair: Harpel-Burke

Bass, Elkis-Abuhoff, Eswarathasan, Krause, Schmelkin, Schreiner

On Athletic Policy

Chair: Ingles

Barnes, Carpenter, Davidow, Dougherty, Eads, Filbry, Gibbons, Hathaway Hill, Johnson, S.; Lally, Mangino, Mattessich, Mone, Nerlich, O'Malley, Peterson, Samuel, Seirup, Schmelkin

On Academic Calendar

Chair: Dougherty

Brown, Corkey, Finnegan, Greenwell, Finnegan, Johnson, S; Libman, Lopez, McEvoy, Nirode, O'Malley, Schmelkin

On Environmental Safety

Chair: Huang

Anderson, Bisceglia, Brown, Campolo, Chaleff, Denton, Farmer, Gries, Hart, Hunter, Kakoulidis, Kuh, Peragine, Rosenberg, Ross, Schaub, Sollin, St. Angelo

****For more information about the University Senate, including updated committee membership, can be found on the University Senate website: <http://www.hofstra.edu/Faculty/senate/>**

THE SENATE 2014 – 2015

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Stuart Bass

Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Dean of Admissions and Financial Aid, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, Mark Atkinson

<u>Humanities:</u>	Elected: Dresner At Large: Chaleff, Curtiss, Hart, Hollander, Janssen, Lindgren, List, Lledo-Guillem
<u>Social Science:</u>	Elected: Elsey, Silver At Large: Barnes, Liu, Mangino, McEvoy, Niedt, Novak, Pineno, Pulis
<u>Natural Science</u>	Elected: Elston, Filippi At Large: Anderson, Bisceglia, Brinkmann, Campolo, Corkey, Eswarathasan, Farmer, Huang, Krause, Rigel, St. Angelo, Wachter-Jurczak, Williams
<u>SEAS:</u>	Elected: Ghorayeb At Large: Hunter, Kamberova, Liang, Rosenberg
<u>Business:</u>	Elected: Bass, Lopez, Maccarrone At Large: Basile, Bishnoi, Chandra, Lee, K.; Sengupta, Su, Wang
<u>SOE:</u>	Elected: Giuliani, Goodman, D. At Large: Flurkey, Jackson, Jurasite-Harbison
<u>HSHS:</u>	Elected: Davidow At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Seirup, Scott
<u>Communication</u>	Elected: Gennarelli, Fincham At Large: Hill, Goodman, P.; Quinn, Mazzocco, Morosoff
<u>Library</u>	Elected: Glasser At-Large: Bailin, Caniano, Catalano, Dolan, Grafstein, Harpel-Burke, Lopatin, Woolwine
<u>Law School:</u>	Elected: Sample At Large: Campangna, Kuh, Selby
<u>Medical School:</u>	Elected: Lucito At Large: Gannon, Peragine
<u>Adjunct:</u>	Elected: Balson
<u>Chairperson:</u>	Elected: Yohn
<u>Staff:</u>	Elected: Hoover <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Casale, Espinal, Laggan (graduate), Mehta, Morales At-Large: Angles, Brown, Esposito, Flanagan, Khan, Stickell

THE COMMITTEES OF THE SENATE 2014 – 2015

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Berliner

Elected Faculty: Bass, Davidow, Giuliani, Maccarrone

Students: Laggan

Permanent Guest/Advisor: Jernigan

Undergraduate Academic Affairs Committee:

Elected Faculty: Fincham, Lopez, Silver

At-Large Faculty: Curtiss, Dolan, Wachter-Jurczak, Wang, Williams

VP for Enrollment Services: Eads

Provost (or Designate): Shapiro

Students: Esposito, Flanagan

Guests: Brownell, Hickling, Koegl, Valenti

Graduate Academic Affairs Committee:

Elected Faculty: Davidow, Goodman

At-Large Faculty: Liu Morosoff, Niedt, Su

Advisor (Provost or Designate): Jernigan

Guests: Drummer, Brownell, Johnson, L.

Planning and Budget Committee:

Elected Faculty: Elston, Ghorayeb, Glasser, Maccarrone

At-Large Faculty: Basile, Campagna, Caniano, Flurkey, Mazzocco

Chairs' Representative: Yohn

Staff: Hoover

Advisor (Provost or Designate): Apollo

Students: Espinal, Gatoff, Miller

Faculty Affairs Committee:

Elected Faculty: Balson, Elsey, Filippi, Gennarelli, Giuliani, Lucito, Sample

At-Large Faculty: Chandra, Elkis-Abuhoff, Grafstein, Kamberova, Lindgren

Advisor (Provost or Designate): Firestone, Jernigan

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dresner

At-Large Faculty: TBD

Elected Senators: Espinal, Laggan (graduate), Mehta, Morales, Sarcka

At-Large: Angles, Casale, Esposito, Stickell

Dean of Students: TBD

SGA President: Atkinson

Guests: Dougherty, Ellis, Hickling, Sandoval, Zonsky

THE SUB-COMMITTEES, 2014 - 2015

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Skorzawski-Ross

Bales, Catalano, Catching, Flaton, Fritz, Giminiani-Caputo, Greaney, Hackett, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Firestone, Freda, Fu, Glasser, Jurasait-Harbison, Krause, Lledo-Guillem, Lopatin, Novak, Selby, Woolwine

On Academic Computing

Chair: TBD

Apollo, Chandra, Graves, Harpel-Burke, Hollander, Juckiewicz, Krause, Liang, Pulis, Quinn, Selby, Tabron, Whitton

On Environmental Priorities

Chair: Bisceglia,

Acampora, Bailin, Barkwill, Brinkmann, Doherty, Donahue, Finnerty, Freda, Gannon, Greis, Hunter, Janseen, Jackson, List, Kuh, Martinez, Pineno, Sengupta, Scott

THE SPECIAL COMMITTEES, 2014-2015

On Recruitment, Elections and Nominations

Chair: Harpel-Burke

Bass, Elkis-Abuhoff, Eswarathasan, Krause, Jernigan, Schreiner

On Athletic Policy

Chair: Ingles

Barnes, Carpenter, Davidow, Dougherty, Eads, Filbry, Gibbons, Hathaway Hill, Johnson, S.; Lally, Mangino, Mattessich, Mone, Nerlich, O'Malley, Peterson, Samuel, Seirup, Jernigan

On Academic Calendar

Chair: Dougherty

Brown, Corkey, Finnegan, Finnegan, Johnson, S; Libman, McEvoy, Nirode, O'Malley, Jernigan

On Environmental Safety

Chair: Bisceglia

Anderson, Brown, Campolo, Chaleff, Denton, Farmer, Gries, Hart, Hunter, Kakoulidis, Kuh, Peragine, Rosenberg, Ross, Schaub, Sollin, St. Angelo

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III

RESPONSIBILITY, STRUCTURE AND BYLAWS OF THE SENATE

RESPONSIBILITY AND OPERATION OF THE SENATE

Authority to administer the academic operations of the University is vested by the State of New York in the Board of Trustees and derives from it through the President and the Provost to the deans and departmental chairpersons. Responsibility for shaping academic policies concerning the University as a whole, and for supervising all matters referred by the Board of Trustees, the President, or the Provost, rests in the University Senate, which consists of ex-officio members, elected members, and appointed members who represent all the internal constituencies of the University. Specifically, faculty, students, staff, and chairpersons are represented by elected senators: 20 faculty, one from the adjunct faculty, five students, one staff member, one chairperson. The ex-officio members are the President, the Provost, the Vice President for Enrollment Services, the Vice President for Student Affairs, one academic dean, the President of the Student Government Association, and the President of the Graduate Student Organization. Thus, representation in the policymaking institution of the University is both broad and deep.

The decisions of the University Senate, on all matters save those involving changes in Faculty Statutes or the Faculty Policy Series, are conclusive, subject to the endorsement of the Provost, the President, and, when necessary, the Board of Trustees. In practice, motions passed by the Senate are transmitted to the Provost and, by the Provost, to the President. The responsibility for the implementation of endorsed Senate actions rests with the Office of the President. Changes in Faculty Statutes or in Faculty Policy Series are usually initiated in the Senate or one of its committees, and must be approved at a Full Faculty Meeting before being transmitted to the Provost, the President and the Board of Trustees for approval. Once changes are approved, these shall be incorporated in the Faculty Statutes or Faculty Policy Series by the Senate Office.

The Chairperson of the University Senate Executive Committee is obliged to report at the quarterly faculty meetings. At such time, he or she may present proposed changes in Faculty Statutes or in Faculty Policy Series to the Faculty for its action. Action items will be identified as, changes, deletions, or additions to the Faculty Statutes, Faculty Policy Series, or other. Other Senate business is reported to the Faculty meeting as information. If faculty members wish to contest University Senate actions, Faculty Statutes provide for the petitioning of the President to call a special meeting. The President may call such a meeting, at his/her discretion on the petitioning of any ten members of the faculty. He or she must call such a meeting on the petition of ten members of the faculty in the instances where the contested Senate action has been passed without the affirmative votes of a majority of the faculty constituency of the Senate.

Faculties of the schools, colleges, and other autonomous units of the University develop academic policy for their own units. When policy development involves more than one school, college or unit, or is University-wide, or when external review mandates University governance review, the Senate has the responsibility of review and the authority to veto, subject to the approval of the Provost, the President, and the Board of Trustees. To provide adequate communications, the Chairperson of the Senate Executive

Committee receives all the minutes of all the standing committees and faculty meetings of the University and its subunits. Chairpersons of corresponding unit committees receive minutes of the Senate and its committees.

The Chairperson of the Executive Committee and the Chairperson of the Senate Planning and Budget Committee represent the Senate at meetings of the Board of Trustees. The Senate Executive Committee is composed of the Chairpersons of the Standing Senate Committees, the Provost, and its own Chairperson who are elected by the full Senate for a two-year term. The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year. The function of the Executive Committee is to route incoming matters to the appropriate standing committees, to review and prepare for Senate consideration all matters coming to it from the standing committees or elsewhere, to oversee the work of the various committees and subcommittees, to recommend to the Senate changes in its structure, to nominate members of the University community to serve as senators-at-large on the various committees, to nominate elected senators for service on its committees, to maintain liaison with appropriate officials and organizations within the University community, and to prepare the quarterly and annual reports of the University Senate. Individuals or academic units or other organizations within the University community who wish to direct matters to the attention of the Senate should write to the Chairperson of the Executive Committee. Matters coming from the Faculty Meeting to the Senate are also first referred to the Senate Executive Committee.

Meetings of the University Senate are open to all interested members of the Hofstra community, who may also attend meetings of standing committees by notifying appropriate chairpersons. Although non-senators may not vote in the Senate or committee meetings, the Senate traditionally extends speaking privileges to its guests upon request.

FACULTY STATUTE VII - THE UNIVERSITY SENATE

A. NAME AND PURPOSE

1. There shall be a University Senate, composed of ex-officio members, elected members, and appointed members as provided in the sections which follow.
2. The Senate shall have general powers of supervision over all educational matters concerning the University as a whole, and over matters referred to it by the Board of Trustees, the President or the Provost of the University.
3. The Senate shall have powers to adopt bylaws governing its organization and procedures.
4. The decisions of the Senate, in all matters save those involving changes in these Statutes or the Faculty Policy Series, shall be deemed conclusive, subject to the approval of the President and the Board of Trustees. All Senate actions shall be conveyed to the Faculty as either action or information items. All Senate actions involving amendments to Faculty Statutes and/or Faculty Policy Series must be conveyed to the Faculty as action items. In other cases, the Chair of the Senate Executive Committee shall determine with the advice and consent of the Senate whether a Senate action shall be conveyed as an action or information item to the Faculty.

After any vote of the University Senate, the President in considering his/her action -- in recognition of the importance of the views of the faculty and students:

- a. may determine the sense of the faculty by vote at a regular faculty meeting, or by convening a special faculty meeting for that purpose, or by calling for a student referendum, or by other means;
- b. may call a faculty meeting at his/her discretion on petition by any ten members of the faculty;
- c. must do so on petition by ten members of the faculty where a matter has been passed by the University Senate without the affirmative votes of a majority of the faculty members of that body.

B. MEMBERSHIP

1. Ex-officio Members

Ex-officio members of the Senate shall be the Provost, one academic dean, a representative designated by the Vice President for Student Affairs, a representative designated by the Vice President for Enrollment Services, the President of the Student Government Association and the President of the Graduate Student Organization. Ex-officio members are full members of the Senate and have a vote.

2. Elected Members

- a. the makeup and representation of the University Senate be constituted as follows:

1 to 29 full-time Faculty members within each unit of the university - One (1) representative

30 to 59 full-time Faculty members within each unit of the university - Two (2) representatives

60 plus full-time Faculty members within each unit of the university - Three (3) representatives (maximum)

Only members of the regular professoriate shall be eligible for election by the faculty to Senate membership. In addition, there shall be one member elected from the adjunct faculty, the Maurice A. Deane School of Law, and the Medical School. Student members shall total five, one elected from the graduate student body, and four elected from the undergraduate student body.

- b. The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than nine successive years. Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years.
- c. All voting members of the faculty shall be eligible to vote in senatorial elections in the unit of which they are members. Students shall be eligible to vote in the unit of their current registration, or if unclassified, be a self-designated member of that unit.

- d. The Executive Committee of each unit shall appoint in March a committee to nominate candidates for its vacant Senate seats, and submit those names to the Special Committee on Recruitment, Elections and Nominations (SCREAN). For 10 business days, SCREAN shall invite additional nominations from all faculty. The Maurice A. Deane School of Law faculty, the Medical School, the chairpersons, the staff, and administrators shall devise their methods of election. Student elections shall be conducted through the Office of the Dean of Students. Eligible students may be nominated by petition of at least 10 voters, or by the Special Committee on Recruitment, Elections and Nominations (SCREAN) if fewer than two eligible students are nominated by petition. SCREAN shall monitor the qualifications and elections of student members of the University Senate.
 - e. When an elected senator announces that he/she is unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Executive Committee of the Senate shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and his/her seat shall be filled for the remainder of his/her term by regular election. If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term. This procedure shall not apply to the Chairperson of the Senate Executive Committee.
 - f. When the Chairperson of the Senate Executive Committee is unable to carry out the responsibilities of office for longer than two academic months, he/she will resign and the President of the Senate shall appoint a temporary chairperson from the Senate until the Senate shall elect a replacement.
 - g. The Chairperson of the Executive Committee may be asked to resign at any time by the Executive Committee and forced to, on its motion, by two-thirds majority vote of the Senate. In such a case, the procedure outlined in B.2.f, above shall go into effect.
3. Appointed Members
- a. The Senate shall have the power to appoint for a period of two academic years, additional members of the faculty, administration, chairpersons, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term; additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators at-large shall serve one year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.
 - b. Senators-at-large shall be full voting members of the Committee on which they serve and may participate in deliberations of the Senate, but shall not vote in the Senate. If a senator-at-large misses three meetings in one academic year of the committee to which assigned, the Senate Executive Committee will have the right to declare the appointment vacant and to

appoint another senator-at-large from the same constituency to complete the senator-at-large's term.

C. ORGANIZATION OF THE SENATE

1. Officers

- a. The Provost shall preside or designate an individual to preside over sessions of the Senate; in the absence of a designated presiding officer, the Senate shall elect a temporary one.
- b. The Senate as a whole shall elect one of its faculty members to be Chairperson of the Executive Committee. The term of the Chairperson of the Executive Committee normally shall be two academic years. He/she may succeed himself/herself as Chairperson for one term provided he/she is confirmed in this post first by the Senate and then by his/her original constituency. If a term as Chairperson of the Executive Committee shall have the effect of extending a term of a senator from three to four years, the Chairperson must be confirmed in this extension by his/her original constituency.
- c. The Senate shall elect a secretary who need not be a member of the body. He/she shall keep a record of the proceedings of the body and reports submitted to it. He/she shall notify the members of all meetings, regular or special, and shall provide each member with a copy of the minutes of the previous meeting. The minutes, reports, and proceedings of the Senate shall be public within the University.

2. Meetings

- a. Regular meetings of the Senate shall normally be held each month of the academic year. Before a vote may be taken on an item presented for action, senators must have had at least two working days published notice.
- b. Special meetings may be called by the President, the Executive Committee, or by petition of one-fifth of the members, which must be in writing.
- c. No quorum shall be constituted without the presence of one-half of the elected members of the Senate. In all matters not governed by these provisions, the most current edition of Robert's Rules of Order shall be considered binding.
- d. Members of the faculty, administration, chairpersons, students, and staff may attend meetings of the Senate. They may, upon invitation of the chair, and with the consent of the body, participate in its deliberations, but shall not vote in the Senate.

D. THE COMMITTEES OF THE SENATE

1. The standing committees of the Senate shall be:
 - a. The Executive Committee
 - b. The Undergraduate Academic Affairs Committee
 - c. The Graduate Academic Affairs Committee
 - d. The Planning and Budget Committee
 - e. The Faculty Affairs Committee
 - f. The Student Affairs Committee
2. The Senate may alter by main motion the composition, jurisdiction, and design of its committee structure.
3. For the purpose of expediting its work, the Senate shall refer the business to come before it to the Executive Committee for assignment to the appropriate committee, which shall study and report to the Executive Committee for recommendation to the Senate.
4. The members of the standing committees of the Senate shall be senators and senators-at-large and shall be approved by majority vote of the Senate upon first being nominated by the Executive Committee. The Chairperson of the Executive Committee shall not be a member of any other standing committee of the Senate.
5. The members of each standing committee, with the exception of the Student Affairs Committee, shall choose from its elected faculty senators a chairperson to preside over its deliberations, expedite its business, and serve as a member of the Executive Committee of the Senate. Among the elected student senators, there shall be elected one (1) chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student Senators. He or she shall be elected by a constituency consisting of both elected student senators and student senators-at-large. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year.
6. The standing committees shall be scheduled to meet at least once a month during the academic year.
7. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.
8. The standing committees shall report in writing to the regular meetings of the Senate through the Executive Committee.
9. The Senate or any of its standing committees may appoint ad hoc or special committees to direct investigations or recommend policy or action in areas of Senate concern. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Ad hoc committees set up to function permanently will be called special committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE

I. The Executive Committee

The Executive Committee shall consist of the Provost, the Chairperson of the Executive Committee and the Chairpersons of the standing committees of the Senate. The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year.

It shall:

- a. prepare the agenda for meetings of the Senate;
- b. assign or refer the business of the Senate to appropriate committees for consideration and report
- c. study such reports and either recommend them to the Senate, return them to committee, or recommend with specific modifications or reservations; when recommending with substantive modifications, it shall present to the Senate its recommendation as the primary motion and the original committee report as information.
- d. keep informed of and expedite the progress of committee work;
- e. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate
- f. nominate members of the Senate for membership on its committees;
- g. nominate members of the faculty, administration, chairpersons, student body, and staff for service as senators-at-large or for service at the pleasure of the Senate; maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees
- h. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- i. be prepared to serve as the Senate's special committee to explore with other institutions possibilities for cooperation, in liaison with the administrative officer in charge of such exploration with the power to delegate this responsibility to individuals or sub or ad hoc committees
- j. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

II. The Undergraduate Academic Affairs Committee¹

The Undergraduate Academic Affairs Committee shall consist of a minimum of four faculty senators, three faculty senators-at-large, one undergraduate student senator and the academic dean serving as senator (although the Senate Executive Committee may nominate the academic dean for a one-year membership on a standing committee other than the UAAC). It shall be advised by the Provost or his or her designate.

It shall:

- a. recommend to the Senate appropriate policy in matters affecting undergraduate academic standards of the University
- b. be responsible to the Senate for the maintenance of academic standards, by examining admissions, grading, retention, in good standing, separation, graduation
- c. recommend to the Senate appropriate policy in curricular matters in terms of the following considerations
 - 1) general University aims and trends;
 - 2) prevention of proliferation of courses;
 - 3) a balance of liberal arts and pre-professional courses in undergraduate programs;
 - 4) the fitting of new courses to the needs and programs of the academic units of the University and to the general distribution of academic offerings;
 - 5) the overall relationship of new curricula to the University's resources of budget, staff and library.
- d. oversee the work of the Academic Review Committee (ARC)

Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). Between meetings in which the Vice President for Enrollment Management consults with the committee, the chair of the UAAC shall be consulted and informed of pertinent developments by the Vice President for Enrollment Management. The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Vice President for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.

A. Academic Review Committee¹

The responsibility of the Academic Review Committee (ARC) shall be to assure that standards regarding academic probation, dismissal from the university for academic performance, and readmission to the university following dismissal for academic performance are maintained. The

¹ In an effort to represent properly all faculty constituencies in the University Senate, unless specifically called for in the bylaws, faculty representation should be opened to all faculty constituencies.

Committee shall be chaired by the Provost's designee, and shall include as voting members one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and the Dean of University Advisement or designee. During the summer sessions or intercessions, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC as necessary.

III. Graduate Academic Affairs Committee¹

The Graduate Academic Affairs Committee shall consist of a minimum of three faculty senators, two faculty senators-at-large appointed from among faculty with interest or expertise in graduate affairs, the President of the Graduate Student Organization, and one graduate student senator. It shall be advised by the Senior Vice Provost for Academic Affairs.

It shall:

- a. recommend to the Senate policies and programs governing graduate study;
- b. be responsible to the Senate for maintenance of graduate academic standards by examining proposed programs at an early stage and established ones continuously.

Starting with the beginning of the recruitment cycle and throughout the academic year, the Dean of Graduate Studies and the Dean of Graduate Admissions shall consult with the Graduate Academic Affairs Committee on graduate admissions practices, developments and trends (excluding matters of confidentiality). Between meetings in which the Dean of Graduate Studies consults with the committee, the chair of the GAAC shall be consulted and informed of pertinent developments by the Dean of Graduate Studies. The Chair of GAAC shall also contact the Dean of Graduate Studies and the Dean of Graduate Admissions for updates on an as needed basis. The GAAC shall make recommendations, as appropriate, to the respective deans and shall report to the Senate and full faculty.

IV. Planning and Budget Committee¹

The Planning and Budget Committee shall consist of a minimum of three faculty senators, one chairperson senator, one staff senator, two faculty senators-at-large, one student senator, one senator-at-large from the Library, and one student senator-at-large. The Committee shall be advised by the Provost or his/her designate.

It shall:

- a. represent the University Senate in budgetary areas
- b. participate actively in all phases of the development of the annual budgets. In so doing, it will not concern itself with details of housekeeping nor individual salaries

- c. report its judgment directly to the President at any time it feels appropriate, and report annually its general policy positions to the Senate and faculty through the Executive Committee
- d. have access to and shall be obliged to keep fully informed on all major ongoing and projected “projects” of the University
- e. develop, recommend, and review the long-range goals and priorities of the University including policy or development of these goals and priorities
- f. Participate actively with University agencies in the examination and preparation of general plans for University development
- g. recommend to the Senate appropriate policy for making the funding and awarding of monies and the remission of fees educationally productive and institutionally strengthening
- h. be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University.

Starting at the beginning of and throughout the academic year, the Vice President for Financial Affairs shall consult and advise the P & B committee on matters being considered in preparation of the University budget, including but not limited to income, expenses, fund raising and development projects and other matters as deemed appropriate by the P & B committee. Between meetings in which the Vice President for Financial Affairs consults with the committee, the chair of the P & B Committee shall be consulted and informed of pertinent developments by the Vice President for Financial Affairs. P & B shall report to the Vice President for Financial Affairs and where appropriate, the President, on all matters pertaining to policy positions of the Senate. The Committee shall review and recommend its view regarding long range goals and planning by the University. Matters affecting salaries and compensation and other confidential matters shall not be subject to consideration and review. All other matters shall be reported to the Senate and full faculty on a regular basis.

A. Committee on the Library¹

The Library Subcommittee of the Planning and Budget Committee shall consist of nine members: three from the University Library, including a senator or senator-at-large representing the University Library on the Planning and Budget Committee, and one chosen from each of the following areas: School of Business, School of Education, Health and Human Services, School of Communication and the student body, two from Hofstra College of Liberal Arts and Sciences. It will also include as ex-officio members the Dean of Library and Information Services and the Director of the Law Library. It will report to the Senate through the Planning and Budget Committee.

It shall:

- a. review and make recommendations on all budgetary matters concerning the University Library, including gifts and outside appropriations;

- b. work closely with the administration and faculty in defining long-range goals of the Library.

B. Committee on Academic Computing¹

The Committee on Academic Computing, a subcommittee of the Planning and Budget Committee, shall consist of thirteen members as follows:

- a. Eleven faculty members, one from each of the following areas: the University Library, the School of Communication, the School of Education, Health and Human Services, the School of Law, one from the Department of Computer Science and at least one from each of the three divisions (but not from the CSC Department) of Hofstra College of Liberal Arts and Sciences, (for a total of four) one from the Department of Information Technology and Quantitative Methods and one from the School of Business (but not from the IT Department);
- b. two student members, one a graduate and one an undergraduate, who are student senators, if possible.

The Provost or his/her designate and the Director of Faculty Computing Services or his/her designate shall act as advisers to the Committee.

The members of the Committee shall:

- a. assess the current and future computing needs and uses in their respective representative areas by interacting with faculty members and students from those areas;
- b. report periodically to the Committee the findings of this assessment;
- c. report to respective areas the recommendations and deliberations of the Committee.

The Committee shall:

- a. elect its Chair from among its faculty members;
- b. review and make recommendations on all policy and planning needs concerning the research and instructional use of computers at Hofstra University to the Senate and faculty through the Planning and Budget Committee.

C. Committee on Environmental Priorities¹

The Committee on Environmental Priorities, a subcommittee of the Planning and Budget Committee, shall consist of at least fourteen members as follows:

- a. Twelve faculty members, one from each of the following areas: the University

Library, the Lawrence Herbert School of Communication, the School of Education, the School of Health Sciences and Human Services, the School of Engineering and Applied Science, from the Zarb School of Business, the Maurice A. Deane School of Law, the Director of Sustainability Studies, and a total of four from the Hofstra College of Liberal Arts and Sciences, with at least one from each of the three divisions.

- b. Two student members, one a graduate and one an undergraduate, who are student senators, if possible.
- c. Other ad hoc members interested in environmental issues may attend and participate in the meetings, but do not have voting rights.
- d. The Campus Sustainability Officer shall act as an advisor to the committee.

The Committee shall:

- a. Elect its Chair from among its faculty members;
- b. Assess environmental issues concerning the students, faculty, and staff, of the campus. The Committee will also seek to make the campus a more sustainable place.
- c. Review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at Hofstra University to the Senate and faculty through the Planning and Budget Committee.
- d. Have its members report to their respective areas recommendations and deliberations of the Committee.

V. The Faculty Affairs Committee¹

The Faculty Affairs Committee shall consist of a minimum of four elected faculty senators and enough faculty senators-at-large so that each of the academic units and divisions shall be represented (Frank G. Zarb School of Business, School of Education, Health and Human Services, School of Communication, Hofstra College of Liberal Arts and Sciences divisions of Humanities, Social Sciences, and Natural Sciences, University Library, School of Law). It shall be advised by the Provost or his/her designate.

It shall:

- a. recommend to the Senate appropriate policy regarding:
 - 1.) the definition of the responsibilities and privileges of faculty members;
 - 2.) the problems of academic freedom and tenure
 - 3.) standards of remuneration of faculty members; including other-than-monetary benefits customarily or contractually enjoyed by the faculty, such as grants, leaves, aid to research and publication, and related matters

- b. serve as a Board of Appeals for faculty members for conciliation or adjudication of those complaints which constitute grievances.

VI. The Student Affairs Committee

The Student Affairs Committee shall consist of at least one elected faculty Senator, at least one faculty Senator-at-Large, one elected student senator (that student elected to be Chairperson of the Students Affairs Committee by a constituency of both elected student senators and student senators-at-large as per FS VII. D. 5), five student senators-at-large (including one from the graduate school), two delegates from the Student Government Association, the President of the Student Government Association or his/her designate, and the President of the Graduate Student Organization. Faculty members should not exceed student members. It shall be chaired by the elected student senator on the Committee and it shall be advised by the Dean of Students or his/her designate. SAC may designate a representative for a senator-at-large member who is unable to attend a committee meeting. In the absence of quorum (defined as one-half of the student committee members,) the vote on a resolution will be discussed and voted on electronically.

It shall:

- a. recommend to the Senate policies governing the operation of the Dean of Students Office. The Committee's concern shall be at the policy level and not with its implementation of day-to-day matters
- b. advise the Dean of Students upon either the Dean's or the Committee's initiative or upon the request of the Senate or Executive Committee
- c. Have the power and responsibility to make policy recommendations to the appropriate University officer(s) regarding all other student related activities and services.

The Senate may, for very substantial reasons, appoint one additional senator-at-large to any of the committees, described in sections two through six of these bylaws. The Executive Committee shall inform the Senate whenever an appointment is recommended under this provision.

VII. Special Committees of the Senate¹

A. Special Committee on Recruitment, Elections, and Nominations (SCREEN)

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, one representative from the Provost's Office, and one member of the Senate Executive Committee. The membership shall be nominated by the Senate Executive Committee and confirmed by the Senate.

It shall:

- a. upon request, conduct elections for any constituency of the University, including: solicitation of nominations; preparation, distribution, and tabulation of ballots; certification and announcements of results;
- b. serve the University Senate by:
 - 1.) recruiting potential members for Senate appointed positions by ascertaining interests, experience, availability, and by keeping appropriate up-to-date files on eligible candidates;
 - 2.) supplying the Senate Executive Committee in March of each year and on request throughout the year with slates of candidates and relevant profiles for nomination to appointed Senate positions;
 - 3.) suggesting to the Senate Executive Committee ways to increase University knowledge of, interest in, and increase cooperation with the Senate.

B. Special Committee on Grievances¹

The Special Committee on Grievances shall consist of nine tenured members of the Faculty, four from the Hofstra College of Liberal Arts and Sciences, at least one from each division, one each from the Frank G. Zarb School of Business, the School of Communication, the School of Education, Health and Human Services, the School of Law, and the University Library, nominated by the Committee on Faculty Affairs through the Executive Committee for renewable Senate appointment for a three-year term.

The Committee shall, in cases that do not fall under the jurisdiction of the grievance process of the Collective Bargaining Agreement between the University and the AAUP,

1. hear all cases referred by the Chairperson of the Faculty Affairs Committee which involves allegations of either a breach of Faculty Statutes or a violation of standard procedures such as published in the Faculty Policy Series, conciliate and in an effort to achieve amicable resolution of the grievance; failing this, recommend in writing to the Academic Dean of the complainant what it believes to be an equitable disposition of the dispute; submit a written report to the Committee on Faculty Affairs of the nature and outcome of each case it handled;
2. perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
3. investigate other non-tenure related faculty complaints or charges referred by the Committee on Faculty Affairs;
4. request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;

5. a member of the Grievance Committee shall absent himself or herself when the Committee is considering a grievance from his or her school, unit, or (in Hofstra College of Liberal Arts and Sciences) his or her division.

C. Special Committee on Athletic Policy¹

The Special Committee on Athletic Policy shall consist of fifteen members: seven faculty members, the Faculty Athletic Representative, the Director of Intercollegiate Athletics, the Associate Director of Intercollegiate Athletics, the Vice President for Student Affairs or his/her designate, one staff member, two students; and one representative from the alumni who shall be nominated by the Alumni Senate. The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment Services, the Dean of Administrative Services, the Dean of Academic Records, the Dean of Students, the Senior Assistant Provost for University Advisement, the Assistant Athletic Director for Student Enhancement, and the Assistant Athletic Director for Compliance. When appointing members, the Senate shall seek appropriate gender and minority representation.

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra' policies concerning intercollegiate athletics;
2. advise the President directly concerning the University's policies concerning intercollegiate athletics;
3. receive reports from the Director of Intercollegiate Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. annually review the academic performance and graduation rates of all student athletics and report its findings to the Senate and the President;
5. at the request of the Director of Intercollegiate Athletics, review student athlete eligibility;
6. every three years evaluate the intercollegiate athletics program's rules and compliance program and report its findings to the Senate and the President;
7. receive and review periodic reports from the Faculty Athletic Representative;
8. receive and review annual reports from athletic department staff regarding gender equity and minority representation;
9. annually invite the University Equal Rights and Opportunities Officer to address current minority and gender issues, concerns and questions with potential impact on the intercollegiate athletic program;
10. annually review the Student Athletic Handbook;

11. annually review the results of questionnaires administered to student athletes.

D. Special Committee on the Academic Calendar¹

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. The Committee shall consist of the Registrar, one designate appointed by the Provost, the Vice President for Student Affairs and the Chair of the Student Affairs Committee. The Senate Executive Committee shall appoint two faculty members. In addition, an elected senator from the Planning and Budget Committee will sit on the committee.

E. Special Committee on Environmental Safety¹

The Special Committee on Environmental Safety shall serve as liaison among academic departments, the Chemical Hygiene Officer, and other administrators for matters involving the safe use and disposal of hazardous substances and related environmental safety issues. The Committee may assist and advise the Chemical Hygiene Officer on policy issues regarding environmental safety. The Committee membership consists of the Chemical Hygiene Officer, the Radiation Institutional Safety Officer (RISO), Energy, Environmental Health & Safety Manager (Physical Plant), the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, the School of Law, and a student senator-at-large. The Special Committee on Environmental Safety shall report to both the Executive Committee of the Senate and to the Office of the President.

****ANY REVISIONS TO FACULTY STATUTE VII AND THE UNIVERSITY SENATE BYLAWS CAN BE FOUND ON THE UNIVERSITY SENATE WEBSITE*****

<http://www.hofstra.edu/Faculty/senate/>

IV

REPORTS OF THE COMMITTEES OF THE SENATE

NOTE: Rosters for all committees' 2013-2014 memberships can be found on pages 2, 3, and 4 of this Annual Report.

SENATE EXECUTIVE COMMITTEE

Chairperson: Stuart Bass

The SEC reviews and considers the activities and proposals of the standing, special and ad hoc committees and directs any new business to the appropriate committee. The Chair of the SEC reports to the full Senate and to the full faculty.

In what was an active and productive academic year, the Senate undertook and considered several issues, which after thorough discussion and debate, was recommended to the full faculty. We are proud to report that most of the issues were brought to the full faculty by the Speaker of the Faculty. This clearly indicates a healthy and vibrant shared governance process recognized and valued by the entire university community. The following represents a synopsis of the business achieved by the Senate this past academic year.

The Faculty Affairs Committee presented its proposal on criteria and procedures for evaluations of academic chairs. The proposal was referred back to the Committee to clarify and specify in greater detail procedures to be complied with.

The Office of Public Safety submitted its policy statement on Prohibition of Discrimination. Questions were raised as to the effectiveness of enforcing said policy. The Senate looks to endorse the policy and is seeking to adopt more specific language regarding adherence to and sufficiency of the policy statement.

The Senate approved as an information item a revision to the Environmental Committee bylaws.

Of significant importance was a resolution passed by the Senate recommending to the administration very specific enforcement procedures and penalties to be imposed on those individuals who violate the No Smoking policy on the South Campus. The matter will be presented to the full faculty at the Fall meeting.

The Senate passed and the faculty approved a resolution supporting faculty representation on the Board of Trustees. Though the ultimate outcome is in question, it has resulted with the Board inviting faculty members to exchange ideas and concerns of faculty as well as specific presentations made by faculty to the Board. The practice has been well received and there is optimism that this will lead to greater communication and interaction between the faculty and the Board of Trustees.

The Senate approved a move for academic credit for significant leadership and service on campus.

The Senate considered and passed a revision to FPS #47 creating a prohibition on personal relationships between faculty and other employees and students.

The Senate considered a proposal as to whether SEC committee chairs should be tenured faculty. Faculty rejected the proposal. The SEC will reconsider the issue in the fall 2014.

Discussion will continue to address student (SGA) budgeting and appropriation practices and procedures for student clubs, organizations and honor societies. Those discussions will be held jointly with the SEC, Planning & Budget Committee, and the Vice President for Student Affairs and SGA leadership.

The University Senate anticipates and looks forward to the challenges and issues of the 2014-2015 academic year.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Paul Fritz

The Undergraduate Academic Affairs Committee (UAAC) had many issues on its agenda for the Academic Year (AY) 2013-2014. The Committee saw through to passage by the full faculty Academic Credit for Significant Leadership and Service Positions On-Campus, initiated in 2012-2014 AY. New issues the UAAC addressed during AY 2013-2014 were: 1) Revisions to Withdrawal Policy (Summer, January, and Short Courses); 2) GPA Calculation and Multiple “F” Grade Policy; 3) FPS #10 and Mid-term Graded Feedback; 4) Multiple Majors and Courses Counted Toward Majors; 5) T- Designation; 6) Departmental Honors.

1. Withdrawal to Withdrawal Policy (Summer, January, and Short Courses)

- Approved by UAAC October 14, 2013
- Approved by SEC December 2, 2013
- Approved by Senate December 9, 2013
- Approved by Full Faculty February 24, 2014

The Bulletin currently contains different standards for students to withdraw from courses in regular (Fall and Spring) semesters and shorter terms (January, Summer, and Short Courses). Specifically, for regular semesters a student has discretion to withdraw from a course up to the last day of the tenth week of the semester and there is no provision for any instructor approval. In a course shorter than 15 weeks, a student may withdraw up to 2/3 of course completion but must have the instructor’s signature to withdraw after 2/3 of the course is completed. The committee discussed the rationale for such a policy, but noted a student can withdraw from a regular semester course after the deadline through Deans’ Offices without obtaining an instructor signature. The committee voted unanimously to revise course withdrawal policy, maintaining 2/3 of the term for all semesters as a cut-off for withdrawal and eliminating the requirement for an instructor signature for terms less than 15 weeks.

2. GPA Calculation and Multiple F Grade Policy

- Approved by UAAC November 4, 2013
- Approved by SEC December 2, 2013
- Approved by Senate December 9, 2013
- Approved by Full Faculty February 24, 2014

The Bulletin currently states, “Only one F grade in any one course will be included in the cumulative grade point average.” This can create conditions under which a student that fails the same course twice will have a higher cumulative GPA than a student that gets a non-F grade in the

second iteration of the course if that non-F grade is lower than the student's average grade. Data requested from Academic Records on multiple failures in the same course from Academic Records shows that this is a significant issue on campus, though the total number of students responsible for multiple failures in the same course is relatively low. The committee also examined policies at other universities (approximately fifteen comparisons, including the Colonial Academic Alliance, local competitors, and aspirants) and found few schools had a policy similar to Hofstra's. The committee thus voted unanimously to eliminate this provision in the Bulletin so that all failures in the same course will count toward a student's cumulative grade point average.

Within the discussion of multiple F grade, the committee discussed the Repeat Course Option. The comparisons to similar universities suggested Hofstra's current policy was fairly widely accepted. Given revisions to the multiple F grade policy and cumulative GPA calculation, there was a brief discussion of revising the Repeat Course Option so that students could repeat a course to replace a grade more than the two times currently allowed but it was the feeling of the committee that two opportunities was sufficient. There was also a brief discussion of students using the Repeat Course Option for the same course, effectively giving them three opportunities to pass or improve their grade in a class. There was also discussion of students using the Repeat Course Option to improve non-F grades. It was the feeling of the majority of the committee that this policy should not be changed, but that the committee should request further data from Academic Records related to the Repeat Course Option, including use of the option and the number of students using this option to replace a failing grade versus replacing a non-F grade.

3. FPS #10 and Mid-term Graded Feedback

- Approved by UAAC December 9, 2013
- Approved by SEC February 6, 2014
- Approved by Senate February 10, 2014
- Approved by Full Faculty February 24, 2014

Prompted by student complaints channeled through the Student Affairs Committee, the UAAC took up the issue of mid-term graded feedback for students and engaged in revision of FPS #10 (EXAMINATION, FINAL GRADES AND STUDENT ABSENCES). The committee noted that much of the language in the existing FPS #10 regarding grades and midterm graded feedback was inapplicable to some courses / departments and thus significantly revised paragraph one of the policy to: 1) strongly encourage faculty to provide graded feedback before the deadline of a W; 2) make clear that all graded work should be taken into account for a student's final grade; 3) require that course grade policies should be stated clearly on all course syllabi; 4) encourage faculty to alert students in writing to any changes in the established grading policy during the course of a semester. With additional minor changes to update document, the committee unanimously passed the revisions to FPS #10.

4. Multiple Majors and Courses Counted Toward Those Majors

The committee was asked by the Provost to examine the issue of multiple majors and courses counted toward those majors to ensure there was not a problem with double counted or related issues. With data from Academic Records on students with multiple majors (both within schools and across schools) and the number of credits such students typically earn at graduation and a discussion of policies across schools with input of academic deans and academic advisement, the committee determined that the issue of multiple majors/double counting of courses was not a

significant problem on campus. The committee noted that often double counting of courses for majors/minors is very beneficial to students and generally is done in a way that maintains high standards. It was also noted that at the time of program inception, significant attention was given to this issue to prevent future problems. The committee thus concluded that no action was needed at this time. However, two issues may need future examination. First, it was not clear that there were explicit existing guidelines regarding double counting of courses across majors and it is largely left to individual departments after the creation of a program. Second, a committee member raised the issue of students being unable to process forms for a double major until after a special appointment with University Advisement. It is not clear this requirement is actually explicitly stated in policy.

5. T- Designation

- Passed UAAC May 5, 2014
- To be sent to SEC Fall 2014

Current Hofstra policy is to include a “T-” designation on transfer student transcripts for courses at other institutions when the student earns a C- grade or lower. Previously, a T- could be used for distribution course requirements for a transfer student but this practice has ended. Along with it no longer being used, the committee noted the T- designation often causes confusion among both students and faculty and there is a larger question of whether the University would want D or D+ grades used for any requirement.

The committee thus took up the question of removing the T- designation from the Bulletin. Removing this designation would still allow chairs to manually override the system and provide some transfer credit for courses where the grade was a C- or below if a student has a cumulative grade point average of 3.0 or better at the previous institution on an individual case basis. Additionally, an appeal to have transfer credit from the previous institution apply to distribution courses would have to go through an appropriate dean, thus allowing an individual assessment.

With the rationale above, on 5 May 2014 the committee voted unanimously to eliminate the T- designation. Current Bulletin language is as follows:

Current Bulletin (under Transfer Credit):

Appropriate courses completed with a minimum grade of C- or the equivalent at fully accredited institutions are transferable. Upon completion of at least 30 semester hours at a fully accredited institution, transfer credit will be granted for appropriate courses with D and D+ grades for a total of 9 semester hours providing the student has a final cumulative grade point average of 3.0 or better at this previous institution. Grades attained at another institution are not recorded on the Hofstra record and are not included in the grade point average to meet graduation requirements. Appropriate courses completed at regionally accredited institutions with a grade of D or the equivalent will be considered for course credit without semester hour value. These may not apply toward the total number of credits needed for graduation. As many as 30 elective credits graded on a pass/fail basis from another accredited institution may be transferred to Hofstra. Students transferring to Hofstra with more than 30 credits graded on a Pass/Fail basis must have the approval of the Undergraduate Academic Affairs Committee. For these students, courses graded pass/fail shall not exceed 50 percent of the total credit hours required for the degree.

The revised Bulletin language is as follows, with the passages related to the T- designation eliminated and a minor revision that makes the Academic Review Committee rather than the UAAC responsible for determining the appropriateness of individual students attempting to transfer more than 30 credits graded on a Pass/Fail basis:

Revised Bulletin Language (Passed UAAC 5 May 2014):

Appropriate courses completed with a minimum grade of C- or the equivalent at fully accredited institutions are transferable. ~~Upon completion of at least 30 semester hours at a fully accredited institution, transfer credit will be granted for appropriate courses with D and D+ grades for a total of 9 semester hours providing the student has a final cumulative grade point average of 3.0 or better at this previous institution.~~ Grades attained at another institution are not recorded on the Hofstra record and are not included in the grade point average to meet graduation requirements. ~~Appropriate courses completed at regionally accredited institutions with a grade of D or the equivalent will be considered for course credit without semester hour value. These may not apply toward the total number of credits needed for graduation.~~ As many as 30 elective credits graded on a pass/fail basis from another accredited institution may be transferred to Hofstra. Students transferring to Hofstra with more than 30 credits graded on a Pass/Fail basis must have the approval of the ~~Undergraduate Academic Affairs Committee~~ Academic Review Committee. For these students, courses graded pass/fail shall not exceed 50 percent of the total credit hours required for the degree.

6. Departmental Honors Bulletin Language

In AY 2012-2013, the UAAC undertook revisions Departmental Honors Bulletin wording to make it consistent with current practices on campus. However, additional issues arose as the revisions worked through the governance process and the committee reengaged the issue in AY 2013-2014. Specifically, the committee examined policies and procedures to handle cases when students do not complete the requirements of departmental honors or when the committee deems the work to be of insufficient quality to earn departmental honors. Current Bulletin wording does not mention this potential outcome, noting only that students can earn “Honors” or “High Honors”. There is thus a need to specify what to do in the case of non-honors. Through extensive discussions, and along with input from HUHCA Associate Dean Donahue and data from Academic Records regarding the rate at which student enrolled in departmental honors eligible courses actually earn honors, the committee considered multiple ways to deal with this issue. The committee’s main concern was to be fair to students attempting to earn departmental honors while at the same time avoiding any potential confusion on a student’s transcript that may arise if that student fails to earn departmental honors. Ultimately, the committee felt the best way forward was to institutionalize the practice of replacing an honors essay course with an independent research course on the student’s transcript if a student did not meet the requirements of departmental honors or the committee deemed the work to be of insufficient quality to earn honors. The committee unanimously approved this path forward with a vote in on 5 May 2014, expressing that this procedure would maintain the integrity of departmental honors while also minimizing any potential confusion regarding the earning of departmental honors (or not) on a student’s transcript. The intent of the committee was to draft language to reflect the 5 May 2014 vote so that Bulletin revisions can move forward and be approv

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson: Jennifer Skorzawski-Ross

The Academic Review Committee enters all decisions in Banner and reports are generated based on that data. Reinstated/continuing students are granted a semester by semester continuance allowing the Committee to review and intervene, if necessary. SUS, NOAH and ELP continue to bring their special population dismissals to ARC.

ARC meets several times throughout the Summer and during January. Ad Hoc decisions have also been made via email. The primary goal of each meeting is to review all appeals; consider students who, as per the Dismissal Policy, are brought to ARC out of concern; assess requests from students who were mandated to successfully complete UNIV 001, but did not; and to automatically review students who had been reinstated at prior meetings. Students who reach a 2.0 cumulative GPA are released from the conditions of ARC. Academic Records is notified to release the ARC related hold on their student accounts, the Registrar, Center for University Advisement and Financial Aid are copied for notification purposes.

In the Summer of 2013, ARC met in person on four occasions and conducted reviews via email when necessary. ARC reviewed approximately 116 students during that time; some students having been reviewed more than once. In January 2014, the Committee met three times and reviewed 80 students. At the conclusion of the 2013/2014 academic year, Academic Records dismissed 91 students (first dismissal; never before on ARC) from the University. As of June 24, 2014, the Committee has met once and has already reviewed 38 students. The Committee anticipates seeing at least another 75-100 appeals during our scheduled July and August meetings.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson: Jason Davidow

Committee members:

1. Balbinder Bhogal, Associate Professor of Religion
2. Jayne Brownell, Assistant Vice President for Student Affairs
3. Jennifer Christ, Director, Multicultural and International Student Programs
4. Jason Davidow, Associate Professor of Speech-Language-Hearing Sciences
5. Carol Drummer, Dean of Graduate Admissions
6. Lisa Filippi, Associate Professor of Biology
7. Xiang Fu, Associate Professor of Computer Science
8. Debra Goodman, Associate Professor of Literacy Studies
9. Evan Koegl, Director of Academic Records
10. Jeffrey Morosoff, Assistant Professor of Journalism Media Studies
11. Chris Niedt, Assistant Professor of Applied Social Research
12. Liora Schmelkin, Senior Vice Provost for Academic Affairs and Dean of Graduate Studies
13. Ping Su, Department of Management, Entrepreneurship and General Business
14. Maxwell Thomas, Graduate Student
15. Laura Vallier, Associate Professor of Biology

Professional Development Series for Faculty Regarding Issues of Diversity

The GAAC has spent the last five years working on diversity issues related to domestic and international graduate students of color. Although the GAAC initially planned to recommend a Professional Development Series for Faculty, discussions resulted in the decision to produce an information item. The information item is a summary of the data collected during several focus groups. The committee unanimously approved the document on September 24th, 2013. The final version of the document was presented to the Senate Executive Committee on October 7th and shared with the faculty at the following Full Faculty Meeting. The following offices and people received a copy of the document: Multicultural and International Students Program Office, Services for Students with Disabilities, multicultural student clubs, Provost's Office, Office of Community Standards, Dean of Student's Office, graduate students on the University Senate, Deans of the various colleges, Diversity Task Force Chair, General Counsel Office, and Departmental Chairs.

Recommendations for Dissemination of Information about Campus-Related Activities and Policies to Graduate Students

At the end of the 2012-2013 academic year, the committee began thinking about ways to provide information about campus-related activities and policies to graduate students. Members of the committee expressed concern that graduate students seem to be the most unknowledgeable about these two areas. Several actions were taken by the committee to address the lack of awareness. Specifically, several links were added to the Graduate Students webpage under Student Life (To access: Go to Hofstra Homepage → click on Student Life → click on Graduate Students under the Additional Information link). The linked webpages include Information for New Graduate Students (http://www.hofstra.edu/Academics/grad/grad_newgrads.html), Graduate Students Clubs (<https://hofstra.collegiatelink.net/organizations?SearchValue=Graduate&SearchType=Category&CurrentPage=1&SelectedCategoryId=1098>), Guide to Pride (http://www.hofstra.edu/StudentAffairs/DeanOfStudents/commstandards/commstandards_guidetopride.html), and Current Graduate Assistantship Openings (https://my.hofstra.edu/Home/main/student_employment.jsp?by=deadline&dir=desc&subtype=Graduate%20Assistantship). You must be logged into the Portal in order to access the Current Graduate Assistantship Openings webpage. The GAAC would like to thank Carrie Healy, Associate Director at the Office of Student Employment, for her assistance during the creation of these links.

The GAAC also discussed providing a selection for graduate assistantships and research opportunities across campus. A website that works like “craigslist” was suggested, where faculty could add various assistantship and research openings as they arise. However, due to legal ramifications, it was deemed not appropriate to post these research opportunities on the web.

Academic Leave, Withdrawal, and Maintaining Matriculation Policy

The committee added a sentence to the Academic Leave, Withdrawal, and Maintaining Matriculation Policy that specified the length of time for a typical academic leave. The length of time (“three consecutive fall and spring semesters”) is congruent with the undergraduate policy. The previous Academic Leave, Withdrawal, and Maintaining Matriculation Policy for graduate

students did not specify a length of time for a typical academic leave. The new version of the document was unanimously approved by the GAAC on February 20th, 2014. The document was then approved by the Senate Executive Committee on March 3rd, 2014 and by the full faculty on May 2nd, 2014.

New Projects

The committee spent part of the final meeting of the academic year brainstorming issues across campus that may need to be addressed. One idea was to explore whether or not students in certain departments would benefit from taking courses in other departments. Many graduate programs have the majority of their classes within their own department. These courses taken outside of one's main department would likely be additional content to expand the breadth and depth of knowledge.

Chairperson Davidow met with Carol Drummer, Dean of Graduate Admissions, and Liora Schmelkin, Senior Vice Provost for Academic Affairs and Dean of Graduate Studies, to discuss graduate admissions issues and explore ways that the GAAC can assist the Graduate Admissions Office. It was decided that Carol Drummer and Liora Schmelkin will make a presentation to the committee at the first GAAC meeting next year. Following the meeting, the GAAC will create agenda items for the 2014-2015 academic year.

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson: Eugene Maccarrone

Members of the Committee:

- Richard Apollo, Associate Provost for Planning and Budget
- Anthony Basile, Senator At-Large, School of Business
- William Caniano, Senator At-Large, Library
- Gillian Elston, Senator, HCLAS, Natural Sciences Senator
- Oscar Espinal, Student Senator
- Alan Flurkey, Senator At-Large, School of Education
- Ari Gatoff, Law School Student Senator At-Large
- Sleiman Ghorayeb, Senator, School of Engineering and Applied Science
- Rebecca Gianarkis Graduate Student Senator At-Large
- Sarah Glasser, Senator, Library
- Stephanie Guzman, Student Senator At-Large
- Gloria Hoover, Senator, Local 153
- Keun Lee, Senator At-Large, School of Business
- Georgina Martorella, Guest
- Dennis Mazzocco, Senator At-Large, School of Communication
- Krista Miller, Student Senator At-Large
- Susan Yohn, Senator, Chairpersons

Sub-Committees and Task Forces:

Academic Computing sub-committee, Chair vacant

- Howard Graves, Guest, Senior Assistant Dean of Library Systems
- Robert Juckiewicz, Guest, Computer Center, Vice President for Information Technology
- Maureen Krause, Senator At-Large, HCLAS, Natural Sciences

- Chuck Liang, Senator At-Large, School of Engineering and Applied Science
- John Pulis, Senator At-Large, HCLAS, Social Sciences
- Dennis Quinn, Senator At-Large, School of Communication
- Deb Sledgianowski, Senator At-Large, School of Business
- Glen Vogel, Senator At-Large, School of Business
- Judith Tabron, Guest, Computer Center, Director of Faculty Computing Services

Sub-committee on the Library, Peter Goodman, Chair/ Senator At-Large, School of Communication

- William Caniano, Senator At-Large, Library
- Sarah Glasser, Senator, Library
- Elena Jurisite-Harbison, Senator At-Large, School of Education
- Vicente Lledo-Guillem, Senator At-Large, HCLAS, Humanities
- Laurie Lopatin, Senator At-Large, Library
- Sarah Novak, Senator At-Large, HCLAS, Social Sciences
- Andrew Spieler, Senator At-Large, School of Business

Sub-committee on Environmental Priorities, Robert Brinkmann, Chair/ Senator At-Large, HCLAS, Natural Sciences

- Alan Bailin, Senator At-Large, Library
- Kevin Bisceglia, Senator At-Large, HCLAS, Natural Sciences
- Isabel Freda, Senator At-Large, School of Communication
- Patrick Gannon, Senator At-Large, Medical School
- Margaret Hunter, Senator At-Large, School of Engineering and Applied Science
- Karen Jackson, Senator At-Large, School of Education
- Ron Janssen, Senator At-Large, HCLAS, Humanities
- Katrina Kuh, Senator At-Large, Law School
- Rachel List, Senator At-Large, HCLAS, Humanities
- Oskar Pineno, Senator At-Large, HCLAS, Social Sciences
- Kaushik Sengupta, Senator At-Large, School of Business

University Task Force on Parking and Transportation, William Caniano, Chair (newly elected)/ Faculty, Library

- Richard Apollo, Associate Provost for Planning and Budget
- Anita Ellis, Director of Off-Campus Living and Commuting Student Services
- Oscar Espinal, Undergraduate Student
- Charles Forrest, Associate Director of Public Safety
- Ari Gatoff, Law School Student
- Dom Lavin, Director of Campus Operations
- Krista Miller, Undergraduate Student
- Caroline Schreiner, Local 153
- Jean Smith, Associate Director of Residential Life, Residential Programs Office

Outcomes Assessment Sub-committee (new), Chair vacant

- Oscar Espinal, Undergraduate Student
- Keun Lee, Faculty, School of Business
- Dennis Mazzocco, Faculty, School of Communication
- Eugene Maccarrone, Faculty, School of Business
- Comila Shahani-Denning, Faculty, HCLAS, Social Sciences

Overview

The Planning & Budget Committee (“P&B”) and its sub-committees and task force continued active pursuit of their existing agenda from the 2012-13 academic year, while adding a number of ambitious and important items to it.

Significant continuing matters addressed include participation in reviewing Hofstra’s 2013-2018 Five Year Plan; dialogue with educational consulting firm Scannel & Kurz and separately with senior Hofstra administration regarding our Admissions policies and procedures; solicitation of greater student input in and of addressing ongoing campus parking and transportation issues; and deliberation with the full Senate regarding how best to enforce the south campus smoking ban.

Important matters brought to fruition by P&B during 2013-14 include final passage and initial employment of by-laws for the Environmental Priorities Sub-committee; final passage and initial employment of the amendment to P&B by-laws calling for enhanced communications with the office of the Vice President for Finance and Treasurer; and participation with the full Senate in passing several academic and policy changes, approved by the office of the President.

New initiatives by and/or in which P&B has an active role for 2013-14 and are presently being pursued include formation and population of P&B’s Outcomes Assessment Sub-committee, that will be working with many other administrative and academic departments of the university to help enhance and assure positive outcomes for our students in academics, socialization, retention, and career and graduate school prospects; initiation of a faculty directed and student conducted comprehensive engineering study of Hofstra’s parking and transportation status and needs, which resulted in a completed report and presentations thereof (with preliminary recommendations) to P&B and the School of Engineering (this initiative is scheduled to be further developed during the Fall 2014 semester); participation with Hofstra’s Calendar Committee in its effort to address class day and time scheduling so as to relieve “class congestion” on campus; and taking up the issue of regulating smoking on the north campus.

Financial State of the University

P&B is in general agreement that for fiscal years 2012-2013 and 2013-14 the financial state of Hofstra University was sound, and budget projections for 2014-15 indicate that it will continue to be so for the upcoming period.

Pursuant to the newly amended P&B by-laws allowing for enhanced communications between P&B and the office of the Vice President of Finance and Treasurer, P&B met with the Vice President and reviewed with her the university’s financial and budgetary information, being that information she also presented to the university President and Board of Trustees. The P&B Chair attended all Trustees’ meetings for 2013-14, at which the Vice President presented financial and budgetary information to the Board, and such were consistent with her presentation to P&B.

P&B’s Chair also attended all full faculty meetings for 2013-14. Statements by the President in his presentation to the full faculty were consistent with statements made by the Vice President and him at the Trustees’ meetings.

P&B also met with the Provost and Senior Vice Provost for Academic Affairs regarding the university’s Academic Operating Budget, which is the largest segment of the university’s overall

budget. The Provost also presented information regarding anticipated faculty needs that were consistent with the university's present Five Year Plan.

All information thus communicated shows the Hofstra University's overall financial health is strong.

More specifically, Hofstra continues to be a tuition dependent institution and accordingly, matters relating to tuition are important. Retention of Fall 2013 new undergraduates in the Spring 2014 well exceeded 90%. Undergraduate enrollment projections were exceeded for Fall 2013 entrants, with 1,620 new freshman, and applications for Fall 2014 are strong; 1,635 Fall 2014 deposits were reported to the faculty at the May 2014 full faculty meeting.

Also reported is that student attrition is down 20% for recent students at the end of their first year. Our six year graduation rate is 62%. 1,670 new freshmen are anticipated for Fall 2014 and overall Hofstra's tuition position remains steady, with a modest increase in net tuition revenue expected for 2014-15, despite the application pool for new graduate students anticipated to decline by 21% for the coming Fall (graduate enrollments are known to be a "later" entering group however, and so the anticipated registration status is subject to change).

Enrollments in certain areas indicate "extremes", with Medical and Engineering being robust, but the Deane Law School significantly down below historical norms. Fortunately the School of Education appears to have stabilized overall, but at levels below its past capacity.

Tuition discounting continues to be an issue, especially at the undergraduate level. Such is common with our "competitor" institutions though, and Hofstra is in a comparatively strong position with undergraduate discount rates significantly below such competitors.

As of February 2014, the Vice President reports significant growth (19%) in overall financial resources. Salaries and benefits are within the university's budgeted range, and as of February were projected to be 2.5% higher than the prior year. Otherwise, as of June 2014, no significant changes in Hofstra's overall budget are expected for the 2014-15 academic year.

Hofstra's endowment continues to be modest as compared with peer institutions, and unrestricted fundraising was pacing below the previous year as of the Vice President's February report. Hofstra's May 2014 annual Gala raised over \$900,000, however. Additionally, asset allocation matters are being addressed by the Vice President's office in an effort to make improvements relating thereto.

2014 Student Town Hall

Hofstra's 2014 Student Town Hall convened on April 30, 2014 in an expanded format that began with students gathering at 10 am and continued through common hour during which students were joined by senior Hofstra administrators, including the President, Provost, and other senior vice presidents and administrative heads. For the first time, the event had a theme: "Promoting Successful Outcomes", proposed by the student, faculty, and administrator coordinators as a way of addressing important student objectives in a manner consistent with the university's present Five Year Plan and overall goals.

A robust and far ranging dialogue ensued, including student questions and administrator responses regarding public safety, parking, the adequacy of only one weekly common hour, and the availability of on-campus dining and the prices thereof. Follow-up opportunities were offered to the students by the administrators, and a full vetting of all issues students chose to address was otherwise had.

Lunch was then served for all attendees who wished to remain. Informal discussions continued until approximately 1:30 pm, at which time the Town Hall concluded.

Student, P&B, and administration cooperation (including that of students sitting on P&B coordinating with the Student Activities Committee, the Student Government Association, the full Senate, and the office of the Vice President for Student Affairs) combined to make this event very successful. Seating for 150 persons was provided, and the event was “standing room only”. “Town Hall” tee shirts were provided for all, and feedback about the event has been very positive.

It is anticipated that future Town Halls will be guided by the experience of promoting and executing the 2014 event. In addition to the excellent and effective cooperation cited, it was learned that the expanded format, while beneficial, should be more limited, as the schedule of 10 am to 3 pm proved too expansive. 10:30 am to 1 pm would seem a better plan, and P&B will take this up in planning for the 2015 Town Hall.

Also, per a suggestion made at a Senate meeting, P&B is working on formalizing a mission statement for the guidance of future events.

Academic Computing Sub-committee

The Academic Computing Sub-committee did not have a Chair during the 2013-14 academic year (this is to be given priority attention by P&B at its first meeting for Fall 2014). The sub-committee thus met at the request of the P&B Chair, and general discussion was had as to computing needs at the university.

Discussion focused on the adequacy of faculty and student computing needs at the university. The general sense of the participants was that computing needs were being met, but that access to Help Desk services are sometimes less than adequate. The university’s Director of Faculty & Student Computing Services, present at the meeting, offered to be proactive in responding to the need of any university constituent having difficulty with Help Desk services, as well as any other computing matters at Hofstra.

Sub-committee on the Library

The Library Committee met once during the 2013-14 academic year, also at the request of the P&B Chair, as it had not otherwise met during the year (due to a scheduling conflict the sub-committee Chair was unable to attend the meeting at the time called by the P&B Chair). The sub-committee Chair did report however that the sub-committee is still waiting for any responses from faculty regarding changes made to the Library since completion of the faculty survey in 2007. Inasmuch as this matter has aged, the P&B Chair will ask the sub-committee Chair to determine whether this matter should be updated or otherwise pursued this Fall.

The Library is presently under interim supervision of the Dean of the College of Liberal Arts and Sciences. There is concern on the part of some sub-committee members that it is not acceptable

that Hofstra should be without a permanent Library Dean for an extended time, and so inquiry will be made by P&B in the Fall as to when a permanent Library Dean can be expected, and request that the sub-committee continue to monitor the situation.

After deliberation by P&B and Library committee members, and at P&B's direction, a Google Forum was established to accept anonymous input regarding matters that concern the Library. Since its inception in 2014, the following matters have been reported:

- Concern regarding the lack of a Library Dean, per above
- Concern that a floor(s) in the Axinn Library might be used for new purposes and that many existing volumes of books will be eliminated

The P&B Chair has consulted the Provost about library floors being converted, and the Provost assured that such will not be the case.

The sub-committee's Deane Law School representative, who also serves in the Law School Library, has offered to share the work the Law School has done regarding its Library Committee Recommendations Survey with the sub-committee. The sub-committee will be asked to examine this offer at the beginning of the Fall semester.

Environmental Priorities Sub-committee

The Environmental Priorities Sub-committee (EPC) is a new sub-committee and the full committee first met at the start of the Spring semester. Once in session, the sub-committee began work on a number of key initiatives, as follows:

- Divestment - EPC sent a letter to the President urging divestment from fossil fuels. The Chair of the sub-committee also met with the President and a sub-committee of the Board of Trustees to discuss this issue. The Board declined to move forward with divestment, but the EPC will continue to seek progress on this issue.
- Earth Day - EPC provided support to campus Earth Day events.
- Green Office - EPC is developing a "Green Office" program to educate Hofstra constituents about issues such as recycling, energy conservation, and food sustainability. The sub-committee hopes to advance this effort in the Fall 2014 Semester.

The sub-committee also met with the campus Sustainability Officer, to encourage the development of electric car charging stations. The Sustainability Officer informed EPC that her office is working on this initiative and it is hoped that charging centers will be initiated on campus in the coming year.

EPC also noted that the Medical School does not have a member on the sub-committee. This will be brought to the attention of the Senate Executive Committee.

University Task Force on Parking and Transportation

The University Task Force on Parking and Transportation (the “task force”) elected a new Chair this year, and has otherwise, in coordination with P&B, pursued an active agenda.

The engineering study noted in the Overview above constitutes a major advance in the consideration of how to best address parking and transportation concerns for the campus. It is anticipated that the Fall semester will bring final recommendations that this task force can bring to P&B and ultimately to the university administration.

Also, the task force has been active with the Senate in continuing to address traffic safety issues affecting the campus, particularly at California Avenue, and along Hempstead Turnpike.

After deliberation by P&B and task force members, and at P&B’s direction, a Google Forum was established to accept anonymous input regarding matters that concern the task force. Since its inception in 2014, no matters have been reported.

In pursuing its agenda, the task force has been particularly attentive to the participation of students: students conducted the engineering study cited above, at the direction of Hofstra Engineering faculty, and three students presently sit on the task force.

Outcomes Assessment Sub-committee

As stated in the Overview, the Outcomes Assessment Sub-committee is a new sub-committee of P&B that will work with other administrative and academic departments of the university to help enhance and assure positive outcomes for our students in academics, socialization, retention, and career and graduate prospects.

It was originally populated during the Spring 2014 semester, which population was approved by the Senate Executive Committee. It will first formally meet at the start of the Fall 2014 semester, at which time it is expected it will elect its Chair and begin its work.

At the P&B meeting at which the members nominations were made, enthusiasm for participation on this new sub-committee was very high.

Other Matters

P&B participated in many other matters during the 2013-14 academic year, including:

- Deliberations concerning the proposed “HofTown” facilities for the north campus; a consultant will begin work on this in July, and it is expected that P&B and all pertinent Hofstra and community constituencies will participate in evaluation and planning
- Providing input for upcoming academic calendars

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson: Robert Brinkman

We had a bit of a slow start getting started this year. Because we are a new committee, the full committee was not in place until the start of the spring semester. Nevertheless, we worked on a number of key initiatives. I will highlight some of them below.

- Divestment. The Committee sent a letter to President Rabinowitz urging divestment from fossil fuels (attached). The Chair of the Committee also met with the President and a subcommittee of the Board of Trustees to discuss this issue. The Board declined to move forward with divestment, but the EPC will continue to seek movement on the divestment front.
- Earth Day. The Committee provided support to campus Earth Day events.
- The Committee is working on developing a “Green Office” program to educate Hofstra offices about issues such as recycling, energy conservation, and food sustainability. We hope to start to roll out this effort in the Fall Semester.
- The Committee also met with Terry Greis, the campus Sustainability Officer, to encourage the development of electric car charging stations. She informed us that her office is working on this initiative and we hope to see 1-2 charging centers on campus in the coming year.
- The Committee noted that the Medical School was not listed having an official member on our committee. We discussed this with Caroline Schreiner and she was going to take this forward to the executive committee to remedy this situation.

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson: George Giuliani

The Faculty Affairs Committee (FAC) met regularly this year.

The FAC began a discussion on the evaluation of chairpersons. Chairperson Giuliani put together a document of many different statements that could be used for a Chair evaluation (based on other colleges and universities). Upon review, the FAC came up with seven different areas to assess when evaluating chairpersons. These statements in the evaluation form would be:

- Administrative Responsibilities Statement
- Communication Statement
- Decision Making Statement
- Evaluation Statement
- Faculty Policy Series #13 Statement
- Leadership Statement
- Trust Statement

After numerous drafts and editing, a 31-item chairperson evaluation was created and unanimously accepted by the FAC. The FAC recommended this evaluation to the SEC and the University Senate. At the Senate meeting on 4/7/14, it was requested that the FAC answer specific procedural questions about the Chairperson Evaluation. The FAC reviewed the questions at its next meeting on 4/29/14 and formulated answers. The responses will be brought to the first SEC meeting in the Fall of 2014.

This year, the FAC continued its discussion about having greater adjunct representation on the Senate. Currently, only one adjunct serves on the Senate, Donna Balson, of the FAC. There was unanimous agreement on the part of all members of the FAC that there needs to be greater representation of adjuncts on the Senate. However, the manner in which this representation should happen was still very much up for debate.

After many discussions on the topic, the FAC recommended that Donna Balson speak to the SEC about the concerns regarding adjunct representation on the University Senate. Donna Balson spoke

at the SEC meeting on 4/27/14. She explained to the SEC the feelings of inequity of having only one adjunct on the University Senate. Donna then reported back to the FAC on 4/29/14 about her meeting with the SEC and, after explaining the different issues raised, she informed the FAC that the SEC will recommend to the Senate that there be three (3) adjunct faculty on the University Senate. This will be addressed in the fall of 2014 with a projected implementation in the spring of 2015.

The FAC began a discussion regarding “Teacher of the Year”, and how only full-time faculty is eligible for the award. Dr. Liora Schmelkin spoke to the FAC regarding how the Teacher of the Year process works. At this time, adjuncts are not eligible for the award, as graduating students only get to select from a drop down menu of full-time faculty. Possible options to recognize adjuncts were discussed, including an adjunct of the year (structured similarly to how the Mentor of the Year is awarded). Donna Balson asked for the FAC to consider having a list of adjuncts placed on a drop down menu and be eligible for the award, since an adjunct could be the most influential faculty in a student’s academic career.

Finally, the FAC reviewed the applications and made recommendations for:

- Special and teaching leaves for the 2014-2015 academic year.
- Three (3)-credit load reductions for the 2014-2015 academic year.
- Emeritus Status

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: William Finnegan

The Student Affairs Committee initiated and completed several projects this year, as well as set the framework for future projects for future committees. In order to complete more projects, it is encouraged that the chairperson focus heavily on mid-year recruitments for Senator-At-Large positions, and that subcommittees be formed to focus on issues, specifically ones that are recurring (parking, the shuttle, smoking, etc.). In order for these subcommittees to be successful, however, it is heavily encouraged that future chairpersons manage the subcommittees and establish clear expectations for their contributions. Finally, it is heavily suggested that individual student senators be more empowered to write their own resolutions, backed by research and in consultation with the chairperson, so that more tangible recommendations can be made with a higher frequency. The year-long agenda of the Student Affairs Committee included the following items for discussion:

Student Identification Card Replacement Fee

In conjunction with the Dean of Students Office, a resolution was authored by the chairperson and coauthored and amended by the committee supporting change to the replacement policy for a student identification card (hereafter referred to as an "ID card"). At the time, the policy was that the fee to replace an ID card was scaled: a first replacement was \$10.00, a second \$25.00, and all subsequent \$50.00. Research showed that several comparable universities had no such policy, and that most universities charged a stationary fine of \$10.00 - \$25.00 in order to replace a lost ID card.

The initial proposed change to this policy was that not losing an ID card for a semester would lower the fine amount for second or subsequent offenders. While this was met with enthusiasm initially, administrative input observed that the cost of implementing such a system could be more difficult than practical. With the support of the Dean of Students Office, Card Services, and the membership

of the SAC, the resolution was changed to change the system into a flat \$25.00 fee for all lost cards, effective Fall 2014.

Dean of Students Peter Libman took the resolution to Vice President for Student Affairs Sandra Johnson, who supported it and agreed to present to resolution to President Rabinowitz. The Senate, in addition, passed the resolution in support of the SAC. President Rabinowitz approved the resolution, and the policy is changed as of Fall 2014.

Trusteeship

A briefly discussed topic at the start of the year was the notion of student trusteeship. While the issue was never particularly pressed, it was discussed in conjunction with increased faculty interaction with the Board of Trustees. While faculty membership of the Board was vetoed by the President, a general agreement that there would be increased faculty interaction was passed. It was the opinion of the SAC that, in support of shared governance, student interaction with the Board of Trustees should also increase. The committee recommended a gradual increase of interaction, following the footsteps of the faculty, and suggests that future committees continue to look into the issue.

Smoking Ban

The Student Affairs Committee discussed the Smoking Ban extensively this past year, both in regards to added fines on the academic side of campus and expanding it to the residential side. The committee supported the larger notion of attaching fines and violations to the ban on the academic side, however, the committee also strongly supported a warning for a first offense and increased rehabilitation programs. Additionally, the committee viewed it as essential that the policy applies to all members of the Hofstra community, including, but not limited to, administration, faculty, staff, and students. The committee also felt strongly that the ban on the academic side of campus needs to stay in place for at least five years before being reviewed, so that at least most of the student population familiar with a smoke-friendly south campus is graduated.

The committee did not favor a ban on the residential side of campus, especially while the enforcement of the ban on the academic side of campus is still being perfected. However, it acknowledge the presence of academic units on the north side of campus, including the Medical School and the Kinesiology department, and as such, agreed to a proposal suggested by the chairperson that the campus roads be used to set up smoking boundaries. This way, the ability to smoke in the area around the residence halls is preserved, but the academic units of the University located on the residential side of campus are included and protected by the smoking ban. Similar suggestions were supported by the committee, with the intent having been providing a place for residential smokers to smoke on campus.

Student Representation

A number of students were recommended by the SAC and the chairperson to sit on various committees for the University. The SAC supported and should continue to support the inclusion of student representation on more committees and more students on the committees on which they are currently represented. The chairperson also feels strongly that representatives on these committees should report back to the chairperson and committee more frequently, so that they can be better informed as to the issues facing other aspects of the University.

Connection to the Student Government Association

This year, the Student Affairs Committee worked in better conjunction with the Student Government Association (SGA) than usual. It is encouraged by future committees that a more defined relationship with the SGA be defined for future years, and for there to be continued improved communication between the SGA President/Vice President and the Chair of the Student Affairs Committee.

Engagement

A major initiative of the Student Affairs Committee was increasing the engagement and involvement of our constituents. This year, the Student Affairs Committee coordinated two weeks' worth of events for the purposes of gathering and spreading information. While no formal assessment of these events was conducted, the feedback we received in general from participants was glowing, and a great deal of information was gathered from them, information that was useful in guiding the actions of the committee. These events are described in greater detail in the two sections below.

Parking

In order to gather information on parking, the Student Affairs Committee arranged for a week of events where information was gathered from students, collecting their ideas on improving parking on campus. For this week, the committee gathered interviews and hearings with students, collected student thoughts and ideas, and discussed parking, in general, as an issue for the students of Hofstra, distributing food all the while. Aside from collecting strong ideas that were then submitted to the Planning and Budget Committee, this built up support from the student body for the work of the Student Affairs Committee.

Town Hall

The Student Affairs Committee was heavily involved in the planning of this year's Town Hall meeting. A great amount of time was spent preparing for Town Hall by having the SAC advertise it in person, collecting student issues in advance, and making sure that student attendance was high. This was done well, but there should be a heavier emphasis with a longer marketing campaign in the years to come.

This year's committee, as mentioned above, laid a strong groundwork for future committees, and the former Chair hopes that this report, and the reports that came before it, will provide future Student Affairs Committees with some insight and support.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

In 2013/2014 SCREAN was comprised of faculty members Stuart Bass (SEC chair), Deborah Elkis-Abuhoff, Arulappah Eswarathasan, Pamela Harpel-Burke, and Maureen Krause. The committee also included Caroline Schreiner representing Hofstra staff and Liora Schmelkin as advisor.

Emails had been sent to all full-time faculty members directing them to a survey on Blackboard which indicated their interest on serving as Senator-at-large on various Senate committees. Twenty-one forms were returned. Thirteen appointments were made as well as seven reappointments affecting ten committees.

Via Blackboard, nominations were solicited and elections were held for:

- HCLAS, Division of Social Science
Brenda Elsey was elected for a three-year term
- Zarb School of Business
Stuart Bass was re-elected for a three-year term

The committee is still searching for a nominee for a two-year term and one for a three-year term for HCLAS, Division of Humanities as well as a nominee for a one -year term for HCLAS, Division of Social Sciences. This search will resume in the fall semester.

Through the Student Affairs Committee, information went out to the entire student body, via the Hofstra Portal, soliciting nominations for students to serve on the University Senate. Nine undergraduate students and two graduate students applied. As per the Senate bylaws, four undergraduate students and one graduate student were elected. The remaining five undergraduate students and one graduate student will be appointed to one of the Senate standing committees.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson: Ed Ingles

During the 2013-14 academic year, the Athletic Policy Committee acted on the following:

NCAA Education and Compliance Services:

Introduced new Athletic Department members Associate Director of Athletics Jim Gibbons and Assistant Athletic Director Samantha Sweeney. Athletic Director Jeff Hathaway explained their roles which are the cornerstones of compliance: Education, Documentation and Communication. Hathaway described why the title of their jobs is now NCAA Education and Compliance Services with the emphasis now on the value of education.

Athletic News:

The first CAA SAAC Summit, a conference leadership seminar was held on the Hofstra campus and the participants brainstormed ideas on how to improve each campus. Athletics also collaborated with Vice President of Student Affairs Sandy Johnson and the Center of Advisement to relocate Associate Dean for the Center for University Advisement Rachel Peel and Assistant Dean of Advisement Michelle Spaterella to the Fried Academic Center. Athletics hired a new Deputy Director of Athletics/CEO Dino Mattessich to help balance the Athletic Department Budget. The Hofstra Athletic Department informed the committee they are currently reaching out to former student-athletes who have not completed their Undergraduate degrees while at Hofstra, encouraging them to do so now.

Sports Updates:

Hofstra softball advanced to the NCAA Norman, Oklahoma regional winning one game and losing two before being eliminated. The wrestling team sent four individuals to the NCAA Tournament in Oklahoma City, Oklahoma. Senior Luke Vaith, 141 lbs. and graduate-student Joe Booth, 165, each fell one victory short of All American honors in the fourth round of the Division One Championships. Senior Jamie Franco, 125 lbs and Junior Cody Rugirello, 149 lbs. also competed in the tournament.

Health and Safety Program:

Hathaway discussed the Health and Safety program for 2013-14 academic year, explaining it is the work of both Athletics and Student Affairs. Once the current Health and Safety Program has been finalized it will be distributed to the APC Committee.

Sports Medicine /Athletic Training: Head Athletic Trainer Evan Malings and Head Strength and Conditioning Coach Joe Staub addressed the APC outlining qualifications needed to perform their jobs and detailed their roles. Malings also noted the athletic training program is expanding its curriculum to incorporate emergency medicine. He mentioned all student athletes must complete a mandatory Pre-Participation Exam by our doctors before being cleared to participate in athletics. He explained all student-athletes must attend a health and safety seminar each semester which focuses on drug and alcohol abuse.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson: Lynne Dougherty

The Academic Calendar Committee met once during the academic year 2013-2014. A version of the calendar for the 2016-2017 academic year, prepared by Lynne Dougherty, was reviewed. The calendar is still under review and will be brought to the Senate and the full faculty for approval in the fall 2014 semester.

Stemming from the Academic Calendar Committee's discussion on possible future changes to the standard time periods, a separate committee was created to discuss the options in more detail. After thorough analysis, the committee determined to leave the standard time periods as is and that the Provost office was to give each school's dean the directive of creating more balanced class schedules, utilizing the 2-day and 3-day time periods on an even basis. This ad-hoc committee will continue its discussion on possible future changes to the standard time periods.

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY

Chairperson: Ling Huang

The Special Committee on Environmental Safety (ESC) convened twice during the 2013 -2014 academic year. Current faculty members on the committee are Dr. Ling Huang (Chemistry), Dr. E. Christa Farmer (Geology and Environmental Sustainability), Dr. Margaret Hunter (School of Engineering), Paul Chaleff (Fine Arts), Dr. Kevin Bisceglia (Chemistry). Dr. Bisceglia is a new member of the committee who will serve a two-year term. This committee is constantly supported by Lab/Technical Directors from multiple departments including Cira Peragine (Medical School), Christine Anderson (Chemistry), Steve Campolo (Physics), Dennis Burke (Biology, Deceased), Carol St. Angelo (Biology), Seth Rosenberg (Engineering), and James Hart (Drama). Some of them also teach lab courses at Hofstra. The committee also receives consultation and advices from William Sollin (Fire and Life Safety Officer), Erika Schaub (Public Safety), Lisa Ross (Legal Counsel), and Sofia Kakoulidis (Provost's office), who routinely attend committee meetings. One student representative, Kristen Brown (Chemistry) also attended our meetings for the first time to voice concern from a student's perspective. The active participation of various stake-holders on campus helped the ESC efforts tremendously as concerns from all parties are addressed, safety questions answered by experts on the committee, and safety tips shared.

During the Spring 2014 meeting, Dr. Bisceglia was unanimously elected Chairman of the committee starting September 1st, 2014. Dr. Bisceglia is an environmental chemist whose expertise in environmental protection and monitoring can greatly assist the committee effort. Dr. Ling Huang will stay in the committee as a faculty member.

Dr. Richard Denton was hired in Fall 2013 as the new Chemical Hygiene Officer to replace Dr. Sisti. Dr. Denton, an Organic Chemist, is also a faculty member in the Chemistry Department. He was trained in Fall 2013 to fulfill his new job duties, including personnel training and compliance with the new Global Harmonization System (GHS) for the communication of hazardous chemical safety, new electronic Safety Data Sheet (SDS), and proper waste disposal including toxic and controlled substances. Dr. Denton is the third CHO hired in the past three years and will hopefully bring stability to the important job of chemical hygiene at Hofstra University, where chemical-related research and training efforts have been increasing at a rapid pace. He has conducted several GHS trainings on current employees during Fall 2013 and will continue to improve new personnel training with tailored training modules addressing needs from different departments.

Dr. Denton also works closely with William Sollin, Erika Schaub and Lisa Ross at updating the Chemical Hygiene Plan (CHP) so the document meets the changing requirement for chemical safety and reagent disposal at Hofstra. After the lengthy discussions at ESC meetings, the latest version was also perfected to comply with GHS mandate. The committee agreed on the list of OSHA recommended extremely hazardous chemical list (Appendix D) that requires approval for procurement and needs special handling protocols. Dr. Denton added more than one hundred chemicals to Appendix E: Extremely Hazardous Chemicals, quoting OSHA documents. Dr. Huang, Dr. Hunter, and Dr. Bisceglia commented that many chemicals on the extended list are routinely used in teaching lab and do not pose extreme hazards. Dr. Denton mentioned that the hazards varied according to OSHA documentation. The committee suggested grouping the chemicals into specific categories and instead of listing all chemical names, examples can be given to demonstrate the specific hazard for each category (e.g. inhalation hazard). Standard Operating Guidelines (SOG) should be developed for each category.

The committee also agreed upon the provisions in the updated CHP regarding timely update of the chemical inventory from each department as well as the compilation and organization of SDS for easy access online. GHS uses a pictograms systems and require universal labeling regardless of sample container size. Hofstra is compliant with the 12/31/2014 GHS training deadline. New hires are yet to be trained on GHS. The next deadline is 6/1/2016 when all training has to be completed and GHS-labeling is universally implemented on shelves and all chemical storage area, including secondary containers for small amount in research labs. We are currently on track to meet that deadline. Dr. Bisceglia suggested that long labels can be used on small vials to accommodate more information such as GHS pictograms.

Several members urge the speedy passage of the final version of CHP so it can be implemented for all employees (not including students). The committee will work closely with legal counsel and CHO so the CHP can be finalized and sent to Provost and President to sign. These will hopefully happen during 2014-2015 academic year.

Student safety regarding the handling of chemicals and other power machines is always on top of ESC meeting agenda. Through discussion and advisement from various departments on campus, the committee recommended student wear simple dust mask to prevent inhalation of small powder

particles without requirement for physical fit test. The students are usually not allowed to work off-hour or without faculty/staff supervision. Lab coats, safety goggles and gloves should be provided to provide protection against hazardous chemicals. No eating or drinking is allowed in the lab. The CHO conducts inspection and has found violations in the past year. The relevant departments have been notified to make corrections. As there are an increasing number of research students handling chemicals, there is a need for increased safety training for research students. Dr. Huang uses a safety training tour and quiz system to educate research students. This model could be adopted and modified to train research students from other departments.

The committee also agreed on the need to develop blackboard training modules with videos for refresher training and online quiz as record of training. The CHO is still working with IT department and various departments on developing these courses. The training modules can not only benefit full-time employees but also adjunct faculty, student aides, and student research assistants. As STEM enrollment is increasing and the Engineering program and medical school expanding, the need for efficient chemical safety practice and proper hazardous waste handling is becoming a bigger challenge. ESC is ready to work with all stake holders on campus to advise, assist, and improve.

V

ACTIVITIES OF THE SENATE

2013 – 2014

MATTERS PENDING FROM THE 2010-2011 SENATE:

May 9, 2011 (Senate Agenda)

The Senate approved the Recommendation for Traffic Signal. This item was approved by the Full Faculty (October 24th, 2011), but has not been approved by Legal Counsel, the Provost or the President (Appendix A)

MATTERS PENDING FROM THE 2013-2014 SENATE:

March 11th, 2013(Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #11G - Procedures of Handling Violations of Academic Honesty by Graduate Students at Hofstra University. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (August 23, 2013). (Appendix B)

April 15th, 2013(Senate Agenda)

The Senate approved the 2015-2016 Academic Calendar. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (August 21, 2013). (Appendix C)

April 29th, 2013(Senate Agenda)

The Senate approved the Resolution on Completion Ratio Calculation. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (August 23, 2013). (Appendix D)

May 16th, 2005(Senate Agenda)

The Senate approved the Parking Ban Resolution. This item was approved by the Full Faculty (May 6th, 2013). The Provost concurs with Vice President Johnson and requests that this proposal be reviewed by the Student Government Association and Public Safety, and their input then be sent for further review to the Senate Student Affairs Committee. (Appendix E)

April 29th, 2013(Senate Agenda)

The Senate approved the Revisions to University Senate Bylaws. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (September 19, 2013). (Appendix F)

April 29th, 2013(Senate Agenda)

The Senate approved the Resolution on Informational Meetings with President. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (August 23, 2013). (Appendix G)

April 29th, 2013(Senate Agenda)

The Senate approved the Dean's Evaluation. This item was approved by the Full Faculty (May 6th, 2013), by Legal Counsel (June 28th, 2013), by the Provost (July 15th, 2013), and by the President (August 23, 2013). (Appendix H)

May 6th, 2013(Full Faculty Agenda)

The Full Faculty approved the Resolution on Faculty Consultation and Inclusion (May 6th, 2013). However, upon review of the recommendation of the University Senate and the comments of the Provost, the President did not approve faculty representation on the Board of Trustees. However, he is in agreement that communication and greater Board of Trustees interaction with faculty as per the AGB (Association of Governing Boards of Universities and Colleges) statement should be encouraged.
(Appendix I)

2012 – 2013 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

October 14th, 2013 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #47- Policy on Personal Relationships Between Faculty/Other Employees and Students. This item was approved by the Full Faculty (October 21st, 2013), by Legal Counsel (November 5th, 2013), by the Provost (November 5th, 2013) and by the President (November 7th, 2013). (Appendix J)

February 10th, 2014 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #10- Examinations, Final Grades, and Student Absences. This item was approved by the Full Faculty (February 24th, 2014), by Legal Counsel (March 10th, 2014), by the Provost (March 5th, 2014), and by the President (March 6th, 2014), (Appendix K)

2. CHANGES TO THE HOFSTRA BULLETIN

December 9th, 2013 (Senate Agenda)

The Senate approved the revisions to the Withdrawal Policy. This item was approved by the Full Faculty (February 24th, 2014), by Legal Counsel (March 4th, 2014), by the Provost (March 10th, 2014), and by the President (March 18th, 2014), (Appendix L)

December 9th, 2013 (Senate Agenda)

The Senate approved the revisions to GPA Calculation. This item was approved by the Full Faculty (February 24th, 2014), by Legal Counsel (March 4th, 2014), by the Provost (March 10th, 2014), and by the President (March 18th, 2014), (Appendix M)

March 10th, 2014 (Senate Agenda)

The Senate approved the revisions to Revisions to the Academic Leave, Withdrawal, and Maintaining Matriculation Policy. This item was approved by the Full Faculty (May 2nd, 2014), by Legal Counsel (May 7th, 2014), by the Provost (May 9th, 2014), and by the President (May 12th, 2014), (Appendix N)

3. OTHER ACTIONS

September 16th, 2013 (Senate Agenda)

The Senate approved the Academic Credit for Significant Leadership and Service Positions On-Campus Recommendation. This item was approved by the Full Faculty (October 21st, 2013), by Legal Counsel (November 5th, 2013), by the Provost (November 5th, 2013) and by the President (November 7th, 2013). (Appendix O)

February 10th, 2014 (Senate Agenda)

The Senate approved the Laboratory Animal Facilities Occupational Health and Safety Plan. This item was approved by the Full Faculty (February 24th, 2014), by Legal Counsel (March 4th, 2014), by the Provost (March 5th, 2014), and by the President (March 6th, 2014), (Appendix P)

VI

APPENDICES

APPENDIX A

WHEREAS in the past several years there has been a significant increase in pedestrian traffic at the crossing on California Avenue at Weller and CV Starr Halls creating the strong possibility of an accident occurring at the crossing,

And WHEREAS a STOP SIGN has been installed at that site; and FURTHER that the stop sign has not prevented or eliminated “drive throughs” inviting an accident because of ineffective enforcement or the lack of observance; and

FURTHER, that said STOP SIGN has caused major vehicular congestion as far north as the Left turn from Hempstead

Turnpike causing further delays for pedestrians and drivers, the University Senate calls upon and strongly urges the University administration to petition the appropriate offices of the Town of Hempstead and the County of Nassau to immediately undertake a analysis of this problem and potential danger and request local officials to approve the installation of a traffic control signal at the earliest possible date.

The Senate also urges the administration to call upon the Hempstead P.D. and Nassau County P.D. to take a more aggressive role in the enforcement of the current stop sign until such traffic signal is installed.

PROCEDURE FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY BY GRADUATE STUDENTS AT HOFSTRA UNIVERSITY

(See Faculty Policy Series #11 for Undergraduates and #11A for the School of Law)

I. Statement of Principles

Hofstra University places high value upon educating students about academic honesty. At the same time, the University will not tolerate dishonesty, and it will not offer the privileges of the community to the repeat offender. Students play an active role in their own education, and each student bears responsibility for his or her work. Anyone who refuses this responsibility both misses the point of a graduate education and proves unworthy of it.

One learns and contributes to the body of knowledge by reviewing work already done and by using it as the basis for generating new ideas, discovering new data, and drawing new conclusions. Though the process of learning is undeniably collaborative, one's achievement in that process is assessed on the basis of one's individual contribution. Academic honesty requires carefully distinguishing one's own work from that of others. Each individual must fully acknowledge when, where, and how his or her work refers to or depends on that of others. This means carefully tracing the boundary between others' efforts and one's own, clearly noting where others' work leaves off and one's own begins.

A. Education, prevention and faculty responsibility

A University is a community of faculty, administrators and students dedicated to the pursuit of learning and to the creation of new knowledge. Every individual in this community has an obligation to uphold its intellectual standards, which alone make education worthwhile. It is the responsibility of the faculty not only to share its knowledge, but also to communicate understanding of, and respect for, the process by which knowledge is produced. Faculty are obligated to promote awareness of, and to educate all students about what constitutes academic honesty. Faculty should provide students with helpful sources of information on the subject such as the Hofstra Writer's Guide, and websites covering issues related to academic honesty (e.g., www.academicintegrity.org). Faculty can disseminate this information through a variety of media, including course outlines and handouts, discussions regarding acceptable classroom behavior, and explanations of grading policies and the consequences of dishonesty. Faculty are also asked to encourage students to take advantage of structured opportunities to learn about academic honesty such as workshops offered by the Writing Center. And, faculty should teach by example, with instructors' teaching materials including appropriate citations. Such educational efforts will foster a cooperative climate that deters instances of academic dishonesty.

To assure impartiality in the classroom, instructors should provide students with an explicitly stated grading policy. Such a grading policy may also include an academic honesty policy, which provides for specific penalties for certain academic honesty violations.

When deciding how and when to disseminate the ethics and processes by which knowledge is produced, faculty are encouraged to use their judgment and to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient.

To ensure that the University appropriately responds to students who repeatedly violate the principles of academic honesty, it is incumbent upon faculty to report all violations by completing the "Report Form on Violations of Academic Conduct" (see Section III C.)

B. Students' responsibility

The academic community assumes that work of any kind--whether a research paper, a critical essay, a homework assignment, a test or quiz, a computer program, or a creative assignment in any medium--is done, entirely and without assistance, by and only for the individual(s) whose name(s) it bears. If joint projects are assigned, then the work is expected to be wholly the work of those whose names it bears. If the work contains facts, ideas, opinions, discoveries, words, statistics, illustrations, or other elements in any media form (including electronic) that are beyond the assumption of being common knowledge, these must be fully and appropriately acknowledged, following a prescribed format for doing so. They may be acknowledged through footnotes, endnotes, citations, or whatever other means of accreditation is acceptable according to the format prescribed in that particular field of study.

Students must understand that it is not enough to identify the source of quoted material; it is also necessary to indicate when one is paraphrasing (restating in other words) material found in a source. Thus, the use of other's ideas as well as their words needs to be acknowledged. The standard guides in these matters are the *Publications Manual of the American Psychological Association* for the social sciences, *Style and Format: The CBE Manual for Authors, Editors, and Publishers* for the natural sciences, *MLA Handbook for Writers of Research Papers* and *Chicago Manual of Style* for the humanities. Individual programs may designate more discipline-specific style manuals.

Students bear the ultimate responsibility for implementing the principles of academic honesty. A student who is having difficulty meeting course deadlines, or difficulty completing an assignment for any reason, is urged to speak to his or her instructor, since there is always an alternative to acting dishonestly. A student who commits any act of academic dishonesty, including knowingly helping another student to commit such an act, is rejecting the responsibility that is inherent in the pursuit of learning and may forfeit the right to remain a member of

the academic community, particularly if he or she is unwilling or unable to recognize the seriousness of the offense and fails to demonstrate such recognition by abstaining from further violation of academic propriety.

II. Violations

Any violation of the principles outlined above constitutes academic dishonesty. Indeed, it is important for students to avoid even the appearance of dishonesty. In simplest terms, academic dishonesty refers to using unauthorized assistance or making false representations in work submitted for academic credit or knowingly helping others to use unauthorized assistance or make false representations in such work. An instructor or program faculty may prepare a specific academic honesty policy, which includes specific penalties for certain violations. The following is a partial list of such violations and is not exhaustive:

A. Violations Regarding Exams:

1. obtaining unauthorized information concerning an exam and/or giving such information to another student;
2. communicating with anyone, other than the exam proctor, while taking an exam;
3. helping another person to cheat on an examination;
4. reading or copying another student's examination sheet or book during an exam;
5. possessing unauthorized materials or tools (such as cellphones, calculators, electronic hand-held devices, computers) in the examination room during an exam and/or consulting such materials or tools during an exam;
6. without proper authorization, beginning an exam before the prescribed time or continuing to work on the exam after the prescribed time;
7. failing to submit all bluebooks and examination materials at the end of an exam or removing bluebooks or examination materials from the exam room without the proctor's or faculty member's approval;
8. having another person take an exam in one's place;
9. submitting work produced with unauthorized collaboration or assistance.

B. Violations Regarding Plagiarism:

1. copying or substantially copying someone else's words without both citing the author of the quotation and using either quotation marks or an indented block quotation;
2. paraphrasing someone else's words or work without citing the source;

- 3.e using paid "research services";e
- 4.e copying from another's term paper or computer disk;e
- 5.e submitting work produced with unauthorized collaboration or assistance;e
- 6.e fabricating sources.e

C.eOther Violations:e

- 1.e submitting the same or a significantly similar work for credit in more than onee
course without the consent of the faculty members involved;e
- 2.e falsifying experimental data;e
- 3.e using computer programs or data without proper authorization or acknowledgment;e
- 4.e making one's own academic work available to others to present as the recipients'e
own;e
- 5.e submitting work produced with collaboration or assistance unauthorized by thee
faculty member.e

III. Procedures for Handling Violations

The names of all students involved in academic dishonesty issues shall be held confidential.

A.eSince the goal of Hofstra University's policy on academic honesty is to educate, rather than to punish, the instructor has an obligation to inform a student as soon as possible that a violation of academic honesty may have occurred. The faculty member should explain the nature of the alleged offense, inquire into the student's knowledge of its character and seriousness, ascertain the student's motivation, and take into consideration any relevant information the student wishes to provide. If after a good-faith effort such a discussion cannot take place, the faculty member should proceed with filing the "Report Form on a Graduate Student's Violations of Academic Honesty," as detailed in III.C. below. The student may appeal this charge and/or penalty as outlined in Section IV.e

B.eOnce a faculty member determines that a violation of academic honesty has occurred, the instructor shall assess the course penalty according to the following criteria:e

- 1.e Graduate students guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall fail the course and be subject to suspension or dismissal by action of the Provost.e
- 2.e Predetermined academic honesty policye

If the instructor or program faculty previously distributed to students in writing a predetermined academic honesty policy, which includes specific

penalties for certain violations, then the instructor should abide by the provisions of this policy.

- 3.e Graduate students guilty of violations that require a more sophisticated understanding of the use of sources and development of an authorial voice shall be subject to a range of penalties including rewriting the assignment, failure of the assignment, failure of the course, or suspension/dismissal from the University. Such offenses include: a) reproducing the ideas of another (but not the precise language with which those ideas were previously expressed) without citing the source, b) presenting a paraphrase (with citation) that so closely resembles the language of the original that it fails to put the concept in the student's own words, and c) copying text from a web source without citation. In cases in which the grade of F is awarded for the course, the student may not withdraw from the course.
- 4.e Consultation and Assessment: Before a penalty for an infraction is imposed, the faculty member should attempt to assess the appropriateness of the penalty. Faculty are also encouraged to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient.
- C.e The instructor must complete the "Report Form on a Graduate Student's Violations of Academic Honesty," sending copies to the Provost, the appropriate academic dean, and the Dean of Students, and the student within ten (10) days of the date of the determination of the infraction. That form shall specify the nature of the charges, the rationale for the penalty (if any) that the instructor has imposed, and the student's right to appeal. The instructor shall include a copy of FPS 11G in the paperwork sent to the student. This information will be filed exclusively in the Provost's Office and the Dean of Students Office until the student graduates.
- D.e A graduate student who commits a gross and unambiguous violation or a second violation of academic honesty shall be subject to suspension or dismissal by action of the Provost. The Office of the Provost shall inform the student by letter of both their status and his or her right to appeal.

IV. Right of Appeal

- A.e The student has the right to appeal a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision. The student can appeal based on the following grounds: a) the evidence does not adequately prove that the student violated academic honesty; b) new evidence has come to light; c) the penalty imposed was not appropriate, reasonable, just, and consistent with the guidelines in this Faculty Policy Series; d) proper procedures were not followed in the case.
- B.e Upon receipt of notification from the Dean of Students, the student has seven days to appeal in writing to the Office of the Provost a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision. The Provost shall review the appeal and the procedures followed up to that point. The Provost shall see that any procedural violations are remedied and attempt to mediate a resolution of the dispute.

C.e If resolution is not achieved, the Provost will then appoint an Ad hoc Board of Appeals.e
The Ad hoc Board of appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) graduate student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4)e non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred.e
The graduate student representative should not be enrolled in the same program or department as the student charged with academic dishonesty.e

D.e The Ad hoc Board of Appeals will be governed by the following bylaws:e

- 1.e The presumption of innocence shall apply. The board shall review the case *de novo*: The burden of proof of the violation and the justification of the penalty is upon the faculty member making the charge. In the case of suspension or dismissal,e the burden of justification may also rest with the Provost. The Board shall determine: a) whether the evidence adequately proves that the student violated academic honesty; b) whether the penalty imposed was appropriate, reasonable, just,e and consistent with the guidelines in this Faculty Policy Series; and c) whether proper procedures have been followed in the case.e
- 2.e The student must have an explicit statement of the charges and a reasonable amount of time prior to the first formal meeting of the Board.e
- 3.e The student may have an adviser of his/her choice from within the University;e however, that advisor may not address the Board.e
- 4.e Both parties (the student and the faculty member who has brought the charge) must be present when either party is presenting statements or evidence to the Board.e
- 5.e Both parties may elect to present evidence or call witnesses on their behalf.e
- 6.e Both parties must receive copies of written evidence presented to the Board.e
- 7.e Both parties may elect to cross-examine those who appear.e

E.e Decisions of the Ad hoc Board of Appeals are final and binding and will be presented in writing to the student, with a copy to the Provost.e

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
30-Aug	Classes Begin 31	1-Sep	2	3	4	5	6th fl 2015 ends Friday, 8:21 Convocation the day of classes 9 11:30am. Classes meet for 10 minutes
	6 Labor Day 7	8	9	10	11	12	
13	No classes 14	No classes 15	16	17	18	19	
20	21	No PM classes 22	No classes 23	24	25	26	
27	28	29	30	1-Oct	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1-Nov	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	No classes 25	No classes 26	No classes 27	No classes 28	11/25-28 - Thanksgiving break
29	30	1-Dec	2	3	4	5	
6	7	8	9	Snow/Sidy/Rdg 10	Snow/Sidy/Rdg 11	12	Snow/Sidy/Reading Days for UG's Only - Day 10 & 11
13	Finals 14	Finals 15	Finals 16	Finals 17	Finals 18	Finals 19	
Commencement 20	21	22	23	24	25	26	Commencement, Sun 12:00
27	28	29	30	31	1-Jan	2	
14 UG 14 GR		16 UG 15 GR		14 UG 14 GR		14 UG 15 GR	
		14 E UG 14 E GR					

COMPLIANCE INFORMATION:

(*Includes Conversion Day)

By State Law : UG 2,250 minutes required for three (3) credit course (over a 15 week semester).

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute Final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute Final

Saturday UG classes require a minimum of 13 meetings + 120 minute Final

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes).

OF FALL 2015 MEETINGS:

Undergraduate : MWF 39 meetings @ 55 minutes + 120 minute final = 2265 minutes

TuTh DAY 27 meetings @ 85 minutes + 120 minute final = 2415 minutes

TuTh EVE 26 meetings @ 85 minutes + 120 minute final = 2330 minutes

MW 26 meetings @ 85 minutes + 120 minute final = 2330 minutes

MF 26 meetings @ 85 minutes + 120 minute final = 2330 minutes

(11:15-12:40 time slot: 25 meeting @ 85 minutes + 10 minutes first day of classes + 120 final = 2255 minutes

Saturday 14 meetings + final

Graduate class meetings: Monday 14, Tuesday-DAY 15, Tuesday-EVE 14, Wednesday 14, Thursday 15 (Includes finals week)

Notes:

All classes begin August 31, 2015. Today only, Convocation starts at 11:30am. Classes meet for 10 minutes.

No classes September 7, Monday.

No classes September 14, Monday and September 15, Tuesday.

No PM classes September 22, Tuesday.

No classes September 23, Wednesday.

No classes November 25, Wednesday through November 28, Saturday.

Last day for SSIII 2015 is August 21.

**pm classes are ANY classes in session after 4:30 pm. Classes starting before 4:30 should end at 4:30. NO classes begin after 4:30.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
					1-Jan	2	NEW YEAR'S DAY, January 1
3	Classes begin 4	5	6	7	8	9	CLASSES BEGIN, Monday, January 4
10	11	12	13	14	Classes end 15	16	CLASSES END Friday, January 15 for 2-week session
17	No classes 18	19	20	21	Classes end 22	23	M L K DAY OBSERVED Monday, January 18, CLASSES END Friday, January 22 for 3-week session
24	25	26	27	28	29	30	

Note 1: The regular January 2016 Session is a 2-week session from Monday, January 4, through Friday, January 15.

Note 2: For selected courses that need to meet longer than the two weeks indicated in Note 1 (e.g., Distribution, some graduate courses) a 3-week window can be used beginning Monday, January 4, through Friday, January 22.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
	24-Jan	Classes begin 25	26	27	28	29	30	Classes begin Monday, 1/25
1	31	1-Feb	2	3	4	5	6	
2	7	8	9	10	11	12	13	
3	14	No classes 15	No classes 16	17	18	19	20	Presidents' Break - No classes Monday, 2/15 & Tuesday, 2/16
4	21	22	23	24	25	26	27	
5	28	29	1-Mar	2	3	4	5	
6	6	7	8	9	10	11	12	
7	13	14	15	16	17	18	19	
8	20	21	22	23	24	No classes 25	No classes 26	Conversion Day 3/23-WED-FRI Spring Break - No classes Friday, 3/25 - Friday, 4/1
9	No classes 27	No classes 28	No classes 29	No classes 30	No classes 31	1-Apr No classes	2	Spring Break - No classes Friday, 3/25 - Friday, 4/1
10	3	4	5	6	7	8	9	
11	10	11	12	13	14	15	16	
12	17	18	19	20	21	No PM classes 22	No classes 23	
13	No classes 24	25	26	27	28	29	30	
14	1-May	2	3	4	S/S/R Days 5	S/S/R Days 6	7	S/S/R Days-UG only: May 5-6
15	8	FINALS 9	FINALS 10	FINALS 11	FINALS 12	FINALS 13	FINALS 14	FINALS: May 9-14
16	15	16	17	SS I Begins 18	19	20	21	Commencement, May 15
17	22	23	24	25	26	27	28	Memorial Day May 30

COMPLIANCE INFORMATION:

By State Law - UG 2,250 minutes required for three (3) credit course (over a 15 week semester)

MWF @ 55 minutes @ 55 minutes + 120 minutes final = 2265 minutes

TuTh,MW,MF @ 85 minutes @ 85 minutes + 120 minutes final = 2415 minutes

Saturday Undergraduate classes require a minimum of 13 + final

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes)

OF SPRING 2016 MEETINGS:

Undergraduate - MWF 39 meetings @ 55 minutes + 120 minutes final = 2265 minutes

MW 26 meetings @ 85 minutes + 120 minutes final = 2330 minutes

TUTH 27 meetings @ 85 minutes + 120 minutes final = 2415 minutes

MF 26 meetings @ 85 minutes + 120 minutes final = 2330 minutes

Saturday 13 meetings + final

Graduate: Mondays = 14; Tuesdays = 14; Wednesdays = 14, Thursday = 15 (including finals week)

NOTES:

All classes begin Monday, January 25

Presidents' Break - No classes: Monday & Tuesday February 15 & 16

Spring Break - No classes: Friday, March 25 - Friday, April 1

Snow/Study/Reading Days for UG classes only: May 5 & 6. (Grad classes meet.)

Finals: Monday, May 9 - Saturday, May 14

Commencement: Sunday, May 15

Passover starts evening of April 21-April 23. Good Friday is March 25. Easter Sunday is March 27.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
15 Commencement	16	17	SS I Begins 18	19	20	21	Spring Commencement-May 15; SS I classes begin May 18
22	23	24	25	26	27	28	
29	No classes 30	31	1-Jun	2	3	4	May 30, Monday, Memorial Day Holiday- NO classes
5	6	7	8	9	10	11	
12	13	14	4-wk SS I Ends 15	16	17	18	SS I 4-weeks - Ends 6/15
19	20	21	5-wk SS I Ends 22	23	24	25	SS I 5-weeks - Ends 6/22
26	SS II Begins 27	28	29	30	1-Jul	2	SS II begins June 27
3	No classes 4	5	6	7	8	9	July 4 - NO classes
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	4-wk SS I Ends 25	26	27	28	29	30	SS II 4-weeks - Ends 7/25
31	1-Aug 5-wk SS I Ends	2	SS III Begins 3	4	5	6	SS I 5-weeks - Ends 8/1; SS III begins August 3
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	SS III Ends 23	24	25	26	27	SS III ends August 23
28	29	30	31	1-Sep	2	3	
4	No classes 5	6	7	8	9	10	September 5, Labor Day

COMPLIANCE INFORMATION;**SS I & II - 4-week session:**

3.0 UG classes = Mondays-Thursdays, Require a minimum of 16 meetings @ 145 minutes each (2320 minutes)

3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meetings @ 190 minutes each (2280 minutes)

3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meetings @ 130 minutes each (1560 minutes)

SS I & II - 5-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meetings @ 130 minutes each (2600 minutes)

3.0 GR classes = 2 days a week, Require a minimum of 10 meetings @ 150 minutes each (1500 minutes)

3.0 GR-ZARU classes = 2 days a week, Require a minimum of 10 meetings @ 210 minutes each (2100 minutes)

SS III - 3-week session:

3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meetings @ 150 minutes each (2250 minutes)

3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meetings @ 190 minutes each (2280 minutes)

3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meetings @ 130 minutes each (1560 minutes)

of Summer 2015 Meetings:**SS I & II - 4-week session:**

Mondays-Thursdays = 16 meetings

Mondays-Wednesdays = 12 meetings

SS I & II - 5-week session:

Mondays-Thursdays = 20 meetings

Mondays & Wednesdays = 10 meetings

Tuesdays & Thursdays = 10 meetings

SS III - 3-week session:

Mondays-Fridays = 15 meetings

Mondays-Thursdays = 12 meetings

Highlights

Fall 2015

- 1.y Classes begin on Monday, August 31. Convocation at 11:30am (MF 11:15am classes meet for 10 minutes.)y
- 2.y No classes on Monday, September 7 – Labor Day Holiday.y
- 3.y No classes on Monday, September 14 and Tuesday, September 15.y
4. No p.m. classes on Tuesday, September 22.y
- 5.y No classes on Wednesday, September 23.y
- 6.y No classes Wednesday, November 25 - Saturday, November 28, Thanksgiving Holiday.y
- 7.y Snow/study/reading days December 10 - December 11, Thursday & Friday are scheduled for y
Undergraduate classes only. **Graduate classes meet.**
- 8.y All finals begin on Monday, December 14 and end on Saturday, December 19.y
- 9.y Semester ends on Saturday, December 19.y
10. Commencement: Sunday, December 20.

January 2016

1. Classes begin on Monday, January 4.
- 2.y 2-week session classes end on Friday, January 15.y
- 3.y No classes on Monday, January 18, Martin Luther King, Jr. Day.y
- 4.y 3-week session classes end on Friday, January 22.

Highlights

Spring 2016

- 1.n Classes begin on Monday, January 25.n
- 2.n No classes on Monday, February 15 and Tuesday, February 16.n
- 3.n Conversion Day: Wednesday, March 23, **ALL** classes follow a Friday schedule.n
- 4.n No classes from Friday, March 25 – Friday, April 1.
- 5.n No p.m. classes on Friday, April 22.n
- 6.n No classes on Saturday, April 23.n
- 7.n Snow/study/reading days are scheduled for Thursday & Friday, May 5 & May 6, for Undergraduates classes only. **Graduate classes meet.**
- 8.n **ALL** finals begin on Monday, May 9, and end on Saturday, May 14.n
- 9.n Semester ends on Saturday, May 14.n
- 9.n Commencement: Sunday, May 15.n

Summer Session I, II and III 2016

- 1.n **SS I** classes begin on Wednesday, May 18. No classes on Monday, May 30, Memorial Day Holiday.n
4-week session classes end on Wednesday, June 15. 5-week session classes end on Wednesday, June 22.n
- 2.n **SS II** classes begin on Monday, June 27. No classes on Monday, July 4th, Holiday. 4-week sessionn
classes end on Monday, July 25. 5-week session classes end on Monday, August 1.n
- 3.n **SS III** classes begin Wednesday, August 3. Classes end on Tuesday, August 23.n

APPENDIX D

Resolution on Completion Ratio Calculation – NRs Undergraduate Academic Affairs Committee, 15 April 2013

The UAAC voted unanimously to eliminate NRs from the completion ratio calculation for the purposes of determining academic probation for failure to meet completion ratio requirements. This change is reflected in revised bulletin language below.

University Probation Standards and Completion Ratio Requirement

Academic Probation Standards

In the interest of our students, the University uses two standards to identify students who, without improvement in their academic performance, may not be able to earn a degree within a reasonable amount of time.

Low GPA: To earn a degree, students are required to obtain at least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department – see specific major for details). University Probation Standards for Low Grade Point Average are designed to prevent students from accumulating so many credits at a low GPA that they cannot reasonably obtain the 2.0 GPA requirement.

Low Completion Ratio: Progress toward earning a degree is also an important factor. Not satisfactorily completing courses will prolong a student's time at the University and may indicate a student cannot earn a degree in a reasonable amount of time. University Probation Standards for Low Completion Ratio are designed to monitor student progress toward a degree.

Students will be placed on academic probation for low GPA, low completion ratio, or both. Please note that the Office of Financial Aid is federally required to review Satisfactory Academic Progress; being on academic probation may have a negative effect on financial aid eligibility.

University Probation Standards for Low GPA

Students will be placed on academic probation at the end of any fall or spring semester in which their *cumulative* grade point average is less than 2.0, but above the University's minimum retention standards (see Dismissal). Students will be placed on academic probation at the end of a second consecutive semester with a *term* GPA below a 2.0.

Students placed on academic probation will receive a letter from the Office of Academic Records informing them of their probationary status and warning that they must raise their grade point average to 2.0. The letter will explain the consequences of failing to raise the grade point average to 2.0 or above.

Students placed on academic probation will be required to meet with an adviser in the Advisement Office as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the average they must achieve to raise their grade point average to at least

2.0. Students will also be reminded that if their grade point average drops further, they are in danger of being dismissed from the University.

All students placed on academic probation will be required to take a course on strategies for academic success (UNIV 1) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course (UNIV 1) during the term that probation takes effect in order to register for subsequent terms.

A full-time student on academic probation may carry no more than 13 semester hours in addition to the one semester hour academic success course. A part-time student on academic probation may carry no more than 7 semester hours in addition to the one semester hour academic success course.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation as long as their cumulative grade point average remains below 2.0 and is above the University's minimum retention standards (see Dismissal). Students who have a 2.0 or higher *cumulative* grade point average, but have been placed on academic probation due to repeated low *term* GPA performance will remain on academic probation until they have earned a *term* GPA of at least 2.0.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

University Probation Standards for Low Completion Ratio

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed.

Students who do not meet the standards below in any single *term* will receive a warning from Academic Records. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation. Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.

- 0-29 attempted hours: must satisfactorily complete at least 60% of attempted credits
- 30-59 attempted hours: must satisfactorily complete at least 70% of attempted credits
- 60 or more attempted hours: must satisfactorily complete at least 80% of attempted credits

A student's completion ratio is calculated by dividing the satisfactorily completed number of credits by the total attempted number of credits, where:

- Satisfactorily completed credits are made up of
 - Transfer credits
 - Credits completed with a passing grade of D or better
 - Credits completed with a passing grade of P
- Attempted credits are made up of
 - Satisfactorily completed credits, as defined above
 - Failures, withdrawals, unofficial withdrawals, and incompletes ~~and no reports~~ (F, W, UW, I, NR)

- a Repeated courses are included in both attempted and earned hour calculations.a

Students placed on probation for low completion ratios will receive a letter from the Office of Academic Records informing them of their academic probationary status and warning that they must complete an appropriate number of semester hours. The letter will also explain the consequences.

Students placed on academic probation will be required to meet with an adviser in the Advisement Office as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the percentage of attempted semester hours that must be completed to raise their completion ratios to minimum standards. Students will also be reminded that failure to complete the appropriate number of attempted semester hours, may result in dismissal from the University.

All students placed on academic probation will be required to take a course on strategies for academic success (UNIV 1) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course (UNIV 1) during the term that probation takes effect in order to register for subsequent classes.

A full-time student on academic probation may carry no more than 13 semester hours in addition to the one semester hour academic success course. A part-time student on academic probation may carry no more than 7 semester hours in addition to the one semester hour academic success course.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation for low completion ratios as long as their completion ratios remain below the standards specified above. They will continue to be subject to all the requirements of students on academic probation and failure to improve may result in dismissal from the University.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

APPENDIX E

Parking Ban Resolution

BE IT RESOLVED, that the University Senate recommend to the faculty and the President that all students residing in residence halls on the North Campus be prohibited from bringing any vehicle onto the South Campus for parking purposes when classes are in session during the fall and spring semester, on weekdays, Monday through Thursday, between the hours 7AM to 4:30PM, and Friday between the hours 7AM to 3PM. This restriction shall not apply to students who have been issued a Person First Priority Parking permit.

II. The Undergraduate Academic Affairs Committee¹

The Undergraduate Academic Affairs Committee shall consist of a minimum of four faculty senators, three faculty senators-at-large, one undergraduate student senator and the academic dean serving as senator (although the Senate Executive Committee may nominate the academic dean for a one-year membership on a standing committee other than the UAAC). It shall be advised by the Provost or his or her designate.

It shall:

- a.e recommend to the Senate appropriate policy in matters affecting undergraduate academic standards of the Universitye
- b.e be responsible to the Senate for the maintenance of academic standards, by examining admissions, grading, retention, in good standing, separation,e graduation
- c.e recommend to the Senate appropriate policy in curricular matters in terms of the following considerationse
 - 1)e general University aims and trends;e
 - 2)e prevention of proliferation of courses;e
 - 3)e a balance of liberal arts and pre-professional courses in undergraduate programs;e
 - 4)e the fitting of new courses to the needs and programs of the academic units of the University and to the general distribution of academic offerings;e
 - 5)e the overall relationship of new curricula to the University's resources of budget, staff and library.e
- d.e oversee the work of the Academic Review Committee (ARC)e

Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). Between meetings in which the Vice President for Enrollment Management consults with the committee, the chair of the UAAC shall be consulted and informed of pertinent developments by the Vice President for Enrollment Management. The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Vice President for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.

III. Graduate Academic Affairs Committee¹

The Graduate Academic Affairs Committee shall consist of a minimum of three faculty senators, two faculty senators-at-large appointed from among faculty with interest or expertise in graduate affairs, the President of the Graduate Student Organization, and one graduate student senator. It shall be advised by the Senior Vice Provost for Academic Affairs.

It shall:

- a. recommend to the Senate policies and programs governing graduate study;
- b. be responsible to the Senate for maintenance of graduate academic standards by examining proposed programs at an early stage and established ones continuously.

Starting with the beginning of the recruitment cycle and throughout the academic year, the Dean of Graduate Studies and the Dean of Graduate Admissions shall consult with the Graduate Academic Affairs Committee on graduate admissions practices, developments and trends (excluding matters of confidentiality). Between meetings in which the Dean of Graduate Studies consults with the committee, the chair of the GAAC shall be consulted and informed of pertinent developments by the Dean of Graduate Studies. The Chair of GAAC shall also contact the Dean of Graduate Studies and the Dean of Graduate Admissions for updates on an as needed basis. The GAAC shall make recommendations, as appropriate, to the respective deans and shall report to the Senate and full faculty.

IV. Planning and Budget Committee¹

The Planning and Budget Committee shall consist of a minimum of three faculty senators, one chairperson senator, one staff senator, two faculty senators-at-large, one student senator, one senator-at-large from the Library, and one student senator-at-large. The Committee shall be advised by the Provost or his/her designate.

It shall:

- a.e represent the University Senate in budgetary arease
- b.e participate actively in all phases of the development of the annual budgets. In soe doing, it will not concern itself with details of housekeeping nor individuale salariese
- c.e report its judgment directly to the President at any time it feels appropriate, ande report annually its general policy positions to the Senate and faculty through thee Executive Committeee
- d.e have access to and shall be obliged to keep fully informed on all major ongoinge and projected “projects” of the Universitye
- e.e develop, recommend, and review the long-range goals and priorities of thee University including policy or development of these goals and prioritiese
- f.e Participate actively with University agencies in the examination and preparatione of general plans for University developmente
- g.e recommend to the Senate appropriate policy for making the funding and awardinge of monies and the remission of fees educationally productive and institutionallye strengtheninge
- h.e be responsible to the Senate for the standards and review of policies governing thee awarding of scholarships, awards for service, grants for financial need, and thee coordination of standards of scholarships and student aid in the several units of e the University.e

Starting at the beginning of and throughout the academic year, the Vice President for Financial Affairs shall consult and advise the P & B committee on matters being considered in preparation of the University budget, including but not limited to income, expenses, fund raising and development projects and other matters as deemed appropriate by the P & B committee. Between meetings in which the Vice President for Financial Affairs consults with the committee, the chair of the P & B Committee shall be consulted and informed of pertinent developments by the Vice President for Financial Affairs. P & B shall report to the Vice President for Financial Affairs and where appropriate, the President, on all matters pertaining to policy positions of the Senate. The Committee shall review and recommend its view regarding long range goals and planning by the University. Matters affecting salaries and compensation shall not be subject to consideration and review. All other matters shall be reported to the Senate and full faculty on a regular basis.

APPENDIX G

Resolution on Informational Meetings with the President

It is the sense of the University Senate and the Faculty that the President shall meet regularly (preferably at the beginning and the end of the fall and spring semesters,) with the Speaker of the Faculty, the Chair of the Senate Executive Committee, the Chair of the Chairs' Caucus and when appropriate, other shared governance leadership, to provide informational updates on developments concerning University strategies and policies.

APPENDIX H

EVALUATION OF ACADEMIC DEAN

Dean: _____

School/College: _____

Please check: ☐ Full-time faculty
☐ Adjunct faculty

The candid evaluation of your Dean's professional performance is highly appreciated.

There are no "correct" or "right" answers to any of the items. Your opinion, along with the opinions of the rest of the faculty, will help in assessing the Dean's performance in fulfilling the responsibilities of the position.

INSTRUCTIONS: To be Determined (Evaluation will be done online)

5 = Strongly Agree
 4 = Agree
 3 = Neutral
 2 = Disagree
 1 = Strongly Disagree
 DK = Don't Know

I. Leadership

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. The Dean consistently demonstrates effective leadership. | 1 | 2 | 3 | 4 | 5 | DK |
| 2. The Dean works effectively with department chairs. | 1 | 2 | 3 | 4 | 5 | DK |
| 3. The Dean fosters a climate that promotes continuous improvement. | 1 | 2 | 3 | 4 | 5 | DK |
| 4. The Dean effectively advocates for the needs of the college or school. | 1 | 2 | 3 | 4 | 5 | DK |
| 5. The Dean exhibits integrity in decision-making. | 1 | 2 | 3 | 4 | 5 | DK |
| 6. The Dean addresses administrative matters in a timely fashion. | 1 | 2 | 3 | 4 | 5 | DK |
| 7. The Dean encourages and supports long-range planning. | 1 | 2 | 3 | 4 | 5 | DK |
| 8. The Dean articulates a clear vision for the college or school. | 1 | 2 | 3 | 4 | 5 | DK |
| 9. The Dean is open to new ideas. | 1 | 2 | 3 | 4 | 5 | DK |
| 10. The Dean listens to the concerns of faculty and administrators. | 1 | 2 | 3 | 4 | 5 | DK |

COMMENTS:

II. Faculty and Program Development

- | | | | | | | |
|---|---|---|---|---|---|----|
| 11. The Dean supports and encourages interdisciplinary collaboration. | 1 | 2 | 3 | 4 | 5 | DK |
| 12. The Dean promotes and supports faculty scholarship and research. | 1 | 2 | 3 | 4 | 5 | DK |
| 13. The Dean promotes and supports faculty teaching. | 1 | 2 | 3 | 4 | 5 | DK |
| 14. The Dean promotes and supports faculty service. | 1 | 2 | 3 | 4 | 5 | DK |
| 15. The Dean encourages diversity in faculty and staff appointments. | 1 | 2 | 3 | 4 | 5 | DK |
| 16. The Dean is visible and accessible to the faculty. | 1 | 2 | 3 | 4 | 5 | DK |
| 17. The Dean is aware of my contributions to the university. | 1 | 2 | 3 | 4 | 5 | DK |
| 18. The Dean works to encourage gender and racial equity. | 1 | 2 | 3 | 4 | 5 | DK |
| 19. The Dean encourages professional development of faculty. | 1 | 2 | 3 | 4 | 5 | DK |

COMMENTS:

III. Resource Allocation

- | | | | | | | |
|--|---|---|---|---|---|----|
| 20. The Dean allocates resources to the department consistent with its priorities. | 1 | 2 | 3 | 4 | 5 | DK |
| 21. The Dean involves faculty in setting budgetary priorities. | 1 | 2 | 3 | 4 | 5 | DK |
| 22. The Dean involves faculty in decisions about facilities | | | | | | |

- | | |
|---|--------------|
| and equipment. | 1 2 3 4 5 DK |
| 23. The Dean's allocation of resources to departments has been consistent with college goals and priorities. | 1 2 3 4 5 DK |
| 24. The Dean's allocation of resources to instructional programs has been consistent with college goals and priorities. | 1 2 3 4 5 DK |
| 25. The Dean avoids favoritism in allocating resources for requests unrelated to college priorities. | 1 2 3 4 5 DK |
| 26. The Dean provides departments with ample opportunity to explain their resource needs. | 1 2 3 4 5 DK |
| 27. The Dean is knowledgeable about department needs. | 1 2 3 4 5 DK |

COMMENTS:

IV. Personnel Issues

- | | |
|---|--------------|
| 28. The Dean fosters positive morale. | 1 2 3 4 5 DK |
| 29. The Dean addresses conflicts fairly and objectively. | 1 2 3 4 5 DK |
| 30. The Dean treats others with fairness and respect. | 1 2 3 4 5 DK |
| 31. The Dean exhibits and encourages high ethical professional standards. | 1 2 3 4 5 DK |

COMMENTS:

V. Communication

- | | |
|--|--------------|
| 32. The Dean exhibits effective verbal communication. | 1 2 3 4 5 DK |
| 33. The Dean exhibits effective written communication. | 1 2 3 4 5 DK |
| 34. The Dean works with department chairs to ensure timely flow of information. | 1 2 3 4 5 DK |
| 35. The Dean has established appropriate methods for informing the faculty of important developments. | 1 2 3 4 5 DK |
| 36. The Dean has established effective ways for gaining representative faculty opinion on relevant issues. | 1 2 3 4 5 DK |
| 37. The Dean clearly communicates to the faculty the criteria used when making decisions. | 1 2 3 4 5 DK |

COMMENTS:

VI. Resource Development

- | | | | | | | |
|--|---|---|---|---|---|----|
| 38. The Dean encourages faculty in applying for grants. | 1 | 2 | 3 | 4 | 5 | DK |
| 39. The Dean has a strong relationship with alumni. | 1 | 2 | 3 | 4 | 5 | DK |
| 40. The Dean promotes school goals and initiatives via application for funding from grants. | 1 | 2 | 3 | 4 | 5 | DK |
| 41. The Dean promotes school goals and initiatives via application for funding from college administration and outside agencies. | 1 | 2 | 3 | 4 | 5 | DK |
| 42. The Dean is effective in successfully obtaining financial resources. | 1 | 2 | 3 | 4 | 5 | DK |
| 43. The Dean has been effective in helping the college to acquire federal funding. | 1 | 2 | 3 | 4 | 5 | DK |
| 44. The Dean has been effective in helping secure resources from private sources (gifts, grants, etc.). | 1 | 2 | 3 | 4 | 5 | DK |

COMMENTS:

VII. Overall Impression

- | | | | | | | |
|---|---|---|---|---|---|----|
| 45. The Dean has my confidence to effectively manage the school or college into the future. | 1 | 2 | 3 | 4 | 5 | DK |
| 46. Overall, I am pleased with the effectiveness of the Dean | 1 | 2 | 3 | 4 | 5 | DK |

COMMENTS:

VIII. General Questions

What are the strengths of this Dean?

What are areas in which this Dean should improve?

Faculty Resolution of Hofstra University on Faculty Consultation and Inclusion

The Faculty acknowledges and appreciates the dedication and hard work that President Rabinowitz and all levels of administration have shown in trying to advance the interests of the University. Since we are all dedicated and committed to the long-term well-being of the institution, the Faculty continues to seek partnership in the task of helping to guide the University. To meet the challenges the University is facing, it is critical that faculty take a more active role in the planning, deliberation, and decision-making processes at the institution.

Toward that end, the Faculty endorses the following recommendation to the Board of Trustees.

The Faculty respectfully requests that the Board of Trustees consider:

1. instituting more frequent interactions on a regular basis between faculty members and members of the Board of Trustees;
2. enacting channels of direct communication with the Faculty about Board activities;
3. including a Faculty representative as a member of the Board of Trustees.

The Faculty recognizes that current delegates, faculty and student alike, have a standing invitation to attend and to communicate to the Board during its regular meetings.¹ At the same time, the Faculty respectfully suggests that establishing frequent, effective, official ways for faculty-board communication as proposed in points one through three above would go a long way towards establishing more helpful relations and communication and to responding effectively to the challenges facing higher education in general and Hofstra in particular.

These requests are based on practices and recommendations identified by the Association of Governing Boards of Universities and Colleges (AGB). The Faculty recommends that its rationale for this resolution (appended) also be communicated to the Board of Trustees. The rationale expresses the Faculty's good faith effort to establish practical avenues of communication that are in keeping with recognized national standards and that will help to move the University forward as it continues to face challenging times.

¹ http://www.hofstra.edu/pdf/about/policy/policy_bylaws_trustees.pdf

Rationale

The Faculty's request for interaction and communication with, and representation on the Board of Trustees is grounded in the recognition -- underscored by the Association of Governing Boards of Universities and Colleges (AGB)² -- that faculty are central to shaping and promoting the core mission of the university. The Faculty recognizes the nature of the challenging times for higher education in general and Hofstra in particular, and endorses the notion that productive and open lines of communication between the Board and the Faculty can only enrich and enhance Hofstra's ability to respond to the challenges ahead.

The Faculty recognizes the ultimate authority of the Board and President of the University to make final decisions. At the same time, the Faculty endorses the statement by the AGB that "The meaningful involvement of faculty and other campus constituencies in deliberations contributes to effective institutional governance.... Boards should recognize that academic tradition, especially the status accorded faculty because of their central role in teaching and generating new knowledge, creates the need for deliberation and participation of faculty and other key constituents in decision making."³

AGB points out that among best practices that promote positive interactions between faculty and boards are those whereby:

1. faculty have frequent, effective, official ways to communicate with the board;⁴
2. the board invites or initiates faculty interaction;⁵
3. faculty serve on the board or board committees and there are additional faculty who interact with the board;⁶
4. there are official channels for communicating board activity to the faculty;⁷
5. governance documents are kept up-to-date and their revision educates faculty about governance and the governing board;⁸
6. mutual respect and frequent communication make it possible to discuss contentious issues productively and resolve problems.⁹

AGB emphasizes the "value of faculty-trustee interaction in social situations and as part of substantive work."¹⁰ The Faculty respectfully suggests that the board initiate, in addition to considering faculty board membership, a variety of avenues for communication, which include "encouraging faculty to invite trustees to attend classes and events on campus, and creating task forces that include faculty and trustees, all [of which] provide opportunities to learn about respective responsibilities and build understanding."¹¹ Informal gatherings might also include members of the Board holding an annual meet and greet with the faculty, or having dinner with some faculty or meeting with groups of faculty to take the pulse of the university, to entertain questions and to hear suggestions. Formal ones, in addition to board membership and/or membership on Board standing committees, might include the Chair of the Board addressing the faculty and/or the university community when there is a particularly important issue facing the university. To sum up, the Faculty respectfully suggests that the Board initiate a variety of avenues for direct communication as reflected by the three point resolution.

² Association of Governing Boards of Universities and Colleges www.agb.org

³ <http://agb.org/news/2010-03/statement-board-responsibility-institutional-governance>

⁴ Faculty, Governing Boards and Institutional Governance, AGB 2009 Report that can be found at <http://agb.org/publications/board-structure-and-practice> (pp. 9-10)

⁵ See note 2 (p. 13 of report).

⁶ See note 2 (p. 13 of report).

FPS 47

POLICY ON CONSENSUAL PERSONAL RELATIONSHIPS BETWEEN FACULTY/OTHER EMPLOYEES AND STUDENTS

I. Rationale

The integrity of the University's Academic Mission is founded on the mutual trust and respect in faculty-student relationships. Similarly, the University is committed to the principle of protecting the integrity and objectivity of its faculty in the performance of their University duties. That same mutual trust and respect must exist in the relationships and interactions between students and University staff and administrators to provide a quality education to our students in an environment that encourages, nurtures, and supports learning. It is, therefore, essential that the University's Mission be carried out in a manner that supports the educational process and is free of conflict of interest and supports the educational process.

Sexual relationships in which one member of the University community has supervisory or other evaluative responsibility for the other create the appearance of favoritism, the potential for actual favoritism and the potential for sexual harassment. This is also true of faculty conduct that may reasonably be perceived as inviting or encouraging a sexual relationship. Such relationships can raise serious concerns about the validity of consent, conflict of interest and unfair treatment of others. They may undermine the real or perceived integrity of the evaluation and supervision provided and the trust inherent in such relationships.

II. Definitions and Scope

A. ~~For the purposes of this policy~~ This policy applies to faculty or faculty memberse and all other includes all administrators, staff members, graduate students ande others persons who teach, supervise, or evaluate students' academic work at Hofstra University. This term includes faculty, administrators, staff members, ande graduate students whose duties and responsibilities include supervision ore evaluation of students' academic work; or whose duties and/or responsibilitiese include the supervision or evaluation of students' employment, athletics ore extracurricular activity.

B. ~~Instructional context is broadly defined and includes academic instruction as well as evaluation or supervision, direct or indirect, of a student's academic work. It also includes employment research assistantships or academic intern situations in which students are supervised by faculty members or other employees; e.g.,e teaching assistantships, research assistantships.~~

C. ~~Supervisory context includes evaluation or supervision, direct or indirect, of ae student's extracurricular activities or employment. It includes employment situations in which students are supervised by administrators, faculty, staff~~

members, graduate students or others as student employees; extracurricular situations in which students are supervised or evaluated by administrators, faculty, staff members, graduate students or others as volunteers or interns; or in athletic

team situations in which students are supervised or evaluated by staff, administrators, coaches or trainers.

III. Guidelines for Conduct

A. Within the instructional context and/or supervisory context, no faculty member, administrator, staff member, graduate student or any other employee (collectively “Employee”) shall engage in sexual relationships, or conduct that may reasonably be perceived as inviting or encouraging a sexual relationship, with a student over whom the ~~faculty member~~ Employee has instructional, supervisory or evaluative responsibility.

B. Outside the instructional or supervisory context, the aforementioned conduct or relationships between ~~faculty~~ Employees and students are discouraged although not expressly prohibited by University policy. Faculty-Employees considering or engaged in such relationships should be sensitive to their potentially exploitative nature and the possibility that the ~~faculty member~~ Employee may unexpectedly be placed in a position of responsibility for the students’ instruction, supervision or evaluation.

IV. Complaints

Members of the University community who discern that violations of this Policy have occurred may initiate a complaint to the Equal Rights and Opportunity Officer (EROO). The EROO will investigate the complaint made and will speak to all parties involved. Complaints must be filed promptly and in no case later than one semester after the end of the semester or session in which the alleged violation occurred. Substantiated complaints will be forwarded to the appropriate Dean, Vice President, or the Provost for action.

V. Sanctions

Violations of this policy will be considered misconduct on the part of the faculty ~~Employee~~. Any faculty wishing to appeal his or her sanction can do so via the Senate Grievance Committee whose recommendation shall be sent to the Provost for final determination. The “Faculty Dismissal Proceedings” as outlined in the AAUP “Redbook” (2001) shall govern in any situation where dismissal is the final determination. Any administrator or staff member wishing to appeal his or her sanction can do so by informing the EROO within fifteen (15) days of the Vice President’s/Dean’s decision. The EROO will notify the University’s General Counsel, who will see to the formation of a University Review Board, whose members will be composed pursuant to § D(2)(b) of the Sexual Harassment Policy, to hear the appeal and make a recommendation to the President.

VI. This policy is independent of Hofstra University’s Sexual Harassment Policy (FPS 43).

*Revisions to FPS #10***EXAMINATIONS, FINAL GRADES, AND STUDENT ABSENCES**

- I.a ~~Final Grades shall not be based primarily on the final examination; sufficient interim examinations, quizzes, and papers shall be given to establish the quality of the student's work, which the final examination is designed to check and review.~~ Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible and before the deadline for a grade of W. See http://www.hofstra.edu/sfs/sfs_deadlines.html for the grade of W and other deadlines.a In general, the final grade should take all work graded by the instructor into account. The faculty member's policy for establishing the final grade must be clearly stated in the syllabus. Any change in grading policy that occurs during the semester from that established in the syllabus should be communicated in writing to students enrolled in the course (e.g., via email, posting on the Blackboard site, hardcopy hand-out).a
- II.a Final examinations shall normally be given during the time scheduled by the Office of Academic Records. All classes must meet during the scheduled final examination period.a
- III.a Faculty shall grade, as promptly as possible, all student papers and examinations. The final examination shall be retained for one year.a
- IV.a Final grades shall be recorded with the Office of Academic Records within six (6) business days from the time the final examination is given.a
- V.a Information regarding student's grades, courses, GPA, ~~social security number, 700 #,~~a and other personal information will not be released without the student's written consent. The University will not provide directory information for specific studentsa who formally request that such information be withheld from all third parties, includinga military recruiters. A form to request nondisclosure of this information must be filed bya the student. This form is available at the ~~Student Administrative Complex, Memorial Hall,~~Office of Academic Records or can be downloaded from Hofstra's website.a
- VI.a See the current University Bulletin for procedures for handling incomplete gradesa
- VII.a Individual faculty members determine policies regarding missed quizzes and exams. Ifa a student is unable to take a regularly scheduled final examination because ofa circumstances beyond his or her control, the student must obtain permission from thea instructor to take a postponed examination. Such permission should not bea unreasonably withheld. Faculty are not required to provide make-up opportunities fora students absent from quizzes and/or examinations during regularly scheduled classes.a The rules and procedures governing the documentation of excused absences described in a FPS#48 are also applicable here.a

APPENDIX L

Withdrawal Policy (From 2013-2014 Bulletin, under “Grades” section (http://bulletin.hofstra.edu/content.php?catoid=65&navoid=4909#ug_grades)

W: The student has withdrawn from the course and so notified the Office of the Registrar in writing prior to the last day of the tenth week of the semester. For courses shorter than 15 weeks, the student has sole discretion to withdraw for the first 2/3 of the course; after 2/3 of the course has been completed, and any time before the last day of class, the student must have the instructor’s approval. If a student withdraws from a course during the first three weeks of the semester; the first week of a summer session; the first three days of the January Session; the first two weeks of a 10-11 week trimester or the first week of a mini-course, there shall be no record of course(s) on the permanent record. However, the statement “Complete Withdrawal From the University” shall be entered on the permanent record of any student who completely withdraws from the University within the time frame indicated above. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. See Withdrawal From the University in this section.

Revision to Withdrawal Policy – passed by UAAC 4 November 2013

W: The student has withdrawn from the course and so notified the Office of the Registrar in writing prior to the last day of the tenth week of the semester. For courses shorter than 15 weeks, the student ~~has sole discretion to~~ must withdraw within ~~for the first 2/3 of the course; after 2/3 of the course has been completed, and any time before the last day of class, the student must have the instructor’s approval.~~ If a student withdraws from a course during the first three weeks of the semester; the first week of a summer session; the first three days of the January Session; the first two weeks of a 10-11 week trimester or the first week of a mini-course, there shall be no record of course(s) on the permanent record. However, the statement “Complete Withdrawal From the University” shall be entered on the permanent record of any student who completely withdraws from the University within the time frame indicated above. Students who withdraw officially or unofficially from one or more courses after the first week of the semester, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses. See Withdrawal From the University in this section.

APPENDIX M

UAAC Proposed Revisions to GPA Calculation – Multiple F Grades

Bulletin Changes to Eliminate Provision on Including only One F Grade included in Cumulative Grade Point Average Calculations

Passed 4 November 2013

A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
F	0

~~(Only one F grade in any one course will be included in the cumulative grade point average.)~~

To determine *cumulative grade point average*, multiply the number of semester hours of each grade earned by the grade point value for that grade (this product equals the Quality Points for that grade). Then total the products (i.e., sum the Quality Points) and divide by the total number of semester hours for which an alphabetical grade was earned (total GPA Hours).

To graduate, a student must complete the number of hours required for the particular degree with at least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department.

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option are included in determining the student's cumulative grade point average

Academic Leave, Withdrawal, and Maintaining Matriculation Policy

Hofstra University requires that graduate students in the fall and spring semesters register for courses, maintain matriculation, or take a leave of absence. Students who fail to take one of these steps will be automatically withdrawn from the University. Hofstra University requires graduate students to submit official notification of intent to take an academic leave or withdrawal from the University. An academic leave is an official notification to the University, by a student who has completed at least one semester, that the student is temporarily stopping attendance at Hofstra for a minimum of one full fall or spring semester. A withdrawal indicates that the student has permanently stopped attending the University. When a student withdraws, registration for future semesters will be contingent upon reapplication to the University under admission standards at that time. This request may be made in writing or by completing the online form in the Hofstra Online Information System. To access the form, log into the portal at my.hofstra.edu, click on the Hofstra Online tab and select “Academic Leave/Withdrawal from the University” from the registration menu. If submitted in writing, the request must be signed and dated. An academic leave typically may not exceed three consecutive fall and spring semesters.

After submitting this request, graduate students must contact the Office of Graduate Admissions in order to process and finalize their request. **Please note that academic leave and withdrawal requests are not final until students confer with the appropriate office.**

Students who withdraw officially or unofficially from one or more courses after the first week of the term, or equivalent for courses shorter than 15 weeks, will be liable for all or part of the tuition and fees associated with those courses.

Maintaining matriculation is to be used by students in academic pursuits that do not include registration for classes. Students maintaining matriculation are considered “registered” at the University. Examples of academic pursuits include, but are not limited to, work on a thesis and completion of course work where a grade of incomplete was received. Students who are enrolled solely in non-credit bearing coursework will be registered as Maintaining Matriculation by the Registrar and will be charged the published Maintaining Matriculation fee.

APPENDIX O

Academic Credit for Significant Leadership and Service Positions On-Campus

Stressing the importance of experiential student learning and recognizing that many on-campus leadership and service positions provide students with valuable experience and help to build professional skills, the Undergraduate Academic Affairs Committee recommends that students should be made aware of the opportunities to pursue academic credit for significant on-campus leadership and service positions. Such positions provide unique work and learning experiences for students, and are especially likely to ensure a rigorous academic experience because of the university setting.

To ensure consistency with the mission of the university, all experiential learning must include a rigorous academic component guided by faculty. As such, students wishing to earn academic credit for on-campus leadership and service positions have two options available. First, many departments have existing internship course(s) that may also be appropriate for use with on campus positions and may also lead to credit in a student's major. Second, the Office of Off-Campus Education (OCE) program for off-campus internships can be applied to on-campus positions. Students should refer to the specific guidelines established by individual department or OCE for the academic and work/service requirements.

Leadership and significant service positions on campus that may be eligible for academic credit include, but are not limited to:

- Student Government Association Executive Board;e
- Student Chair of a Standing University Senate Committee;e
- Head Orientation Leader;e
- Senior Resident Assistant;e
- Editor of the Chronicle.e

The final determination of position eligibility for academic credit would be made through the individual department's or OCE's existing guidelines.

Conflict of Interest policy for faculty supervising student on-campus internships

Many leadership and service positions on-campus involve the student in formulating, establishing, enforcing, and/or critiquing policies related to some aspect of the University's operation. This is in contrast to internships and externships which involve the student in the activities of organizations that are separate and distinct from the University. In the former situation, some of those policies may be ones which impact on members of the faculty, or in which faculty members have a vested interest. It is important to maintain an unbiased climate for the support, supervision, and evaluation of students receiving academic credit for on-campus leadership and service positions.

Therefore, it is essential to avoid potential conflicts of interest between students seeking academic credit for leadership and service on-campus positions, and faculty members' participation in and/or interest in policy setting and the operation of the University. Thus,

1. The faculty member providing supervision and grading of a student seeking academic credit for a leadership or service position that is situated within an on-campus official Hofstra University body cannot be an active participant in the same official Hofstra University body.
2. In general, assuming that a student has carried out his or her official responsibilities in the leadership or service position in a responsible and ethical manner, the substantive positions and actions taken by the student in that capacity should not be used in the determination of the grade for the internship, other than to the extent as may be necessary to the academic context of his or her work.

1. Purpose & Scope

The purpose of the Laboratory Animal Facilities Occupational Health & Safety Plan (H&S Plan) is to protect Animal Handlers from associated health hazards of working with laboratory animals. Animal Handlers for the purpose of this document are Hofstra University employees and students who work directly or indirectly with laboratory animals where a potential personal exposure from laboratory animals may exist. This plan does not cover laboratory use of hazardous chemicals or the disposal or treatment of hazardous waste, which are governed respectively by the University's Chemical Hygiene Plan and Hazardous Waste Management Program.

2. Responsibilities

- a. *Animal Facility Administrator (AFA)* is responsible for:
 - i.e. assuring compliance with the H&S Plan
 - ii.e. identifying students, faculty, and other employees that will work with laboratory animals and ensuring that they have been trained in all areas of safety protocol appropriate for the specific animals with which they will be in contact
 - iii.e. performing hazard assessments of tasks and activities by identifying potential hazards and implementing applicable controls as described in Section 4, below, to reduce the risk of personal exposure
 - iv. recommending to all Animal Handlers that they have a yearly medical examination and maintain a current tetanus vaccination through their personal physician
 - v.e. performing incident investigations and forwarding reports to the *Fire and Life Safety Officer*
 - vi. overseeing the work of the Animal Facility Caretaker
- b. *Chemical Hygiene Officer* is responsible for:
 - i.e. All responsibilities relating to hazardous chemicals in laboratories as described in the Chemical Hygiene Plan
 - ii.e. Coordinating as necessary with the Animal Facility Administrator, Principal Investigators, and Animal Facility Caretaker regarding this H&S Plan
- c. *Fire and Life Safety Officer* is responsible for:
 - i. providing investigation and support for incidents reported
 - ii.e. maintaining records of incident reports and following up on any patterns revealed by such reports
- d. *Principal Investigators (PIs)* are faculty members leading research projects involving the laboratory use of animals. PIs are responsible for:
 - i. assuring compliance with the H&S Plan as it relates to their projects
 - ii.e. preparing protocols for each project involving work with animals for their review and approval of the Institutional Animal Care and Use Committee (IACUC)

- iii.n identifying and managing students who are considered Animal Handlers,n working with them on their projects, and providing them with then necessary training in hazards and risks associated with the specific animalsn with which they may come in contact.n
 - iv. performing hazard assessments of tasks and activities involved byn identifying potential hazards and implementing applicable controls asn described in Section 4, below, to reduce the risk of personal injury orn exposuren
- e.n *Animal Facility Caretaker* (AFC) is the employee assigned to areas wheren animals are kept (“Animal Care Facilities”). The AFC is responsible for:n
 - i.n assuring compliance with the H&S Plann
 - ii.n working together with Principal Investigators and the Chemical Hygienen Officer to identify potential hazards and implement applicable controlsn before any new animals are brought into Animal Care Facilities or anyn new procedures are implemented.n
 - iii.n filing and safeguarding of all Animal Handlers’ Physician Clearances (see n section f(iii) below) and immunization records in the AFC’s officen
 - iv.n filing incident reports with the AFA and keeping a record of all incidentn reports on file in the AFC’s officen
 - v.n providing general training in animal handling to all Animal Handlersn
 - vi.n coordinating with the Plant Department to maintain the cleanliness ofn Animal Care Facilities.n
 - vii.n maintaining high levels of sanitation and efforts to minimize the risks ofn disease transmission among laboratory animals in the facility and betweenn the facility and outside.n
- f.n *Animal Handlers-* are responsible for:n
 - i. complying with the H&S Plan and all other applicable University policiesn
 - ii.n reporting all injuries or other incidents to Animal Facility Caretakern
 - iii.n Consulting with their personal physicians, obtaining written confirmationn that there is nothing in their medical history or current condition thathn contraindicates the work they are expected to do with animals (“Physiciann Clearance”), and updating the confirmation should there be any change inn health condition.n
 - iv.n Submitting Physician Clearances, and, if applicable, immunization records,n to the Animal Facility Caretaker.n
 - v.n following the AFC’s practices regarding maintaining high levels ofn sanitation and efforts to minimize the risks of disease transmission amongn laboratory animals in the facility and between the facility and outside.n
- g.n *Institutional Animal Care and Use Committee (IACUC)* is responsible for :n
 - i.n Reviewing all protocols submitted by PIs, and approving, requiringn modifications, or withholding approval, as appropriate.n
 - ii.n Conducting semiannual program reviews, facility inspections, and othern responsibilities as set forth in Animal Welfare Assurances submitted to then United States Public Health Service.n

- a.e **Biological Hazards.** All animal care and use carries some risk of zoonoses (diseases transmissible between animals and humans) and allergies, though the species we commonly use pose no special risks in these areas.e
- b.e **Physical hazards.** Animal care and use also carries risk of bites, scratches, or stings.e Rarely, an animal is venomous or poisonous and poses particular risk for that reason.e
- c.e **Other Hazards.** Working in the environment of an animal laboratory carries risks from use of chemicals, electrical equipment, heating and cooling equipment, and glassware, as well as risks of scratches or pinches from handling cages and other equipment.e

4. Hazard Controls

- a.e **Engineering controls** - General room dilution ventilation will be used as necessary to control airborne contaminants. Fume hoods will be used under the conditions specified in the Chemical Hygiene Plan.e
- b.e **Personal Protective Equipment (PPE)** – All Animal Handlers are required to use appropriate PPE, including lab coats and gloves. Respiratory Protection, including masks, will be provided in accordance with the University's Respiratory Protection Program.e
- c.e **Immunizations.** When appropriate because of a specific identified risk, Animal Handlers are required to have specific up-to-date vaccinations. The AFA also recommends to all Animal Handlers that they maintain a current vaccination against tetanus.e
- d.e **Work Practices.**
 - e Animal Handlers are required to wash their hands with an anti-bacterial soap before and after handling all animals and when moving between rooms.e
 - e The facility is equipped with a shower, and it is recommended that Animal Handlers shower before leaving the facility.e
 - e The facility is equipped with a washer and dryer, and all lab coats and other garments should be washed in the facility and not removed from the facility.e
 - e Eating, drinking, use of tobacco products, and application of cosmetics and/or contact lenses in the Animal Care Facilities is prohibited except in designated areas.e
 - e Any individuals who are not Animal Handlers are not permitted to enter Animal Care Facilities unless accompanied by the AFC or a PI.e
 - e Anyone entering the Animal Care Facilities after normal working hours must notify Public Safety.e
- e.e **Animal Handling Equipment Controls** - *Fish nets* are used to handle fish,e which minimizes the risk of bites or scratches. *Tongs* are used in addition to gloves while feeding live food to animals to minimize hand contact. Tongs are also used in addition to gloves while handling some poisonous animals, such as cone snails.e
- f.e **Additional Controls** - Any additional controls as specified in the protocols for each project, as approved by the IACUC. Any additional controls as determined following the meeting between the PI and the AFC described in section 2(e)(ii),e above.e

5. Incident Response. Hofstra University's Emergency Response Plan governs the response to all emergencies at Hofstra. In all emergencies, the person involved in or witnessing the incident

should call the Department of Public Safety at 463-6789 or 911. In addition, the following procedures apply to incidents in the Animal Care Facilities:

a. Fire

- e Secure animal/s and Facility, if possible.e
- e Activate fire alarm and evacuate building.e
- e Confer with Public Safety detailing situation.e
- e PI and AFA should also be notified.e

b. Animal Bite/Scratch/Injuries/Medical Emergencies

- Secure animal/s, if possible.
- The Animal Care Facilities maintain a first-aid kit for minor injuries. With a more serious injury or where otherwise appropriate, notify Public Safety. Relay patient history and possible zoonosis for the species involved. Public Safety will arrange for transportation of the injured individual to the University Wellness Center or other facility, if appropriate.
- Notify PI and AFA.
- All Animal Handlers must report all injuries, no matter how minor, to the immediate supervisor (generally the AFC). The AFC must file a Laboratory Incident Report for each reported injury.

c. Escape/Accidental Release of an Animal/s

- e Secure Area and Facility.e
- e Notify Public Safety, PI and AFA.e

d. Power Outages

- e Public Safety notifies AFC.e
- e AFC notifies AFA.e
- e AFC works with Physical Plant to establish generator backup if power will be out for an extended period of time.e

e. Chemical Release

- e Follow all procedures as detailed in the University's Chemical Hygiene Plan and Hazardous Waste Management Program.e

6. Training

- e The PI and/or AFC will provide specific "on-the-job" training on the hazards associated with direct contact, e.g. being bitten or scratched, and necessary safeguards. During the training class the subject of allergic reactions is to be discussed, and Animal Handlers are instructed to notify their supervisors of any unusual skin irritation or respiratory discomfort. During training Animal Handlers are also to be instructed in the care needed in handling the equipment in the Animal Care Facilities to avoid any physical injuries from that equipment.e
- e At the beginning of each experiment, a meeting is to be held between the PI and the AFC to discuss any special concerns.e

- All submitted protocols must address any particular issues related to the safety of Animal Handlers.

HOFSTRA UNIVERSITY

LABORATORY INCIDENT REPORT (e.g., injury, illness, hazardous substance exposure, spill, fire)

NAME OF PERSON INVOLVED IN INCIDENT (IF APPLICABLE) :			X	X	X
			STUDENT	EMPLOYEE	VISITOR
NAME: (PRINCIPAL INVESTIGATOR)	TIME	DATE	BUILDING	RM#	
DEPARTMENT:					

DETAILS OF INCIDENT: (NATURE OF INCIDENT e.g. ILLNESS, ACCIDENT, INJURY. CIRCUMSTANCES OF INJURY/WHO WAS INVOLVED. INDICATE ANY SUBSTANCES W/NAMES AND AMOUNT.)

WHAT ACTIONS WERE TAKEN: (WHAT WAS DONE TO PROTECT INDIVIDUALS & MITIGATE SITUATION. INDICATE IF PUBLIC SAFETY RESPONDED/GOVERNMENTAL AGENCY/HOSPITAL TRANSPORT)

ISOLATE AREA FOR SAFETY AND SECURITY, IF NECESSARY.

WHAT CAN BE DONE TO PREVENT RECURRENCES:

INVESTIGATED BY (LAB SUPERVISOR/PRINCIPAL INVESTIGATOR):

_____ (Print Name)

_____ (Signature)

_____ (Date)

WHEN COMPLETED SEND TO PLANT DEPT. FIRE/LIFE SAFETY OFFICER WILLIAM SOLLIN (EXT. 3-5562),
and to the CHEMICAL HYGIENE OFFICER