
**FIFTIETH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2014-2015**



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2014- 2015

TABLE OF CONTENTS

Foreword From President Rabinowitz

I. Introduction.....	1
II. Components of the Senate	
The Senate, 2014-2015.....	2
The Standing committees of the Senate, 2014-2015.....	3
The Subcommittees & Special Committees 2014-2015.....	4
The Senate, 2015-2016.....	5
The Standing committees of the Senate, 2015-2016.....	6
The Subcommittees & Special Committees 2015-2016.....	7
III. Responsibility, Structure and Bylaws of the University Senate.....	8
IV. Reports of the Committees of the Senate	
Senate Executive Committee.....	22
Undergraduate Academic Affairs Committee.....	23
Subcommittee on Academic Review.....	25
Graduate Academic Affairs Committee.....	25
Planning and Budget Committee.....	27
Subcommittee on the Library.....	32
Subcommittee on Environmental Priorities.....	35
Faculty Affairs Committee.....	35
Student Affairs Committee.....	36
Special Committee on Recruitment, Elections and Nominations.....	39
Special Committee on Athletic Policy.....	40
Special Committee on the Academic Calendar.....	41
Special Committee on Environmental Safety.....	42
V. Activities of the Senate.....	44
VI. Appendices	
A. Firearms Resolution.....	45
B. Mobile Device Policy.....	47
C. Revisions to Faculty Statute VII – The University Senate – Adjunct Representation	49
D. Revisions to Faculty Policy Series #43- Hofstra University Harassment Policy.....	50
E. Chairpersons Evaluation.....	70
F. T- Designation for Transfer Credit	72
G. Revisions to the University Degree Requirement	74
H. Smoking Ban Resolution	76

FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2015

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 2014-15 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
Professor Stuart L. Bass
Chair, University Senate Executive Committee

It is with a sense of pride and accomplishment that I submit this fourth and my final report as Chair of the University Senate Executive Committee.

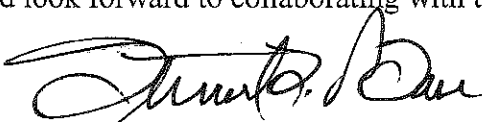
The Hofstra University Senate has again completed another productive year passing and implementing new and revised policies and procedures affecting all aspects of university life. The accomplishments must be credited to the highly effective and successful system of shared governance within the University. The Senate's success, in large part, is the result of the individuals who collectively and actively participate in the Senate's deliberations as well as in their respective Senate committees. Both elected senators and senators at-large are to be commended for their dedication and hard work. Through their efforts, followed by the support of the faculty and administration, the S.E.C. 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 S.E.C. for their tireless efforts and dedication in the deliberation process by implementing a progressive and ambitious agenda. My sincere thanks and appreciation go to Dr. Herman Berliner, Provost and Sr. Vice President for Academic Affairs; Dr. Liora Schmelkin, former Vice Provost, Dr. Cliff Jernigan, Vice Provost, Professor Eugene Maccarrone, Chair of Planning & Budget, Professor James Sample, Acting Chair of Faculty Affairs, Dr. George Giuliani, Chair of Faculty Affairs, Dr. Jason Davidow, Chair, Graduate Academic Affairs, Professor Victor Lopez, Acting Chair, Undergraduate Academic Affairs, Dr. Marc Silver, Chair, Undergraduate Academic Affairs, and Jared Sarcka, Chair, Student Affairs. My thanks and gratitude go to Caroline Schreiner, Administrative Assistant to the Senate for her administrative support and effectively managing the operations of the Senate.

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

Most ideas and proposals originate in the Senate, committees or arise as a policy issue. These proposals are considered by the S.E.C. and recommended to the Senate for consideration. Upon Senate approval, the measure is sent to the full faculty where discussion and deliberation 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 procedures, resulting in a strong and vital governance process. As I step down as Chair of the S.E.C., I look forward to the challenges and work of Speaker of the Faculty in the 2015-2016 academic year. I look forward to working with an exceptionally talented and caring group of colleagues. I congratulate Professor Maccarrone, chair of the S.E.C., and look forward to collaborating with the S.E.C. and the Senate.



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

II

COMPONENTS OF THE UNIVERSITY SENATE

2014 – 2015

and

the 2015 – 2016 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: Curtiss, Devine, Feindrich, Hart, Hollander, Janssen, Lindgren, List, Lledo-Guillem, Odell
<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, St. Angelo, 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, Bishnoi, Chandra, Lee, K.; Sengupta, Su, Wang
<u>SOE:</u>	Elected: DiMartino (Spring) Giuliani (Fall), Goodman, D.(Fall), McGinnis (Spring) 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, 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: Wallace
<u>Staff:</u>	Elected: Hoovert <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Espinal, Laggan (graduate), Mehta, Morales, Sarcka At-Large: Casale, Diaz, Esposito, Flannigan, Guzman, Pesce, Pickering, Stickell

THE COMMITTEES OF THE SENATE 2014 – 2015

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Berliner

Elected Faculty: Bass, Davidow, Giuliani (Fall), Maccarrone, Sample (Spring)

Students: Laggan (Fall), Sarcka (Spring)

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, Glasser, Goodman

At-Large Faculty: Liu Morosoff, Niedt, Su

Advisor (Provost or Designate): Jernigan

Students: Laggan

Guests: Drummer, Brownell, Johnson, L.

Planning and Budget Committee:

Elected Faculty: Elston, Ghorayeb, Maccarrone

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

Chairs' Representative: Wallace

Staff: Hoover

Advisor (Provost or Designate): Apollo

Students: Espinal, Mehta

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: McEvoy

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

At-Large: Casale, Diaz, Esposito, Flannigan, Guzman, Pesce, Pickering, Stickell

Dean of Students: Pertuz

SGA President: Atkinson

Guests: Ellis, Hickling, Horgan, Sandoval, Zonsky

THE SUB-COMMITTEES, 2014 - 2015

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Skorzawski-Ross

Bales, Catalano, Catching, Greaney, Hackett, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Firestone, Freda, Fu, Jurasaitė-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: Brinkmann

Acampora, Bailin, Bisceglia, Donahue, Freda, Gannon, Hunter, Janssen, 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, Davidow, Dougharty, Eads, Filbry, Gibbons, Hathaway Hill, Horgan, Lally, Lewis, Mangino, Mattessich, Mone, Nerlich, O'Malley, Samuel, Seirup, Jernigan

On Academic Calendar

Chair: Horgan

Corkey, Dougharty, Hoover, Maccarrone, McEvoy, O'Malley, Jernigan

On Environmental Safety

Chair: Bisceglia

Anderson, Anthony, Campolo, Chaleff, Denton, Farmer, Feindrich, Gries, Hart, Hunter, Kakoulidis, Kuh, Peragine, Rigel, 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 2015 – 2016

Officers: President of the Senate, Provost Gail Simmons; Chair, SEC: Eugene Maccarrone

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, Alyson Guarino

<u>Humanities:</u>	Elected: Curtiss, Dresner, Sampedro At Large: Cole, Devine, Hart, Hollander, Janssen, Lindgren, List
<u>Social Science:</u>	Elected: Elsey, Herold, Silver At Large: Barnes, Karofsky, Liu, Mangino, McEvoy, Novak, Pineno, Pulis
<u>Natural Science</u>	Elected: Elston, Nirode At Large: Anderson, Bisceglia, Brinkmann, Campolo, Eswarathasan, Farmer, Filippi, Franklin, Huang, Krause, Rigel, St. Angelo, 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, Bishnoi, Chandra, Gao, Sengupta, Weisel
<u>SOE:</u>	Elected: Giuliani Goodman, D. At Large: DiMartino, Fusco, Jackson, Jurasite-Harbison
<u>HSHS:</u>	Elected: Davidow At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Santella, Seirup, Scott
<u>Communication</u>	Elected: Gennarelli, Fincham At Large: Freda, Hill, Goodman, P.; Quinn, Mazzocco, Morosoff
<u>Library</u>	Elected: Glasser At-Large: Bailin, Caniano, Catalano, Dolan, Harpel-Burke, Lopatin, Martorella, 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, Miller, Persky
<u>Chairperson:</u>	Elected: Wallace
<u>Staff:</u>	Elected: Hoovert <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Laggan (graduate), Moskow, Munoz, Pickering, Sarcka At-Large: Arango, Casale, Diaz, Goldman, Khan, Mayerhofer, Mehta, O'Brien, Sanchez, Scaraggi, Singh, Stickell Tacconelli, Ye, Esposito, Guzman, Pesce

THE COMMITTEES OF THE SENATE 2015 – 2016

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Simmons

Elected Faculty: Davidow, Giuliani, Maccarrone (chair), Nirode, Sample, Silver

Students: Sarcka

Permanent Guest/Advisor: Jernigan

Undergraduate Academic Affairs Committee:

Elected Faculty: Curtiss, Fincham, Lopez, Persky, Silver (chair)

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

VP for Enrollment Services: Eads

Provost (or Designate): Shapiro

Students: TBA

Guests: Peden-Christodoulou, Hickling, Koegl, Valenti

Graduate Academic Affairs Committee:

Elected Faculty: Davidow (chair), Glasser, Goodman, Miller

At-Large Faculty: Catalano, Fusco, Gao, Liu, Morosoff

Advisor (Provost or Designate): Jernigan

Students: Laggan

Guests: Koegl, Peden-Christodoulou

Planning and Budget Committee:

Elected Faculty: Elston, Ghorayeb, Nirode (chair), Sampedro

At-Large Faculty: Basile, Campangna, Mazzocco

Chairs' Representative: Wallace

Staff: Hoovert

Advisor (Provost or Designate): Apollo

Students: Mehta

Faculty Affairs Committee:

Elected Faculty: Balson, Elsey, Gennarelli, Giuliani (chair), Herold, Lucito, Sample

At-Large Faculty: Elkis-Abuhoff, Filippi, Kamberova, Lindgren, Martorella, Weisel

Advisor (Provost or Designate): Firestone, Jernigan

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dresner

At-Large Faculty: McEvoy

Elected Senators: Laggan (graduate), Moskow, Munoz, Pickering, Sarcka (chair)

At-Large: Arango, Casale, Diaz, Goldman, Khan, Mayerhofer, Mehta, O'Brien, Sanchez,
Scaraggi, Singh, Stickell Tacconelli, Ye, Esposito, Guzman, Pesce

Dean of Students: Pertuz

SGA President: Guarino

Guests: Ellis, Hickling, Horgan, Sandoval, Zonsky

THE SUB-COMMITTEES, 2015 - 2016

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Terri Shapiro

Bales, Catching, Cole, Greaney, Hackett, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Franklin, Freda, Fu, Graves, Jurasaitė-Harbison, Hollander, Lopatin, Novak, Santella, Selby, Woolwine

On Academic Computing

Chair: Chandra

Apollo, Graves, Harpel-Burke, Hollander, Juckiewicz, Liang, Karofsky, Pulis, Quinn, Selby, Tabron

On Environmental Priorities

Chair: Brinkmann

Bailin, Bisceglia, Donahue, Freda, Gannon, Hunter, Janssen, Jackson, List, Kuh, Martinez, Pineno, Sengupta, Scott

THE SPECIAL COMMITTEES, 2015-2016

On Recruitment, Elections and Nominations

Chair: Schreiner

Elkis-Abuhoff, Eswarathasan, Harpel-Burke, Jernigan, Krause, Maccarrone

On Athletic Policy

Chair: Ingles

Barnes, Caniano, Davidow, Dougharty, Eads, Filbry, Gibbons, Hathaway Hill, Horgan, Lally, Lewis, Mangino, Mattessich, Mone, Nerlich, O'Malley, Samuel, Seirup, Jernigan

On Academic Calendar

Chair: Horgan

DiMartino, Hoover, McEvoy, O'Malley, Jernigan

On Environmental Safety

Chair: Bisceglia

Anderson, Anthony, Campolo, Denton, Devine, Farmer, Gries, Hart, Hunter, Kakoulidis, Kuh, Peragine, Rigel, 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: twenty faculty, three 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 three members elected from the adjunct faculty, not more than one from each school and/or division (Frank G. Zarb School for Business, The Lawrence Herbert School of Communication, School of Education, School of Engineering and Applied Science, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences Divisions of Humanities, Social Sciences, and Natural Sciences). Furthermore, one member elected from 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.

Student senators shall be currently enrolled and have at least a 2.0 cumulative grade point average, shall have successfully completed 9 semester hours in the semester prior to election (except graduate students who shall simply be matriculated). There shall be one full-time staff member elected by the full-time members of the staff. There shall be one member elected from the chairpersons. All elected senators are full members of the Senate and shall have a vote.

- 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 School of Law faculty, 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 a 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. 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.

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.

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 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 ten members as follows:

- a. Eight faculty members, not more than one from each school and/or division.
- 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, the Lawrence Herbert 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 (SCREAN)

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, (the Senior Support Specialist who shall chair the committee,) 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' 2014-2015 memberships can be found on pages 2, 3, and 4 of this Annual Report.

SENATE EXECUTIVE COMMITTEE

Chairperson: Stuart Bass

The Senate Executive Committee (SEC) reviews and considers the activities and proposals of the standing committees, special ad hoc committees and direct those measures to the full Senate and the full faculty.

In what was a productive academic year, the Senate acted on a multitude of issues which were ultimately sent on to the full faculty. We are proud to report that most issues approved by the Senate were brought to the Speaker of the faculty. This indicates a healthy and vibrant shared governance process recognized and valued by the university community.

Among the significant measures passed by the Senate were the following:

- A firearms resolution
- A mobile device policy resolution
- A smoking ban on the South campus
- Evaluations of chairpersons
- Revised Faculty Statute VII increasing adjunct representation on the Senate
- Revised T-designation for transfer credit
- Revised FPS # 43 harassment policy/procedure
- Revised degree requirements
- Revised Academic Computing Committee Bylaws
- Allocation of Senate budget to assist special student programs (pending faculty approval Fall 2015)
- Town Hall Mission Statement
- Revised University Academic Calendar (pending faculty approval Fall, 2015)
- Revised provisions of Special Committee on Recruitment, Elections and
- Nominations (SCREAN) Bylaws (Information Item to Faculty Fall 2015)

Further, the Senate leadership, Speaker of the Faculty and Chair of the Chairs' Caucus, in collaboration with the Provost, continue to meet regularly or as necessary with the President to further enhance communication and transparency between the President, the administration and University community.

The Senate and Planning & Budget Committee have finally secured an additional traffic warning control device on California Avenue in increase safety at the crossing of Weller Hall and C.V. Starr Hall.

As we look to the future, the Senate will consider a completed smoking ban on the North Campus with designated smoking areas for the dormitory population as well and considering the issues of future space allocation and resources affecting the library.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Marc Silver

The Undergraduate Academic Affairs Committee (UAAC) had many issues on its agenda for the Academic Year (AY) 2014-2015. Some issues were carried over from the prior academic year. Several were new initiatives brought to the attention of UAAC during the 2014-15 AY. The Committee saw through to passage by the full faculty the elimination of T-designation for transfer credits initiated in the 2013-14 AY. UAAC continued to work on the issue of Departmental Honors, also carried over from the prior AY, as well as the foreign language requirement for international students. New issues the UAAC addressed during AY 2014-15 included 1) Revising Bulletin specification of GPA minimum for “introductory work”; 2) Consideration of a proposal for a one-credit course on career success; 3) Mid-semester grade reporting; 4) Examination of the role of UNIV1 as a requirement for students on academic probation; 5) Examination of the impact of changes in average class size and adjunct/overload ratios on the quality of undergraduate education; 6) Bylaw changes pertaining to administration representation on UAAC. In addition, UAAC, following its mandate based on the Senate bylaws received regular reports from the Vice President for Enrollment Management concerning recruitment and admissions patterns.

T- Designation: The issue of T- designations on the transcripts of transfer students was initially considered by UAAC in the 2013-14 AY (see 2013-14 Senate Annual Report for details). The Committee voted to eliminate the T- designation at its last meeting of the 2013-14 AY. The recommendation was brought to the Senate in Fall 2014. The Committee was asked to conduct additional research on common practices among peer institutions concerning minimum grades accepted for transfer credit. After conducting a thorough survey the Committee determined that most all peer institutions only accept grades of C- or better for transfer credit. Accordingly, elimination of the T- designation (for coursework for which a grade of D was attained) would bring Hofstra in line with the practices of peer institutions. The recommendation of the Committee was subsequently passed by the Senate and then Passed by the Full Faculty.

Departmental Honors: Issues concerning the administration of Departmental Honors was initially brought to the UAAC in the 2013-14 AY (see 2013-14 Senate Annual Report for details). The Committee continued to work on its recommendation in the Fall 2014 semester. It eventually recommended that the report form for honors be amended to include an option for “no honors”. It also recommended changes to Bulletin copy in order to clarify the parameters for honors designation. In addition, the UAAC recommended that, in order to ensure an unambiguous transcript, student who do not successfully achieve honors designation have their course reassigned to a non-honors research course. The recommendations were passed by the Senate. Discussion at the Full Faculty meeting resulted in the issue being returned to the UAAC for further consideration. The Committee will return to the issue in the Fall 2015 semester.

Foreign Language for International Students: This issue was also a hold-over from the prior year. After considering the ways in which international students can satisfy the language requirement, the Committee was informed that HCLAS was handling the matter in a way that would resolve the issue. The issue was thus dropped from the UAAC agenda.

GPA for Introductory Coursework: This issue was brought to the UAAC in the Fall semester. Current Bulletin copy at the time specified that students must achieve a minimum of a 2.0 GPA in “introductory work”. It was determined that this requirement was 1) not being enforced; and 2) was

largely unenforceable and irrelevant since the term “introductory work” was ill defined across the University. The UAAC recommended deletion of this standard from the requirements specified in the Bulletin. The recommendation was passed by the Senate and passed by the Full Faculty.

One-Credit Career Success Course: A proposal for an elective one-credit course in career success was brought to the Committee in the Fall 2014 semester. After considering a sample syllabus, discussing the rationale for the course with the proposer, and taking into account the role of such a course in the context of the undergraduate curriculum, the Committee reached a consensus that it would not support such an addition to the curriculum. The proposal was withdrawn.

Mid-Semester Grades: The issue of mid-term graded feedback for students and a revision of FPS #10 (Examination, Final Grades and Student Absences) was taken up in the 2013-14 AY (See Senate Annual Report for that AY). The Committee was then asked in AY 2014-15 to consider the advisability of mandating some form of interim grade reporting to students. The rationale for instituting such a system is to ensure that students have some clear basis for knowing where they stand in each course at a time when they can still make adjustments that improve their chances for success during the semester. The Committee undertook a survey of comparable/competitive/aspirant institutions to assess common best practices. The survey revealed that most all such institutions have some form of interim grade reporting. The Committee voted to endorse the concept of interim grade reporting, and will recommend to the Senate a set of new policies and procedures in the Fall 2015 semester.

UNIV001: It was brought to the Committee’s attention that while it is a requirement that students on academic probation successfully complete UNIV1 (an online study-skills course), the actual effectiveness of that course has never been evaluated. The Committee initiated a data-collection and analysis effort to assess the effectiveness of UNIV1. Until that assessment has been completed, the Committee voted to authorize ARC to continue to use its discretion in the application of the UNIV1 requirement.

Classroom Size and Adjunct/Overload Ratios: The Committee discussed possibility that trends over the past several years had led to larger average classroom sizes and greater reliance on adjunct and overload teaching. The Committee thus developed a request for data bearing upon those issues and presented them to the Provost for consideration. Relevant data were provided at the end of the Spring 2015 semester. The Committee will engage in a systematic analysis of those data beginning in the Fall 2015 semester.

Bylaw Change: The Committee is considering bylaw changes pertaining to administration representation on the Committee. As presently written, the Dean’s Representative to the Senate sits as a member of the UAAC, unless otherwise reassigned by the SEC. For many years, the Dean’s Representative has been reassigned to the FAC. At the same time, The VP for Enrollment Management (an official member of the Senate) has been participating in UAAC as a guest. According to the Senate bylaws as presently written, the Vice President for Enrollment Management, as a guest, has no vote on UAAC. At the same time, the Dean’s Representative (the Administration position formally attached to the Committee) has been reassigned to another standing committee. The Committee has asked SEC to consider how to change the bylaws of the UAAC and FAC to best reflect desired practice and structure for the Senate.

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson: Jennifer Skorzawski-Ross/Terri Shapiro

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 2014, ARC met in person on five occasions and conducted reviews via email when necessary. ARC reviewed approximately 112 students during that time; some students having been reviewed more than once. In January 2015, the Committee met three times and reviewed 73 students. At the conclusion of the 2014/2015 academic year, Academic Records dismissed 86 students (first dismissal; never before on ARC) from the University. As of June 5, 2014, the Committee has met once and has reviewed 18 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:

- Jean Peden Christodoulou, Assistant Vice President of Student Affairs
- Jason Davidow, Associate Professor of Speech-Language-Hearing Sciences
- Carol Drummer, Dean of Graduate Studies
- Sarah Glasser, Assistant Professor of Library Services
- Debra Goodman, Associate Professor of Literacy Studies
- Cliff Jernigan, Vice Provost and Dean of Graduate Studies
- Laurie Johnson, Professor of Counseling and Mental Health Professions
- Evan Koegl, Director of Academic Records
- Cong Liu, Associate Professor of Psychology
- Jeffrey Morosoff, Assistant Professor of Journalism, Media Studies, and Public Relations
- Ping Su, Department of Management, Entrepreneurship and General Business

1. Enrollment presentation – Carol Drummer and Cliff Jernigan

At the GAAC's first meeting of the 2014-2015 academic year, Cliff Jernigan, Vice Provost and Dean of Graduate Studies, reported on the enrollment numbers for the Fall 2014 semester. Carol Drummer, Dean of Graduate Admissions, reported on the application and acceptance numbers for

the Spring 2015 semester. Carol Drummer also discussed several recruitment initiatives that her office planned to undertake. These initiatives included traveling to Turkey, Brazil, and India, forming focus groups to determine what impacted the decisions to attend Hofstra, forming LinkedIn groups, changing Graduate Open Houses, providing a personal contact person for prospective students who start the application process, allowing prospective students to visit graduate courses, and marketing dual-degree programs.

A lengthy discussion occurred after the presentation. Carol Drummer suggested that graduate academic policies (e.g., transfer credits, G.P.A. probation) could impact enrollment decisions and retention. Cliff Jernigan suggested that members of the GAAC examine graduate student recruitment practices at comparable schools in the Long Island/NYC area. Chairperson Davidow instructed the committee members to examine programs in each member's respective field of study. This initiative is further detailed next.

2. Recruitment practices at comparable schools

Members of the GAAC discussed graduate student recruitment practices at comparable universities in the Long Island/NYC area. Each committee member focused on two programs in his/her respective field of study. The committee continued the conversation across multiple meetings, and then Chairperson Davidow compiled the findings and submitted an information item to Cliff Jernigan. Cliff Jernigan stated that he would review the findings and send the information to the appropriate offices on campus.

3. Institutional Review Board procedures (Faculty Policy Series #36, The Use of Human Subjects in Research)

Chairperson Davidow received an email from a faculty member in the Counseling and Mental Health Professions (CMHP) program during the Spring 2015 semester. The CMHP faculty discussed the Institutional Review Board (IRB) Procedures in the Faculty Policy Series (FPS) and thought that the IRB procedures needed updating. Issues mentioned included making sure "all schools are represented and there is some structure that is more in line with the focus and mission of research that is happening today." Sofia Kakoulidis, Associate Provost for Research and Sponsored Programs, joined the committee's discussion and explained the IRB process on campus. The committee was satisfied with the current IRB process. However, the committee further reviewed FPS #36 in order to correct some minor language issues. In addition, the committee discussed whether or not membership should be altered due to the new schools on campus.

Some issues arose during the committee's discussion that required clarification from Dr. Richard O'Brien, the head of the IRB committee at Hofstra. The committee also wanted to give Dr. O'Brien a chance to review the changes before the proposed document continued through the governance process. Dr. O'Brien had several concerns about the proposed changes. Therefore, Chairperson Davidow met with Dr. O'Brien prior to the final meeting of the academic year. The committee discussed Dr. O'Brien's concerns and altered the document to address them. Dr. Davidow will email Dr. O'Brien the new proposed version of the document over the summer. The committee will begin next year's work with this agenda item.

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, Frank G. Zarb 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
- Sleiman Ghorayeb, Senator, School of Engineering and Applied Science
- Stephanie Guzman, Student Senator At-Large
- Gloria Hoover, Senator, Local 153
- Keun Lee, Senator At-Large, Frank G. Zarb School of Business
- Georgina Martorella, Guest
- Dennis Mazzocco, Senator At-Large, The Lawrence Herbert School of Communication
- Parth Mehta, Student Senator
- Kathleen Wallace, Senator, Chairpersons

Sub-Committees, Task Force, etc.:

Academic Computing sub-committee, Mahesh Chandra, Chair, Frank G. Zarb School of Business

- Howard Graves, Guest, Senior Assistant Dean of Library Systems
- Pamela Harpel-Burke, Senator At-Large, Library
- Martha Hollander, Senator At-Large, HCLAS, Humanities
- Robert Juckiewicz, Guest, Computer Center, Vice President for Information
- 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, The Lawrence Herbert School of Communication
- Courtney Selby, Senator At-Large, The Maurice A. Deane School of Law
- Judith Tabron, Computer Center, Director of Faculty Computing Services
- Sharon Whitton, Senator At-Large, School of Education

Sub-committee on the Library, Peter Goodman, Chair

- Rahul Bishnoi, Senator At-Large, Frank G. Zarb School of Business
- William Caniano, Senator At-Large, Library
- Isabel Freda Senator At-Large, The Lawrence Herbert School of Communication
- Xiang Fu, Senator At-Large, School of Engineering and Applied Science
- Howard Graves, Senior Assistant Dean of Library Systems
- Elena Jurisite-Harbison, Senator At-Large, School of Education
- Maureen Krause, Senator At-Large, HCLAS, Natural Sciences
- Vicente Lledo-Guillem, Senator At-Large, HCLAS, Humanities
- Laurie Lopatin, Senator At-Large, Library
- Sarah Novak, Senator At-Large, HCLAS, Social Sciences
- Courtney Selby, Senator At-Large, The Maurice A. Deane School of Law
- Andrew Spieler, Senator At-Large, School of Business
- David Woolwine Senator At-Large, Library

Environmental Priorities Sub-committee, Robert Brinkmann, Chair, HCLAS, School of Natural Sciences

- Alan Bailin, Senator At-Large, Library
- Kevin Bisceglia, Senator At-Large, HCLAS, Natural Sciences
- Neil Donahue, Assistant Provost for Undergraduate Research and Fellowships
- 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
- Kathleen Scott, Senator At-Large, School of Health Sciences and Human Services

University Task Force on Parking and Transportation, William Caniano, Chair, Library

- Richard Apollo, Associate Provost for Planning and Budget
- Maureen Brown, Local 153
- Anita Ellis, Director of Off-Campus Living and Commuting Student Services
- Charles Forrest, Associate Director of Public Safety
- Dom Lavin, Director of Campus Operations
- Michael Perlmutter, Operations Coordinator, Office of Residential Programs
- Carol Saletto, Local 153
- Caroline Schreiner, Local 153

Efforts regarding Outcomes Assessment, Keun Lee, Coordinator

- Eugene Maccarrone, Chair, Planning and Budget Committee, Frank G. Zarb School of Business
- Comila Shahani-Denning, 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 2013-14 academic year, while adding a number of important items to it.

Significant continuing matters addressed include participation in monitoring certain aspects of Hofstra’s 2013-2018 Five Year Plan, particularly as to faculty needs and hiring and related resource needs, and as to outcomes assessment; continuing to address ongoing campus parking and transportation issues; and deliberation with the full Senate, the Student Government Association (SGA), the Student Activities Committee (SAC), and the Vice President for Student Affairs regarding SGA funding of student activities.

Important matters brought to fruition by/with P&B during 2014-15 include regularizing meetings with the Vice President of Finance and Treasurer pursuant to Planning & Budget Committee by-laws changes of academic year 2013-14; passage of a Student Town Hall “Mission Statement” (also passed by the Senate Executive Committee (SEC) and Senate), that recognizes the institution that is the Student Town Hall and memorializes its purposes and goals, and the expectations regarding it;

conclusion with final recommendations of the Engineering students' 2014-15 Senior Design Project (under the supervision of Prof. Michael Salatti), the first recommendation being addressed being a modification of Hofstra's Shuttle Service in an effort to attain more efficient routing; and participation in gaining final approval of a full smoking ban on Hofstra's South Campus by the university's President, and in helping determine the proper protocol for enforcement thereof.

New initiatives by and/or in which P&B has an active role for 2014-15 and are presently being pursued include the charge of the SEC and Senate to P&B to participate with the SAC in investigating further regulation of smoking on Hofstra's North Campus (this initiative is also actively engaging with the Office of the Vice President for Student Affairs, the Dean of Students, Residence Life, and the Office of the Vice President for Facilities and Operations); participation with Hofstra's administration and the P&B Sub-committee for the Library regarding the re-purposing of part of the Axinn Library (its third floor) to more student interactive uses, such as a math lab and possible relocation of the Writing Center (to these ends the Sub-committee, in cooperation with the Office of Institutional Research, surveyed Hofstra's students and faculty, whose input is being considered in the re-purposing deliberations); participation in Hofstra's Master Plan initiative; and with the Academic Computing Sub-committee to P&B, the SEC, the Senate, the Speaker of the Faculty and the Chair of the Chair's Caucus, helping in promoting faculty awareness in protecting security over access to and data in Hofstra's computing facilities.

Budgetary and Financial Concerns of the University

Since the institution of regular meetings between P&B and the office of the Vice President of Finance and Treasurer per the 2013 amendment to P&B's by-laws (allowing for enhanced communications between P&B and the Vice President), P&B has met regularly (now once each semester) 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 2014-15, at which the Vice President presented financial and budgetary information to the Board, and such were consistent with her presentations to P&B.

Additionally, P&B has been meeting regularly with the Provost (on three occasions during the 2014-15 academic year) to discuss the Academic Operating Budget, being the largest segment of the overall budget. Among other matters, these meetings have disclosed that Hofstra's faculty hiring and related information and resource requirements are pacing in a manner consistent with Hofstra's 2013-18 Five Year Plan.

P&B's Chair also attended all full faculty meetings for 2014-15. Statements by the President and the Provost in their respective presentations to the full faculty were consistent with statements made by the Vice President for Financial Affairs and the President at the Trustees' meetings, and by the Provost to P&B.

P&B is in general agreement that for fiscal years 2013-2014 and 2014-15 the financial state of Hofstra University was sound, and believes budgetary information for 2015-16 indicates that it will continue to be so for the upcoming period.

Hofstra's basic Endowment investments (exclusive of Annuities and Trusts) increased approximately 7.7% for the period April 30, 2014 to April 30, 2015. Notwithstanding, Hofstra's endowment continues to be modest as compared with peer institutions. Also Hofstra's May

2015 annual Gala raised over \$1,500,000, and fund raising generally continues to be strong. However, for the year, net tuition and fees are pacing to grow by less than 1% over the prior year, with salaries and benefits pacing higher by more than 3%. Otherwise, as of June 2015, Hofstra's present budget appears on target, and no significant changes in Hofstra's overall 2015-16 academic year budget were noted.

Undergraduate enrollment for Fall 2014 was strong at over 1,600 new freshmen; per the President, the Fall 2015 target is 1,670 new freshmen. Honors College is slated to have 100 more students than last year, for a total of 382 Honors College students, the largest class thus far. This entering class has a combined SAT and ACT score of 1,193 and high school g.p.a. of 3.59, a very strong entering class indeed. Incoming transfer student enrollments continue to be a problem, however, as are graduate enrollments, particularly part time enrollments in Education and Business, and in the Zarb School there has been a falling off in international students enrollments, particularly students from Asia.

A new School of Graduate Nursing is slated to begin this Fall (pending final State Department of Education approval), with an expected entering class of thirty-five students, and a new Center for Entrepreneurship is also being initiated.

Thus, based on the totality of the information communicated to the committee directly and in other forums, it is the overall judgment of P&B that Hofstra University's overall financial and budgetary circumstances are sound.

2015 Student Town Hall

Hofstra's 2015 Student Town Hall convened on March 4, 2015 and began with students gathering at 10:30 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.

A robust and far ranging dialogue ensued, including student questions and administrator responses regarding public safety, parking, the adequacy of library hours, on-campus dining, as well as a very important discussion about sexual harassment and assault, a topic that was addressed forthrightly by both students and administrators. 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 Student Town Hall concluded.

Student, P&B, and administration coordination (including that of students sitting on P&B coordinating with the SAC, the SGA, 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". "Student Town Hall" tee shirts were provided for all, and feedback about the event has been very positive.

Future Student Town Halls will continue to build on positive experience and outcome of promoting and executing the 2015 event. Also, as stated above, this past semester P&B finalized a Student Town Hall Mission Statement recognizing the institution that is the Student Town Hall and memorializing its purposes and goals, and the expectations regarding it for the guidance of future events.

Sub-committees and Task Force

In addition to its own activities, P&B has reporting to it its

- Academic Computing Sub-committee,
- Sub-committee on the Library,
- Environmental Priorities Sub-committee,
- University Task Force on Parking and Transportation

Some of the activities of which have been referenced herein, above, and to the extent each Sub-committee has been otherwise active, also report herein separately. It should be noted that the Academic Computing Sub-committee and the University Task Force on Parking and Transportation now have new Chairs. Also, the P&B Outcomes Assessment effort is now being coordinated by a P&B member.

Other Matters

P&B participated in many other matters during the 2014-15 academic year, including:

- Providing input for upcoming academic calendars
- Assisting with SCREAN committee assignments
- Providing input for the Department Chairs evaluations initiatives
- Initiating correspondence with the School of Education Dean to begin to better understand the issues affecting that School and its coordination with programs other areas of the university

Hofstra's Planning & Budget standing-committee of the Hofstra University Senate has thus had a productive year and contributed to positive outcomes for the university as a whole, and for the greater community. P&B and its constituent parts are a dedicated, motivated and diverse group of professionals committed to working for the greater good of Hofstra, its students, and our community. P&B recognizes that it is part of a larger but similar group pursuing collaborative effective governance that likewise continually works for that greater good.

P&B looks forward to continuing the challenging work that is before it with the same enthusiasm it has to date.

LIBRARY COMMITTEE

Chairperson: Peter Goodman

In January, the Library Subcommittee learned that the Administration was considering repurposing the Third Floor of Axinn Library, converting it from its current use as a repository of the University's print resources into a unit of the Student Success Collaborative. This would involve moving or eliminating approximately 65,000 volumes and converting the space for use as a combination of advisory, counseling, writing and mathematics purposes.

The Library Subcommittee conducted a survey of the University Faculty to discover what the Faculty as a whole thought of the proposal, considering its possible effects on the Library's physical collection.

The survey, which was conducted in late March and early April, 2015, found that, while the Faculty approved of the concept of a Student Success Collaborative, it strongly opposed use of the Third Floor if that meant a reduction of more than 5 percent of the total collection.

The Library Subcommittee encouraged the Library Faculty to complete an analysis and culling of the physical collection by the end of April, 2016.

A report to that effect was submitted to the Planning and Budget Committee, to be provided to Senate Executive Committee and the Faculty Senate and then to the Provost.

The committee report and survey results are attached.

Library Committee Response

The Library Committee agrees that creation of a Hofstra University Student Success Collaborative is an excellent idea, one which will further enhance the University's ability to provide a superior educational experience for our students. At the same time, we believe that it would be counter-productive to undermine the value of the University's fine Library in the process of helping our students learn. Our position is informed by and consistent with the results of a faculty survey conducted in April 2015. Through this survey, faculty indicated great support for the Student Success Collaborative proposal, but that support is largely contingent upon the preservation of the library's print resources.

With that in mind, we think that, given the appropriate amount of time to cull and modernize the Library collection, and with sufficient financial support to accomplish that goal, the Library Committee endorses the proposal to convert the third floor of the Axinn Library for use in the Student Success Collaborative. The Library Subcommittee encourages the Library Faculty to complete an accelerated analysis and culling of the Library's physical collection by the end of April 2016. This process will include the removal of books no longer appropriate for the collection and the transition of some parts of the collection to electronic form. This timeline will allow for rational decisions regarding the collection and for the formation of a sophisticated plan for the re-purposing of the third floor.

We have attached a brief summary of the results of the Faculty Survey carried out during April, 2015, and a sample of the comments received during the Survey.

Survey Summary

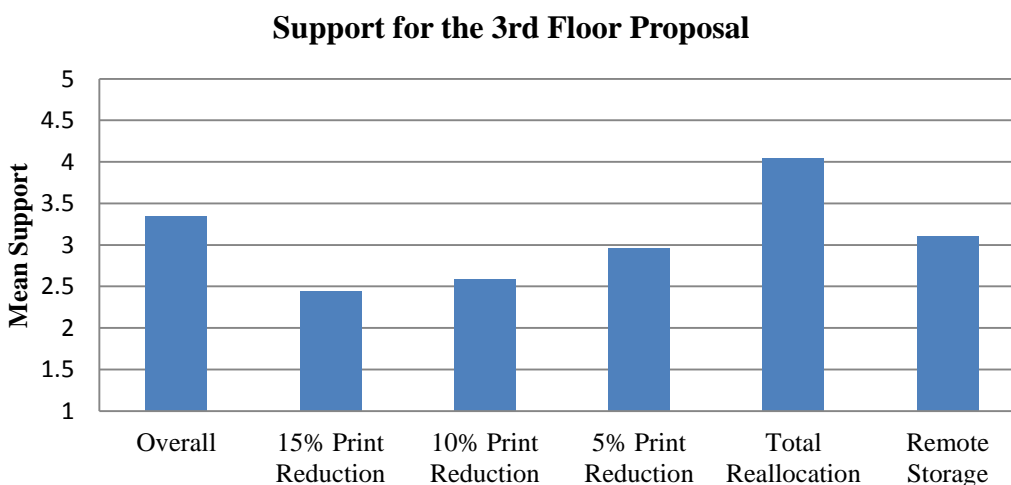
The Library Committee surveyed faculty about the proposal to locate the Student Success Collaborative initiative resources on the 3rd floor of Axinn Library. Because ~15% of the print collection is currently housed on the 3rd floor, survey questions asked faculty to rate their support for the initiative overall, and then specifically how much they support the proposal with particular consequences for the library collection in mind.

236 faculty members (171 full-time, 65 adjunct) completed the survey. Faculty from all schools and colleges at Hofstra participated.

Survey responses indicated that the university faculty generally, but not overwhelmingly, supports the addition of SSC resources to the third floor of Axinn Library. However, a majority of the faculty opposes this plan if it requires anything more than a 5% reduction in the book collection. The strongest support would be for keeping the collection by moving it to other floors. Use of remote storage causes a noticeable drop in support.

The results are summarized in the chart (% of faculty respondents who oppose or support the proposal) and graph (average levels of support) below.

To what extent do you support the plan to add SSC resources to the 3rd floor . . .	Oppose	Neither support nor oppose	Support
Overall	28.40%	15.30%	56.40%
If the print book collection must be reduced by 15%	55.90%	13.60%	30.50%
If the print book collection must be reduced by 10%	53.00%	13.10%	33.90%
If the print book collection must be reduced by 5%	41.10%	16.10%	42.80%
If the plan can be executed with no reductions via reallocation to other floors in the building	12.30%	14.80%	72.90%
If the plan can be executed with no reductions via moving some of the collection to remote storage	39.40%	13.98%	46.60%



Note: Support was assessed on a scale of 1 (*strongly oppose*) to 5 (*strongly support*).

SAMPLE OF COMMENTS FROM SURVEY

Extreme opposition:

“Have you forgotten what a university library is for? It is for making books, yes books, available to students easily. That you cannot find other space for ancillary needs on this campus seems to me appalling.”

Detailed opposition:

“Any reduction in print resources should happen gradually, in a thoughtful way, with a commitment to avoiding disproportionate effects on any particular discipline. Remote storage, Hofstra history suggests, is tantamount to loss of the stored materials. While in the abstract the plan for enhanced and centralized academic support for students is commendable, I'm very concerned that the plan will be executed in a way that shows scant regard for the continuing importance of print resources in many disciplines. It's also worth noting that contemplating a major change for the library, with no permanent Dean of the Library in place, seems institutionally wrong.”

Detailed support:

“Every time that I visit the 2nd floor of the library, I find the new collaborative lab full of students. The private rooms are always filled and the work stations and lounge areas are often full to capacity. I strongly support any upgrades to the library.”

Extreme support:

“I never have a need for the print collection either personally or for my courses, so decreasing the collection by 15% would not impact me in the least.”

For changing libraries:

“Forward thinking libraries are having to make similar changes to meet the needs of learners who have, and prefer digital access to so many library resources, yet still need human assistance and real world space. Libraries will become maker spaces and/or learning centers (in a much broader sense than previously meant by tutoring centers). The addition of collaborative space on the second floor was a tremendous step in the right direction (as was the renovation to the first floor).”

For a dean:

“Seems odd to me that we are considering a major change such as this, in the absence of a regular library dean.”

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson: Robert Brinkman

This year, we worked on several issues of concern to the broader faculty. However, the most important of these issues was divestment. As many know, divestment from fossil fuels is being urged by many around the world. Right now, the world is facing serious issues as a result of the burning of fossil fuels. Many point to the role of fossil fuel companies in perpetuating deceit and denial about the issues of global climate change in the media and the overall problems of fossil fuel production that lead to large problems such as the recent Deepwater Horizon oil spill. There is no doubt that we are in a global debate about the role of fossil fuels in the range of options available for the world's energy resources. The recent debate on the issue of the Keystone Pipeline is a good example of the difficult policy decisions that are facing the world.

In this context, non-profit institutions with endowments, such as churches and universities, are examining their support of fossil fuel companies and making decisions whether or not they want to support them via their investments in their endowments. In the United States, there is a national push by Bill McKibben's organization, 350.org to encourage universities to divest from fossil fuels.

Our Committee has looked at this issue and made a recommendation to the President that Hofstra should consider investing. The Chair of the Committee, Bob Brinkmann, met with the President and the Board to discuss divestment and make a case for divesting from fossil fuels. The presentation was made with students from Students for a Greener Hofstra who have also been working on this issue on campus.

We received a letter from the administration stating that they would not support divestment at this time.

We wrote back expressing our disappointment, but made several suggestions for what we can do to try to make a difference. One was for us to join STARS rating system. The university has agreed to this. Another was to develop a green office rating system. We spent a considerable part of the rest of the academic year working on the details of this system and we hope that it will be up and running in the coming academic year.

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson: George Giuliani / James Sample

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

The FAC completed its discussion on the evaluation of chairpersons. 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. After approval by both, the chairperson evaluation was brought to the full faculty in November of 2014 and approved unanimously.

This year, the FAC continued its discussion about having greater adjunct representation on the Senate. At the start of Fall of 2014, only one adjunct served on the Senate, Donna Balson, of the FAC. There was unanimous agreement on the part of all members of the FAC that there needed to be greater representation of adjuncts on the Senate. The FAC brought the issue to the SEC, Senate and to the full faculty. It was unanimously supported by all that there be three (3) adjunct faculty on the University Senate. This was implemented in the Spring of 2015.

The FAC began a discussion of reviewing and revising its current by-laws. Questions were raised as to whether the AAUP Chapter President and/or a Dean should be official members of the FAC. Also addressed were whether these positions, if on the FAC, should have voting rights. Finally, the issue of whether the Provost Designate should have voting rights on the FAC was discussed. Given the above, five questions are currently being explored by the FAC:

1. Should the AAUP Chapter President be an official member of the FAC?
 2. If the AAUP Chapter President serves as an official member of the FAC, should he/she have voting rights?
 3. Should a Dean be an official member of the FAC?
 4. If the Dean serves as an official member of the FAC, should he/she have voting rights?
 5. Should the Provost or his/her designate have voting rights on the FAC?
- This issue is still in discussion and will be continued in the Fall of 2015

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

- Special and teaching leaves for the 2015-2016 academic year.
- Three (3)-credit load reductions for the 2015-2016 academic year.
- Emeritus Status

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: Jared Sarcka

I believe this past year to be one of the Student Affairs Committee's most successful in advocating for student needs and concerns. Our unprecedented success this year is due in large part to our sustained efforts in working with the Student Government Association (SGA), and Hofstra's Student Affairs Division on initiatives that most affected the student body of Hofstra. Upon the arrival of the Student Affairs leadership (VP of Student Affairs Houston Dougharty, Dean of Student Sofia Pertuz, and Title IX Coordinator Jean Peden Christodoulou, we came to realize that we all were working on the same initiatives and that coordinating our efforts would benefit all of our constituents. This year, the Student Affairs Committee focused its attention on the following items:

- North Campus Smoking

- Shuttles
- Parking
- Hofstra's Culinary Services
- Closer Relations and Involvement with SGA
- Rebranding of the Student Affairs Committee
- Ability to Co-Sponsor Events
- North Campus Smoking

After a long process of designating Hofstra's South Campus as Smoke free, the question of whether the University should move forward with designating North Campus as smoke free came before the Student Affairs Committee. After much deliberation amongst the committee, as well as help from SGA's cabinet and their annual survey; we eventually advised the Senate that we would be much more comfortable without a smoking ban on North Campus. Instead, we agreed that something must be done as it is a considerable health risk for all students; so, we asked that in place of the smoking ban, the Senate explore the possibility of regulating smoking and creating designated areas for smokers that are away from buildings and high traffic areas. Out of this recommendation came the resolution that shelters should be created in order to persuade students to move away from buildings. Along with this regulation on smoking, the Student Affairs Committee requested that all shelters be outfitted with signage that advertise for classes that will be held to help students quit smoking. This is a key feature of the SAC's recommendation, as we felt that the South Campus smoking ban was not working because it did not offer students any options, but with classes to help students to quit smoking as well as shelters to allow students to smoke without impeding on anyone else, I believe we will have a strong decline in the amount of smoking on the North campus in the next five years. There are still some hurdles that need to be addressed including cost of these shelters and the creation of classes for students who want to quit smoking, but I believe these are trivial as administration and the Senate all are in favor of resolving this issue.

Shuttles

As is always the case, students were concerned with the shuttle services at Hofstra and the SAC saw it necessary to add it to our agenda for the year. The concern from students mainly stem from the shuttle's timing alongside the LIRR train schedule, an increase in shuttles going to the Mineola train station, and the creation of a Friday shopping shuttle. These concerns were brought to Hofstra administration, including VP for Operations Joe Barkwill and Dean of Students Sofia Pertuz, and we were able to come to some resolutions in the Spring 2015 with more alterations coming in the Fall 2015 semester. So far, we were able to institute a Friday shopping shuttle, which traveled through the Uniondale area and stopped at Walgreens, the Post Office, Walmart and Shoprite. Overall, this shuttle takes approximately 30 minutes to complete its loop and was a big win for students who live on campus and do not have a car. Going into fall of 2015, the SAC must follow up on a shuttle program that would loop around campus during the winter months and would drop students off at the gym. Also, in response to the other concerns from students, administration has enlisted the help of a consultant firm to devise a plan so that our fleet of shuttles are used to their highest potential.

Parking

Once again, parking was a topic of concern for students and unfortunately no resolution seems to be in sight. After reviewing the parking study done by the engineering students last year, there does not seem to be any recourse for our parking problems besides for building a parking garage (which is out of question due to cost) and buying more land and creating more parking lots. One great outcome of the parking study will be the institution of the scoot shuttle which will help to encourage more commuter students to look for parking on north campus. Many spots remain available on north campus, but these spots are considered too far of a walk for some students. With the establishment of a scoot shuttle, it is my expectation that we can begin to alleviate the major parking issues on south campus. For this to work, the SAC must be vocal in informing all students of the scoot shuttle's service, specifically commuters.

Hofstra's Culinary Services

To begin the 2014-2015 academic year, Hofstra was still utilizing Lackmann Culinary Services throughout all eateries on campus. For years, students have complained about Lackmann; with complaints coming as a result of the low quality of the food, to the very high prices and the multiple violations of health codes by the culinary service. Although many students spoke out against Lackmann, administration continued its partnership with the food provider. After hearing stories which included students starving themselves as a result of exorbitantly high food prices and gross health code violations, I decided to bring the long time issue to the Student Affairs Committee. With the new Dean of Students in attendance, I did my best to relay all of the pertinent issues that students were facing regarding Lackmann. From this point on, the crusade for changing the issues regarding Lackmann were underway. After countless discussions and meetings with administration and Lackmann Services, Hofstra administration, including the Office of Student Affairs and VP Joe Barkwill, succumbed to student demands and made the decision to discontinue their working relationship with Lackmann Culinary Services and chose Campus Dining by Compass Group. This was by far the biggest win the Student Affairs Committee has had, and it put the SAC on the map. For the first time, students saw the strength and influence the SAC has in accomplishing one of the most difficult issues of the past five years. Going forward, the SAC must continue to be an advocate for the students at Food Committee meetings so that the apathy that was exhibited by Lackmann does not occur as we move forward with Compass Group.

Closer Relations and Involvement with SGA

As a result of the monthly meetings with SGA and the Office of Student Affairs, the Student Affairs Committee and SGA began to bridge the gap between both student government bodies. The push and collaboration from the Student Affairs Committee and the SGA to sever ties with Lackmann Culinary Services began the strong working relationship both bodies enjoy today. In fact, because of the enormous amount of success that both bodies saw as a result of collaborating on initiatives; SGA, in conjunction with the SAC, passed legislation that calls for at least one student senator from university senate to sit on SGA's weekly senate meetings as well as have a role on the student services committee. Along with this new legislation comes support from the incoming SGA president that the SAC will see at least two representatives from SGA at all SAC meetings and Full Senate Meetings.

Going forward, nurturing this relationship is of utmost importance to the success of student governance. The SAC and its student senators must always be the leaders when it comes to

promoting collaboration between both bodies of student government, so that the great work on behalf of students can continue.

Rebranding of the Student Affairs Committee

Initially, the SAC was only interested in obtaining authorization to create Facebook and Twitter pages in order to connect with our constituents as well as create a dialogue with them about what the Student Affairs Committee is advocating for and what they, as students, would like to see change about their University. Eventually, I realized that just creating a Twitter or Facebook page would not suffice, since very few students knew about the Student Affairs Committee and/or University Senate.

At the end of the spring semester, I met with Colin Sullivan from University relations and we devised a plan that will help to advertise and promote the SAC in order to gain a stronger presence in the Hofstra Community. First, we will begin to work on the University Senate's website, so that the SAC has its own tab. The SAC's tab on the website will highlight the senators with their bios and contact information so that students can reach out to them with issues they are facing. Second, the SAC tab will feature a video that explains the functions of the University Senate and the Student Affairs Committee. Third, the Student Affairs Committee will receive a twitter account under the auspices of Hofstra University. Fourth, The Student Affairs Committee will create a logo that we hope will become as recognizable as the SGA's logo. Lastly, after we create a logo, we will produce shirts, fleeces, and a banner for when we table in the student center.

Ability to Co-Sponsor Events

One of the big reasons SGA is so strong is because it has the ability to allocate funds for clubs to host events. Consequently, SGA's presence is inherently stronger amongst students and faculty than the Student Affairs Committee and the University Senate's presence is. As a result, I saw it necessary to further strengthen the University Senate, and in particular the Student Affairs Committee, by proposing a bill that would allow for student clubs to petition for co-sponsorship and budget allocation for special events that promote the PRIDE principles. The bill passed unanimously at the final full senate meeting of the year, and further work will be completed, including creating the petition, during the fall 2015 semester.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

Chairperson: Caroline Schreiner

In 2014/2015, 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 Cliff Jernigan 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. Eighteen forms were returned. Eleven appointments were made as well as seven reappointments affecting nine committees.

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

- HCLAS, Division of Social Science
 - Marc Silver was re-elected for a three-year term
 - Conrad Herold was elected for a two-year term
- HCLAS, Division of Natural Science
 - William Nirode was elected for a three-year term
- HCLAS, Division of Humanities
 - Rychard Curtiss was elected for a three-year term
 - Benita Sampedro was elected for a two-year term
- The Lawrence Herbert School of Communication
 - Carlo Gennerelli was re-elected for a three-year term
- School of Education
 - Debra Goodman was re-elected for a three-year term
- Frank G. Zarb School of Business
 - Victor Lopez was re-elected for a three-year term

A revision was passed by the Senate & Full Faculty to add two more representatives from the Adjunct faculty to the University Senate. SCREAN held the elections and

- Diane Persky, from the Frank G. Zarb School of Business was elected for a three-year term
- Elyse Miller from the School of Education was elected for a one-year term.

In addition, Faculty Officers Elections were held:

- Stuart Bass has been elected as Speaker of the Faculty for a two-year term
- Anthony Dardis has been elected as Secretary to the Faculty for a two-year term
- Matthew Sonfield has been elected as Parliamentarian for a two-year term

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. Fifteen undergraduate students and two graduate students applied. As per the Senate bylaws, four undergraduate students and one graduate student were elected. The remaining eleven undergraduate students and one graduate student will be appointed to one of the Senate standing committees.

The Committee amended its bylaws to state that the Senior Support Specialist of the Senate who shall chair the committee. This was passed by the Senate on May 5, 2015.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson: Ed Ingles

Because of extenuating circumstances the committee met only once in November.

During the 2014-15 academic year, the Athletic Policy Committee acted on the following:

Handouts: November 19th- meeting agenda; April 10, 2014 Minutes; NCAA Division structure handout, Student-Athlete Advisory Committee handout; Hofstra student-athlete four year career plan; Community Service handout.

Guests: James Lally (Assistant Director of Athletics/ Student-Athlete Services and Life Skills Development). Lally explained his role within the athletic department as a primary contact with the students for anything that is not athletic or academic in nature. Namely, he oversees student-athlete housing, meal plans, textbooks, career development, community service initiatives and the Student-Advisory Committee (SAAC). Lally then walked the committee through the various handouts that further explained SAAC, the Hofstra four year career plan and our community service involvement. He also touched on the community service projects that our student-athletes have been a part of, including Shake-a-rake, which is an event that is coordinated with Anita Ellis. It was suggested that we have two Student-athletes sit on SAAC as permanent members. It was also suggested looking into having faculty mentors for our student-athletes should we find the right people to participate in this program.

NCAA Governance

Athletic Director Jeff Hathaway talked about the changing structure of the NCAA and referred the committee to the handout. Of the 32 conferences the Power 5 wants to branch off and create the power 5 which would in essence be Division 4- and resemble a semi pro league. The Power 5's main discussion points are in reference to student-athlete's having lifetime insurance through the university, degree completion after a student-athlete has exhausted his/her eligibility or has left the university, unlimited ability to feed student-athletes and paying student-athletes for the full cost of attendance. The CAA opposed autonomy; however, it still passed.

Committee Bylaws

Vice Provost Cliff Jerrigan observed the APC reports to the Senate Executive Committee which is a part of the full university senate. The bylaws of this committee will be sent out to the group with the materials for the next meeting. He suggested that we focus in on Bylaws 3-11.

Team Updates

Hofstra fall teams have had a commendable fall season. Several of our athletes have garnered all CAA awards, including player and rookie of the year in Field Hockey, player of the year in Women's soccer, and player and setter of the year in Women's volleyball. Volleyball is competed in the conference tournament in Charleston. Our cross country program has a new coach this year, Vince Giambanco, and he has successfully increased the women's roster size significantly from past years. Our participation rates have to be the equivalent of the University's student enrollment- which is currently 53% female and 47% male.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson: Lynne Horgan

The Academic Calendar Committee met once during the academic year 2014-2015. The committee was asked to amend the 2015-2016 calendar to include a start date after labor day for the Fall 2015 semester. With the current holiday structure, this change was not possible but the committee presented an amended version of the calendar with a later start date. The amendments to the 2015-2016 calendar and 2016-2017 calendar were not approved at the full faculty meeting in February 2015.

Given the ongoing issues with the calendar, a set of standard parameters were established to ensure consistency in the creation of future calendars. The 2016-2017 academic calendar was revised to meet these parameters. It will be brought to the Senate and the full faculty for approval in the fall 2015 semester.

The discussion regarding changes to the standard time periods was completed. Effective with the Fall 2015 semester, more MW standard time periods were added. No existing standard time periods were removed.

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY

Chairperson: Kevin Bisceglia

The Special Committee on Environmental Safety (ESC) was composed of faculty members and lab directors from an array of academic departments: Christine Anderson (HCLAS/Chemistry), Kevin Bisceglia (HCLAS/Chemistry), Steve Campolo (HCLAS/Physics), Daniel Devine (HCLAS/Fine Arts), Christa Farmer (HCLAS/Geology), James Hart (HCLAS/Drama), Ling Huang (HCLAS/Chemistry), Margaret Hunter (SEAS/Engineering), Cira Peragine (SoM), Nathan Rigel (HCLAS/Biology), Seth Rosenberg (SEAS/Engineering), Carol St. Angelo (HCLAS/Biology). The committee also benefited greatly from the guidance and expertise of the following campus representatives: Jose Antony (Radiation Safety Officer), Richard Denton (Chemistry/Chemical Hygiene Officer), Teresa A. Greis (Campus Sustainability Officer), Sofia Kakoulidis (Provost's Office), Lisa Ross (General Counsel), Erika Schaub (Public Safety), William Sollin (Fire & Life Safety Officer).

The ESC held two formal meetings during the 2014-2015 academic year. Members also met with the Chemical Hygiene Officer (CHO) and other university officials in smaller groups to discuss committee business as needed. Nathan Rigel was elected committee secretary during Fall 2014, joining Kevin Bisceglia who remains chair until September 1, 2016. Dr. Richard Denton has successfully completed his second year as CHO, bringing much needed stability to the position after several years of consecutive turnover. Dr. Denton has worked closely with Ms. Ross, Mr. Sollin, and Ms. Schaub in conducting safety training for new employees, finalizing the Chemical Hygiene Plan (CHP), and readying the university for OSHA's new chemical labeling standards, as described below.

Chemical Hygiene Plan: The main text of the CHP was formally approved by the Provost's office in Fall 2014. The CHP has been published in the Hofstra Policy Series and can be viewed and searched by all university personnel through the Hofstra portal. An addendum regarding the use of class 3A lasers was drafted by Steve Campolo (Physics and Astronomy) in Spring 2015. The addendum is currently under review. The ESC will work with the CHO this fall to finalize and, if necessary, expand it to incorporate similar devices on campus.

The ESC has now begun working on finalizing Appendix E, the list of Extremely Hazardous Chemicals for which specialized standard operating guidelines (SOGs) are required. Under the CHP, Extremely Hazardous Chemicals include all chemicals given that definition by the ESC, as well as all "particularly hazardous substances as defined by OSHA, including select carcinogens, reproductive toxins and/or substances with high acute toxicity." A draft list has been included with

the current CHP for review by university personnel. The committee's goal is to publish a finalized list in fall 2015. The ESC will then coordinate with the CHO, other safety officers, and academic departments to: (1) Avoid the use of chemicals on this list, where possible. (2) Develop SOGs for the storage, use, and disposal of these chemicals when their use is deemed necessary.

Chemical Safety Inspections: As mandated in the CHP, Dr. Denton conducted lab safety inspections and communicated results to the ESC on a semester basis. The ESC is pleased to report that the number of chemical-related safety incidents occurring on campus decreased markedly from previous years. This may be a result of heightened vigilance by university personnel, and the new requirement that all students in lab courses complete a safety training module through BlackBoard. The ESC thanks the CHO, Computing Services, and university safety officers for developing and implementing this module.

As described in Section 2.5 of the CHP, Department Chairpersons are required to arrange for routine (at least twice per year) internal inspections of department facilities, and to conduct a formal inspection in coordination with the CHO on an annual basis. With assistance from Bill Sollin and the ESC, the CHO has begun drafting an inspection checklist for Department Chairpersons. The CHO intends to share this and other Department Chairperson responsibilities at the next Chair's Caucus. The CHO is also in the process of creating an orientation session for new faculty based on Section 5.2.1 of the CHP. As of now, the plan is to add a session to the new faculty orientation conducted in August, and possibly an additional session at a later date for hard science lab faculty.

OSHA's Global Harmonization System: Hofstra university must comply with OSHA's Global Harmonization System (GHS) for communicating the safety of hazardous chemicals by June 1, 2016. Under GHS, the university must create and maintain an electronic database of Material Safety Data Sheets (MSDS) for all chemicals on campus. GHS also imposes new and stringent requirements for labeling, handling, storing, and disposing of chemical and biological substances. The CHO has been conducting faculty training seminars on GHS since fall 2014. As of March 2015, all science faculty and lab/tech directors have received this training. The CHO will begin conducting audits for GHS compliance in Fall 2015. Bill Sollin has supervised the creation of a central MSDS database for Hofstra. The database is now up to date; it is searchable and accessible by Department Chairs, lab/tech directors, and safety officers. In our most recent meeting, ESC members advocated to expand the MSDS database into a centralized chemical inventory. The database could serve as a repository for relevant chemical SOGs, and be more widely accessible by university personnel. Presently, this issue remains under discussion.

Recommendation to Create Permanent CHO Position: The university has experienced tremendous growth in the sciences, engineering, and medicine over the past decade, and has worked hard to expand research activities on campus. During this time, it has also demonstrated admirable commitment to chemical safety through heightened diligence and compliance with new regulations. In order to continue growing along this trajectory, however, the ESC strongly encourages the university to consider creating a permanent, university-level position for CHO. Such positions are common among universities of our size and caliber in both the NCAA CAA and the Carnegie classification system, where they are responsible for managing academic and research safety.

V

ACTIVITIES OF THE SENATE

2014 – 2015

MATTERS PENDING FROM THE 2013-2014 SENATE:

November 4th, 2013 (Senate Agenda)

The Senate approved the Firearms Resolution. This item was approved by the Full Faculty (September 29th, 2014), by the Provost (October 7th, 2014), by the President (October 9th, 2014) by Legal Counsel (December 2nd, 2014). (Appendix A)

May 4, 2014 (Senate Agenda)

The Senate approved the Mobile Device Policy. This item was approved by the Full Faculty (September 29th, 2014), but has not been approved by Legal Counsel, the Provost or the President (Appendix B)

2014 – 2015 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

October 13th, 2014 (Senate Agenda)

The Senate approved the revisions to Faculty Statute VII – The University Senate – Adjunct Representation. This item was approved by the Full Faculty (November 17th, 2014), by Legal Counsel (December 8th, 2014), by the Provost (December 9th, 2014) and by the President (December 9th, 2014). (Appendix C)

December 8th, 2014 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #43- Hofstra University Harassment Policy. This item was approved by the Full Faculty (February 23rd, 2015), by Legal Counsel (March 2nd, 2015), by the Provost (March 3rd, 2015) and by the President (March 4th, 2015). (Appendix D)

2. CHANGES TO THE HOFSTRA BULLETIN

October 13th, 2014 (Senate Agenda)

The Senate approved the Chairpersons Evaluation. This item was approved by the Full Faculty (November 17th, 2014), by Legal Counsel (December 8th, 2014), by the Provost (December 9th, 2014) and by the President (December 9th, 2014). (Appendix E)

October 13th, 2014 (Senate Agenda)

The Senate approved the revisions to T- Designation for Transfer Credit. This item was approved by the Full Faculty (November 17th, 2014), by Legal Counsel (December 8th, 2014), by the Provost (December 9th, 2014), and by the President (December 15th, 2014). (Appendix F)

December 8th, 2014 (Senate Agenda)

The Senate approved the revisions to the University Degree Requirement. This item was approved by the Full Faculty (February 23rd, 2015), by Legal Counsel (March 2nd, 2015), by the Provost (March 3rd, 2015) and by the President (March 4th, 2015). (Appendix G)

3. OTHER ACTIONS

October 13th, 2014 (Senate Agenda)

The Senate approved the Smoking Ban Resolution. This item was approved by the Full Faculty (November 17th, 2014), by Legal Counsel (December 5th, 2014), by the Provost (December 8th, 2014) and by the President (December 9th, 2014). (Appendix H)

VI

APPENDICES

HOFSTRA UNIVERSITY
WEAPONS AND FIREARMS POLICY

Policy

Hofstra University is committed to maintaining a safe and secure environment in which to conduct educational and research activities. In furtherance of this goal, and in order to reduce the risk of injury or death associated with intentional or accidental use of weapons, Hofstra University prohibits the possession of shotguns, rifles, firearms and other weapons or dangerous instruments (“Weapons”), as defined below, on University property or in the course of any University activity. This policy is intended to confirm and set forth in writing the University’s longstanding procedures with regard to weapons.

Definitions

Weapons prohibited by this policy include:

- a) firearms and ammunition of any type (rifles, pistols, air guns, pellet guns, bb guns, stun guns, Tasers, etc.)
- b) knives, razors, and cutting instruments, other than Kirpansⁱ and folding pocket knives having a blade of less than two and a half inches;
- c) illegal spray devices;
- d) any other instrument which is adapted, designed or intended to cause harm, or which could reasonably intimidate or cause fear of injury or harm;
- e) any object that is visually indistinguishable from a weapon; and
- f) any item that may be deemed a weapon under applicable law.

Weapons do not include objects that are authorized, designated and used in accordance with departmental policies for operational, academic and/or recreational purposes (e.g., cutlery used to prepare food, fencing equipment used in athletics, props used in a dramatic production (see “Simulated Weapons,” below), unless used in a way that is intended to harm another person or property. The university at its sole discretion will grant or deny the authorization and use of such objects.

Simulated Weapons are a facsimile of any category of Weapons, as defined above, that resembles the actual Weapon but is not capable of use as a weapon. This includes, but is not limited to, Simulated Weapons used as props in plays and other student activities.

Any Simulated Weapons on campus must be reported to and approved by Public Safety prior to being used in any activity, so that arrangements can be made for the safe handling, storage, transportation, and use of the Simulated Weapons.

Scope

This policy applies to all members of the University community, and every person present on University property at any time, including by way of example only: students, faculty, staff, administrators, licensees, visitors, members of affiliate organizations, vendors, contractors and their employees.

The only exceptions are the following:

1. Law enforcement or other individuals in governmental service who are performing official duties on campus.
2. Persons in the military in performance of their official duties.
3. Persons authorized by their employer and duly licensed to collect or transport cash, checks and other valuables, and who are performing legitimate business responsibilities with authorized University employees or affiliates.
4. Persons authorized in writing by the Director of Public Safety.

Additional Provisions

Individuals who lawfully possess Weapons off-campus may make a written request to store such Weapons in secured spaces at the Public Safety Information Center while on-campus. Requests shall be granted or denied at the discretion of the Director of Public Safety. Individuals who have been authorized to store Weapons may carry and transport these Weapons to and from the Public Safety Information Center.

Weapons may not be stored in vehicles parked on campus.

Failure to comply with any provisions of this policy may result in disciplinary action or other sanctions. Any disciplinary action will be in accordance with all applicable collective bargaining agreements.

ⁱ A Kirpan is an article of faith in the Sikh religion.

Mobile Device Policy

Hofstra University values the security of confidential information maintained on its computer systems. Mobile devices, such as cell phones and computer tablets, are powerful computers capable of storing sensitive data and are often used as an extension of a workplace computer. Using a mobile device, which can be easily lost or stolen, to access University data, including email, increases the risk of unauthorized access to and disclosure of this information. Various New York State and federal laws require the University to protect sensitive information and to notify individuals in certain circumstances where there is a security breach relating to personal information.

Definitions

Mobile Devices (“Devices”) - Small devices easily carried and transported by a single person, which have the capability of storing, processing, and/or transmitting data. This includes but is not limited to laptops, notebooks, tablets, smartphones, personal data assistants (PDAs), flash drives, USB drives, zip drives, and external hard drives.

Sensitive Information – All information protected by all applicable laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act (HIPAA), as well as information that is considered confidential to the University’s operations.

Scope

This policy describes the minimum security requirements for all Devices used to access University data, regardless of whether the Device is University-issued or personally owned. Specific types of Sensitive Information, such as medical information, may be subject to more stringent requirements than those listed here.

POLICY

Users of Devices should take all reasonable and appropriate measures to protect the Device and Sensitive Information from unauthorized access, such as securing the Device at all times and enabling available security features. All use of Devices on the Hofstra network must conform to the provisions outlined in the Hofstra University *Acceptable Use Guidelines* found on the Hofstra portal (http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/IT/itscs/ACCEPTABLE_USE_GUIDELINES.pdf)

When university provided devices are utilized, users are required to abide by the following list.

When personal devices are being utilized, the items in the following list are strongly recommended.

1. Have password protection set on the Device. The password must be at least 4 characters in length and have a strong value that is not a common name or easily guessed (e.g.1234). The password should be regularly changed to protect the Device.
2. For Devices with screens, configure the Device to lock when idle, requiring the user to enter his or her password to unlock the Device. Devices should never be left unattended. Users are encouraged to use the minimum screen lock time setting available for the Device. Devices should lock after no more than

30 minutes of inactivity.

3. Properly secure University data, including Sensitive Information, stored on the Device. Due to increased security concerns, storing Sensitive Information on a Device is strongly discouraged; employees working remotely should store Sensitive Information on the University's network drive where possible. Encrypt sensitive information when stored.
4. Have the Device's remote erase feature, if available, enabled. Users should review and familiarize themselves with erase procedures before using a Device. If a Device is lost, immediately take steps to remotely erase the data.
5. Notify their management of the loss or theft of a Device.
6. Ensure all Sensitive Information is removed from the Device before it is returned, exchanged or disposed.

Users who have any questions regarding the use of their Device should contact the Help Desk (516-463-7777). The Help Desk can assist with questions such as how to remotely erase the Device, enable security settings or ensure that encryption is appropriately implemented to protect data on the Device.

VII. THE UNIVERSITY SENATE

B. Membership

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~~ three members elected from the adjunct faculty, not more than one from each school and/or division (Frank G. Zarb School for Business, The Lawrence Herbert School of Communication, School of Education, School of Engineering and Applied Science, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences Divisions of Humanities, Social Sciences, and Natural Sciences). Furthermore, one member elected from 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.

Student senators shall be currently enrolled and have at least a 2.0 cumulative grade point average, shall have successfully completed 9 semester hours in the semester prior to election (except graduate students who shall simply be matriculated). There shall be one full-time staff member elected by the full-time members of the staff. There shall be one member elected from the chairpersons. All elected senators are full members of the Senate and shall have a vote.

HOFSTRA UNIVERSITY HARASSMENT POLICY

I. Introduction

As an academic institution of higher learning, Hofstra University is dedicated to providing an environment conducive to intellectual and personal growth, with all members of the community encouraged to participate to the fullest extent of their abilities. For Hofstra, this means a firm institutional commitment to academic freedom as defined in Section II of the Faculty Statutes. It also involves a commitment to norms of professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status or any other characteristic protected by state or federal laws. These protected traits are referred to as "protected characteristics or beliefs" elsewhere in this Policy.

Harassment based on any of these characteristics is a form of discrimination prohibited by law and by Hofstra University. Whenever a violation of this policy is brought to the University's attention through appropriate channels or when the University otherwise becomes aware of a violation of this policy, prompt corrective action will be taken. All members of the Hofstra community are encouraged to contact the appropriate University offices if infringements of this policy come to their attention. Retaliation against anyone who files a complaint under this policy or participates in an investigation is prohibited.

II. Harassment Policy Statement

A. Harassment Prohibited

Hofstra University abides by the principle that its students, faculty, staff and administrators have a right to be free from unlawful harassment within the University community. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct based on one's protected characteristics or beliefs, because of its severity and/or persistence, is likely to significantly interfere with an individual's work or education, or enjoyment of other University opportunities or activities. Harassment also includes coercive or threatening behavior based on one's protected characteristics or beliefs.

This policy covers the conduct of all University employees and students, as well as third parties such as vendors, contractors and visitors to campus. This applies to all areas of University programs and activities both on and off-campus, including overseas programs.

B. Definition of Sexual Harassment

Generally, sexual harassment is conduct that exploits power or authority in order to elicit sexual submission, or inappropriate sexual conduct that creates an intimidating, hostile or abusive environment for working, learning, or enjoying other opportunities and

activities. Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations, to repeated or egregious sexual suggestions or comments, to the unwelcomed emphasizing of sexual identity. The definition of sexual harassment, discussed more fully below, will be interpreted and applied consistent with current legal standards, as well as accepted standards of mature behavior, professional responsibility, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between and among students, faculty, staff and administrators. When the authority and power inherent in certain relationships, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to all parties involved, and to the educational climate of the institution.

For the purposes of this policy, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other nonverbal, expressive or physical conduct of a sexual nature, when

- *submission to such conduct is explicitly or implicitly made a term or condition of employment or status in a course, program or activity; or*
- *submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual, or for a decision regarding an individual's status in a course, program or activity; or*
- *such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive environment for working, learning, or enjoying other University opportunities, programs and activities.*

Determining whether sexual conduct creates an intimidating, hostile, or offensive environment or substantially interferes with an individual's academic or work performance or enjoyment of other University opportunities depends on the specific facts and the context in which the conduct occurs. To constitute sexual harassment, the conduct must be severe or pervasive. Thus, a hostile environment may arise from a single incident if sufficiently egregious, for example, certain physical contact, or from repeated actions such as repeated sexual comments, suggestions or jokes. Further, if such conduct or remarks take place in the teaching context, to conclude that they create an abusive environment it must be shown that they are not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Sexual harassment can involve conduct toward an individual of the opposite sex or of the same sex. In addition, sexual harassment may occur between peers or between individuals in a hierarchical relationship.

Examples of conduct covered by this policy (subject to the above conditions) include, but are not limited to:

- *unwanted flirtation, advances or propositions of a sexual nature;*
- *insults, humor, jokes, or anecdotes (not legitimately related to the subject matter of a course, if one is involved) that belittle or demean an individual's or a group's sexuality or sex;*
- *unwelcomed comments of a sexual nature about an individual's body or clothing;*
- *unwarranted displays of sexually suggestive objects or pictures;*
- *unwelcomed touching such as patting, pinching, hugging, or brushing against an individual's body;*
- *explicit or implied suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, participation in programs or activities, athletic opportunities, receipt of financial aid; grants, leaves of absence, letters of recommendation, or other similar matters;*
- *tangible action taken against an individual (e.g. a demotion, lower grade) for refusing to submit to sexual advances, or threatening to take such actions; and*
- *sexual assault. (For additional information about sexual assault involving students, see the Sexual Assault Policy contained in the Guide to Pride).*

C. Definition of Other Forms of Harassment

Unlawful harassment, other than sexual harassment, is conduct that denigrates or shows hostility or aversion to a person on the basis of a protected characteristic or belief when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment for working, learning, or enjoying other University opportunities, programs and activities.

Protected characteristics or beliefs are listed in Section I of this policy.

Examples of other forms of harassment covered by this policy, include, but are not limited to:

- *verbal abuse, ridicule, slurs, epithets, stereotyping, and offensive and unwelcome jokes and comments;*
- *threatening, intimidating, or hostile acts; and*
- *displaying or distributing offensive materials, writings, graffiti, or pictures that denigrate or show hostility or aversion towards an individual or group based on any of the protected characteristics or beliefs set forth in this policy.*

III. Harassment Complaint Procedure

Any member of the University community, including a student or employee, who believes that he or she has been subjected to harassment in violation of this policy may pursue redress through the appropriate complaint procedure. This complaint procedure is provided for the prompt and equitable resolution of complaints alleging harassment by members of the University community, including faculty members, staff members, administrators; and other persons. However, complaints of harassment against students arising out of their conduct as students shall be made to the Dean of Students Office and will be handled in accordance with the provisions set forth in the Student Judicial Code. Members of the University community may also choose to pursue one of the informal options discussed below.

A. Confidentiality

1. Generally it is the policy of Hofstra University to protect the confidentiality of members of the University community who may be involved in harassment complaint procedures, insofar as that is reasonably practicable. Specifically, the identity of the complaining party, the identity of the accused offender (hereinafter referred to as the "responding party"), and information relating to the harassment complaint will be disseminated only to those individuals who have a legitimate need to know, or as reasonably necessary for the purpose of investigating or resolving the complaint.

Complaining parties should be informed and understand that, upon their advising a Harassment Adviser or the Equal Rights and Opportunity Officer of a harassment complaint, the University may be legally required to investigate that complaint. Therefore, complaining parties should understand that the complaint may be disclosed, as necessary, to persons other than the one(s) to whom the complaint is made, including the party complained of (hereafter referred to as "the responding party").

Although the University will endeavor to maintain the confidentiality of harassment complaints and proceedings in accordance with this policy, it

cannot absolutely guarantee against the further dissemination of information by individuals to whom such information was reasonably disclosed by the University in the course of a harassment investigation.

2. Waiver of Confidentiality: A complaining party or a responding party may be deemed to have waived, directly or indirectly, the confidentiality provisions of this policy by voluntarily disclosing information about the complaint or the complaint proceedings to parties within or outside the University community who are not directly involved in the investigation or complaint process. The University retains the right to respond as it deems appropriate, including the right to rebut or refute such allegations consistent with applicable law.

B. Retaliation

No individual shall be penalized or retaliated against in any way by a member of the University community for his or her participation in this complaint procedure: This protection includes both the complaining and responding parties and individuals who participate in an investigation of a harassment complaint. Every effort should be made to protect members of the University community so they may use or participate in the harassment complaint procedure without fear of reprisal or retaliatory action. Threats, other forms of intimidation, and retaliation against a complaining or responding party or any other party involved in implementing or utilizing the University's harassment complaint procedure are violations of this policy, and, thus, may be grounds for disciplinary action, including separation from the University, consistent with appropriate procedures.

Individuals who believe they have been retaliated against in violation of Hofstra's harassment policy must follow the complaint procedures outlined herein, and such complaints will be processed in accordance with those procedures.

C. Informal Procedure

The goal of the informal options is to end quickly the offending behavior without utilizing disciplinary action or the formal complaint procedure. However, no one is required to pursue an informal resolution and a complaining party may proceed immediately to the formal complaint procedure. If the informal options are not feasible or desired or do not result in a mutually agreeable solution or cessation of the offending conduct, the formal complaint procedure is available as well. Informal options include:

- Talking directly to the other party or writing a letter describing the unwelcome behavior and asking him or her to stop.
- Consulting with a University Harassment Adviser. Harassment Advisers are individuals specially trained by the University who are available to anyone to discuss issues relating to harassment or the University's policy and

procedures. Harassment Advisers may assist the parties in resolving a complaint informally without the need to file a formal complaint. A current list of Harassment Advisers is available from the Human Resources Office and the Equal Rights and Opportunity Officer.

- Speaking to members of the Student Counseling Center or campus Chaplains. Such conversations may be confidential because of the legal protections held by the specific persons receiving the information.

D. Formal Procedure¹

1. Step One

- a. Whom to Contact: Individuals who believe they have been subjected to harassment in violation of this policy and seek to file a formal complaint should contact the Equal Rights and Opportunity Officer at (516) 463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead NY 11549.² The Equal Rights and Opportunity Officer is the designated official responsible for the investigation of harassment complaints made by members of the University community, as well as for coordinating the processing of such complaints under this policy. Individuals who believe they have been subjected to harassment by a student in violation of this policy should contact the Dean of Students. If such a complaint is made to the Equal Rights and Opportunity Officer, the complaint will be forwarded to the Dean of Students for handling in accordance with the provisions of the Student Judicial Code. Complaints by individuals who believe they have been subjected to harassment by a third party such as a vendor, contractor or visitor to campus will be handled by the Equal Rights and Opportunity Officer, even though not subject to this formal complaint procedure.
- b. Timing of Complaint: An initial complaint of harassment to the Equal Rights and Opportunity Officer must be made within six months of the most recent occurrence of alleged harassment. The Equal Rights and Opportunity Officer is authorized to waive this timeliness requirement in extenuating circumstances. Even if the time to file a complaint has elapsed, any member of the University community who becomes aware of a potential violation of this policy is encouraged to report the violation to the Equal Rights and

¹ The Formal Complaint Proceedings Before the University Harassment Review Board for responding parties other than full-time faculty bargaining unit members and the Faculty Procedures for Formal Harassment Complaint Proceedings Before the University Harassment Review Board ("Faculty Procedures") are attached hereto as Appendices A and B, respectively.

² In the event that the complaining party believes that the Equal Rights and Opportunity officer may have a conflict of interest, or for other compelling reasons, he or she may report the complaint to the Director of Human Resources, or, where the complaining party is a student, to the Dean of Students. This officer will then take the role of the Equal Rights and Opportunity Officer in the procedure.

Opportunity Officer so that appropriate action may be taken. In order to facilitate investigation of a complaint, prompt reporting is encouraged.

- c. Making a Written Complaint: If the complainant, after an initial discussion with the Equal Rights and Opportunity Officer, decides to proceed, the complainant must make the complaint in writing by filing a Harassment Complaint Form (hereinafter referred to as "Formal Complaint"). Such forms may be obtained from the Equal Rights and Opportunity Officer.

Investigation By the Equal Rights and Opportunity Officer: The Equal Rights and Opportunity Officer or a designee shall conduct an investigation of the Formal Complaint, which shall include discussing the nature of the complaint and its allegations with the responding party, reviewing any relevant documents or other materials, and interviewing potential witnesses to the alleged harassment, including administrators, faculty members, staff members, students or other persons who may have knowledge of the situation. If the responding party is a member of a union, the party will be advised before the date scheduled for his/her interview that s/he is entitled to request that a union representative be present during his or her interview. When the responding party is a bargaining unit member, the union will be notified in accordance with the relevant Appendix.

Neither the complaining party nor the responding party is entitled to the participation of legal representatives during the course of the Equal Rights and Opportunity Officer's investigation of the complaint. The responding party shall have the right to submit a written response to the Formal Complaint, accompanied by any relevant documents or other materials he or she may wish to include (including any witnesses he or she may wish to suggest), within ten (10) calendar days of receiving a copy of the Formal Complaint.

- d. Informal Resolution: The Equal Rights and Opportunity Officer is authorized and encouraged to explore informal resolution of the complaint at any time after the complaint is received. The Equal Rights and Opportunity Officer shall advise both the complaining and responding parties that conciliation of the complaint is available should the parties so desire. Informal resolution is designed to obtain an expedient, mutually acceptable solution to a harassment problem without the necessity for conducting further investigation or hearings. The purpose of informal resolution is to attempt through discussion and inquiry to make an effort to resolve or "work out" the issue in a non-adversarial manner. Therefore, the Equal Rights and Opportunity Officer should be able to use a great degree of discretion and flexibility in deciding what kind of informal means would be most effective in accomplishing this end, provided that the result achieved is acceptable to both parties in interest.

If the Equal Rights and Opportunity Officer is able to resolve the complaint to both parties' satisfaction, the Equal Rights and Opportunity Officer should provide the parties with a written statement reflecting the terms of the resolution and stating that the agreed-upon resolution will be undertaken. The written statement of informal resolution should be signed by the complaining party and the responding party. Upon the signing of the written statement of informal resolution, the matter will be deemed closed, and no party will be permitted to appeal, contest, re-open, or otherwise attempt to set aside or amend the terms of the informal resolution as long as the terms are adhered to.

- f. False Complaints: Due to the nature of harassment, complaints of harassment cannot always be substantiated. Lack of corroborating evidence should not discourage a complaining party from seeking relief through the procedures outlined above. However, complaints found to have been intentionally dishonest or made maliciously or without regard for the truth will subject the complaining party to disciplinary action in accordance with relevant University procedures.
- g. Interim Action: If, at any point after proceedings have been initiated under this complaint procedure, it is determined that the responding party's continuance in his or her position within the University community threatens immediate harm to the complaining party or others, the Equal Rights and Opportunity Officer or other responsible officials, including the Provost or a Vice President may recommend to the President that the responding party be placed on leave with pay pending the outcome of the complaint procedure. After reviewing the current state of the evidence and consulting, as appropriate, with the individuals making the recommendation, the President may accept or reject the recommendation. The responding party's union will be notified if the President decides to suspend the responding party. The decision at this stage is preliminary in nature, is not a finding of fact, and any ultimate decision of the merits will be based solely on the hearing record. Prior to being placed on such leave, the responding party is entitled to submit a written statement to the President stating why he or she should not be placed on leave. This provision shall not restrict the President's authority with respect to administrative employees and is subject to any applicable collective bargaining agreement and disciplinary provisions with respect to union-represented employees.
- h. Reasonable Cause Determination: After the investigation has been conducted, the Equal Rights and Opportunity Officer shall render a written determination as to whether there is reasonable cause to believe that the harassment policy may have been violated.
 - (1) "No Reasonable Cause" Finding
A finding of "no reasonable cause" means that the investigation has not revealed sufficient facts or circumstances indicating that the complaint may have merit. If the Equal Rights and Opportunity Officer makes a finding of no reasonable cause, he or she shall promptly notify the complaining party

and the responding party in writing. The complaining party shall have *five (5) calendar days* from receipt of such notice in which to file a written appeal of the finding to the President. If the complaining party does not file an appeal of the no reasonable cause finding within the allotted time, the complaint will be dismissed. The President shall notify the responding party that an appeal has been filed and shall provide a copy of the appeal and supporting documents to the responding party, who shall have the right to file a written response thereto. The responding party's written response must be filed within *five (5) calendar days* after receiving notice of the appeal and copies of the supporting documents.

Upon receipt of the respective parties' written appeals, the President shall appoint a senior administrator to review the merits of the appeal. This administrator, after reviewing the respective parties' written appeals, and any other evidence or information he or she may deem relevant, may either affirm or reverse the Equal Rights and Opportunity Officer's determination of no reasonable cause. The decision of this administrator is final and non-appealable. If the Equal Rights and Opportunity Officer's determination is affirmed, the harassment complaint will be dismissed. If the determination is reversed, the matter will be remanded to the Equal Rights and Opportunity Officer, who shall proceed as if a reasonable cause finding has been made.

(2) "Reasonable Cause" Finding

A finding of "reasonable cause" means that the investigation has revealed facts or circumstances indicating that a violation of the harassment policy may have occurred, and, therefore, further proceedings are warranted. If the Equal Rights and Opportunity Officer makes a finding of reasonable cause, he or she shall promptly notify the complaining party and the responding party in writing. Upon making a reasonable cause finding, the Equal Rights and Opportunity Officer should attempt to reach an informal resolution, as discussed in Section II.D.1.e, and, if necessary, proceed to Step Two in the complaint procedure.

i. Instituting Step Two Proceedings

If the Equal Rights and Opportunity Officer is unable to reach an informal resolution of the matter within *ten (10) calendar days* of the date the reasonable cause finding was made, the Equal Rights and Opportunity Officer shall so notify both the complaining party and the responding party in writing, and shall inform the parties that, if the complaining party chooses to proceed to Step Two, the case will be referred to the University Harassment Review Board for commencement of formal proceedings.

Timing: The complaining party has *ten (10) calendar days* from receipt of such notice to submit a written request to initiate proceedings under Step Two of the University's harassment complaint procedure, as described below.

2. Step Two

- a. Initiation of Proceedings: To initiate Step Two of the complaint procedure, the complaining party must file a written statement of intention to proceed to Step Two within the prescribed time period. The statement must be submitted to the Equal Rights and Opportunity Officer.
- b. The University Harassment Review Board: The University Harassment Review Board (the "UHRB") shall be responsible for processing Step Two harassment complaints within the University. The Equal Rights and Opportunity Officer will notify the University's General Counsel that Step Two proceedings have been initiated and the General Counsel will see to the formation of the committee. The members will be appointed, as described in the next paragraph, for the duration of the case.

In the event that the responding party is a full-time faculty bargaining unit member, the UHRB shall be constituted pursuant to the Faculty Procedures, attached at Appendix B. In all other cases, the UHRB shall consist of three (3) members: the Provost or the Provost's designee, as Chair, one representative from the constituency of the complaining party and one representative from the constituency of the responding party. For purposes of this complaint procedure, the constituency for a faculty member shall be the faculty (excluding department chairs and except as otherwise provided in the Faculty Procedures for full time faculty bargaining unit members), the constituency for a student shall be the Dean of Students Office, the constituency for an administrative employee shall be the administration (excluding department chairs), and the constituency for a union represented staff member (office, clerical, technical employee or maintenance employee) shall be the membership of the same collective bargaining unit. Except for proceedings pursuant to Appendix B, all faculty members shall be appointed by the Faculty Affairs Committee of the University Senate through the Senate Executive Committee. The Dean of Students shall be responsible for selecting a representative from the Dean of Students Office. All administrative employees shall be appointed by the President. All union-represented staff members shall be appointed by the appropriate union.

Prior to the commencement of proceedings before the UHRB pursuant to Appendix A, members of the UHRB will be trained by the Equal Rights and Opportunity Officer with respect to harassment issues, current standards concerning what conduct may constitute harassment and any other specific issues necessary for determination of the complaint before them. The members of the UHRB in a proceeding pursuant to Appendix B will be trained annually

by the Equal Rights and Opportunity Officer with respect to harassment issues and current standards concerning what conduct may constitute harassment. The AAUP has the right to attend these training sessions.

Both the complaining party and the responding party shall be provided with a list identifying the members of the UHRB who will serve as the hearing committee. Any member of the UHRB with an interest in the matter, or who the complaining party or the responding party justifiably maintains has a conflict of interest, may be asked to disqualify himself or herself from participating in processing the complaint. Requests for disqualification should be made within five working days of receipt of the list, and should be submitted to the UHRB, which will provide a copy of such request to the other party. A UHRB member may request disqualification of himself or herself by submitting a statement to the parties and the UHRB setting forth the basis for disqualification. Any disputes concerning disqualification will be decided by the Provost or his/her designee. If a member of the UHRB is disqualified, another member shall be appointed as in the paragraph above or, where the responding party is a full-time faculty member, as in Appendix B.

Formal Complaint Proceedings Before the University Harassment Review Board: The UHRB shall commence formal proceedings for determination of the complaint promptly but no later than fifteen (15) calendar days after Step Two proceedings are initiated. This process shall include hearings before the UHRB in which the complaining party, responding party and other relevant witnesses shall have the opportunity to provide testimony and documents. At the conclusion of the hearings, the UHRB will make written findings and recommend a penalty, if applicable.

- c. **Hearing before the UHRB:** The UHRB shall conduct hearings, which shall be governed by this Policy and, as applicable, by (a) Formal Complaint Proceedings Before the University Harassment Review Board (which applies to all responding parties, including adjunct faculty members, other than full-time faculty bargaining unit members), attached at Appendix A and (b) the Faculty Procedures where the responding party is a full-time faculty bargaining unit member, attached at Appendix B. The UHRB shall report its findings, which must be based on a preponderance of the evidence in the record considered as a whole, in writing to the President, with copies to the complaining and responding parties.

3. Step Three

Within fifteen (15) calendar days after receiving a copy of the UHRB's written finding either party may submit written objections to the findings with the President of the University. Such written objections should set forth, in detail, the reasons why the objecting party believes the UHRB's findings should not be affirmed, or why the recommended penalty should not be adopted, by the

President. A copy of the written objections will be provided to the other party in interest, who may file a written response *within fifteen (15) calendar days* after receipt of the objections.

In addition to filing written objections, either party may request a hearing before the President, which the President may grant in his discretion. The hearing may be attended by the objecting party (with one advisor), the other party (with one advisor), the President, the Equal Rights and Opportunity Officer, and the UHRB. At the hearing, each party will be permitted to present his or her position orally (limited to thirty (30) minutes), and the President may question each. These proceedings will be recorded.

Within thirty (30) calendar days of the submission of written objections or the hearing, whichever is later, the President shall issue his final decision, in writing. If neither party files objections to the UHRB's findings within the prescribed time period, the President will issue a final decision *within thirty (30) calendar days* after receiving the findings and recommendations. After giving due consideration to the UHRB's findings and recommendations, the President may accept or reject the findings and recommendations, including any recommendation regarding penalty.

Any penalty imposed by the UHRB or the President shall be consistent with any applicable collective bargaining agreement or disciplinary provisions with respect to union-represented employees. A copy of the decision will be provided to each party. The President's decision will be final and binding on all parties. Notwithstanding the foregoing, where the responding party is a full-time faculty bargaining unit member, the President's decision is subject to review as set forth in Appendix B.

4. Informal Resolution of Complaint Permitted

At any time during the Step Two or Step Three process, the President, the UHRB or the Equal Rights and Opportunity Officer shall have authority to enter into an informal resolution of the complaint that is acceptable to both the complaining party and the responding party. As noted above, upon the informal resolution of a complaint, the matter will be deemed closed, and no party will be permitted to appeal, contest, re-open, or otherwise attempt to set aside or amend the terms of the informal resolution as long as the terms are adhered to.

5. Extensions of Time

All of the time limits contained in the foregoing and in the attached Appendices may be extended by mutual written agreement of the party requesting the extension and the Equal Rights and Opportunity Officer (Step One), the UHRB (Step Two) or the President (Step Three).

6. Harassment File

The Office of the Equal Rights and Opportunity Officer shall maintain a file of all harassment complaints and their outcomes, including harassment complaints by students against students. The UHRB or the President may inquire of the Equal Rights and Opportunity Officer whether prior cases exist in which the responding party was involved where the case resulted in a finding by the UHRB against the responding party or where the case was informally resolved in conformance with FPS 43. Additionally, the UHRB may consider for purposes of determining an appropriate penalty prior cases involving other parties that involve the same or similar conduct to that alleged in the complaint under consideration. The complainant and the responding party shall be given copies of all information provided to the UHRB in response to such a request.

7. Independent Investigation

The University reserves the right to conduct an investigation of a complaint of harassment independent of or in addition to the procedure provided herein at any time.

IV. Policy Review

The University Senate including representatives from the University and the AAUP shall be responsible for periodically reviewing this policy and its implementation to assess its effectiveness and make recommendations regarding possible changes. The Equal Rights and Opportunity Officer shall deliver an annual report on the activities of the Office of the Equal Rights and Opportunity Officer to the University's General Counsel.

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APPENDIX A

Formal Complaint Proceedings Before the University Harassment Review Board

As soon as possible, but within *fifteen (15) calendar days* after Step Two proceedings are initiated, the UHRB shall commence formal proceedings for determination of the complaint. This process should include the following steps:

1. The Equal Rights and Opportunity Officer shall forward to the UHRB, the complaining party, the responding party, and, if the responding party is a member of a union, the responding party's union,¹ a copy of the Harassment Complaint Form ("Formal Complaint"), any written response of the responding party ("Written Response"), and this Appendix A.

2. The UHRB should notify the responding party that it will: (a) conduct a full investigation of the complaint; (b) determine whether the alleged conduct occurred; (c) if the alleged conduct occurred, determine whether the conduct constitutes harassment in violation of the University policy; and (d) determine an appropriate penalty if warranted.

3. The complaining party shall be provided with a full copy of the Written Response to the complaint, including any documents or other materials submitted by the responding party in support of the response.

4. The UHRB shall commence formal proceedings for determination of the complaint promptly but no later than fifteen (15) calendar days after Step Two proceedings are initiated. Both the complaining party and the responding party shall be notified by the UHRB of their right to be represented by advice from an attorney or any other individual of their choice in hearings before the UHRB. There shall be no more than one (1) advisor per party present at any UHRB hearing. The parties or their advisors are not permitted to examine or cross-examine witnesses, such power being reserved exclusively to the UHRB. The parties or their advisors may submit to the UHRB suggested questions for the UHRB to ask a particular witness, and the UHRB, in its discretion, may ask or not ask any question so submitted. The parties or their advisors also are entitled to suggest, but not insist, that a particular witness or witnesses be called by the UHRB. The parties are permitted to raise objections to questions posed by the UHRB during the examination of a witness, or to any evidence offered for consideration by the UHRB during the course of the hearing, which objections will be considered and ruled upon by the UHRB. Further, the parties are permitted to make opening and closing remarks to the UHRB, subject to any time limitations imposed by the UHRB in its discretion.

5. Hearing proceedings shall be recorded by stenographic or other means, and a written transcript of the proceedings shall be made. This transcript shall be held by the Office of the Equal Rights and Opportunity Officer. Such transcript shall be made available only to: the complaining party, the responding party, and, if the responding party is a member of a union, the responding party's union in conformance with footnote 1, and the members of the UHRB. The

¹ The responding party, if a union member, will be advised that absent his or her objection, his/her union will be notified only that a Formal Complaint has been filed. With the responding party's consent, copies of the Formal Complaint, Written Response, and all evidence collected will also be provided to the union

cost of the transcript shall be borne by the University. Access to transcripts of the proceedings shall be conditioned upon the signing of a confidentiality stipulation by the inspecting party.

6. The hearing shall include to the extent possible:

a. *Examination of the complaining party, the responding party, and any relevant witnesses who may be of assistance in resolving the complaint.* The complaining party and the responding party and their advisors, if any, shall be informed of the identity of any relevant witness to be examined by the UHRB and shall have the right to be present during the UHRB's examination of any witness. The complaining and responding parties shall have the opportunity to rebut or otherwise comment on the witness's testimony should they so desire. Further, as provided above, either party may submit to the UHRB suggested questions for the UHRB to ask a particular witness, and the UHRB, in its discretion, may ask or not ask any question so submitted.

b. *Careful review of any documents and other information submitted by the parties or witnesses, or any other documents and information the UHRB may deem relevant.* The complaining party and the responding party should be provided copies of all documents and information considered by the UHRB during the course of the hearing, and shall be permitted to comment on such evidence should they so desire.

7. The complaining party and the responding party shall have the right to submit to the UHRB, throughout the hearing process, any additional relevant documents, information or witnesses they believe necessary to support their position.

8. At any time during the hearing process, either party may request from the UHRB documents or information in the possession or custody of the University that he or she believes is essential for prosecuting or defending the complaint. The request should be in writing and should specify with reasonable particularity the documents or information sought. The UHRB shall comply with the request unless it appears that the request is unduly burdensome, overly broad, or not relevant to determining the issues raised by the complaint. If the request involves confidential documents or information, the University shall have the right to require the parties to enter into a confidentiality stipulation agreeing not to disclose such documents or information outside the confines of the complaint process, prior to producing such confidential materials.

9. UHRB hearings shall be closed, and may only be attended by the complaining party (and his or her advisor), the responding party (and his or her advisor), and, if the responding party is a member of a union, the responding party's union (which may include a union representative and/or the union's counsel) in conformance with footnote 1, the members of the UHRB, testifying witnesses, counsel for the UHRB, and personnel necessary for administration of the hearing. The parties and their advisors have a right to be present throughout the hearing. However, testifying witnesses may only be present for their own testimony.

10. The UHRB shall not be bound by technical rules of evidence, but may consider any relevant, material, and reliable evidence that it believes will contribute to an informed result. Further, the UHRB shall have discretion in deciding which evidence to accept and how much

weight should be accorded particular documents or testimony. Subject to the procedures prescribed herein, the UHRB may establish its own rules regarding procedural matters, including but not limited to the order of testimony and presentation, scheduling, adjournments, and communication with the UHRB.

11. If the UHRB finds related misconduct that does not constitute harassment, the UHRB shall refer the matter to the University Administrator responsible for addressing such issues.

12. The UHRB shall provide a copy of its written finding to the complaining party, the responding party and, if the responding party is a member of a union, the responding party's union, and the President. If applicable, the finding should include a recommended penalty. The UHRB may recommend any penalty that it deems appropriate under the circumstances, including, but not limited to, administrative actions such as a written warning, probationary status, suspension or dismissal, or expulsion.

13. If the UHRB finds that the complaining party has been intentionally dishonest, malicious or frivolous in making the allegations, the UHRB shall, after consultation with the Equal Rights and Opportunity Officer, recommend an appropriate penalty.

APPENDIX B

FACULTY PROCEDURES FOR HARASSMENT COMPLAINT PROCEEDINGS BEFORE THE UNIVERSITY HARASSMENT REVIEW BOARD

The following procedures apply to all disciplinary actions brought against bargaining unit members for alleged violations of FPS 43 last revised September 23, 2014:

1. Adequate Cause Requirement. Bargaining unit members may not be disciplined without adequate cause relating, directly and substantially, to the fitness of the member in his/her professional capacity as teachers, librarian or researcher. Discipline includes but is not limited to a written warning, suspension or termination. Discipline will not be used to restrain bargaining unit members in their exercise of academic freedom or other rights of American citizens.
2. Service of Charge Statement. The Harassment Complaint Form (hereinafter referred to as "Formal Complaint"), as prepared by the complaining party, framed with reasonable particularity, will be served on the full-time faculty responding party (such full-faculty bargaining unit member hereinafter referred to as "responding party") and the AAUP in conformance with footnote 1 below.¹ The responding party will also be provided with copies of any other evidence collected during the initial investigation. The complaining party (if not the University) will also be provided with all evidence collected during the initial investigation, including any statements submitted by the responding party. Documents submitted in efforts to reach an informal settlement are not part of the hearing record.
3. When Step Two proceedings are initiated in accordance with FPS 43, the responding party and the AAUP will be notified by the University. If the responding party did not submit a written response to the complaint at an earlier stage of the investigation or wishes to supplement his/her response s/he may do so within ten (10) days of notification of the initiation of Step Two.
4. (a) The UHRB shall consist of five (5) members: The Provost or the Provost's designee, who shall serve as Chair; the Vice President for Student Affairs or a designee; two (2) tenured faculty members selected from a standing pool, as described below; and one (1) person selected from the joint administrative/tenured faculty pool, as described below. The Provost's designee shall have the title provost or dean and the designee of the Vice President for Student Affairs shall be from the Office of Student Affairs and have a title at the director level or above.

(b) The tenured faculty pool shall consist of a standing group of six (6) tenured faculty members, with faculty in the standing group assigned in random rotating order established after the standing group is selected. Unless the parties agree to an alternative method of joint selection, the standing group shall be selected through a mechanism

¹ The responding party will be advised that absent his or her objection, the AAUP will be notified only that a Formal Complaint has been filed. With the responding party's consent, copies of the Formal Complaint and all evidence collected will also be provided to the AAUP.

whereby the University Administration and the AAUP each submit a list of proposed tenured faculty members in an agreed upon number to a neutral third party; any overlapping names shall constitute the standing group; and if the standing group is not then sufficient in number, the neutral party shall request that the University Administration and the AAUP each numerically rank the remaining names on the two lists, with each party having the right to veto any name on the other party's list; the faculty members with the highest combined rankings shall serve as the standing group of six (6) faculty. The neutral third party may ask each party to submit additional names until the standing group of six (6) is established.

(c) The joint administrative/tenured faculty pool shall consist of three (3) administrators and three (3) tenured faculty. The pool shall be selected in the same manner as for the tenured faculty pool. The designee to a particular UHRB panel shall alternate between an administrator and a faculty member on a case-by-case basis, so that every other hearing includes either an administrator or a faculty member. The designee in the first hearing will be selected randomly and panelists thereafter shall be assigned in random rotating order. The designees shall also rotate from within the same classification; i.e. administrators serve in rotating order in every other UHRB panel and faculty serve in rotating order in every other panel. If a participant is disqualified or unable to serve, he or she shall be replaced by a member of the same constituency.

(d) The details of the selection process whereby the UHRB is constituted shall be completely confidential. All appointees must commit to serve for one full academic year and may be reappointed.

(e) When a UHRB panel is constituted, there shall be due regard for the diversity of the panel, ensuring that representatives from both genders serve on any given UHRB panel.

5. Disqualification Procedures. Members of the UHRB who deem themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative as set forth in FPS 43. No individual who has been involved in the investigation of the charge may serve on the UHRB. No faculty member from the same department as the responding party shall serve on the UHRB.
6. Pre-Hearing Meetings. The UHRB may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (i) simplify the issues, (ii) effect stipulations of facts, (iii) provide for the exchange of documentary or other information, and (iv) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.
7. Hearing Date and Notice. The hearing will be scheduled on a date that is mutually acceptable to all parties within the timeframe set forth in FPS 43. Service of notice of hearing with specific charges in writing will be made on the responding party, the complaining party (if not the University) and the AAUP in conformance with footnote 1 above, at least ten (10) days prior to the hearing. The parties may waive a hearing by mutual consent. If the parties waive the hearing, the UHRB will rest its recommendation upon the evidence in the record.

8. Private Hearing. The hearing will be private, however the President or Grievance Officer of the AAUP and counsel to the AAUP will have the right to attend the hearing, unless the responding party objects. In the event that the AAUP does not represent the responding party in this proceeding, the responding party is entitled to have a representative at the hearing. The representative may be an attorney or any other individual of their choice. The complaining party is also entitled to have a representative at the hearing. The representative may be an attorney or any other individual of their choice. The University's counsel will serve as counsel to the UHRB.
9. Transcript. Hearing proceedings shall be recorded by stenographic or other means, and a written transcript of the proceedings shall be made. Subject to the signing of a confidentiality stipulation, the transcript shall be made available only to: the complaining party; the responding party; their representatives; the AAUP in conformance with footnote 1 above; and any member of the UHRB. The cost of the transcript shall be borne by the University.
10. Burden of Proof. The following burden of proof rests with the complaining party. The complaining party must establish that the responding party violated the University's Harassment Policy based on a preponderance of the evidence in the record considered as a whole.
11. Adjournments. The UHRB will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
12. Opportunity to Obtain Evidence. The parties will be afforded an equal opportunity to obtain necessary witnesses and documentary or other evidence. The Administration will cooperate with the UHRB in securing witnesses and making available documentary and other evidence.
13. Examination. The parties will be afforded equal rights, through the UHRB, to examine witnesses, cross-examine witnesses, and submit evidence. The parties may propose all of the questions that they wish to ask witnesses to the UHRB, including follow up questions. The Chair of the UHRB will pose those questions. Subject to the procedures prescribed herein, the UHRB may establish its own rules regarding procedural matters, including but not limited to the order of testimony and presentation, scheduling, adjournments, and communication with the UHRB.
14. Rules of Evidence. The UHRB will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
15. Findings Based on Record. The UHRB's findings of fact and decision will be based solely on the hearing record. Statements made by a party during settlement discussions or in efforts to informally resolve the matter are inadmissible in the UHRB proceeding and may not be shared with or considered by the UHRB.
16. Confidentiality. It is the policy of Hofstra University to protect the confidentiality of members of the University community who may be involved in harassment complaint procedures, insofar as that is reasonably practicable. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by any party or administrative officers will

be avoided so far as possible. The responding party and the complaining party (if not the University) and the AAUP will be notified of the decision in writing.

17. Step Three. The determinations of the UHRB, of whether the harassment policy was violated and the recommended penalty, will be submitted to the President. Either party may submit written objections to the findings with the President pursuant to the procedures set forth in Step Three of FPS 43. In the event the President grants a hearing pursuant to FPS 43, the AAUP may attend in addition to those noted in FPS 43 unless the responding party objects. In the event that the President disagrees with the recommendation of the UHRB s/he will state the reasons for doing so in writing. The President's final decision shall be provided to both parties and the AAUP.
18. Arbitration. If either party or the AAUP disagrees with the decision of the President, that party or the AAUP may appeal to arbitration. The standard for review by an Arbitrator will be that the President (a) acted in an arbitrary or capricious manner; (b) failed to apply the written criteria of the University; or that (c) the procedural due process to which either party was entitled under the Collective Bargaining Agreement or any other applicable policies or laws were violated. The demand for arbitration must be filed pursuant to the rules of the American Arbitration Association in accordance with its Voluntary Labor Rules then in effect, and by serving the other party with a copy of the demand for arbitration. The demand for arbitration must be filed and served no later than thirty (30) days after the issuance of the President's final decision. The costs of such arbitration shall be shared by the parties.
19. The AAUP and the University reserve all rights and arguments with regard to the precedential value of any resolutions or determinations made pursuant to these procedures and FPS 43 in which the AAUP was not a participant.
20. The paragraphs above apply only to FPS 43 proceedings brought against full-time AAUP members. Proceedings brought against adjunct faculty alleging violations of FPS 43 will be governed by FPS 43 and Appendix A to FPS 43. An adjunct may not be de-listed on the basis of alleged violations of FPS 43 until the Appendix A and FPS 43 procedures are completed.

EVALUATION OF CHAIRPERSON

Note: ** It is the recommendation of the Full Faculty that this be done online.

Note: ** It is the recommendation of the Full Faculty that this evaluation be administered in the spring semester of the 2nd year of the chair's 3 year term, and annually thereafter.

School/College: _____

Department: _____

Chairperson of Department: _____

Please check: ☐ Full-time faculty

☐ Adjunct faculty

The candid evaluation of your Chairperson'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 Chairperson'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 = Do not Know

Note: At the end of the statements below are parentheses with CAPS (These would not be on the actual evaluation—They are for you to know what type of statement each one represents):

AR = Administrative Responsibilities Statement

COM = Communication Statement

DM = Decision Making Statement

EVAL = Evaluation Statement

FPS = Faculty Policy Series #13 Statement

LD = Leadership Statement

TR = Trust Statement

1. The Chairperson is effective in representing departmental concerns to the administration. (AR)
2. The Chairperson effectively mediates student-faculty concerns, as appropriate. (FPS/AR)
3. The Chairperson conducts department meetings in an effective manner. (LD)
4. The Chairperson supports professional development of the faculty. (LD)
5. The Chairperson facilitates effective resolution for faculty concerns. (LD)

6. The Chairperson supports development of innovative departmental programs. (LD)
7. The Chairperson effectively manages daily operations of the department. (LD)
8. The Chairperson promotes recognition of scholarly achievement of the faculty. (LD)
9. The Chairperson is fair in allocating departmental resources. (LD)
10. The Chairperson is available to mentor faculty in the area of teaching (LD)

11. The Chairperson is available to mentor faculty in scholarly productivity and grants (LD)
12. The Chairperson is available to mentor faculty in the area of service (LD)
13. The Chairperson effectively manages departmental budget(s). (LD)
14. The Chairperson promotes the effectiveness and quality of instruction. (FPS/LD)
15. The Chairperson promotes the effective integration of curriculum (FPS/LD)

16. The Chairperson supports and enhances instructional and professional collaboration among department members. (LD)
17. The Chairperson effectively provides needed information to the faculty in a timely manner. (COM)
18. The Chairperson communicates information to the faculty. (COM)
19. The Chairperson consults with the faculty in all major decisions which affect the department. (FPS/COM)
20. The chairperson seeks feedback and encourages discussion of opinions from departmental faculty before making decisions. (COM)

21. The Chairperson is available for consultation. (COM)
22. The Chairperson is regularly available on campus (COM)
23. The Chairperson responds to email in a timely manner (COM)
24. The Chairperson evaluates faculty in a timely manner. (EVAL)
25. The Chairperson is fair in conducting evaluations. (EVAL)

26. The Chairperson makes sound/well-founded decisions. (DM)
27. The Chairperson effectively explains the rationale for decisions being made (DM)
28. The Chairperson is an effective advocate for faculty (DM)
29. The Chairperson fosters a collegial atmosphere in the department. (TR)
30. The Chairperson works to build consensus among the faculty (TR)
31. The Chairperson applies policy consistently and fairly. (TR)

General Questions

What are the strengths of this Chairperson?

What are areas in which this Chairperson should improve?

Revisions to Transfer Credit (Bulletin): T- Designation for Transfer Credit

(http://bulletin.hofstra.edu/content.php?catoid=65&navoid=4899#transfer_credit)

Transfer Credit

Official college transcripts of completed course work from all prior institutions should be forwarded directly to the Office of Admission for evaluation as part of the student's application for admission. Transfer credit will be given for appropriate courses completed at regionally accredited institutions previously attended in accordance with the ratings contained in the current Report of Credit Given by Educational Institutions of the American Association of Collegiate Registrars and Admissions Officers. In order to be properly advised, students must provide the University with official transcripts from all prior institutions at the onset of advisement so that all prior coursework can be evaluated appropriately.

If necessary, as an aid to advisement, pending receipt of all official transcripts, Hofstra University will perform an unofficial evaluation of course work on unofficial transcripts. This unofficially evaluated course work will be posted without credit on the Hofstra transcript for the student's first semester in residence. Any remaining unofficial credit on the student's transcript will be removed until the student submits all outstanding documents necessary to process the credit officially. All financial aid awards and degree advisement is based solely on the credit that is listed on a student's Hofstra transcript. Failure to submit outstanding transfer credit requirements in a timely manner may impact financial awards and completion toward degree. Unofficial transfer course work does not count toward the total number of credits earned at Hofstra University. In addition, unofficial transfer courses are not assigned to categories within the Degree Audit Report (DAR).

Transfer Credit Policy

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.

1. A course deemed appropriate for transfer is one which might logically be a part of the course of study offered at Hofstra University.
2. The semester hours of transfer credit (advanced standing) allowed a transfer will not necessarily apply to the major selected by the student and may not necessarily satisfy university graduation requirements.
3. A maximum of 64 semester hours is transferable from a junior or community college with the

following exceptions: a. engineering programs, 69 semester hours and b. business administration programs, 65 semester hours.

4. The amount of transfer credit per course shall not exceed the amount of semester hour credit allowed at the credit granting institution.
5. Credits earned at institutions on quarter or term systems shall be prorated with the semester system.
6. Credit evaluation is completed after admission and prior to registration. Hofstra has transfer credit articulation agreements with various institutions including Nassau Community College and Suffolk County Community College.
7. Details of established course equivalencies can be found [here](http://www.hofstra.edu/admission/adm_credeval.cfm):
http://www.hofstra.edu/admission/adm_credeval.cfm

NOTE: Switching schools and/or majors might affect a student's graduation date if some of the transfer credits are no longer applicable to the new major.

APPENDIX G

The general University requirements, which must be fulfilled by all students working for a baccalaureate degree:

- A. The completion of the total number of semester hours and the specific degree requirements as specified by the major or school;
- B. The completion of the number of semester hours in liberal arts courses as required by the major or school;
- C. 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. All students must take and pass the Hofstra Writing Proficiency Exam as a requirement for graduation. (For the only exceptions, see E. 3 and 5, below.)
- E.
 - 1. The satisfactory completion of Writing Studies and Composition WSC 001 and WSC 002, which includes the Writing Proficiency Exam. Passing this test is a requirement for graduation. The Writing Proficiency Exam is administered during the final period of WSC 002. All students who do not pass the exam are advised to take WSC 002A to receive individualized tutoring; they must retake the Writing Proficiency Exam at the end of WSC 002A. Students must take the Writing Proficiency Exam prior to the semester in which they are scheduled to graduate. The Writing Proficiency Exam is offered once in the fall and spring semesters and by appointment with the department of Writing Studies and Composition.
 - 2. WSC 001 and WSC 002, whether taken at Hofstra or at any other institution, must be completed with a minimum grade of C- in each course. These courses may not be taken on a Pass/D+/D/Fail basis.
 - 3. Students entering Hofstra University with no credit in composition must, under advisement, register for WSC 001 and WSC 002 or the appropriate course immediately and continue until the WSC 001 and WSC 002 requirement is completed. There is an exception for students with outstanding ability in English (SAT Verbal scores of 660 or above) who may qualify for exemption from WSC 001 & WSC 002 if they demonstrate exceptional ability in the Writing Studies and Composition Department's Writing Assessment before the end of their second week of classes at Hofstra. Students who perform satisfactorily on the Writing Assessment are not required to take the Writing Proficiency Exam.
 - 4. Students entering Hofstra with full credit for WSC 001 and WSC 002 must take and pass the Hofstra Writing Proficiency Exam as a requirement for graduation. Such students are strongly encouraged to take the Hofstra Writing Proficiency Exam during their first semester at Hofstra. Students must take the Writing Proficiency Exam prior to the semester in which they are scheduled to graduate. The Writing Proficiency Exam is offered once in the fall and spring semesters and by appointment with the department of Writing Studies and Composition. NOTE: Transfer students may receive credit for WSC 001 and WSC 002 on the basis of equivalent courses taken at other institutions. See the criteria for accepting transfer credit section of this Bulletin.
 - 5. Students who entered New College for Interdisciplinary Studies or transferred into it from another Hofstra program or another college or university prior to fall 2006 must complete all requirements as stipulated in the Bulletin of first registration and for WSB 6 (Aspect 1) and WSA 2A and WSA 2B (Aspect 2) of the New College Writing Requirement. See New College Addendum to the General Bulletin.

6. The following is for students who entered New College for Interdisciplinary Studies prior to fall 2006 and transfer from New College for Interdisciplinary Studies to another school/college of the University:
 - a.) Students who were placed in and successfully completed CSWA 1 have fulfilled the Expository Writing Requirement and have completed the equivalent of WSC 001. Otherwise, students must take WSC 001 and WSC 002.
 - b.) Students seeking credit for the equivalent of WSC 2 must see a representative from the Office of the Vice Dean.
7. Students entering with partial credit for WSC 001 and WSC 002 (fewer than four semester hours of Advanced Placement, CLEP or transfer credit, see these sections of this Bulletin) must complete the requirement and pass the Writing Proficiency Exam. Students must take the Writing Proficiency Exam prior to the semester in which they are scheduled to graduate. The Writing Proficiency Exam is offered once in the fall and spring semesters and by appointment with the department of Writing Studies and Composition.

F. A minimum of 6 semester hours each in humanities, natural science/mathematics and social science. Many particular degree programs require that some or all of the courses in these required areas be distribution courses; distribution courses may not be taken on a Pass/D+/D/Fail basis, except for courses given only on that basis. (See Pass/D+/D/Fail in the “Academic Policies and Procedures” section of this Bulletin; Distribution Courses can be found in the Hofstra College of Liberal Arts and Sciences section of this Bulletin.)

G. A maximum of 8 credits of physical education skills courses may be applied toward the total number of required degree credits for nonphysical education majors. (See the listing of skills courses in the School of Education section of this Bulletin.)

In introductory work in any particular subject, the student must have a 2.0 grade point average (unless a higher average is required by the department).

A grade of C- or better is required in a course prerequisite, except for the Frank G. Zarb School of Business, where a grade of D or better is required.

Only grades of C- or better in subjects required in the specialization will count toward the total semester hour credit needed for completion of that specialization unless approved in writing by the chairperson of the major department and the Dean who is the administrator of the major department.

HOFSTRA UNIVERSITY SOUTH CAMPUS “SMOKE-FREE” POLICY

Policy

Hofstra University is committed to promoting a healthy and safe environment for all community members. In support of this goal, Hofstra University has designated its South Campus a “smoke-free” environment. This policy further expands the University’s long-standing no smoking policy inside all campus buildings.

Purpose

The health and safety of our community is a top priority for Hofstra University. This policy serves to provide a “smoke-free” environment in all buildings and on all exterior grounds located within the South Campus boundary.

Research findings show that smoking and breathing in second hand smoke constitutes a significant health hazard. The policy aims to reduce the health risks related to smoking and secondhand smoke for our community.

Scope

This policy applies to students, faculty, administrators, staff, contractors, vendors, and visitors on Hofstra’s south campus.

Definitions

- a) Smoking – burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, e-cigarettes, cigars, or pipes.
- b) “South Campus” Boundary – the entire area of the Hofstra Campus located south of Hempstead Turnpike.

Implementation

1. All Hofstra community members are responsible for complying with this policy. The University expects that both smokers and non-smokers will cooperate in adhering to this policy in an atmosphere of mutual respect and consideration.
2. University “Smoke Free” signs are installed across south campus at entrance walkways, parking lots, buildings entrances, and along heavily trafficked areas. All cigarette containers (ashtrays) have been permanently removed from south campus.

3. The University shall offer smoking cessation programs during the course of the year to assist community members who desire to stop smoking.
4. The University shall undertake an aggressive publicity campaign to promote this policy, including HOFNEWS announcements, web page information and FAQ's.
5. Student Affairs shall undertake an informational campaign for students.
6. This policy will be attached to all Facility Use Agreements so that visitors to our campus are informed of this policy.
7. The University strongly encourages all community members to promote compliance with this policy by reminding fellow colleagues, as necessary, that South Campus is a Smoke Free area.
8. Public Safety Officers will inform anyone observed smoking that South Campus is a smoke-free zone and instruct the person to stop smoking immediately.
9. As per Hofstra Human Resources Policies and the Guide to Pride, Code of Community Standards, any community member that knowingly violates any University policy may be subject to appropriate disciplinary action.
- 10.

Prohibition of the Sale of Tobacco products

The sale of any type of tobacco product is strictly prohibited at *all* Hofstra owned properties.

It is the sense that this policy be reviewed in one year (January 1, 2016) by the University Senate.