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**FIFTY - FOURTH  
ANNUAL REPORT  
OF THE  
HOFSTRA UNIVERSITY SENATE  
2018-2019**

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**of the**

**HOFSTRA UNIVERSITY SENATE**

**2018- 2019**

# **TABLE OF CONTENTS**

Foreword From President Rabinowitz

<b>I. Introduction.....</b>	<b>1</b>
<b>II. Components of the Senate</b>	
The Senate, 2018-2019.....	3
The Standing committees of the Senate, 2018-2019.....	4
The Subcommittees & Special Committees 2018-2019.....	5
The Senate, 2019-2020.....	6
The Standing committees of the Senate, 2019-2020.....	7
The Subcommittees & Special Committees 2019-2020.....	8
<b>III. Responsibility, Structure and Bylaws of the University Senate.....</b>	<b>9</b>
<b>IV. Reports of the Committees of the Senate</b>	
Senate Executive Committee.....	24
Undergraduate Academic Affairs Committee.....	25
Subcommittee on Academic Review.....	26
Graduate Academic Affairs Committee.....	26
Planning and Budget Committee.....	27
Subcommittee on the Library.....	28
Subcommittee on Environmental Priorities.....	28
Faculty Affairs Committee.....	29
Student Affairs Committee.....	30
Special Committee on Recruitment, Elections and Nominations.....	32
Special Committee on Athletic Policy.....	34
Special Committee on the Academic Calendar.....	35
Special Committee on Environmental Safety.....	35
<b>V. Activities of the Senate.....</b>	<b>37</b>
<b>VI. Appendices</b>	
A. Mobile Device Policy.....	39
B. Religious Observance Policy.....	41
C. Recommended Graduate Bulletin Changes.....	43
D. 2019-2020 Academic Calendar.....	44
E. Revisions to the January Session Withdrawal Date.....	48
F. Revisions to the Senate Bylaws and Faculty Statutes.....	49
G. Revisions to Faculty Policy Series #46.....	74
H. Revisions to Faculty Policy Series #36.....	79
I. CTR Pilot Program.....	84

## **FOREWORD**

**PRESIDENT STUART RABINOWITZ**



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STUART RABINOWITZ, PRESIDENT

June 2019

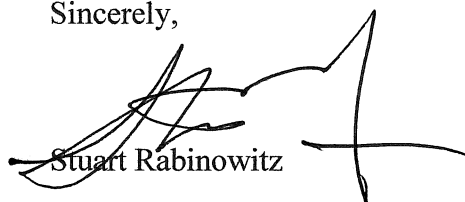
George Giuliani, PsyD  
Chair, University Senate Executive Committee  
Hofstra University  
Hempstead, New York 11549

Dear Dr. Giuliani:

It is my pleasure to congratulate the University Senate on the success of the 2017-18 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**

George Giuliani, J.D., Psy.D., Associate Professor  
Chair, University Senate Executive Committee (S.E.C.)

It is with a great sense of pride and accomplishment that I submit my last report as Chairperson of the Senate Executive Committee (S.E.C.). This 2018-2019 Annual Report of the Hofstra University Senate is its fifty-fourth report. The initiatives, efforts, accomplishments, and ongoing deliberations summarized in this Report are a testimony to the goal-oriented, motivated, and dedicated members of the Hofstra University Senate. Through their efforts, along with 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.

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.

Thanks to all who serve on the Hofstra University Senate, have served, and are now first entering service. Special thanks are extended to:

- Drs. Herman Berliner and Terri Shapiro, whose support of university governance is critical to its ongoing success;
- All Chairpersons of the S.E.C. for their tireless dedication to shared governance;
- Prof. Stuart Bass, Speaker of the Faculty, for his guidance and counsel;
- Senate administrator, Ms. Caroline Schreiner, whose efforts on behalf of governance are invaluable; and
- The Board of Trustees for its continued interest and support of shared governance

Shared governance at Hofstra continues to be an essential part of what makes Hofstra University an outstanding institution of higher learning, and it is the ongoing efforts of numerous people that make it so. I continue to be inspired by the commitment to excellence and dedication of the Hofstra University Senate. It is highly encouraging to be a part of this special community, and we will continue to pursue our goals with the highest level of integrity, collegiality, and professionalism.

As in previous years, the 2018-19 academic year was another active and productive one, during which the SEC and Senate addressed and advanced many important issues, many of which were forwarded to the full faculty and beyond for approval by Hofstra's senior administration. Governance continues to work very efficiently, and we are proud to report that all matters approved by the Senate were brought to the Speaker of the Faculty. It is once again clear that a healthy and vibrant shared governance structure and its processes are recognized and valued by our university community.

As we move forward into 2019-2020, I want to extend the best of wishes to William Caniano, the newly elected Chairperson of the S.E.C., as I know he will continue to lead the senate to another successful year of service as Chairperson of the S.E.C. in 2019-20.

As I end my term as Chairperson of the S.E.C. and my time on the University Senate, I want to thank everyone for such an incredibly rewarding experience. It has been an honor and a privilege being a part of university governance in this capacity. I look forward to my new role as Speaker of the Faculty beginning in the Fall of 2019 and continuing my work with shared governance and collaborating with the university senate.

A handwritten signature in dark ink, appearing to read "Dr. M. M.", followed by a long horizontal flourish.

***George Giuliani, J.D., Psy.D.***

George Giuliani, J.D., Psy.D.  
Chair, Senate Executive Committee



## **II**

### **COMPONENTS OF THE UNIVERSITY SENATE**

**2018 – 2019**

**and**

**the 2019 – 2020 Senate**

## THE SENATE 2018 – 2019

**Officers: President of the Senate, Provost Gail Simmons/Herman Berliner; Chair, SEC: George Giuliani**  
Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Vice President for Enrollment Management, Jessica Eads; Dean/HPHS, Holly Seirup; President SGA, Abby Normandin

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<b><u>Humanities:</u></b>	<b>Elected:</b> DeTora, Dippel, Lotier <b>At Large:</b> Bartolatta, Cassio, Cole, Devine, Hart, Henton, Hollander, Lotier
<b><u>Kalikow:</u></b>	<b>Elected:</b> Burnett, Eliot, Fritz <b>At Large:</b> Davidow, Elsey, Niedt, Mirghasemi, Phillipi, Rodrigue
<b><u>Natural Science &amp; Math</u></b>	<b>Elected:</b> Santangelo, N., Ward-Ciesielski <b>At Large:</b> Barkley-Levenson, Bisceglia, Campolo, Does, Durst, Farmer, Huang, Johnson, Lynch, Marsellos, Mazumder, Pineño, Ploran, Rigel, Rowland, Santangelo, J., Sarno, Silburger, Sobel, Sunik
<b><u>SEAS:</u></b>	<b>Elected:</b> Ghorayeb <b>At Large:</b> deGuzman, Fu, Hunter, Liang, Segal, Vaccaro
<b><u>Business:</u></b>	<b>Elected:</b> Basile, Hirsch, Maccarrone <b>At Large:</b> Bishnoi, Castonguay, Huang, Lee, K., Ma, Outlaw, Spieler, Vogel
<b><u>SOE:</u></b>	<b>Elected:</b> Giuliani <b>At Large:</b> Blue, Catalano
<b><u>HPHS:</u></b>	<b>Elected:</b> Ellinger, Elkis-Abuhoff <b>At Large:</b> Ciani, Moidu, Nerlich, Santella, Schroeder
<b><u>Communication:</u></b>	<b>Elected:</b> Chun, Tarson <b>At Large:</b> Freda, Hill, Jernigan, Nicholas, Quinn, Semple, Tarson
<b><u>Library:</u></b>	<b>Elected:</b> Caniano <b>At-Large:</b> Burke, Glasser, Grafstein, Harpel-Burke
<b><u>Law School:</u></b>	<b>Elected:</b> McElroy <b>At Large:</b> Fissell, Hickey, Selby
<b><u>Medical School:</u></b>	<b>Elected:</b> Schlegel <b>At Large:</b> Olvet, Peragine
<b><u>Nursing School:</u></b>	<b>Elected:</b> Houck <b>At Large:</b> McLeod-Sordjan
<b><u>Adjunct:</u></b>	<b>Elected:</b> Boston-Hill, Miller, TBD
<b><u>Chairperson:</u></b>	<b>Elected:</b> Wallace
<b><u>Staff:</u></b>	<b>Elected:</b> Hoovert <b><u>Senior Support Specialist:</u></b> Schreiner
<b><u>Students:</u></b>	<b>Elected:</b> Doan, Gershman, Hinson, Kurtz, Ramirez <b>At-Large:</b> Chiagozie, Cinquemani, Council, Getz, Gonzalez, Ismail, Kiani, Jones, Patokina, Rose, Tadbiri, Wong

## **THE COMMITTEES OF THE SENATE 2018 – 2019**

### **THE STANDING COMMITTEES**

#### **Senate Executive Committee:**

**Provost:** Simmons/Fall, Berliner/Spring

**Elected Faculty:** Caniano, Boston-Hill (FAC -Fall), Fritz, Giuliani (chair), Hirsch (FAC- Spring), Santangelo (GAAC-Fall), Ward-Ciesielski (GAAC-Spring)

**Students:** Ramirez

**Permanent Guest/Advisor:** Shapiro

#### **Undergraduate Academic Affairs Committee:**

**Elected Faculty:** Burnett, DeTora, Fritz (chair), Miller

**At-Large Faculty:** Durst, Huang, Santangelo, Schroeder, Spieler

**VP for Enrollment Services:** Eads

**Advisor (Provost or Designate):** Donahue

**Guests:** Peden-Christodoulou, Hickling, Koegl, Valenti

#### **Graduate Academic Affairs Committee:**

**Elected Faculty:** Eliot, Maccarrone, Ward-Ciesielski (chair- spring), Santangelo (chair-fall).

**At-Large Faculty:** Does, McLeod-Sordjan, Moidu, Sunik

**Students:** Gershman, Patokina

**Advisor (Provost or Designate):** Brinkmann

**Guests:** Conforti, Koegl, Peden-Christodoulou

#### **Planning and Budget Committee:**

**Elected Faculty:** Basile, Caniano (chair), Ellinger, Ghorayeb, Tarson

**At-Large Faculty:** Henton, Lee, K., Ploran, Sobel

**Chairs' Representative:** Wallace

**Staff:** Hoovert

**Advisor (Provost or Designate):** Apollo

#### **Faculty Affairs Committee:**

**Elected Faculty:** Boston-Hill (chair fall), Chun, Elkis-Abuhoff, Hirsch (chair, spring), Houck, Lotier, McElroy, Schlegel

**At-Large Faculty:** Fu, Grafstein, Rodrigue, Silberger

**Advisors:** Seirup (Dean's Senator), Shapiro (Provost's Office)

**President AAUP:** Ploran

#### **Student Affairs Committee:**

**Elected Faculty:** Dippel

**At-Large Faculty:** Outlaw

**Elected Senators:** Doan, Gershman (graduate) Hinson, Kurtz, Ramirez (chair)

**At-Large:** Chiagozie, Cinquemani, Council, Getz, Gonzalez, Ismail, Kiani, Jones, Rose, Tadbri, Wong

**Dean of Students:** Pertuz/ St.Leger

**SGA Delegate:** Normandin (SGA President)      **Guests:** Kloeckener-Soszynski

## **THE SUB-COMMITTEES, 2018 - 2019**

### ***OF UNDERGRADUATE ACADEMIC AFFAIRS***

#### **On Academic Review**

Chair: Donahue

Bales, Catalano, Fritz, Herbert, Kuehn, Ma, Miller, Oppenheim, Roberts, Rooney, Valenti, Zalewski

### ***OF PLANNING AND BUDGET***

#### **On the Library**

Chair: Niedt

Bishnoi, Burke, Caniano, Freda, Fissell, Graves, Harpel-Burke, Hollander, Nerlich, Sarno, Selby, Vaccaro

#### **On Academic Computing**

Chair: Selby

Bartolotta, Blue, Castonguay, Fabiani, Hollander, Liang, Marsellos, Martin, Mazumder, Quinn, Semple, Shapiro

#### **On Environmental Priorities**

Chair: Pineño

Barkley-Levenson, Catalano, Ciani, Donahue, Glasser, Greis, Hickey, Lotier, Miraghasemi, Nicholas, Olvet, Sauchelli, Segal, Vogel

## **THE SPECIAL COMMITTEES, 2018-2019**

#### **On Recruitment, Elections and Nominations**

Chair: Schreiner

Caniano, Cole, Huang, Kurtz, Phillipi, Tarson, Shapiro

#### **On Athletic Policy**

Chair: Jernigan

Artinian, August, deGuzman, Coles, Davidow, Donahue, Dougharty, Eads, Elsey, Franklin, Hill, Lewis, Lynch, Mervius, Mone, Morales-Kelly, Samuel, Santella

#### **On Academic Calendar**

Chair: Koegl

Donahue, Freda, Peden-Christodoulou, Ramirez, Rowland, Shapiro, Wallace

#### **On Environmental Safety**

Chair: Bisceglia

Anderson, Antony, Campolo, Devine, Glover-Brown, Hart, Hunter, Johnson, Kakoulidis, Peragine, Rigel, Rosenberg, Ross, Schaub, Sollin, St. Angelo

## THE SENATE 2019 – 2020

**Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: William Caniano**

Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Vice President for Enrollment Management, Jessica Eads; Dean/HPHS, Holly Seirup; President SGA, Kathryn Harley

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<b><u>Humanities:</u></b>	<b>Elected:</b> Dippel, Lotier, Tompkins <b>At Large:</b> Bartolotta, Cassio, Cole, DeTora, Lotier
<b><u>Kalikow</u></b>	<b>Elected:</b> Burnett, Eliot, Fritz <b>At Large:</b> Davidow, Mirghasemi, Rodrigue
<b><u>Natural Science &amp; Math</u></b>	<b>Elected:</b> TBD <b>At Large:</b> Barkley-Levenson, Bisceglia, Does, Farmer, Huang, Johnson, Marsellos, Pineño, Ploran, Rigel, Rowland, Santangelo, J., Sarno, Silburger, Sobel, Sunik
<b><u>SEAS:</u></b>	<b>Elected:</b> Ghorayeb <b>At Large:</b> deGuzman, Fu, Liang, Segal, Vaccaro
<b><u>Business:</u></b>	<b>Elected:</b> Hirsch, Huang, Lopez <b>At Large:</b> Bishnoi, Castonguay, Huang, Lee, K., Ma, Outlaw, Spieler, Vogel
<b><u>SOE:</u></b>	<b>Elected:</b> Hernandez <b>At Large:</b> Blue, Catalano, Natow
<b><u>HPHS:</u></b>	<b>Elected:</b> Ellinger, Elkis-Abuhoff <b>At Large:</b> Ciani, Moidu, Nerlich, Santella, Schroeder
<b><u>Communication:</u></b>	<b>Elected:</b> Chun, Tarson <b>At Large:</b> Franklin, Freda, Jernigan, Nicholas, Tarson
<b><u>Library:</u></b>	<b>Elected:</b> Caniano <b>At-Large:</b> Glasser, Grafstein, Martorella
<b><u>Law School:</u></b>	<b>Elected:</b> McElroy <b>At Large:</b> Fissell, Franzella, Hickey
<b><u>Medical School:</u></b>	<b>Elected:</b> Schlegel <b>At Large:</b> Olvet, Peragine
<b><u>Nursing School:</u></b>	<b>Elected:</b> Houck <b>At Large:</b> McLeod-Sordjan
<b><u>Adjunct:</u></b>	<b>Elected:</b> Boston-Hill, Heiss, Miller
<b><u>Chairperson:</u></b>	<b>Elected:</b> Wallace
<b><u>Staff:</u></b>	<b>Elected:</b> Cassar <b><u>Senior Support Specialist:</u></b> Schreiner
<b><u>Students:</u></b>	<b>Elected:</b> Crofts, Harb, Ortiz-Jimenez, Rose <b>At-Large:</b> Beaubrun, Chiagozie, Cinquemani, Council, Gershman, Getz, Gonzalez, Ismail, Kiani, Jones, Patokina, Tadbiri, Wong

## **THE COMMITTEES OF THE SENATE 2019 – 2020**

### **THE STANDING COMMITTEES**

#### **Senate Executive Committee:**

**Provost:** Berliner

**Elected Faculty:** Burnett, Caniano (chair), Eliot, Fritz, Hirsch

**Students:**

**Permanent Guest/Advisor:** TBD

#### **Undergraduate Academic Affairs Committee:**

**Elected Faculty:** Fritz (chair), Heiss, Lopez, Tompkins

**At-Large Faculty:** Huang, Liang, Santangelo, Schroeder, Spieler

**Students:** Ortiz-Jimenez

**VP for Enrollment Services:** Eads

**Advisor (Provost or Designate):** TBD

**Guests:** Peden-Christodoulou, Hickling, Koegl, Valenti

#### **Graduate Academic Affairs Committee:**

**Elected Faculty:** Eliot, Hernandez, Huang, Miller

**At-Large Faculty:** Does, McLeod-Sordjan, Moidu, Sunik

**Students:** Beaubrun, Gershman, Patokina

**Advisor (Provost or Designate):** TBD

**Guests:** Conforti, Koegl, Peden-Christodoulou

#### **Planning and Budget Committee:**

**Elected Faculty:** Burnett (chair), Ellinger, Ghorayeb, Tarson

**At-Large Faculty:** Lee, K., Ploran, Rigel, Sobel

**Chairs' Representative:** Wallace

**Staff:** Cassar

**Advisor (Provost or Designate):** Apollo

#### **Faculty Affairs Committee:**

**Elected Faculty:** Boston-Hill (chair fall), Chun, Elkis-Abuhoff, Hirsch (chair, spring), Houck, Lotier, McElroy, Schlegel

**At-Large Faculty:** Fu, Grafstein, Rodrigue, Silberger

**Advisors:** Seirup (Dean's Senator)

**President AAUP:** Ploran

#### **Student Affairs Committee:**

**Elected Faculty:** Dippel

**At-Large Faculty:** Outlaw

**Elected Senators:** Crofts, Harb (graduate), Rose

**Dean of Students:** St.Leger

**SGA Delegate:** Harley (SGA President)

**Guests:** Kloeckener-Soszynski

## **THE SUB-COMMITTEES, 2019 - 2020**

### ***OF UNDERGRADUATE ACADEMIC AFFAIRS***

#### **On Academic Review**

Chair: TBD

Bales, Catalano, Fritz, Herbert, Kuehn, Ma, Miller, Oppenheim, Roberts, Rooney, Valenti, Zalewski

### ***OF PLANNING AND BUDGET***

#### **On the Library**

Chair: TBD

Bishnoi, Cassio, Freda, Fissell, Graves, Martorella, Nerlich, Sarno, Spar, Vaccaro

#### **On Academic Computing**

Chair: Bartolotta

Blue, Castonguay, Fabiani, Marsellos, Martin

#### **On Environmental Priorities**

Chair: Pineño

Barkley-Levenson, Catalano, Ciani, Glasser, Greis, Hickey, Lotier, Miraghasemi, Nicholas, Olvet, Segal, Vogel

## **THE SPECIAL COMMITTEES, 2019-2020**

#### **On Recruitment, Elections and Nominations**

Chair: Schreiner

Caniano, Cole, Franzella, Huang, Tarson

#### **On Athletic Policy**

Chair: Jernigan

Artinian, August, Coles, Davidow, deGuzman, DeTora, Dougharty, Eads, Franklin, Lewis, Mervius, Mone, Morales-Kelly, Samuel, Santella

#### **On Academic Calendar**

Chair: Koegl

Donahue, Freda, Peden-Christodoulou, Ramirez, Rowland, Wallace

#### **On Environmental Safety**

Chair: Bisceglia

Anderson, Antony, Campolo, Glover-Brown, Izquierdo, Johnson, Kakoulidis, Peragine, Rosenberg, Ross, Schaub, Sollin, St. Angelo

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

### **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 Committee<sup>1</sup>**

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

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<sup>1</sup> 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.

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

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

#### **A. Academic Review Committee<sup>1</sup>**

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 Committee<sup>1</sup>**

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 Committee<sup>1</sup>**

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 Library<sup>1</sup>**

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, the Lawrence Herbert 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 Computing<sup>1</sup>**

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 Priorities<sup>1</sup>**

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 Fred DeMatteis 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 area's recommendations and deliberations of the Committee.

## **V. The Faculty Affairs Committee<sup>1</sup>**

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 Senate<sup>1</sup>**

### **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 Grievances<sup>1</sup>**

The Special Committee on Grievances shall consist of twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services, the Fred DeMatteis School of Engineering and Applied Science, the Maurice A. Deane School of Law, the Hofstra Northwell School of Medicine, 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 mediate 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 Policy<sup>1</sup>**

The Special Committee on Athletic Policy shall consist of thirteen members: seven faculty members, the Faculty Athletic Representative, the Director of Athletics, the Deputy Director of Athletics, the Vice President for Student Affairs or their designate, and two students (ideally one representative from student government and one representative from the Student-Athlete Advisory Committee) or their designees. The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment Management, the Registrar, the Senior Associate Director of Athletics/Senior Women's Administrator (SWA), the Associate Director of Athletics/NCAA Education and Compliance Services, the Director of Financial Aid, the Equal Rights and Opportunities Officer and one representative from the alumni, who shall be nominated by the Alumni Senate. When assigning members, the Senate shall seek appropriate gender representation and representation from diverse and underrepresented sectors of the university community.

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
2. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
3. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;

5. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
7. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;
8. review, in an ongoing manner, the student-athlete handbook; and
9. review the results of questionnaires or other evaluations administered to student-athletes.

#### **D. Special Committee on the Academic Calendar<sup>1</sup>**

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 Safety<sup>1</sup>**

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), the University Hazardous Waste Coordinator and Fire and Life Safety Officer, the Emergency Management Officer,, the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, Geology, Physics, the School of Law, and the School of Medicine, 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. The members of the Environmental Safety Committee shall serve as the Chemical Hygiene Committee for purposes of the University Chemical Hygiene Plan ("Plan") and shall be responsible for fulfilling all the responsibilities of the Chemical Hygiene Committee as set forth in the Plan.

**\*\*\*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' 2018-2019 memberships can be found on pages 3, 4, and 5 of this Annual Report.**

### **SENATE EXECUTIVE COMMITTEE**

Chairperson: George Giuliani

Among its responsibilities, the Senate Executive Committee (SEC) reviews and considers the activities and proposals of the standing committees and special ad hoc committees and, when appropriate, forwards those measures to the full Senate and the full faculty.

As in previous years, the 2018-19 academic year was another active and productive one, during which the SEC and Senate addressed and advanced many important issues, many of which were forwarded to the full faculty and beyond for approval by Hofstra's senior administration. Governance continues to work very efficiently, and we are proud to report that all matters approved by the Senate were brought to the Speaker of the Faculty. It is once again clear that a healthy and vibrant shared governance structure and its processes are recognized and valued by our university community.

Among the significant measures addressed by the Senate and /or its constituents were the following:

#### **October 8, 2018**

- Graduate Bulletin Revisions – passed by Full Faculty on 10-23-18
- 2019-2020 Academic Calendar – passed by Full Faculty on 10-23-18
- Senate Bylaws and Faculty Statutes Revisions – passed by Full Faculty on 11-26-18

#### **March 11, 2019**

- Revisions Faculty Policy Series #46 - Peer Observation of Teaching – passed by Full Faculty on 5-1-19

#### **April 8, 2019**

- Revisions Faculty Policy Series #36 - The Use of Human Subjects in Research – passed by Full Faculty on 5-1-19
- CTR Pilot Program – passed by Full Faculty on 5-1-19
- Revisions to January Session Withdrawal Date – passed by Full Faculty on 5-1-19

#### **May 6, 2019**

- 2020-2021 Academic Calendar
- Global Citizen's Designation

As we move forward into the 2019-2020 academic year, I want to extend the best of wishes to William Caniano, the newly elected Chairperson of the S.E.C., as I know he will continue to lead the senate to another successful year of service as Chairperson of the S.E.C. in 2019-20.

## **UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)**

Chairperson: Paul Fritz

The Undergraduate Academic Affairs Committee (UAAC) engaged multiple issues in the 2018-2019 academic year. One issue was guided through passage by the Full Faculty: January Term Withdrawal Deadline. The other issues the UAAC engaged are ongoing concerns for future, and include: revisions FPS #11; dual majors / dual degrees; a Global Citizens designation; and the two-year review of the midsemester advisory. Other issues, such as review of FPS #36 on the Use of Human Subjects in Research and a review of HPHS's grade appeal policy, were done in a consultative manner and thus will not be discussed below.

**January Term Withdrawal Deadline:** previous policy for withdrawal from class during the January term stated the deadline was "Prior to the final exam - Last day to withdraw from a course with instructor's permission." The UAAC proposed to change the policy to a withdrawal deadline to two days before the last session in a January term class and removed the requirement to obtain instructor permission. This policy was passed by the University Senate and Full Faculty in Spring 2019.

**Dual Majors/Dual Degrees:** the UAAC examined current policy regarding dual majors and dual degrees. The committee collected data on the number of students that earn dual majors and dual degrees at Hofstra (through Academic Records) as well as engaged in a comparative study of dual major/dual degree requirements at peer and aspirant universities. It was not clear to the committee that current University policy is out of line with peer and aspirant schools nor that there is currently a significant problem with dual degree/dual major requirements at Hofstra. The committee agreed to continue to monitor this situation.

**Global Citizens Designation:** the UAAC investigated and eventually passed a program designed to allow students to compile a dossier that shows how they have engaged as a global citizen. After seeking input from the Faculty Affairs Committee and passage at the Senate Executive Committee, the University Senate sent the policy proposal back to the UAAC to address several concerns about the program.

**Faculty Policy Series #11: PROCEDURE FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY BY UNDERGRADUATE STUDENTS AT HOFSTRA UNIVERSITY:** the UAAC engaged in a review of FPS #11 over the course of 2018-2019 AY. The committee proposed minor revisions to clarify definitions and explanations of violations of academic honesty as well updated procedures for reporting violations of academic honesty (done in consultation with the Graduate Academic Affairs Committee so as to ensure FPS #11 is as consistent as possible with FPS #11G). The committee also examined the number of violations reported and discussed strategies to increase reporting. The committee will return to these revisions to FPS #11 with the intention of passing both FPS #11 and FPS #11G simultaneously.

**Midsemester Advisory Two-year Review:** when the Midsemester Advisory was passed by the Full Faculty in Spring 2017, the UAAC pledged to engage in a review of the policy after two years. To prepare for this, through the course of 2018-2019 AY the committee discussed how to conduct the review.

## **SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)**

Chairperson: Neil Donahue

The Academic Review Committee (ARC) enters all decisions in Banner and Student Success Connect (SSC). Reinstated/continuing students are granted a semester by semester continuance allowing the Committee to review and intervene, if necessary.

ARC meets several times throughout the Summer and during January. Ad hoc decisions are also made via email. The primary goal of each meeting is to review all reinstatement appeals; consider students who, as per the Dismissal Policy, are brought to ARC out of concern; and to automatically review students who had been reinstated the prior semester.

Students who reach a 2.0 cumulative GPA are released from the conditions of ARC. Academic Records is notified to release the ARC holds related on their student accounts, as well as the Registrar, Center for University Advising and Student Financial Services.

In the Summer of 2018, ARC met in person on four occasions and conducted reviews via email when necessary. ARC reviewed approximately 68 students during that time; some students having been reviewed more than once. In January 2019, the Committee met three times and reviewed approximately 56 students; some students having been reviewed more than once. For the 2018/2019 academic year, ARC upheld the dismissal of 26 students who appealed to return during the year.

As of June 2019, the Committee released nine students from ARC restrictions for Fall 2019 and plans to review another 20 current students already on ARC restrictions and approximately another 50-75 appeals from dismissed students this summer.

## **GRADUATE ACADEMIC AFFAIRS COMMITTEE**

Chairpersons: Nick Santangelo (Fall) / Erin Ward-Ciesielski (Spring)

Committee Actions and Discussions

FPS #11G: Honor Code Violations

The Graduate Academic Affairs Committee undertook review and revision of Faculty Policy Series #11G – Procedure for Handling Violations of the Honor Code by Graduate Students at Hofstra University. The main aspects of the policy that were revised included:

- Section II – Violations: Updating and more clearly defining what is considered a violation with regards to reference citations
- Section III – Procedures for Handling Violations: Clarifying the process of submitting an Honor Code Violation Report, who is notified that a Report has been submitted, and who makes the notifications. The committee also discussed potential changes to the process for reporting to increase the likelihood of faculty making violation reports; however, no changes were proposed to the policy language.

These changes have been made in collaboration with the Undergraduate Academic Affairs Committee (UAAC) as they have worked to revise FPS #11. Paul Fritz, Chair of the UAAC, attended the February GAAC meeting to facilitate this coordination, where applicable. Suzanne Pike, Associate Provost for Academic Affairs, attended the April GAAC meeting to provide additional information about the Honor Code Violation Report process in the Provost's office to inform the committee's discussion of revisions. As of the end of the Academic Year 2018-2019,

the GAAC has approved changes. Once changes are similarly approved by UAAC (i.e., Fall 2019), the revised FPS #11 and FPS #11G will be presented to the Senate Executive Committee.

#### FPS #36: Human Subjects Research

Alan Flurkey, Chair of the Hofstra University Institutional Review Board (IRB), attended the March GAAC meeting to present changes to FPS #36 – The Use of Human Subjects in Research – related to the IRB composition and procedures and their context. Committee members asked questions and discussed these changes before approving them.

#### Other Discussion Topics

- Graduate scholarship allocation: It was determined that most graduate directors would like a more detailed breakdown of their scholarship allocation beyond the few general sentences sent to all in the Graduate Newsletter. Bob Brinkman, Vice Provost for Scholarship and Research and Dean of Graduate Studies stated that when the next round of scholarship information is distributed to graduate directors for Fall 2019, it will be provided in a format that allows graduate directors to more transparently see how allocation is determined, though it is unclear if this occurred due to changes in the Provost office at end of academic year.
- Graduate program handbook outlines: Bob Brinkman, Vice Provost for Scholarship and Research and Dean of Graduate Studies, and the Provost's office reviewed various graduate handbooks and made a draft outline of things programs could consider including if they do not already have a handbook
- Graduate bulletin text for graduate badge offerings: Bob Brinkman, Vice Provost for Scholarship and Research and Dean of Graduate Studies, proposed language to be added to the graduate bulletin to describe the academic requirements and procedures of badge programs. Following discussion, language was approved and has been added to the bulletin.

### **PLANNING & BUDGET COMMITTEE (P & B)**

Chairperson: William Caniano

A primary function of the Senate Planning and Budget Committee is to be active in monitoring the Hofstra University's Budget. To that end, the following Vice Presidents were invited to speak to the committee:

- 31 October 2018 Provost Simmons
- 16 November 2018 VP Development and Alumni Affairs, Alan Kelly
- 21 February 2019 Vice President for Financial Affairs and Treasurer Catherine Hennessy and Senior Vice President for Legal Affairs and General Counsel Dolores Fredrich

Vice President for Facilities and Operation, Joseph Barkwill was invited to attend every Planning and Budget meeting for the 18-19 academic year.

The committee has begun the process of looking into some of the high impact retention initiatives that are in place around the campus. Two initiatives, the Faculty-in-residence and the Living Learning Communities, were and will continue to be evaluated in the Fall of 19.

## **LIBRARY COMMITTEE**

Chairperson: Christopher Niedt

The Library Committee began the year by editing the 2017-2018 survey of library professionals, which focused on the progress that had been made (and the challenges faced) in implementing the recommendations in the previous 2007-2010 Future Directions of Axinn Library document. The committee then turned to circulating a follow-up survey that solicited Library professionals' input on revisions to the recommendations themselves and possible new initiatives. Significant follow-up was required to ensure an adequate response rate for the survey. The committee plans to circulate a draft and finalize its report by early Fall semester.

The committee reviewed the current year's Library budget during the Fall, and usage statistics in the Spring. It also discussed the availability of open access textbooks for course instruction; the committee plans to include questions regarding open access textbooks in its 2020-2021 survey, which will be distributed to Library users and complete the three-year updating process for the 2007-2010 report.

## **ENVIRONMENTAL PRIORITIES COMMITTEE**

Chairperson: Oskar Pineño

The EPC met in March 2019 for the first time after a two-year hiatus. The newly-formed EPC includes representation from virtually all schools at Hofstra; currently, the EPC is composed of thirteen faculty members, one staff member, and three undergraduate students.

We held a total of three-monthly meetings this semester, in which we accomplished the following:

- We discussed various sustainable projects for our campus, including projects involving new infrastructure (e.g., solar energy, EV charging, and composting), maintenance/refreshment of existing infrastructure (e.g., LED lighting), and improvement of energy efficiency and reduction of waste (e.g., reduce/eliminate use of plastic dinnerware on campus, place additional recycling bins).
- Our students have proposed various ideas aiming to promote student engagement in environmentally-friendly activities.
- We developed a survey that will be shared with the Hofstra community during the Fall 2019 semester, aiming to determine whether our students, faculty, and staff support the initiatives we are currently contemplating, while requesting additional ideas they might find worth developing.
- We requested an increase in the amount of Renewable Energy Credits that Hofstra purchases annually, from the current 30%. Joseph Barkwill (Vice President for Facilities and Operations) notified us he is going to recommend an increase to 50%.
- Upon request, various members of the Hofstra community have already made small, but significant adjustments in an effort to adopt a more sustainable approach. For example, Dunkin' Donuts stopped using Styrofoam cups, and Bob Khatami (Instructional Technologist at EdTech) modified the software controlling the "scantron" (opscan test scoring) to allow the user to choose whether to print a paper copy of the results,

something that was done automatically in the past. We plan to continue seeking ways to promote this kind of small changes, as their cumulative impact can be considerable.

- A speaker will be invited to give a talk on climate change at Hofstra during the Fall 2019 semester, sponsored by a grant awarded by the Cultural Center. We are hoping this talk, along with activities carried out by our students, will spur environmental awareness and action in our campus.

Overall, we believe we have made important progress, considering that our committee was just revitalized a few months ago. Our members are excited about the opportunity to work on the projects we have been discussing, and we are hopeful the Hofstra community will support our endeavors and, more critically, that our administration will approve our projects. We, too, must be responsible in the need to address the climate crisis, and we have to do it with the sense of urgency this crisis demands.

### **FACULTY AFFAIRS COMMITTEE (FAC)**

Chairperson: Kevin Boston-Hill (Fall) / Rina Hirsch (Spring)

The Faculty Affairs Committee (FAC) met regularly in the Fall semester of this academic year, addressing a number of issues, including:

1. Special Leaves review of applications and recommendations for the 2019-2020 academic year.
2. Review of applications for Emeritus Status.
3. Review of vendors for online CTR pilot program.
4. Discussion of volunteer criteria for the online CTR pilot program.
5. Discussion of journal publication validity.

Spring Semester Chairperson: Rina Hirsch

The Faculty Affairs Committee (FAC) met regularly in the Spring semester of this academic year, addressing a number of issues, including:

1. Approval of updates to FPS #46: Peer Evaluation for Teaching to include guidelines for evaluations of online courses.
2. Review of FPS #47: Policy on Personal Relationships between Faculty/Other Employees and Students. Jennifer Mone, Deputy General Counsel and Equal Rights & Opportunity Officer, will propose to the FAC language changes to FPS #47 consistent with the FAC's suggestions and other schools' policies.
3. FPS #36: The Use of Human Subjects in Research proposal from Alan Flurkey, IRB Chairperson, and Sofia Kakoulidis, IRB Administrator (reviewed and recommended to the SEC).
4. Global Citizen Designation proposal from the UAAC presented by Paul Fritz, UAAC Chairperson and Neil Donahue, Vice Provost for Undergraduate Academic Affairs presented (reviewed and recommended to the SEC).

5. Development and approval of the online CTR pilot program.
6. Development and approval of the volunteer criteria for the online CTR pilot program.
7. Development and approval of the assessment rubric for the online CTR pilot program.
8. Review of application for Emeritus Status.
9. Review of application for teaching load reduction.
10. Discussion of validity of faculty publications and review of language in FPS #15: Ad Hoc Committee on Tenure. FAC senator-at-large, Jean-Paul Rodrigue, and Chairperson, Rina Hirsch, will meet with the Chairs' Caucus in Fall of 2019 to discuss concerns related to publication quality in the tenure and promotion process.

In the next academic year, the FAC plans to work on the following initiatives:

1. Review revised language of FPS #47: Policy on Personal Relationships between Faculty/Other Employees and Student.
2. Revise the existing CTR instrument for use in online/hybrid delivery classes.
3. Discuss adding CTR criteria to evaluate instructors' diversity initiatives in curriculum and/or support for an inclusive classroom environment.
4. Review faculty statute #7 in the senate by-laws to consider inclusion of the Chief Diversity & Inclusion Officer and possibly other individuals on the senate to enhance the shared governance process.

Rina Hirsch, ZARB senator, was re-elected as Chairperson of the FAC for the 2019-2020 academic year.

### **STUDENT AFFAIRS COMMITTEE (SAC)**

Chairperson: Carissa Ramirez

The Student Affairs Committee (SAC) spent the year advocate for all students at Hofstra University with an array of different initiatives. The SAC took its responsibility to advocate for all students on campus, not just the undergraduate student body, with great seriousness. This year, the SAC senators undertook initiatives within their various areas of study or employment on campus. Change on campus was accomplished through the following projects (listed in alphabetical order):

#### **Accessibility Initiative**

This initiative was led by Student Government Association Senator Kelly Rose. Upon completing her first initiative, University Senate Senator Jessica Kurtz got involved in the work Senator Rose was doing to improve accessibility on campus for students. This included collaboration with William Caniano from the Planning and Budget Committee. These meetings resulted in the creation of signs that are to be posted near the elevators so people who need to use them are able to call maintenance if the elevators need work done. This initiative will be continued by SGA Senator Rose in the coming school year.

#### **American Sign Language Initiative**

The initiative to include American Sign Language (ASL) classes as a course that would count towards the requirement for a foreign language was led by senator Jessica Kurtz. She met with

Dean Benjamin Rifkin and other administrators and faculty members to ensure that ASL will be considered part of the language department. Senator Kurtz successfully completed this initiative and the ASL classes are in the process of being changed in the bulletin, so they can be offered in the Fall Semester under the new department. Though Senator Kurtz is graduating, the administrators she worked with are following through with the initiative to completion.

### **Compass Dining Initiative**

Throughout the year, Senator Lily Chiagozie stayed in touch with members of Compass Dining to have conversations with them about their food options. Though there was no explicit end goal in mind, she advocated for more ethnic food and providing more options for students, particularly those with dietary restrictions.

### **Public Safety and Resident Safety Representative Initiative**

Senator Lily Chiagozie spent the first semester of the 2018-2019 school year working on this initiative. As a Resident Safety Representative (RSR) who works for Public Safety, she noted that the way the sign-ups for shifts are completed are done in a way that created the potential for there to be gaps in coverage of the residence hall entrances because the sign ups were done on paper through a third party; this caused shifts to not be easily switched and for some student workers to be surprised with shifts they were not expecting to cover. Not only was this inconvenient for student employees, but it created a potentially unsafe environment for students living in the residence halls because the RSR, who is the first line of security, would not always be aware of their shift. After meetings with representatives from Public Safety and bringing up the concern at the annual Town Hall meeting, the initiative was completed. The RSR shift signups are now online, which will prevent student workers from being surprised with shifts in the future.

### **Law School Initiative**

Though Senator-at-Large Rita Cinquemani was not able to attend most of the SAC meetings, she pursued her goal of ensuring that the law school students were more acclimated to campus and included in the activities that are planned. She succeeded in adding campus-wide events to the weekly letter that is sent out to the law school students and by discussing how big events like Fall Fest can be advertised to that population of students better moving forward. Senator Cinquemani also mentioned working on improving the tours the Law School gives to students, so they are more aware of the campus resources and office at Hofstra.

### **Title IX Initiative**

This initiative was spearheaded by the SAC Chair, Carissa Ramirez. Her work on the committee last year culminated in turning in a proposal to the Title IX Office on campus asking for an extension to the amount of time that students have to report a Title IX incident and to add an online option for reporting. Over the summer of 2018, the policy was changed, which granted students twelve (12) months instead of six (6) to report a misconduct case.

Following the implementation of this policy, Chair Ramirez wanted to provide further clarification to the new wording of the policy. Prior to the policy change, the wording was clear that the months school was not in session did not count towards the time period to report; the new policy made no such distinction. She worked with the Title IX Coordinator, Allison



Vernace, to make new wording that fixed this discrepancy. This should be put into effect over the summer of 2019, when the Title IX policies are updated annually. Additionally, Chair Ramirez spent this year continuing to advocate for the online reporting option that was part of her initial proposal. She did this alongside the Jefferson Has Gotta Go! Campaign, which was a student advocacy group on campus that was advocating for an online reporting option on campus for racial misconduct. During the latter half of spring semester, it was announced that an online reporting option will be available that all students will be able to use to report any sort of misconduct on campus and that the complaints will get redirected to the proper office on campus. This is set to be launched in the Fall semester of 2019, should all of the preparations be completed in a timely manner.

### **Town Hall (event)**

The annual Town Hall was hosted on December 5, 2018. As always, this event was heavily attended by students and administrators. This year there were questions that touched upon the the Jefferson Has Gotta Go! Campaign follow up services for those who witness or aide students going through serious situations (such as those pertaining to Title IX or mental health), Public Safety relations with students of color on campus, and how to bring more diverse speakers to campus, among other topics. These questions were asked directly by students, who were then offered a chance to ask a follow up question if they felt the administrator's answer did not address the full question. Similarly, to last year, there were some points that caused some tense moments, but nothing that prevented the event from running smoothly.

### **SCREAN Committee Meeting**

Senator Jessica Kurtz attended the SCREAN Committee Meeting to represent SAC.

### **Academic Calendar Committee Meeting**

The SAC Chair attended the Academic Calendar Committee Meeting to ensure there was a student voice present. Discussions were productive and are still ongoing.

### **Open Student Affairs Committee Meetings**

The SAC had a few open meetings this year where students who were not a part of the committee attended to get an idea of what work the committee does. The committee felt this is a great step into being transparent with the students it represents and to talk first-hand with students to get an idea of the improvements they want to see on campus.

## **SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)**

Chairperson: Caroline Schreiner

Throughout the year, 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. Eight appointments were made as well as nine reappointments affecting ten committees.

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

- Adjunct Faculty
  - Michael Heiss from the School of Humanities, Fine and Performing Arts was elected for a three-year term.
- Frank G. Zarb School of Business
  - Victor Lopez was elected for a three-year term
- School of Health Professions and Human Services
  - Deborah Elkis-Abuhoff was re-elected for a three-year term
- School of Humanities, Fine and Performing Arts
  - Terrance Tompkins was elected for a one-year term
- Peter S. Kalikow School of Government, Public Policy and International Affairs
  - Paul Fritz was re-elected for a three-year term
- School of Education
  - Steven Hernandez was elected for a three-year term
- Fred DeMatteis School of Engineering and Applied Science
  - Sleiman Ghorayeb was re-elected for a three-year term
- Lawrence Herbert School of Communication
  - Geoffrey Tarson was re-elected for a three-year term
- Staff/Local 153
  - Jacqueline Cassar was elected for a three-year term
- University Library
  - William Caniano was re-elected for a three-year term

The following schools have vacant spots. Elections will be held in the fall:

- HCLAS, School of Natural Sciences and Mathematics two-year term
- HCLAS, School of Natural Sciences and Mathematics three-year term

In addition, Faculty Officers Elections were held:

- George Giuliani has been elected as Speaker of the Faculty for a two-year term
- Christine Zammit has been elected as Secretary to the Faculty for a two-year term
- Daniel Seabold 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. Three undergraduate students and three graduate students applied. As per the Senate bylaws, all three undergraduate students were elected, and an election will be held in the fall for the remaining undergraduate spot. One graduate student was elected. SCREAN and the Student Affairs Committee will continue with student outreach in the fall semester.

SCREAN will continue to monitor committee membership and solicit interest throughout the 2019/2020 academic year.

## **SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)**

Chairperson: Cliff Jernigan

This report describes the actions taken by the Athletic Policy Committee (APC) during the 20178-2019 academic year. As determined by the members of the APC, this year was the second operating with a reduction in committee members from fifteen to thirteen (seven faculty, four administrators, and two students).

This academic year Hofstra, and the APC, welcomed Rick Cole, Jr. as its new Director of Athletics. Director Cole, formerly the Vice President of Athletics Administration at Iona College, brings more than 20 years of experience with college sports programs across the New York metro area. He has considerable expertise in external relations, including fundraising, marketing and, equally important, dedication to the success of student athletes in their chosen sports and in the classroom. During his five-year tenure at Iona, the programs he oversaw set records athletically, academically, in the realm of community service, and in revenue generated. Below is a listing of the key points addressed by the APC during this past academic year:

- By way of this report to the Senate, the APC is reporting to the Executive Committee its discussions and actions concerning Hofstra's intercollegiate athletics (APC bylaw #1).
- By way of this report, the APC is advising the President, through the Senate, of the APC's discussions and actions concerning Hofstra's intercollegiate athletics (APC bylaw #2).
- The Director of Athletics, having been introduced to the APC, reported at the Dec. 6<sup>th</sup>, 2018 meeting (APC bylaw #3), that he and the Athletic Department are:
  - Working on an apparel head to toe deal and the goal is to have it in place by the end of the year.
  - Restructuring the Athletic Development team so as to change the culture and strategy with the goal of increasing awareness and giving from the current 800 donors.
  - Working with a consultant for Title IX and equity review
  - Reviewing functionality of Athletic Department with the goal of breaking down silos
  - Reviewing the evaluation process for staff and student-athletes (AD and committee discussion about 360-degree evaluation approach)
  - Obtaining new video board and audio system for the arena
  - Witnessing the success of athletic teams: Women's soccer to the 2<sup>nd</sup> round of the NCAA tournament, Volleyball to the 1<sup>st</sup> round of the NCAA tournament (discussion about the tournament selection process), Cross-country individual champion at Hofstra
  - Discussing the funding cap, as determined by financial aid
  - Discussing priority registration – only two institutions in the CAA do not have this. Associate Vice President for Student Affairs, Jean C. Peden-Christodoulou, offered to further this discussion
- The AD and the Associate Director of Athletics for NCAA Education and Compliance report (APC bylaw #4) that Hofstra athletics have a graduation success rate (GSR) of 91% and this is higher than the GSR for non-student-athletes. Additionally, the NCAA

requires athletic departments to have an academic progress rate (APR) above 930. Hofstra's athletic department has an APR above 985 out of a possible 1000 perfect score. Eleven of Hofstra's seventeen sports received a perfect score of 1000.

- The committee asked the Assoc. Director where Hofstra Athletics stood with regard to other CAA institutions. On Dec. 12<sup>th</sup>, 2018, the Associate Director provided a complete, team-by-team, listing of every member of the CAA GSR for the 2008-2011 cohort (APC bylaw #5). Hofstra ranks as third highest among CAA schools in GSR.
- The AD reviewed the 2018 annual report and the Associate Director of Athletics for Finance and Administration, Rachel August, shared with the committee the Student-Athlete Planner, including the committee feedback from last year (APC bylaws #6).
- The Deputy General Counsel for Hofstra University, Jennifer Mone, at the April 8<sup>th</sup>, 2019 APC meeting, presented to the committee policies and practices regarding gender equity and representation from diverse and underrepresented sectors of the University community. The presentation, detailing Title IX and gender equity issues, highlighted issues facing collegiate athletics in general, and the Hofstra Department of Athletics in particular (APC bylaw #7).
- The student-athlete handbook was distributed for review and comment (APC bylaw #8). The committee reviewed the end-of-the-season surveys administered to student athletes. The APC Chair noted the upcoming NCAA Growth, Opportunities, Aspirations, and Learning of Student-Athletes (GOALS) survey. The survey is the most comprehensive national survey of the college student-athlete experience and Hofstra's Women's Basketball, Men's Basketball and Field Hockey teams have been randomly selected to take part in the survey. The Assistant Director of Athletics/Student-Athlete Services & Life Skills coordinated the logistics and the Chair administered the survey. The NCAA Associate Director of Research, Michael Miranda, personally thanks Hofstra for its continuing participation (APC bylaw #9).

### **SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR**

Chairperson: Evan Koegl

The Academic Calendar Committee met during the 2018-2019 academic year to evaluate and recommend a calendar for the 2020-2021 academic year. The committee put forth a calendar for the 2020-2021 academic year that it felt was the best fit for the year's observances and dates. This calendar was passed by the University Senate, but at the recommendation of the Provost it was subsequently revised to include a later start date for the Fall 2020 semester. The calendar was brought back to the University Senate and approved. It will move forward to the Full Faculty for a vote in the Fall 2019 term.

### **SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY**

Chairperson: Kevin Bisceglia

The Special Committee on Environmental Safety held two formal meetings during the 2018-2019 academic year. Members also met with the environmental health and safety officer (EHSO)

and other university officials in smaller groups to discuss committee business as needed. Kevin Bisceglia was re-elected as committee chair and will remain so until Fall 2019.

The committee has continued to update the university's Chemical Hygiene Plan (CHP) by reviewing standard operating protocols (SOPs) for chemicals and laboratory practices. Notable additions to the CHP include standardized instructions for the handling and storage of wet peroxide and water reactive materials, and the expansion of the list of extremely hazardous chemicals from 100 to 600 substances. These changes help to bring safety practices of the university in compliance with regulatory agencies and in keeping with peer institutions. The committee also continued to discuss policies for working alone in laboratory, workshop, and studio spaces. A tentative policy was worked out last year with EHSO Subin Antony but had to be renegotiated after his departure. At present, no consensus has been reached.

The most important development to come out of the committee is its recommendation to create an institutional biosafety committee (IBC) to provide oversight and guidance for research involving recombinant DNA and/or synthetic nucleic acid molecules. An IBC is required by the National Institutes of Health (NIH) at all institutions where NIH-funded research is performed. Increasingly, faculty members in the sciences are applying for NIH funding, so it is prudent that this committee be formed. The IBC should be created at the university level and exist on par with current committees such as IACUC and IRB, which oversee research involving animals and human subjects, respectively. Environmental safety committee members will be meeting with the EHSO and representatives from the Provost's office over the summer to work out the details of the committee, its composition, and to begin developing a university biosafety plan.

This spring, the safety committee was pleased to welcome Dr. Wendy Hom as the university's new EHSO. As EHSO, Dr. Hom has conducted lab safety inspections and communicated results to the committee. She has also conducted training sessions for undergraduate researchers who will be doing research on campus this summer. This summer, she will be developing online templates for writing SOPs for new chemicals and procedures, and for documenting safety incidents. She will also work to create an online repository for existing SOPs that will be accessible by Hofstra personnel.

There were no major lab or studio space safety incidents reported to the committee during the 2018-2019 academic year. Moving the forward, the committee will continue to work with the EHSO and other personnel to assure compliance with the CHP and the promulgation of safety culture at the university. To assist with this, the committee strongly recommends that the university hire a laboratory director for the School of Engineering, which has grown substantially over the past several years. Lab director positions already exist for the Biology, Chemistry, and Physics departments. While engineering has had lab directors in the past, the position has remained vacant throughout the 2018-2019 academic year.

**V**

**ACTIVITIES OF THE SENATE**

**2018 – 2019**

## **MATTERS PENDING FROM THE 2013-2014 SENATE:**

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 yet to be approved by Legal Counsel, the Provost or the President (Appendix A)

## **MATTERS PENDING FROM THE 2017-2018 SENATE:**

March 12, 2018 (Senate Agenda)

The Senate approved the Religious Observance Policy. This item was approved by the Full Faculty (May 2, 2018), by Legal Counsel (May 20, 2019), by the Provost (May 22, 2019), and by the President (May 29, 2019) (Appendix B)

May 7, 2018 (Senate Agenda)

The Senate approved the Recommended Graduate Bulletin Changes. This item was approved by the Full Faculty (October 23, 2018), by Legal Counsel (October 25, 2018), by the Provost (October 26, 2018) and by the President (October 29, 2018). (Appendix C)

## **2018– 2019 SENATE ACTIVITIES:**

### **1. CHANGES TO THE HOFSTRA BULLETIN**

October 8, 2018 (Senate Agenda)

The Senate approved the revisions to the 2019-2020 Academic Calendar. This item was approved by the Full Faculty (October 23, 2018), by Legal Counsel (October 25, 2018), by the Provost (October 26, 2018) and by the President (October 29, 2018). (Appendix D)

April 8, 2019 (Senate Agenda)

The Senate approved the Revisions to the January Session Withdrawal Date. This item was approved by the Full Faculty (May 1, 2019), by Legal Counsel (May 3, 2019), by the Provost (May 20, 2019), and by the President (May 29, 2019) (Appendix E)

### **2. CHANGES TO THE FACULTY POLICY SERIES AND FACULTY STATUTES**

October 8, 2018 (Senate Agenda)

The Senate approved the Revisions to the Senate Bylaws and Faculty Statute. This item was approved by the Full Faculty (November 26, 2018), but has not been approved by Legal Counsel, the Provost or the President. (Appendix F)

March 11, 2019 (Senate Agenda)

The Senate approved the Revisions to the Revisions to Faculty Policy Series #46. This item was approved by the Full Faculty (May 1, 2019), by Legal Counsel (May 3, 2019), by the Provost (May 20, 2019), and by the President (May 29, 2019) (Appendix G)

April 8, 2019 (Senate Agenda)

The Senate approved the Revisions to the Revisions to Faculty Policy Series #36. This item was approved by the Full Faculty (May 1, 2019), by Legal Counsel (May 3, 2019), by the Provost (May 20, 2019), and by the President (May 29, 2019) (Appendix H)

## 2. OTHER ACTIONS

March 11, 2019 (Senate Agenda)

The Senate approved the CTR Pilot Program. This item was approved by the Full Faculty (May 1, 2019), by Legal Counsel (May 3, 2019), by the Provost (May 20, 2019), and by the President (May 29, 2019) (Appendix I)



## **VI**

## **APPENDICES**

## APPENDIX A

### **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](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.

## APPENDIX B

### **2016-2017 Ad-hoc Committee to Develop Academic Calendar Religious Observance Policy Report**

Craig Burnett (Chair)  
Neil Donahue  
Eugene Maccarrone  
Gina Sorrentino  
Marc Silver

#### *Summary of Findings for the 2016-2017 Academic Year*

All things considered, the calendar change from the previous format to the new academic calendar's structure was smooth overall. While the committee recognizes that some individuals will continue to require additional accommodations under the new calendar (e.g., religious observations and childcare concerns), the view of the committee is that overwhelming majority of faculty, staff, and students have adjusted to the new calendar without much difficulty. Going forward, some students, staff, and faculty will need to make accommodations for religious observances — including both religious holidays that Hofstra observed previously and holidays that Hofstra did not previously observe. Importantly, however, there were zero reports of cases in which those accommodations were denied to the relevant parties. While some faculty preferred the old calendar, it is worth noting that some responses appreciated the new calendar, citing pedagogical improvements. Overall, the committee views the new calendar as a success, with no real need for intervention at this time. As time passes, the committee anticipates that the new calendar will become the new normal.

#### *Specific Activities and Observations*

- The committee workshopped and approved language to e-mail/post online regarding the religious observance policy. It was unclear to the committee if the entire Senate needed/wanted to approve it. The official committee-approved language is appended to the end of this report.
- The committee solicited and collected from faculty any and all concerns with the new academic calendar. There were few responses (less than twenty overall), but most responses cited issues with matching the local school calendar to their own needs and some students missing classes during holidays. Others expressed their belief that the calendar was working well. The committee was not able to gather specific information about attendance issues (no one who indicated drops in attendance, when asked, were able to provide specific records). There were no reported instances where students or faculty members did not receive the appropriate accommodation(s). On the whole, responses were fairly balanced. The committee concluded that, for the overwhelming majority of instances, the new calendar worked without much difficulty. Further, noting that the calendar was already set for the next few years, the committee concluded that most faculty, staff, and students would adapt easily to the new calendar. One issue relating to clinical observations was referred to the provost's office directly.

- At the request of one chair, the committee considered compiling a list of holidays. Ultimately, deciding what holidays would make the list proved to be a quagmire. The committee concluded that trying to compile a list of holidays that could, by accident, give the sense that the list somehow constituted an “approved” list of holidays. Having such a list, the committee concludes, would lead to more confusion. Instead, it is imperative that faculty, staff, and students who need accommodations for religious observance will take the appropriate steps to notify relevant individuals of their need.

## **PROPOSAL APPROVED BY AD HOC COMMITTEE AND SEC ON 3/5/18**

### **Guidelines Related to Absences for Religious Observances**

Hofstra University recognizes that students and/or faculty may miss class due to religious observances. Students who anticipate missing class for this reason should notify faculty members in advance. Likewise, faculty members who anticipate missing class for religious observance should notify students in their classes in advance. As per Faculty Policy Series 12 (B): “No student shall be expelled or refused admission to Hofstra University because he or she is unable to participate in any examination, study or work requirement because of his or her religious obligations and practices. However, all students are expected to complete all assignments and examinations. It is understood that no adverse or prejudicial effects shall result to any student who avails him or herself of religious observances. The University, faculty, and student shall work together to achieve a reasonable accommodation concerning any conflicts between educational and religious obligations.”

Additionally, in accordance with New York State Law, students who are absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed because of that absence on any particular day or days.

## APPENDIX C

### Current Graduate Bulletin text:

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

### Revised text:

Students are said to maintain Maintaining matriculation ~~is to be used by students when engaged~~ in academic pursuits that do not include registration for classes. Students maintaining matriculation are considered “registered” at the University *for the term in which they are maintained*. Examples of academic pursuits include, but are not limited to, work on a thesis and completion of course work where a grade of incomplete was received. Students who *are candidates for graduation* or who are enrolled solely in non-credit bearing course work will be registered as Maintaining Matriculation by the Registrar and will be charged the published Maintaining Matriculation fee. *In order to maintain matriculation, or if you have questions, contact the Office of Academic Records and Registrar.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
30	31 Semester Begins Part of Term A Begins	SEPT-1	2	3	4	5	8/21 - SSIII Ends 8/31 - Fall classes begin 9/2 = Convocation (Common Hour)
6	7 Labor Day	8	9	10	11	12	9/7 - Labor Day = No Classes
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	OCT-1	2	3	
4 Spring & January Registration Begins	5	6	7	8	9	10	10/4 - Spring 20 Senior/GR registration opens January 2020 registration open at all levels
11	12 No Classes	13 No Classes	14	15	16	17	10/11 - Junior Registration Opens 10/12 & 13 = Mid-Semester Break
18	19	20	21	22	23	24 Part of Term A Ends	10/18 - Sophomore Registration Opens 10/24 - Part of Term A Ends
25	26 Part of Term B Begins	27	28	29	30	31	10/25 - Freshman Registration Opens 10/26 - Part of Term B Begins
NOV-1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26 Thanksgiving	27	28	11/25-28 = Thanksgiving break
29	30	DEC-1	2	3	4	5	
6	7	8 Snow/Study	9 Snow/Study	10 Finals	11 Finals	12 Finals	12/8 & 09 - Snow/Study Days 12/10-16 = Finals Week
13	14 Finals	15 Finals	16 Finals Semester Ends	17 Commencement	18	19	12/16 - End of Term. 12/17 - Commencement

## # of Fall 2020 Meetings:

## UNDERGRADUATE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	13	13	13	13	13	13

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	39	55	120	2265	2250	15
TuTh	26	85	120	2330	2250	80
MW	26	85	120	2330	2250	80
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

## GRADUATE (Includes Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	14	15	15	14	14	14

## NYS COMPLIANCE INFORMATION:

Undergrad 3.0 credit course = 2,250 minutes required

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

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

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
DEC-27	28	29	30	31	JAN-1	2	NEW YEAR'S DAY, Tuesday January 1.
3	4 Semester Begins	5	6	7	8	9	CLASSES BEGIN, Thursday January 2.
10	11	12	13	14	15	16	
17	18 MLK Day	19 2 week classes end	20	21	22	23	1/18 - Martin Luther King Jr. Day 1/19 - Two-week Courses END
24	25	26 3 week classes end	27	28	29	30	1/26 - Three-week Courses END 2/1 - Spring, 2021 Semester Begins

**NYS COMPLIANCE INFORMATION:****Undergrad 3.0 credit course = 2,250 minutes required****2-week Courses: Must meet minimum of 10 meetings for 3 hours & 45 minutes, Monday through Friday****3-week Courses: Must meet minimum of 12 meetings for 3 hours & 45 minutes, Monday through Thursday**



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
24	25	26 3 week classes end	27	28	29	30	January 3-week classes end Jan. 26
31	FEB-1 Semester Begins Part of Term A	2	3	4	5	6	Classes Begin-Monday, Feb. 1
7	8	9	10	11	12	13	
14	15 No Classes President's Day	16 No Classes	17	18	19	20	Presidents' Break- No classes Monday, 2/15 & Tuesday, 2/16
21	22	23	24	25	26	27	
28	MAR-1	2	3	4	5	6	
7 Fall & Summer Registration	8	9	10	11	12	13	3/7 - Fall 21 Senior/GR registration opens Summer 21 registration open at all levels
14	15	16	17	18	19 Part of Term A Ends	20	3/14 - Fall 20 Junior registration opens 3/19 - Part of Term A Ends
21 No Classes	22 No Classes	23 No Classes	24 No Classes	25 No Classes	26 No Classes	27 No Classes	Spring Break-No classes Sun., 3/21 - Sat. 3/27 3/21 - Fall 20 Sophomore registration opens
28	29 Part of Term B begins	30	31	APR-1	2 Good Friday Clerical Staff Holiday	3	3/28 - Fall 20 Freshman registration opens 3/29 - Part of Term B Begins 4/2 - Good Friday, Clerical Holiday
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	MAY-1	
2	3	4	5	6	7	8	
9	10	11	12	13 Snow/Study	14 Snow/Study	15	Snow/Study Day = May 13 & 14
16	17 FINALS	18 FINALS	19 FINALS	20 FINALS	21 FINALS	22 FINALS Semester Ends	5/17-22 = Finals Week
23 Commencement	24	25	26	27	28	29	Commencement = May 23

## # of Spring 2021 Meetings:

## UNDERGRADUATE (Does not include Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	13	14	13	13	14

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

## GRADUATE (Includes Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	14	15	15	15	15

## NYS COMPLIANCE INFORMATION:

Undergrad 3.0 credit course = 2,250 minutes required

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

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

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
1 23 Commencement	24	25 SS I Begins	26	27	28	29	May 25, Summer Session I Begins
30	31 No Classes Memorial Day	JUN-1	2	3	4	5	Memorial Day - May 31 - No Classes
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22 4-week classes end	23	24	25	26	4-week classes end Jun 22
27	28	29 5-week classes end	30 JULY-1 SS II Begins		2	3	5-week classes end Jun 29 Jun 30, Summer Session II Begins
4 No Classes	5 July 4th (Observed) No Classes	6	7	8	9	10	7/4-7/5 July 4th Holiday - No Classes
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28 4-week classes end	29	30	31	4-week classes end Jul 28
AUG-1	2	3	4 5-week classes end	5	6	7	5-week classes end Aug 4
8	9 SS III Begins	10	11	12	13	14	Aug. 9, Summer Session III Begins
15	16	17	18	19	20	21	
22	23	24	25	26	27 SS III Ends	28	Aug. 27, Summer Session III Ends
29	30	31	1	2	3	4	
5	6 Labor Day	7	8	9	10	11	Labor Day - Sept. 6

## # of Summer Session I 2021 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	5	4	4	4	4
5 week	4	6	5	5	5	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0
5 Week GR (ZARB)	2 days per week	10	210	2100	2100	0

## # of Summer Session II 2021 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	4	5	4	4	4
5 week	4	5	6	5	5	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0
5 Week GR (ZARB)	2 days per week	10	210	2100	2100	0

## # of Summer Session III 2021 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	2250	0
3 Week UG	MTWR	12	190	2280	2250	30
3 Week GR	MTWR	12	130	1560	1500	60

## COMPLIANCE INFORMATION:

## SS I &amp; II - 4-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 16 meeting @ 145 minutes each (2320 minutes)  
 3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 190 minutes each (2280 minutes)  
 3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 130 minutes each (1560 minutes)

## SS I &amp; II - 5-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meeting @ 130 minutes each (2600 minutes)  
 3.0 GR classes = 2 days a week, Require a minimum of 10 meeting @ 150 minutes each (1500 minutes)  
 3.0 GR-ZARB classes = 2 days a week, Require a minimum of 10 meeting @ 210 minutes each (2100 minutes)

## SS III - 3-week session:

3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meeting @ 150 minutes each (2250 minutes)  
 3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 190 minutes each (2280 minutes)  
 3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 130 minutes each (1560 minutes)

## **APPENDIX E**

The Full Faculty unanimously votes to change the withdrawal deadline for January Sessions to the following. The changes should be reflected on the Academic Calendar going forward and the Bulletin as appropriate.

Current January Session withdrawal with “W” deadline language:

“Prior to the final exam - Last day to withdraw from a course with instructor's permission”

New January Session withdrawal with “W” deadline language:

“Two days before the last session in a January term class: Last day to withdraw from a course”

**THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE**

**TABLE OF CONTENTS**

I. The Executive Committee.....	2
II. The Undergraduate Academic Affairs Committee.....	3
A. Academic Review Committee.....	4
III. Graduate Academic Affairs Committee.....	5
IV. Planning and Budget Committee.....	6
A. Committee on the Library.....	7
B. Committee on Academic Computing.....	8
C. Committee on Environmental Priorities.....	9
V. The Faculty Affairs Committee.....	10
VI. The Student Affairs Committee.....	11
VII. Special Committees of the Senate.....	12
A. Special Committee on Recruitment, Elections, and Nominations (SCREAN) .	12
B. Special Committee on Grievances.....	13
C. Special Committee on Athletic Policy.....	14
D. Special Committee on the Academic Calendar.....	15
E. Special Committee on Environmental Safety.....	16

## 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 Committee<sup>1</sup>

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 ~~designee~~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.

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<sup>1</sup> 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 Committee<sup>1</sup>

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 the Center for University Advising or designee. 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 Committee<sup>1</sup>**

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 Committee<sup>1</sup>

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 ~~designee~~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 Library<sup>1</sup>

The Library Subcommittee of the Planning and Budget Committee shall consist of ~~nine members~~; three members 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: Donald and Barbara Zucker School of Medicine, Frank G. Zarb School of Business, Fred DeMatteis School of Engineering & Applied Science, Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies, Lawrence Herbert School of Communication, Maurice A. Deane School of Law, Peter S. Kalikow School of Government, Public Policy and International Affairs, School of Education, School of Health Professions and Human Services, School of Humanities, Fine and Performing Arts and the School of Natural Sciences and Mathematics ~~School of Business, School of Education, Health and Human Services, the Lawrence Herbert 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 Computing<sup>1</sup>

~~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 designates shall act as advisers to the Committee. The Academic Computing subcommittee of the Planning and Budget Committee shall consist of ten members: eight faculty members, not more than one from each school and/or division. Two student members, one a graduate and one an undergraduate, who are student senators, if possible. The Provost or his/her designee and the Vice President of Information Technology or his/her designee 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 Priorities<sup>1</sup>

The Committee on Environmental Priorities, a subcommittee of the Planning and Budget Committee, shall consist of at least fourteen ~~members as follows:~~ Thirteen faculty members, one from each of the following areas: Donald and Barbara Zucker School of Medicine, Frank G. Zarb School of Business, Fred DeMatteis School of Engineering & Applied Science, Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies, Lawrence Herbert School of Communication, Maurice A. Deane School of Law, Peter S. Kalikow School of Government, Public Policy and International Affairs, School of Education, School of Health Professions and Human Services, School of Humanities, Fine and Performing Arts, the School of Natural Sciences and Mathematics, and the University Library. Two student members, one a graduate and one an undergraduate, who are student senators, if possible. Other ad hoc members interested in environmental issues may attend and participate in the meetings, but do not have voting rights. The Campus Sustainability Officer shall act as an advisor to the committee

- ~~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 Fred DeMatteis 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.~~

~~it~~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 Committee<sup>1</sup>

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 (Donald and Barbara Zucker School of Medicine, Frank G. Zarb School of Business, Fred DeMatteis School of Engineering & Applied Science, Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies, Lawrence Herbert School of Communication, Maurice A. Deane School of Law, Peter S. Kalikow School of Government, Public Policy and International Affairs, School of Education, School of Health Professions and Human Services, School of Humanities, Fine and Performing Arts, School of Natural Sciences and Mathematics, and the University Library.)~~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 ~~designee~~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 ~~designee~~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 ~~designated~~designee. 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 Senate<sup>1</sup>**

### **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 Grievances<sup>1</sup>

The Special Committee on Grievances shall consist of twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, the Frank G. Zarb School of Business, the Fred DeMatteis School of Engineering and Applied Science, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services, the Lawrence Herbert School of Communication, ~~the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services,~~ the ~~Fred DeMatteis School of Engineering and Applied Science,~~ the Maurice A. Deane School of Law, the ~~Hofstra Northwell School of Medicine,~~ 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,

- ~~a1.~~ 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 mediate 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;
- ~~b2.~~ perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
- ~~c3.~~ investigate other non-tenure related faculty complaints or charges referred by the Committee on Faculty Affairs;
- ~~4d.~~ request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;
- ~~5e.~~ 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 Policy<sup>1</sup>

The Special Committee on Athletic Policy shall consist of thirteen members: seven faculty members, the Faculty Athletic Representative, the Director of Athletics, the Deputy Director of Athletics, the Vice President for Student Affairs or their ~~designated~~designee, and two students (ideally one representative from student government and one representative from the Student-Athlete Advisory Committee) or their designees. The following or their ~~designated~~designees shall be nonvoting members: the Provost, the Vice President for Enrollment Management, the Registrar, the Senior Associate Director of Athletics/Senior Women's Administrator (SWA), the Associate Director of Athletics/NCAA Education and Compliance Services, the Director of Financial Aid, the Equal Rights and Opportunities Officer and one representative from the alumni, who shall be nominated by the Alumni Senate. When assigning members, the Senate shall seek appropriate gender representation and representation from diverse and underrepresented sectors of the university community.

The Committee shall:

- ~~4a.~~ report to the Senate through the Executive Committee its recommendations for Hofstra' policies concerning intercollegiate athletics;
- ~~b2.~~ advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
- ~~c3.~~ receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
- ~~d4.~~ review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
- ~~5e.~~ review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
- ~~f6.~~ receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
- ~~g7.~~ receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;
- ~~h8.~~ review, in an ongoing manner, the student-athlete handbook; and
- ~~i9.~~ review the results of questionnaires or other evaluations administered to student-athletes.

#### D. Special Committee on the Academic Calendar<sup>1</sup>

The Special Committee on the Academic Calendar ~~prepares and reviews the Academic Calendar. The Committee~~ shall consist of the Registrar, one ~~designated~~designee 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. The committee shall prepare and review the Academic Calendar.

## E. Special Committee on Environmental Safety<sup>1</sup>

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), the University Hazardous Waste Coordinator and Fire and Life Safety Officer, the Emergency Management Officer, the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, Geology, Physics, the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, the ~~the School of Law~~ Maurice A. Deane School of Law, ~~School of Medicine~~ and a student senator-at-large. The committee 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 Special Committee on Environmental Safety shall report to both the Executive Committee of the Senate and to the Office of the President. The members of the Environmental Safety Committee shall serve as the Chemical Hygiene Committee for purposes of the University Chemical Hygiene Plan ("Plan") and shall be responsible for fulfilling all the responsibilities of the Chemical Hygiene Committee as set forth in the Plan.

# REVISIONS TO THE FACULTY STATUTES

(not all Statutes are being revised)

## III. ORGANIZATION OF THE ACADEMIC STAFF

### A. Academic Administrative Structure

1. The academic administrative officers of the faculty shall be the President, the Provost and Senior Vice President for Academic Affairs, the Deans of the academic units and the Departmental Chairs.
2. These officers will be supported by the appointment of such associates, assistants and others as are necessary. In addition such other officers of the University will be appointed in order to assist the Academic Administrators and the faculty to perform their academic duties.
3. All academic administrative officers serve at the pleasure of the Board of Trustees.

4. The academic units of the University will include:
  - a. Donald and Barbara Zucker School of Medicine at Hofstra/Northwell
  - b. Frank G. Zarb School of Business
  - c. Fred DeMatteis School of Engineering & Applied Science
  - d. Hofstra College of Liberal Arts & Sciences
    - Peter S. Kalikow School of Government, Public Policy and International Affairs
    - School of Humanities, Fine and Performing Arts
    - School of Education
    - School of Natural Sciences and Mathematics
  - e. Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies
  - f. Honors College
  - g. Lawrence Herbert School of Communication
  - h. Maurice A. Deane School of Law
  - i. School of Health Professions and Human Services
  - j. University Libraries

- ~~a. Hofstra College of Liberal Arts and Sciences~~
- ~~b. School of Education, Health and Human Services~~
- ~~c. Zarb School of Business~~
- ~~d. New College~~
- ~~e. School of Law~~
- ~~f. University College for Continuing Education~~
- ~~g. University Libraries~~
- ~~h. School of Communication~~
- ~~i. School for University Studies~~
- ~~j. Honors College~~

5. The Provost and Senior Vice President for Academic Affairs, as well as the Deans of the various Schools, Colleges and Libraries, shall be selected by a search process that includes an advisory committee composed of elected faculty. This committee shall review candidates and report their recommendations to the President.

B. Duties of the Academic Administrative Officers

1. The President is the chief executive officer of the University and an *ex officio* member of the Board of Trustees. The President shall supervise the entire program of activities of the University.
2. The Provost and Senior Vice President for Academic Affairs is the chief academic officer of the University; holds the rank of Professor, and represents all academic interests directly to the President. The Provost shall recommend the appointment, reappointment, promotion and tenure of the instructional staff to the President; recommend initial compensation levels and subsequent adjustments of compensation for the instructional staff; supervise the effectiveness and quality of instruction, help members of the instructional staff achieve high levels of professional competence and scholarship; supervise the objective appraisal of the instructional staff; maintain the faculty personnel records; approve various course offerings of each of the academic units of the University, and promote effective integration of the overall curriculum; supervise the administration of academic requirements; be responsible for overseeing the full range of administrative responsibilities necessary for the smooth operation of the academic units of the University including scheduling, registration, advisement, grading, reports, preparation of the University academic budget and supervision of expenditures within the approved budget, and informing the instructional staff of University regulations and official notices; carry out the academic policies of the faculty and the resolutions of the Board of Trustees, and discharge such special duties as the President or faculty may appropriately direct.
3. The Deans shall be responsible for the degree, certificate and professional programs which are appropriately assigned to their respective schools and colleges, in conformity with the requirements of public and professional educational accrediting bodies, where appropriate, and in conformity with the general educational policies and jurisdiction of the University. They shall be responsible for the organization and administration of their units and subordinate structures, including departments which may be assigned them. The Deans shall engage in activities which parallel those of the Provost, making appropriate recommendations to the Provost in all matters related to their school. In addition, the Deans shall have the authority to waive minor requirements for graduation. They shall carry out the academic policies of the faculty and the Provost, and discharge such special duties as the President, Provost or Faculty may appropriately direct.

4. The Dean of the Library and the Director of the Law Library shall also be the custodians of the University Libraries and shall be the custodians for all Library collections.
5. The Dean of University College for Continuing Education shall also have the responsibility for supervising non-credit academic programs not specifically assigned to any other dean.
6. The Department Chair is at once an administrator and a member of the faculty. As an administrator, the Chair shall:
  - a. recommend to the Dean the appointment, promotion and tenure of the department faculty after discussion with department faculty;
  - b. recommend initial compensation levels and subsequent adjustments of compensation for the department faculty;
  - c. help the department faculty achieve high levels of professional competence and scholarship;
  - d. maintain department faculty personnel records;
  - e. be responsible for administrative details of the department (e.g., scheduling, registration, advising, grading, reports, budget, equipment, recommending books for the Library, ordering departmental texts, and informing the faculty of University regulations and official notices).

Moreover, as a professional and the representative of a particular academic discipline, the Chair shall:

- f. promote the effectiveness and quality of instruction;
- g. be responsible for evaluation of the department faculty;
- h. promote the effective integration of curriculum in the department;
- i. maintain liaison between the department's faculty and students on the one hand, and the Dean on the other;
- j. advise the Dean regarding the state of the department; including its needs, its activities, and its future plans,
- k. survey and evaluate actively monitor and communicate to the department trends in the academic discipline so as to maintain and improve the quality of the department curriculum and teaching methodology. This shall include, in consultation with department faculty, a review and evaluation of department course offerings and major and minor programs, and recommendations for the initiation of new courses and programs when advisable.

#### C. Duties of the Instructional Staff

1. The duties of the members of the instructional staff shall be outlined by the Provost, the Deans of Schools and Colleges, and the Departmental Chairs and shall include instruction, counseling, scholarly development, and sharing in the Departmental/College, School, and University responsibilities.
2. Members of faculty are bound by the Faculty Statutes and the Faculty Policy Series. Members of the faculty upon accepting, renewing or continuing a

contract with the University are bound to the provisions of the Hofstra Research and Patent Policy printed in the Administrative Policy Series and in the Faculty Policy Series. Acceptance of appointment to any rank carrying a term of one or more years binds the appointee to give reasonable notice of resignation from the faculty, such notice to be made in writing to the President.

D. Academic Support Staff

1. The academic support staff shall consist of the Dean of Students, Dean of Advisement, Dean of Admissions and Financial Aid, Director of Financial Aid, Dean of Academic Records, Director of ~~Faculty Computing Services~~Educational Technology, and the Director of Athletics.
2. The Duties of the academic support staff shall be to assist the faculty and administration in the performance of their academic responsibilities.

#### IV. MEMBERSHIP IN THE FACULTY

For the purpose of this section of the Statutes, the faculty shall consist only of those members of the professional staff whose primary appointment is for instructional or Library service and shall not exclude those receiving released time for administrative or other service. All regular members of the faculty shall have the right to vote at faculty meetings.

The ~~four-eight~~ ranks of the regular members of the faculty are Instructor, Assistant Professor, Associate Professor, ~~and Professor~~, Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. Other ranks are as follows:

1. Faculty members of professorial rank at other colleges who are appointed for temporary service at Hofstra with the normal base teaching load may be appointed to a visiting rank; e.g., Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor.
2. Faculty members of professorial rank who are employed on contracts at the normal base teaching load for durations less than two years and who are not regular members of the professorial staff of another college or university shall be called Special Assistant Professors, Special Associate Professors, or Special Professors. Such Special members of the professoriate shall have the right to vote at Faculty meetings.
3. Instructors, who receive a one-semester contract will be designated Special Instructor.
4. Faculty members employed for less than a normal base teaching load shall be called Adjuncts (Adjunct Professors, Adjunct Associate Professors, etc.). They shall be appointed for one semester at a time, and may be reappointed, to handle regularly scheduled course work not covered by voting members of the Faculty. Adjunct ranks do not offer tenure nor participation in the various benefit plans of the University.

~~5.—The title "Teaching Intern" designates junior members of the Faculty including those who shall serve as Instructors of regularly schedule laboratory sections.~~

~~65.~~ The non-voting members of the Faculty shall be the Adjuncts, those with Visiting ranks and, Special Instructors, and Teaching Interns.

~~67.~~ Faculty members at the Law School-Maurice A. Deane School of Law who are hired to teach Legal Research and Writing, to teach in and direct clinics, and to teach similar skills subjects may be hired on a contractual basis without eligibility for tenure, and shall have titles such as, but not limited to, Assistant Professor of Legal Research and Writing, Associate Professor of Legal Research and Writing, and Professor of Legal Research and Writing, Assistant Clinical Professor of Law, Associate Clinical Professor of Law, and Clinical Professor of Law. Such faculty members shall have the right to vote at faculty meetings.



## **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. Furthermore, one member elected from the Maurice A. Deane School of Law, and the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell. Student members shall total five, one elected from the graduate student body, and four elected from the undergraduate student body. 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~~ Fred DeMatteis School of Engineering and Applied Science, Lawrence Herbert School of Communication, Peter S. Kalikow School of Government, Public Policy and International Affairs, School of Education, School of Health Professions and Human Services, School of Humanities, Fine and Performing Arts, School of Natural Sciences and Mathematics, and the University Library.). ~~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, in the spring semester, SCREAN The Special Committee on Recruitment, Elections and Nominations (SCREAN) shall invite ~~additional~~ nominations from all faculty. The ~~School of Law Maurice A. Deane School of Law~~ faculty, the chairpersons, the staff, and administrators shall devise their methods of election. Student elections shall also be conducted through the Office of the Dean of Students. Eligible students ~~may~~ must 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.

## IX. FACULTY MEETINGS

- A. There shall be four regular meetings of the Faculty during the academic year.
- B. Special meetings may be called by the President, the Provost, or the Speaker of the Faculty.
- C. The Faculty shall elect from its own membership a Speaker, a Secretary and a Parliamentarian, each of whom shall serve for a two year term and serve no more than four consecutive years in any one position. In the event that the position of Speaker of the Faculty becomes vacant, the elected Secretary to the Faculty shall serve as interim Speaker until a new Speaker is elected for a two year term in the next spring semester. The four-consecutive-year restriction shall not apply to the incumbent Speaker at the time of the final approval of this legislation. That individual may serve for a maximum of five consecutive years, one, one year term and two, two year terms if re-elected to be Speaker.
  - 1. The Speaker shall chair regular and special meetings of the Faculty, and shall also insure that the Faculty is informed of all matters pertinent to Faculty concern.
  - 2. The Secretary shall keep accurate and permanent minutes of the meetings of the Faculty, give notice of meetings, and have charge of correspondence in the name of the Faculty.
  - 3. The Parliamentarian's rulings shall be based on the most current edition of Robert's Rules of Order and the ruling shall be considered binding except when overruled by the Chair for good cause.
- D. The Agenda ~~Committee shall meet in a timely fashion to set the Agenda, in accordance with the most current edition of Robert's Rules of Order, for the four quarterly meetings, and any special meetings, of the full Faculty. Members of the Committee shall be the Speaker of the Faculty, Secretary of the Faculty, Parliamentarian, the Chairpersons of the University Senate's Executive Committee and the Planning and Budget Committee, the Chairpersons of the Executive Committees (or their equivalent) of each of the academic units, the President of the Hofstra University Chapter of the AAUP, the Chair of the Chairpersons Caucus, and the Director of the Center for Teaching and Scholarly Excellence shall be set by the~~ Speaker of the Faculty, in consultation with the chair of the Senate Executive Committee, the President of the Hofstra Chapter of the AAUP and the Chair of the Chairpersons Caucus.

## PEER OBSERVATION OF TEACHING

The evaluation of teaching is commonly used for two purposes. Formative procedures are used to help instructors improve their teaching. Summative procedures, while they may improve teaching, are used primarily in personnel decisions to record an individual's "demonstrated ability as a teacher" (for reappointment; see Faculty Statutes V.B.1) and "continued excellence in teaching" (for tenure and promotion; see Faculty Statutes V.B.3, V.C.2, V.D.1; also FPS 2.II.2 and 15.II.A). Although both should help improve teaching, formative procedures are most effective when kept separate from the summative process.

It is the right and responsibility of all faculty and DPCs in all departments<sup>1</sup> at Hofstra (except the Law faculty) to devise procedures for evaluation of teaching that are fair and flexible and that reflect the specific pedagogical and professional realities of their disciplines. Evaluation of teaching involves consideration of many sources of information, including, but not limited to, course materials (syllabi, tests, etc.), student ratings and classroom observations. ~~Evaluation of teaching involves consideration of many sources of information, including, but not limited to, course materials (syllabi, tests, etc.), student ratings and classroom observations.~~ In the interest of a useful degree of uniformity and to protect the rights of faculty members, this policy establishes minimum standards for classroom and online course observations. While this policy applies to DPCs, department chairs doing observations should adhere to the relevant parts of this policy.

The University Senate shall re-evaluate the policy and its implementation every five (5) years and report its findings to the University Faculty with a recommendation as to whether the policy should be continued or revised[TS1].

### I. Formative Modes

Faculty at all levels are encouraged to seek formative consultation and collaboration to improve classroom strategies, teaching techniques, curriculum and syllabus choices, or to address any other pedagogical concerns. Formative procedures may be conducted in various modes including observation in the classroom or evaluation of an online course. Newly hired, untenured faculty, ~~—~~in particular, would benefit from formative procedures during the first year of their ~~—~~teaching at Hofstra. No written record of formative classroom observation shall appear in the faculty member's personnel file. Observers shall maintain strict confidentiality with regard to all aspects of the classroom observation.

<sup>1</sup> DPCs are required by the Collective Bargaining Agreement to file copies of their procedures with the AAUP.

## II. Summative Procedures

For Summative purposes, departments typically use direct classroom observation by a single observer, but they may adopt any other consistently applied and appropriate mode of observation (e.g., evaluation of a specific module in an online course<sup>[TS2][RMH3]</sup>). For observations of online courses, an observer shall limit the evaluation to a specific module of an online course, as specified by the observee. The observer may not evaluate other modules of the online course not specified by the observee. It is generally understood that faculty shall not be observed in courses which are—primarily tutorial or involve the supervision of students on an individual basis. In all cases, a written report of each observation and related documents shall be placed in the observee's personnel file. DPCs, *ad hoc* tenure committees, and chairs shall have access to these reports and documents when making their recommendations on reappointment, promotion and tenure. Recognizing that no single observation can fully reflect an instructor's overall performance or improvement, single observations should be weighed in the context of the overall record of evidence.

## III. Frequency of Observation

Faculty should be observed often and early enough before a personnel decision is made to help contribute to a more reliable record of classroom performance. The DPC shall ensure that no faculty member is unduly burdened either as an observer or observee by the number of observations in a given semester. Each department shall determine what constitutes the normal number of observations. Departments should not fall below the following minimum numbers of observations for each instructor without reasonable justification.

### A. Full-Time Faculty

1. Normally, untenured faculty should be observed at least once a year throughout their probationary period.
2. Tenured faculty seeking promotion should be observed at least three times throughout the period preceding the promotion decision, with at least one observation in the year of application. (For instructors seeking promotion to assistant professor, that period is normally three to seven years; for assistants seeking associate, six years in rank; and for associates seeking full, six years in rank.)

### B. Adjunct Faculty

1. New adjunct faculty should be observed in their first semester. Thereafter, continuing adjuncts (those who have taught at least six semester hours per academic year for at least two of the preceding four academic years, or at least three semester—hours per academic year for each of the four preceding years) should be observed at least once every three years.
2. Adjunct faculty seeking promotion should be observed in the semester of application.

#### IV. The Observer

To avoid potential conflicts of interest, full-time faculty shall be observed only by tenured faculty of higher rank, with the exception that full professors may be observed by tenured full professors. However, any member of an *ad hoc* tenure committee may observe the candidate. Adjunct faculty ~~may~~ must be observed by full-time faculty ~~of equal or higher rank~~. Observers are assigned by the DPC normally from among its members; however, any department member eligible for DPC membership is also eligible to observe and may be asked to observe if the observation load in a given semester is otherwise excessive for the DPC. The DPC should make every effort to assign observers who are able to render a fair observation of a given observee. If an observee objects to the assignment of a particular observer, the DPC may assign a different observer. However, if no reassignment is made, the observee has the right to explain the objection in a written statement to accompany the observation report placed in the observee's personnel file.

#### V. Observation Protocol

- A. The observer and the observee shall schedule the observation at a time convenient to both. The observee shall have at least one week's notice before an observation, unless he or she agrees to a shorter period of time. Some time before the observation, the observer and observee shall discuss the goals and expectations for that in-person class or online module.
- B. ~~The observer should observe an entire class~~ The observation must be representative of a typical class session (e.g., evaluate an online module covering content that is representative of what would be covered in an in-person class). ~~if~~ If the observer cannot ~~stay observe~~ for the whole class duration of the typical class session, the observer shall inform the observee ahead of time and note the length of the observation in the observation report. In class observations should be done with the least disruption possible. The observer should not intervene during the class, such as asking questions or making remarks. The observee should not ask for the input of the observer in any fashion while the observation is being conducted.
- C. The peer observation report is to be composed of the following components:
  1. Description of the content and form of the class as it was observed
  2. Assessment of the following:
    - Mastery of the material presented in light of the current state of knowledge in the discipline (accuracy of presented material, awareness of current trends and developments, etc.).
    - Classroom management (prompt start, pacing, atmosphere conducive to learning, classroom control, etc.) or online course structure and organization.

- The appropriateness of the material presented in light of the stated purpose of the course (as stated in Hofstra University's Bulletins and the objectives of the class).
- The effectiveness of the form of presentation (lecture, discussion, combination teaching techniques, use of technology and other auxiliary materials).
- Clarity of presentation and effectiveness of communications skills.
- Encouragement and management of classroom or online participation.
- Responsiveness of instructor to students (questions and comments and other contributions).
- Overall assessment of the class or online module.

Each department and/or school/college shall adopt written guidelines for peer observation which adhere to the guidelines set forth in this Policy<sup>[TS4]</sup>. The format may differ from department to department and may include rating scales, closed end questions, narratives or a combination of such.

Classroom teaching by library faculty will be evaluated in accordance with the above guidelines.

- D. A draft of the report shall be given to the observee within ten working days of the observation, and the observer and the observee shall discuss the report to resolve any misunderstandings of fact. The observer shall submit the final written evaluation to the DPC, with copies to the observee and the department chair, no more than ten working days after the post-observation discussion.

Observations by ad hoc tenure committee members or members of the DPC considering a promotion are not exempt from this provision.

## VI. Appeal

If the observee is convinced that the observation report is unfair, inaccurate, or reflective of an unusually unrepresentative teaching performance, he or she may pursue one or more of the following options.

- Submit a written response to the observation report to be attached to and filed with the report.
- Request a second observation by a different observer to be added to the record.
- For cases not involving tenure or promotion, the following shall apply: Upon written request from the observee for a review of the observation, the DPC shall create an *ad hoc* Appeals Committee to consider removing the observation report from the file. The



Committee shall consist of three full-time members of higher rank in the department or adjacent departments, eligible to serve on a DPC. The Appeals Committee should be appointed by the DPC in consultation with the observee; for example, the observee may be asked to pick from a list of eight candidates chosen by the DPC. The observee and the observer(s) may either appear before or submit written statements to the Appeals Committee to explain their positions. All previous observations and evaluations of the observee shall be made available to the Appeals Committee; the Committee may also, if it deems necessary, perform its own observation of the faculty member. If the Appeals Committee finds sufficient evidence that the observation is unfair, inaccurate, or reflective of an unrepresentative teaching performance, it shall direct that the report be removed from the file.

D. In cases of tenure and promotion, the existing appeals process (FPB, UAB) shall apply.

## THE USE OF HUMAN SUBJECTS IN RESEARCH

### I. Objectives

Hofstra University requires assurance that research investigations involving human subjects meet standards set by the Department of Health and Human Services (HHS). Accordingly, the following Policy is intended to insure that all such projects conducted under the auspices of Hofstra University, on campus or elsewhere, are in full compliance.

### II. Coverage

All research projects conducted under the auspices of Hofstra University, which involve human subjects, are covered by this Policy.

### III. Institutional Review Board (IRB) Organization

#### A. Membership

The President shall appoint, upon the recommendation of the Provost, an Institutional Review Board (IRB) consisting of:

1. Two administrators, including the Associate Provost for Research and Sponsored Programs.
2. ~~Two~~ Three full-time faculty members selected from Hofstra College of Liberal Arts and Sciences (at least one from Psychology, and one from Biology Education); and one full-time faculty member selected from each of the other Schools ~~from School of Education, Health, and Human Services, and one from School of Medicine.~~
3. One “outside” (non-University) member from medicine, ~~dentistry~~, or clinical psychology.

Committee members normally will serve a three-year term but may be reappointed. The President also may appoint additional ad hoc members to deal

with specific issues that might arise including full-time faculty from any of the Schools and the Library. The membership of the IRB shall annually select from among its membership a Chair. The Associate Provost for Research and Sponsored Programs shall serve as IRB Administrator, providing assistance to the IRB and IRB Chair in maintaining appropriate IRB records and assuring prompt communication of IRB actions.

Members of the IRB are required to participate in the Collaborative Institutional Training Initiative (CITI).

## B. Quorum

At least 50% of the IRB members, including ~~The “outside” member, and two faculty members~~ will constitute a quorum.

## IV. Federalwide Assurance (FWA) Compliance

The Associate Provost for Research and Sponsored Program shall ensure the University’s eligibility for a Federalwide Assurance (FWA) from the Office for Human Research Protections. Possession of an FWA is required for the University to receive Federal support for research involving humans as subjects. In applying for FWA, the University will certify that:

(1) All University research involving human subjects will be guided by the principles of the Belmont Report, and

~~(1)~~ (2) All externally-sponsored research, both Federal and non-Federal, shall be conducted in full compliance with Federal policy, which can be found at 45 CFR 46

## IV.V. Procedures

When a research project requires human subjects, the Principal Investigator (PI) will use the following procedure:

### A.

~~B. Following pertinent internal (departmental) review, The~~ IRB application ~~research protocol~~ will be submitted to the appropriate IRB representative, ~~(or his/her designee) or the appropriate liaison.~~ Investigators affiliated with ~~the Department of Psychology, Department of Biology, School of Education, Health and Human Services, and School of Medicine~~ —those academic units with faculty representation to the IRB —will normally submit their IRB application ~~protocol~~ to the IRB representative ~~or designee~~ from their academic unit for review. Investigators from units who do not have direct IRB representation will consult with the IRB Administrator for guidance in submitting their IRB application. ~~submit their protocol to the IRB liaison assigned to his/her unit for~~

~~initial review. The liaison will present the protocol to the IRB Chair for further review.~~

The IRB Committee will arrange to meet at least once a month during the academic year, as required, to review IRB applications that warrant Full IRB review. Among other tasks to be performed at these meetings is the formal approval of proposals previously acted upon under the Expedited Review process. Other Full Board meetings will be called by the IRB Chair, as needed.

~~C.B.~~ The IRB will be responsible for assuring Hofstra University that the welfare and rights of individuals used in research projects will be protected. Additionally, the IRB also will review the consent forms, ~~and arrange for their proper filing.~~

All persons conducting research involving humans as research subjects shall participate in the Collaborative Institutional Training Initiative (CITI) before project approval may be granted. In addition to the required CITI Program training, alternative education/training programs may be developed or overseen by the IRB representatives of the different academic units for their respective disciplines and may include professional ethics/research courses that cover professional standards in respect to research with human subjects; however, such programs are subject to review and approval of the IRB.

Investigators shall submit an IRB application that includes sufficient detail to meet the IRB's need for information. The IRB application is available on the *Use of Humans as Research Subjects* web site.

IRB representatives shall make initial determinations on each IRB application they receive. Options include:

As outlined in the Department of Health and Human Services - Office for Human Research Protection's *Human Subject Regulations Decision Charts* (see link: <http://www.hhs.gov/ohrp/regulations-and-policy/decision-trees/>):

- (1) Research is Exempt from Further Review; project may proceed.
- (2) Research is approved under Expedited Review; project may proceed.
- (3) Research is considered to be of greater than minimal risk and, therefore, is referred to the IRB Chair who will arrange for Full Board Review.
- (4) Additional information needed before any action may be taken (the IRB representative will contact the investigator or refer the application to the IRB Chair for handling).

IRB representatives will promptly communicate (via email) determinations/decisions to the IRB Administrator and provide the IRB

Administrator with a copy of all materials reviewed and approved, including informed consent forms.

Upon completion of IRB review, the IRB Administrator shall prepare a formal letter of approval to be sent via email to the investigator and other appropriate parties, e.g., faculty advisors, external grant providers. The original letter of approval is available, upon request, from the IRB Administrator.

The IRB Chair, with the assistance of the IRB administrator, shall be responsible for assuring the continuous review of sponsored research through use of a letter to be sent annually. At minimum, projects shall be reviewed annually.

On a monthly basis, the IRB Administrator shall notify all IRB members of IRB applications received that have been deemed Exempt and actions taken via Expedited Review. Generally, this report shall contain: (1) A descriptive project title; (2) Names and academic affiliation of lead investigators; (3) The name of the IRB representative authorizing the research. In the case of IRB applications approved via Expedited Review, this report shall also include an attachment that includes the full IRB application.

~~D.C.~~ Following acceptance of a proposal (original or revised) by the IRB, the Principal Investigator will not be permitted to make changes in protocol without IRB approval of a modification request~~clearance from the IRB.~~

~~D.~~ The PI should refer to *Procedures for Implementation of FPS #36* for further guidance.

**SAMPLE**

**IRB ANNUAL REVIEW LETTER**

Date

Name of Researcher(s)

Address 1

Address 2

City, State Zip Code

**Re:** ~~Title of Protocol~~ Use of Humans as Subjects in Research: Past IRB approval

Dear Researcher(s):

We are in the process of updating the records of the Hofstra University Institutional Review Board (IRB), the committee assigned responsibility for research involving humans as subjects. Our records include the following protocol in your name:

**Title of Protocol:**

**Approval Date:**

Attached you will find the IRB Progress/Continuation Form that must be completed in connection with the above-referenced project. Please send the completed form to: [annemarie.briskie@hofstra.edu](mailto:annemarie.briskie@hofstra.edu). For your information, attached please find a copy of Faculty Research Policy Series #36. In addition, a listing of current University IRB members is attached to this memo.

For your information, attached please find a copy of the Faculty Policy Series #36 and a listing of current University IRB members. Kindly respond by e-mail to: [annemarie.briskie@hofstra.edu](mailto:annemarie.briskie@hofstra.edu) if you have successfully completed the above-mentioned project. If your referenced work involving humans as subjects is continuing, or if you have begun new studies involving humans as subjects, please review the University Policy to ascertain what further action may be necessary. Thank you.

Sincerely,



Sofia Kakoulidis

Associate Provost for Research and Sponsored Programs and

Administrator of the Hofstra University ~~Human Subjects~~ Institutional Review Board (IRB)  
Committee (IRB)

SK/~~#fab~~

## **APPENDIX I**

### **Description of Online CTR Pilot Program**

The goal of the online CTR pilot program is to test out the online delivery of our existing CTR instrument. Online CTRs will be completed by students during a specified period of regular class time consistent with how in-person written CTRs are currently being performed. Students will not be able to access the online CTR system outside of the window designated by the instructor for in-class completion. The pilot program will be conducted over a period of two semesters (Fall and Spring) and be assessed subsequent to that data collection. Instructors will be able to access their own respective CTR scores and comments immediately following the data collection. Identical to the current in-person CTRs, qualitative responses will be made available only to the instructor. Detailed quantitative data will be available only to Institutional Research to prepare it (i.e., anonymize it) for analysis by FAC. FAC will then analyze the data in the aggregate to determine if there are significant differences between in-person and online CTRs. Furthermore, the FAC will have surveys sent out to all volunteers in the pilot program to get feedback on the program.

#### **Criteria for Participation in the Online CTR Pilot Program**

1. Faculty from across the schools will be able to volunteer in the pilot with a goal of 10% of faculty in each school.
2. Each faculty will have no more than one course in the pilot and that course, taught by that faculty member, must have CTR scores from at least two semesters available from the previous two years.
3. Both tenured and non-tenured faculty may volunteer for the pilot program, but pilot results cannot be used for the purposes of granting tenure, promotion, or full-time or adjunct reappointment.
4. Adjuncts may volunteer if they teach more than one section of the same course or more than one course during the semester of the CTR pilot program.