
FIFTY - SIXTH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2020-2021



HOFSTRA
UNIVERSITY®

FIFTY-SIXTH ANNUAL REPORT

of the

HOFSTRA UNIVERSITY SENATE

2020- 2021

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FOREWORD

PRESIDENT STUART RABINOWITZ



Stuart Rabinowitz, President

June 2021

William Caniano
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Caniano:

It is my pleasure to congratulate the University Senate on the success of the 2020-21 academic year. I appreciate and commend you for your dedication and leadership. I have enjoyed working with you and your colleagues this year.

Sincerely,

Stuart Rabinowitz

I

INTRODUCTION

Introduction

William Caniano, MLS, MA, MS.Ed, Associate Professor

Chair of the University Senate Executive Committee (S.E.C)

The Hofstra University Senate is in the process of completing another productive, if not wholly unique, year. With a year of distant learning drawing to an end I am sure we are all looking forward to being live and in person on campus. All the Senators, elected and at-large, are to be thanked for their diligent and thoughtful work. Without the participation of the Senators the valuable work of the University Senate would cease. Through their collective effort, along with the support of the administration, the University Senate has developed policies and initiatives that have evolved to strengthened the mission of our University.

I would like to take the time to personally thank my colleagues on the Senate Executive Committee:

- Rina Hirsch and Michael Heiss, the Co-Chairs of the Faculty Affairs Committee
- Kevin Boston-Hill, the Chair of the Undergraduate Academic Affairs
- Craig Burnet, the Chair of the Planning and Budget Committee
- Chris Eliot, the Chair of the Graduate Academic Affairs Committee
- Kaylor Grimes, the Chair of the Student Academic Affairs Committee

I would also like to thank Provost Berliner and his team of Vice Provosts who participate in the Senate at every committee level: Margret Abraham, Elfreda Blue, S. Stavros Valenti, and Richard Apollo.

I look forward to the coming 2021-2022 academic year as well as working with President Poser and Interim Provost Lenaghan. I feel honored every day to have been elected first as a Senator, then as the Chair of Planning and Budget and now as the Chair of the S.E.C. This has given me the opportunity to meet and work alongside many magnificent faculty, students and administrators.

William T. Caniano Chair, Senate Executive Committee

II

COMPONENTS OF THE UNIVERSITY SENATE

2020 – 2021

and

the 2021 – 2022 Senate

THE SENATE 2020 – 2021

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, Tara Stark

<u>Humanities:</u>	Elected: Dippel, Lotier, Tompkins At Large: Bartolotta, Cassio, Cole, Cook, DeTora, Hart, Lotier, Miller D.
<u>Kalikow</u>	Elected: Burnett, Eliot, At Large: Mirghasemi, Nanes, Rodrigue
<u>Natural Science & Math</u>	Elected: Miller, Sunik At Large: Barkley-Levenson, Bisceglia, Does, Farmer, Huang, Izquierdo, Johnson, Ohr, Pineño, Ploran, Rigel, Rowland, Santangelo, J., Sarno, Silberberger, Sobel
<u>SEAS:</u>	Elected: Ghorayeb At Large: deGuzman, Fu, Galli, Liang, Segal, Vaccaro
<u>Business:</u>	Elected: Hirsch, Huang, Lopez At Large: Bishnoi, Huang L., Lee, K., Ma, Outlaw, Spieler, Vogel
<u>SOE:</u>	Elected: Hernandez At Large: Catalano, Fanelli, Kaufman, Natow
<u>HPHS:</u>	Elected: Ciani, Elkis-Abuhoff At Large: Ciani, Davidow, Ellinger, Santella,
<u>Communication:</u>	Elected: McFadden, Tarson At Large: Franklin, Freda, Harbaugh, Nicholas, Tarson, Zook
<u>Library:</u>	Elected: Caniano At-Large: Boyle, Glasser, Martorella, Simon
<u>Law School:</u>	Elected: McElroy At Large: Fissell, Franzella, Gundlach
<u>Medical School:</u>	Elected: Schlegel At Large: Elkowitz, Olvet, Peragine
<u>Nursing School:</u>	Elected: Tomei At Large: John, McLeod-Sordjan
<u>Adjunct:</u>	Elected: Boston-Hill, Gounelas, Heiss
<u>Chairperson:</u>	Elected: Seabold (fall), Valerius (spring)
<u>Staff:</u>	Elected: Cassar <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Dimes, Distefano, Jasterzenski, Kinney At-Large: Carlin, Daulatani, Ewen, Kaur, Romeo, Welch

THE COMMITTEES OF THE SENATE 2020 – 2021

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Berliner

Elected Faculty: Boston-Hill, Burnett, Caniano (chair), Eliot, Heiss (spring) Hirsch (fall)

Students: Dimes

Permanent Guest/Advisor: Abraham

Undergraduate Academic Affairs Committee:

Elected Faculty: Boston-Hill (chair), Dippel, Lopez, Tompkins

At-Large Faculty: Cook, Liang, Santangelo, Spieler

Students: Ortiz-Jimenez

Advisor: (Provost or Designate): Blue

Guests: Eads, Hickling, Koegl, Peden-Christodoulou, Pike, Weingartner

Graduate Academic Affairs Committee:

Elected Faculty: Eliot, Gounelas, Hernandez, Huang, Miller, Sunik

At-Large Faculty: Dore, McLeod-Sordjan

Students: PKinney

Advisor (Provost or Designate): Blue

Guests: Florio, Koegl, Peden-Christodoulou, Pike

Planning and Budget Committee:

Elected Faculty: Burnett (chair), Ciani, Ghorayeb, Tarson

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

Chairs' Representative: Seabold (fall), Valerius (spring)

Staff: Cassar

Advisor (Provost or Designate): Apollo, Sikorski

Faculty Affairs Committee:

Elected Faculty: Elkis-Abuhoff, Hirsch (Chair, fall), Heiss, (Chair spring), Lotier, McElroy, McFadden, Schlegel, Tomei

At-Large Faculty: Fu, Natow, Rodrigue, Silberger

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

President AAUP: Ploran

Student Affairs Committee:

Elected Faculty: Caniano

At-Large Faculty: Outlaw

Elected Senators: Dimes, Distefano, Jasterzenski

At-Large Students: Carlin, Daulatani, Ewen, Kaur, Romeo, Welch

Dean of Students: St. Leger

SGA Delegate: Stark (SGA President)

Guests: Blue, Kloeckener-Soszynski, Munoz

THE SUB-COMMITTEES, 2020- 2021

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Blue

Catalano, Dippel, Herbert, Huang, Kuehn, Ma, Miller, Oppenheim, Roberts, Rooney, Vickerie, Weingartner, Zaleski

OF PLANNING AND BUDGET

On the Library

Chair: Cassio

Bishnoi, Caniano, Fanelli, Fissell, Freda, Graves, John, Martorella, Sarno, Simon, Spar, Vaccaro

On Environmental Priorities

Chair: Pineño

Apollo, Barkley-Levenson, Bowes, Catalano, Ciani, Glasser, Hickey, Hom, Lavin, Lotier, Miraghasemi, Nicholas, Olvet, Segal, Sheikh, Sikorski, Vogel, Welch

THE SPECIAL COMMITTEES, 2020-2021

On Recruitment, Elections and Nominations

Chair: Schreiner

Abraham, Caniano, Cole, Dimes, Franzella, Huang, Tarson

On Grievances

Chair: Gundlach

Boyle, Cole, Elkowitz, Kaufman, Liang, Miller, Nanes, Ohr, Roberts, Spieler, Zook

On Athletic Policy

Chair: Ellinger

Abraham, Artinian, August, Cole Jr., Cunningham, Davidow, deGuzman, DeTora, Dougharty, Eads, Franklin, Lewis, Mervius, Morales-Kelly, Peel-Macandrew, Samuel, Santella

On Academic Calendar

Chair: Koegl

Berliner, Dimes, Donahue, Freda, Peden-Christodoulou, Rowland, Tarson

On Environmental Health and Safety

Chair: Izquierdo, Johnson

Antony, Bisceglia, Boyko, Campolo, Crawford, Farmer, Galli, Harbaugh, Hart, Hom, Kakoulidis, Odell, Peragine, Rosenberg, Ross, Schaub, Sikorski, Sollin

On Educational and Information Technology

Chair: Bartolotta

Apollo, Boston-Hill, Caniano, Ciani, Disefano, Fabiani, Hirsch, Kase, Kinney, Santangelo

THE SENATE 2021 – 2022

Officers: President of the Senate, Interim Provost Janet Lenaghan; Chair, SEC: William Caniano

Ex-officio: President Poser; VP for Student Affairs, W. Houston Dougharty; VP for Enrollment Management, Jessica Eads;
Chief Diversity & Inclusion Officer, Cornell Craig; Dean/HPHS, Holly Seirup; President SGA, Khiya Connolly-Sisk

<u>Humanities:</u>	Elected: Dippel, Tompkins, Welch At Large: Bartolotta, Cassio, Cole, Cook, DeTora, Efthymiou, Hart, Lotier, Wilson-Carter
<u>Kalikow</u>	Elected: Eliot, Wallace At Large: Mirghasemi, Nanes, Rodrigue
<u>Natural Science & Math</u>	Elected: Miller, Santangelo, Sunik At Large: Barkley-Levenson, Farmer, Huang, Izquierdo, Johnson, Ohr, Ploran, Rigel, Rowland, Santangelo, J., Sarno, Silberger, Silva
<u>SEAS:</u>	Elected: Ghorayeb At Large: deGuzman, Fu, Galli, Liang, Segal
<u>Business:</u>	Elected: Bass, Huang, Lopez At Large: Huang L., Lee, K., Spieler, Vogel
<u>SOE:</u>	Elected: Hernandez At Large: Fanelli, Kaufman, Natow
<u>HPHS:</u>	Elected: Ciani, Elkis-Abuhoff At Large: Ciani, Davidow, DeMetropolis, Ellinger, Roberts
<u>Communication:</u>	Elected: McFadden, Tarson At Large: Cardona, Freda, Nicholas, Tarson, Zook
<u>Library:</u>	Elected: Caniano At-Large: Boyle, Glasser, Martorella
<u>Law School:</u>	Elected: McElroy At Large: Gundlach
<u>Medical School:</u>	Elected: Schlegel At Large: Elkowitz, Olvet, Peragine
<u>Nursing School:</u>	Elected: Tomei At Large: John, McLeod-Sordjan
<u>Adjunct:</u>	Elected: Boston-Hill, Gounelas, Heiss
<u>Chairperson:</u>	Elected: Valerius
<u>Staff:</u>	Elected: Cassar <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Boothe, Campbell, Chowdhury, Daas At-Large: Boothe, Guenfoud, Jasterzenski

THE COMMITTEES OF THE SENATE 2021 – 2022

THE STANDING COMMITTEES

Senate Executive Committee:

Interim Provost: Lenaghan

Elected Faculty: Boston-Hill, Caniano (chair), Eliot, Wallace, Welch

Students: Campbell

Permanent Guest/Advisor: Shahani-Denning

Undergraduate Academic Affairs Committee:

Elected Faculty: Boston-Hill (chair), Dippel, Lopez, Santangelo, Tompkins

At-Large Faculty: Liang, Spieler

Advisor (Provost or Designate): Blue

Guests: Anastasio, Eads, Herbert, Koegl, Peden-Christodoulou, Pike, Weingartner

Graduate Academic Affairs Committee:

Elected Faculty: Eliot (chair), Gounelas, Hernandez, Miller, Sunik

At-Large Faculty: Cardona, McLeod-Sordjan

Advisor (Provost or Designate): Blue

Guests: Florio, Koegl, Peden-Christodoulou, Pike

Planning and Budget Committee:

Elected Faculty: Ciani, Ghorayeb, Huang, Tarson, Wallace (chair)

At-Large Faculty: Fanelli, Huang, Lee, K., Ploran, Rigel

Chairs' Representative: Valerius

Staff: Cassar

Advisor (Provost or Designate): Apollo, Sikorski

Faculty Affairs Committee:

Elected Faculty: Bass, Elkis-Abuhoff, Heiss, McElroy, McFadden, Schlegel, Welch (chair), Tomei

At-Large Faculty: Fu, Natow, Rodrigue, Silberger

Advisors: Shahani-Denning (Provost's Office), Seirup (Dean's Senator)

President AAUP: Ploran

Student Affairs Committee:

Elected Faculty: Caniano

At-Large Faculty: Wilson-Carter

Elected Senators: Boothe, Campbell, Chowdhury (Chair), Daas

At-Large Students: Jasterzenski

Dean of Students: Van-Ess Grant

SGA Delegate: Connolly-Sisk (SGA President)

Guests: Blue, Munoz-Isme

THE SUB-COMMITTEES, 2021- 2022

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Blue

Dippel, Herbert, Huang, Kuehn, Ma, Miller, Oppenheim, Roberts, Rooney, Silva, Vickerie, Weingartner, Zaleski

OF PLANNING AND BUDGET

On the Library

Chair: Cassio

Bishnoi, Caniano, DeMetroplis, deGuzman, Freda, Graves, John, Martorella

On Environmental Priorities

Chair: Lotier

Apollo, Barkley-Levenson, Boothe, Centrella-Vitale, Ciani, Glasser, Hom, Lavin, Marsellos, Miraghasemi, Nicholas, Olvet, Segal, Sikorski, Vogel

THE SPECIAL COMMITTEES, 2021-2022

On Recruitment, Elections and Nominations

Chair: Sobel

Caniano, Cole, Huang, Schreiner, Shahani-Denning, Tarson

On Grievances

Chair: Gundlach

Boyle, Cole, Elkowitz, Kaufman, Liang, Miller, Nanes, Ohr, Roberts, Spieler, Zook

On Athletic Policy

Chair: Ellinger

Artinian, August, Cole Jr., Cunningham, Davidow, DeTora, Dougharty, Eads, Efthymiou, Lewis, Mervius, Morales-Kelly, Peel-Macandrew, Samuel, Shahani-Denning

On Academic Calendar

Chair: Koegl

Campbell, Freda, Peden-Christodoulou, Rowland, Tarson, Shahani-Denning

On Environmental Health and Safety

Chair: Izquierdo

Antony, Boyko, Campolo, Chin, Crawford, Farmer, Galli, Hart, Hom, Jeremko, Johnson, Kakoulidis, Odell, Peragine, Schaub, Sikorski, Sollin

On Educational and Information Technology

Chair: Bartolotta

Apollo, Boston-Hill, Caniano, Ciani, Fabiani, Hirsch, Kase, Mercado, Santangelo, Welch

Updated membership can be found on the Senate website: hofstra.edu/senate/committees-subcommittees.html

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, the Chief Diversity and Inclusion Officer, a representative designated by the Vice President for Enrollment Services, and the President of the Student Government Association. Ex-officio members are full members of the Senate and have a vote.

2. Elected Members

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

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

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

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

Only members of the regular professoriate shall be eligible for election by the faculty to Senate membership. In addition, there shall be three members elected from the adjunct faculty, not more than one from each school and/or division (Frank G. Zarb School for Business, The Lawrence Herbert School of Communication, School of Education, School of Engineering and Applied Science, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences Divisions of Humanities, Social Sciences, and Natural Sciences). Furthermore, one member elected from the Maurice A. Deane School of Law, and the Medical School. Student members shall total five, one elected from the graduate student body, and four elected from the undergraduate student body.

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

- b. The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than nine successive years. Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years.
- c. All voting members of the faculty shall be eligible to vote in senatorial elections in the unit of which they are members. Students shall be eligible to vote in the unit of their current registration, or if unclassified, be a self-designated member of that unit.
- d. The Executive Committee of each unit shall appoint in March a committee to nominate candidates for its vacant Senate seats, and submit those names to the Special Committee on

Recruitment, Elections and Nominations (SCREAN). For 10 business days, SCREAN shall invite additional nominations from all faculty. The School of Law faculty, the chairpersons, the staff, and administrators shall devise their methods of election. Student elections shall be conducted through the Office of the Dean of Students. Eligible students may be nominated by petition of at least 10 voters or by the Special Committee on Recruitment, Elections and Nominations (SCREAN) if fewer than two eligible students are nominated by petition. SCREAN shall monitor the qualifications and elections of student members of the University Senate.

- e. When an elected senator announces that he/she is unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Executive Committee of the Senate shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and his/her seat shall be filled for the remainder of his/her term by regular election. If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term. This procedure shall not apply to the Chairperson of the Senate Executive Committee.
- f. When the Chairperson of the Senate Executive Committee is unable to carry out the responsibilities of office for longer than two academic months, he/she will resign and the President of the Senate shall appoint a temporary chairperson from the Senate until the Senate shall elect a replacement.
- g. The Chairperson of the Executive Committee may be asked to resign at any time by the Executive Committee and forced to, on its motion, by two-thirds majority vote of the Senate. In such a case, the procedure outlined in B.2.f, above shall go into effect.

3. Appointed Members

- a. The Senate shall have the power to appoint for, a period of two academic years, additional members of the faculty, administration, chairpersons, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term; additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators-at-large shall serve one year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.
- b. Senators-at-large shall be full voting members of the Committee on which they serve and may participate in deliberations of the Senate, but shall not vote in the Senate. If a senator-at-large misses three meetings in one academic year of the committee to which assigned, the Senate Executive Committee will have the right to declare the appointment vacant and to appoint another senator-at-large from the same constituency to complete the senator-at-large's term.

C. ORGANIZATION OF THE SENATE

1. Officers

- a. The Provost shall preside or designate an individual to preside over sessions of the Senate; in the absence of a designated presiding officer, the Senate shall elect a temporary one.

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

2. Meetings

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

D. THE COMMITTEES OF THE SENATE

- 1. The standing committees of the Senate shall be:
 - a. The Executive Committee
 - b. The Undergraduate Academic Affairs Committee
 - c. The Graduate Academic Affairs Committee
 - d. The Planning and Budget Committee
 - e. The Faculty Affairs Committee
 - f. The Student Affairs Committee
- 2. The Senate may alter by main motion the composition, jurisdiction, and design of its committee structure.
- 3. For the purpose of expediting its work, the Senate shall refer the business to come before it to the Executive Committee for assignment to the appropriate committee, which shall study and report to the Executive Committee for recommendation to the Senate.

4. The members of the standing committees of the Senate shall be senators and senators-at-large and shall be approved by majority vote of the Senate upon first being nominated by the Executive Committee. The Chairperson of the Executive Committee shall not be a member of any other standing committee of the Senate.
5. The members of each standing committee, with the exception of the Student Affairs Committee, shall choose from its elected faculty senators a chairperson to preside over its deliberations, expedite its business, and serve as a member of the Executive Committee of the Senate. Among the elected student senators, there shall be elected one (1) chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student. He or she shall be elected by a constituency consisting of both elected student senators and student senators-at-large. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year.
6. The standing committees shall be scheduled to meet at least once a month during the academic year.
7. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.
8. The standing committees shall report in writing to the regular meetings of the Senate through the Executive Committee.
9. The Senate or any of its standing committees may appoint ad hoc or special committees to direct investigations or recommend policy or action in areas of Senate concern. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Ad hoc committees set up to function permanently will be called special committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE

I. The Executive Committee

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

It shall:

- a. prepare the agenda for meetings of the Senate;
- b. assign or refer the business of the Senate to appropriate committees for consideration and report
- c. study such reports and either recommend them to the Senate, return them to committee, or recommend with specific modifications or reservations; when recommending with substantive modifications, it shall present to the Senate its recommendation as the primary motion and the original committee report as information.
- d. keep informed of and expedite the progress of committee work;

- e. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate
- f. nominate members of the Senate for membership on its committees;
- g. nominate members of the faculty, administration, chairpersons, student body, and staff for service as senators-at-large or for service at the pleasure of the Senate; maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees
- h. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- i. be prepared to serve as the Senate's special committee to explore with other institutions possibilities for cooperation, in liaison with the administrative officer in charge of such exploration with the power to delegate this responsibility to individuals or sub or ad hoc committees
- j. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

II. The Undergraduate Academic Affairs Committee¹

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

It shall:

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

Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). Between meetings in which the Vice President for Enrollment Management consults with the committee, the chair of the

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

UAAC shall be consulted and informed of pertinent developments by the Vice President for Enrollment Management. The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Vice President for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.

A. Academic Review Committee¹

The responsibility of the Academic Review Committee (ARC) shall be to assure that standards regarding academic probation, dismissal from the university for academic performance, and readmission to the university following dismissal for academic performance are maintained. The Committee shall be chaired by the Provost's designee, and shall include as voting members one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and the Dean of University Advisement or designee. During the summer sessions or intercessions, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC as necessary.

III. Graduate Academic Affairs Committee¹

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

It shall:

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

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

IV. Planning and Budget Committee¹

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

It shall:

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

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

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

A. Committee on the Library¹

The Library Subcommittee of the Planning and Budget Committee shall consist of nine members: three from the University Library, including a senator or senator-at-large representing the University Library on the Planning and Budget Committee, and one chosen from each of the following areas: School of Business, School of Education, Health and Human Services, 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 Environmental Priorities¹

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

- a. Twelve faculty members, one from each of the following areas: the University Library, the Lawrence Herbert School of Communication, the School of Education, the School of Health Sciences and Human Services, the 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 Committee¹

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

It shall:

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

VI. The Student Affairs Committee

The Student Affairs Committee shall consist of at least one elected faculty Senator, at least one faculty Senator-at-Large, one elected student senator (that student elected to be Chairperson of the Students Affairs Committee by a constituency of both elected student senators and student senators-at-large as per FS VII. D. 5), five student senators-at-large (including one from the graduate school), one delegate from the Student Government Association, and the President of the Student Government Association or his/her designee. 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 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. The Committee shall recommend policy changes to the University Senate. The Committee's concern shall be at the policy level and not with its implementation of day-to-day matters;
- b. Have the power and responsibility to make policy recommendations to the appropriate University officer(s) regarding all other student related activities and services.
- c. The committee shall act as the representative of all governing bodies* on campus including Club Sports Council, Commuter Students Association, Inter-Fraternity Council, Multicultural Fraternity Sorority Council, Panhellenic Council, Professional Fraternity Council, Residence Hall Association, Student-Athlete Advisory Committee, and Student Government Association, to the University Senate.

*The SAC represents all governing bodies on campus. In order to be recognized for representation by the SAC, an organization must meet the requirements for attendance at The Leadership Summit, organized by the Office of Student Leadership and Engagement.

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

VII. Special Committees of the Senate¹

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

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

It shall:

- a. upon request, conduct elections for any constituency of the University, including: solicitation of nominations; preparation, distribution, and tabulation of ballots; certification and announcements of results;
- b. serve the University Senate by:

- 1.) recruiting potential members for Senate appointed positions by ascertaining interests, experience, availability, and by keeping appropriate up-to-date files on eligible candidates;
- 2.) supplying the Senate Executive Committee in March of each year and on request throughout the year with slates of candidates and relevant profiles for nomination to appointed Senate positions;
- 3.) suggesting to the Senate Executive Committee ways to increase University knowledge of, interest in, and increase cooperation with the Senate.

B. Special Committee on Grievances¹

The Special Committee on Grievances shall consist of 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 Policy¹

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 Calendar¹

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

E. Special Committee on Environmental Health and Safety¹

The Special Committee on Environmental Health and Safety shall consist of the Environmental Health and Safety Office (EHSO), 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, Occupational Therapy, Physics, Radio, Television, Film, the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, and a student senator-at-large. Ex-Officio members of the Committee shall be laboratory directors/managers from appropriate academic departments. The Associate General Counsel shall act as an adviser to this Committee.

The committee shall serve as liaison among academic departments, the Environmental Health and Safety Office (EHSO), and other administrators for matters involving the safe use and disposal of hazardous substances and related environmental safety issues not limited to recommending and communicating best safe practices to the Committee and to their respective departments. The Committee may assist and advise the Environmental Health and Safety Office (EHSO), on policy issues regarding environmental safety.

The Special Committee on Environmental Health and Safety shall report to both the Executive Committee of the Senate and to the Office of the President. The members of the Environmental Health and 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.

F. Special Committee on Educational and Information Technology¹

The Special Committee on Educational and Informational Technology shall consist of five faculty members, (not more than one from each school and/or division,) the chair of the Faculty Affairs Committee, the chair of the Undergraduate Academic Affairs Committee, the Vice President for Digital Innovation and Technology, the Director of Educational & Research Technology Services, and two student members (one graduate and one undergraduate, who are student senators, if possible.) It shall be advised by the Provost or his/her designate, and the Director of Faculty Computing Services or his/her designate. The committee Chair shall be elected from the Faculty and/or Student Membership.

It shall:

- a. Report to the Senate through the Senate Executive Committee its' recommendations for Hofstra University policies concerning educational and information technologies;
- b. Receive reports from the Vice President of Digital Innovations and Technology and the Director of Educational & Research Technology Services on changes in educational and information technology
- c. Review and assess, in an ongoing manner, changes to Hofstra's educational technology, e.g. CMS
- d. Propose and implement in conjunction with Educational & Research Technology Services and the Provost's office, training sessions for pedagogical technologies, current, new or proposed
- e. Keep up-to-date of educational technology trends and report to the Senate through the Senate Executive Committee.

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

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

IV

REPORTS OF THE COMMITTEES OF THE SENATE

SENATE EXECUTIVE COMMITTEE

Chairperson: William Caniano

Among its responsibilities, the Senate Executive Committee (SEC) reviews and considers the activities and proposals of the standing committees, special committees, and ad hoc committees and, when appropriate, forwards those measures to the full Senate and the full faculty. As in previous years, the 2020-2021 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. It is once again clear that a healthy and vibrant shared governance structure and its processes are recognized and valued by our university community.

Highlights of the University Senate:

October 14, 2021

- A resolution from the Faculty Affairs Committee-
Attaching faculty photos to outlook and Blackboard with an opt-out option was proposed
 - Passed by Senate on October 14
 - Passed by Faculty on October 19

April 12, 2021

- A resolution from the Graduate Academic Affairs Committee-
Revisions to the Graduate Bulletin
 - passed by Senate on April 12
 - passed by faculty on May 3
- A resolution from the Faculty Affairs Committee –
Revisions to FPS 11 & 11G
 - passed by Senate on April 12
 - passed by faculty on May 3
- A recommendation from the Athletic Policy Committee –
Pre-registration for student-athletes
 - passed by Senate on May 3

May 3, 2021

With consultation with VP Fabiani the Academic Computing sub-committee was reformed as The Special Committee on Educational and Informational Technology. This new special committee will answer directly to the Senate Executive Committee and have an expanded purview.

- Special Committee on Educational and Information Technology Bylaws
 - Passed by Senate on May 3

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Kevin Boston-Hill

The Undergraduate Academic Affairs Committee (UAAC) engaged multiple issues in the 2020-2021 academic year. The main issues are described below.

The UAAC finalized the language of Faculty Policy Series #11: PROCEDURE FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY BY UNDERGRADUATE STUDENTS AT HOFSTRA UNIVERSITY. The affected language deals with clarifying the use of the repeat course form as well as the Academic Dishonesty Report Form. It is suggested that the clarified language appear on the syllabus as well.

The UAAC also entertained the idea of supporting the Student Union in its quest to secure Racial Equity Training. The UAAC would promote collaboration between the SGA and Black Faculty Council (BFC) and provide suggestions on how multiple committees could work together. In addition, the committee would like to support the Student Affairs Committee (SAC) in advocating for a Race & Ethnicity in America Course for students.

The UAAC also examined the possibility of developing a badge program for undergraduate courses. After researching the potential benefits as compared to minors and certificate programs, it was decided that it would not be feasible at this time to pursue such an endeavor.

After looking further into the Academic Probation Standards, it was suggested that the Completion Ratio requirement be revisited as the current wording and application seems to put students at a disadvantage. There should be an appeals process for those students who have achieved a B grade or better but would still remain on probation because of the ratio of classes taken towards matriculation.

Finally, in an effort to provide faculty with an efficient means of doing their work, the UAAC is looking to recommend GradeScope as an alternative to Scantron for creating and scoring exams as well as providing feedback to students. In addition, we will work with the Graduate Academic Affairs Committee (GAAC) to develop best practices regarding test security, especially in a virtual environment.

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson: Elfreda Blue

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.

Due to the restrictions of COVID-19, during the Summer of 2020, ARC met online for one meeting and conducted any supplemental reviews via email when necessary. Due to the pandemic and unexpected switch to remote learning during the spring 2020 semester, Provost Berliner approved that no students would be academically dismissed at the close of the semester. ARC only reviewed students who were previously reinstated for the spring 2020 semester and restricted academically; this totaled 22 students. During January 2021, the Committee held two meetings to review approximately 20 students; some students appeals were reviewed more than once.

As of June 2021, the Committee reviewed the status of 11 students on ARC restrictions and 6 were dismissed. The Committee plans to meet several more times this summer to review appeals from students who were academically dismissed at the close of the spring 2021 semester.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson: Christopher Eliot

This year the Graduate Academic Affairs Committee focused on what guidance the university provides faculty for online instruction, whether there are any ways of improving exam security, and how the university might enhance its academic support for graduate students. Reviewing online instruction support, the committee identified Universal Design for Learning information as poorly known among faculty relative to its value. So, the committee developed a survey, and later an informational document for faculty explaining the core principles of UDL and how to learn more. The committee circulated that document to all university faculty. After evaluating the challenges related to the difficult problem of online exam security, the committee found the need to coordinate with a range of other University units on it and plans to work with them through an ad hoc super-committee into the new year. GAAC also developed a survey for select graduate students on academic support. Smaller issues taken up by GAAC included minor updates to Faculty Policy Series 11G, updating the Bulletin Badge Study terms, and evaluating the need and usefulness of registration PINs for some graduate students.

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson: Craig Burnett

The Senate Planning and Budget Committee continued its mission of shared governance as it relates to the university's budget, enrollment targets, and ongoing development of short, medium, and long-term projects. During much of the Fall semester, Planning and Budget monitored COVID-19 protocols and expenses/savings associated with the ongoing pandemic. The committee also worked with the Student Government Association to examine and improve transportation practices, addressing, specifically, student concerns about nighttime shuttles. In the Spring semester, the committee worked to put finishing touches on a forthcoming survey concerning environmental policies and activities on campus. Finally, the committee performed its ongoing responsibilities of monitoring the university's financial and enrollment trends.

LIBRARY COMMITTEE

Chairperson: Francesca Cassio

Over the past two semesters, the Committee discussed the dire situation of the Library, jeopardized by budget and personnel cuts. The Committee would like to sensitize the forthcoming administration on the needs to revive the Library not only as a physical place but also as a precious asset, a pillar, of our institution.

The Committee members agree that the key issue is the vacant position (since September 2012) of the Library Dean. It is a matter of concern that the administration dismissed governance documents in not appointing a Library Dean over the past nine years, as contrary to the Faculty Statutes (Articles III.A.4; III.B.4; Article 4). This affects the functioning of the Library and the work of the Library Faculty, who have no advocacy in the upper administration. Library Faculty, in particular, are an essential asset to ensure seamless access to resources through Teaching, Research Services, and Technical (behind the scenes) Services. However, not only is the number of Faculty not enough to cover the many tasks required for standard Library Services, but there will be multiple retirements over the next two-three years, with a reduction of specialized personnel. (As of today, there are only 2 full-time librarians in the Technical Services area and 8 full-time librarians in the Reference area).

As a place, currently library has “ownership” of 7 ½ floors in the Axinn Library. The building exterior and interior require renovation (walls leak, windows leak, lighting is poor, HVAC dirty and inconsistent, bathrooms on floors 4 – 9 require renovation, stronger/faster wireless access on all floors).

Library Faculty and the Committee members have thoroughly discussed ways to signal the status of the building, and - more importantly - the vital service that Library Faculty do. The pandemic has in fact enhanced the need for online consultation of credited sources, as well as the digitalization of printed, audio and video materials that requires a long process and expertise.

This Committee is open to meet with new administration to illustrate the current situation of the library and debate viable solutions. However, this Committee’s action is limited, and cannot replace the role of a Library Dean. For this reason, we believe that the priority is to fill this vacant position as soon as possible.

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson: Kristopher Lotier

The EPC met in March 2019 for the first time after a two-year hiatus. Thus, the recently concluded academic year represented its second full year in its present form. The EPC, which is composed of twelve faculty members, three staff members, and one administrator, presently includes representation from virtually all schools at Hofstra. We also received considerable support and guidance on one of this year’s initiatives from a graduate student, as noted below.

Throughout this academic year, the EPC sought to develop strategies and proposals that might be implemented during the period of fiscal constraint brought forth by the ongoing Covid-19 pandemic. Thus, in practice, we looked for low-cost and/or no-cost sustainability initiatives. Working under the assumption that the period of financial austerity will not endure in perpetuity, though, we also sought to draft proposals that we might submit at future dates, once the university budget can allow for such discretionary spending.

We held five meetings throughout the academic year (two in the fall semester and three in the spring), 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, placing additional recycling bins).
- We met with stakeholders in the Office of Physical Plant to discuss energy-efficient lighting, rainfall capture and re-use, solar power-generation, reduction in paper and plastic consumption, and sustainable carbon-capture (i.e., planting more vegetation, especially trees).
- Following a period of research and investigation, led primarily by Professor Annetta Centrella-Vitale and her graduate student Jule Abel, our committee developed a proposal suggesting that Hofstra pursue acquiring a rating with the Sustainability Tracking, Assessment, and Rating System (STARS). We believe that acquiring such a rating would prove beneficial to the university in its marketing efforts, as today's young people are highly responsive to the sustainability efforts of the companies and institutions with which they engage. We also believe that the act of compiling necessary information will itself help to form bonds among sustainability-minded members of our campus community. However, because of the considerable flux in the university's upper administration, we elected to "table" that proposal until fall 2021, at earliest.
- We developed a survey that we initially hoped might be shared with the Hofstra community during the fall 2019 semester. That survey aims to determine whether our students, faculty, and staff support the initiatives we are currently contemplating, while requesting additional ideas they might find worth developing. As a sub-committee of Planning and Budget (P&B), we submitted the survey to our "parent" committee in Fall 2020, and they subsequently returned it to us for revision. Ultimately, following those revisions, the survey received approval by P&B and was affirmed by vote of the full Faculty Senate in Spring 2020. However, changes brought forth by the Covid-19 pandemic made some of our questions obsolete, and so we revised the survey, which entailed that we also re-submit it through the proper bureaucratic channels for review. This process was more extensive than we had initially anticipated, but we believe that the survey should receive full approval in early Fall 2021. We anticipate submitting it to the campus community shortly thereafter.

Overall, we believe we have made important progress, despite the economic uncertainty brought forth by the pandemic. Our members are excited about the opportunity to work in 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. As an institution, we 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: Rina Hirsch (Fall) / Michael Heiss (Spring)

The Faculty Affairs committee, chaired by Rina Hirsch in the fall of 2020 and Michael Heiss in the spring of 2021, took on a number of tasks this year.

- Online Learning Ecosphere
 - The committee continued the work initiated last spring to safely and effectively conduct classes during the Covid-19 pandemic. One of the key parts of this was the Zoom Classroom experience that was instituted for much of the 2020-2021 calendar year.
 - The committee discussed working with student affairs to revise the student handbook to reflect minimums for online classes and an “online code of conduct.”
 - The committee also discussed the problems of cheating and plagiarism that arise within an online-only ecosphere. The committee waited to get a complete school year of data and would return to this issue.
- The committee confirmed the emeritus status of two professors and discussed the criteria surrounding the status. Two key areas were expounded upon:
 - Discussions included that despite length of tenure at the university, applications must include a complete curriculum vitae and list of publications.
 - Discussions also included that, while the 20-year benchmark exists to confirm status, in some cases, emeritus status can be confirmed on someone who’s been at the university for less than 20 years.
- The committee approved the leave applications of professors to work on research projects and publications.
- The Provost asked the committee to initiate the process of creating two separate recognition systems on campus. The committee agreed to create two ad-hoc subcommittees that would begin working on these in Fall 2021. The committees were created, and digital signup sheets were shared with the committee.
 - One recognition system recognized excellence by part time and adjunct faculty on campus.
 - One recognition system recognized excellence through innovation on campus.
- Associate Speaker of the Faculty
 - The FAC agreed it should wait for the new Speaker of the Faculty to be installed before a subordinate position should be created.
- The Digital Measure Tool
 - The FAC was asked to consider the Digital Measure.
 - The committee wanted input from the chair of the chair’s caucus regarding revising the Digital Measure.
 - The question was brought up about how the digital measure applies to full-time vs. part-time faculty.
 - This is something the committee should take on in 2021-2022.
- The minutes for every meeting of the Faculty Affairs Committee were approved.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: Kaylor Dimes

The purpose of the Student Affairs Committee (SAC) is to advocate for all students at Hofstra University. Unlike other organizations on campus, SAC's initiatives apply and affect every student on campus, not just a portion of them. The primary goal of SAC this year was to follow through on initiatives and work toward change on campus on issues that are brought forth directly by students. Due to the pandemic this year and the political climate of the United States SAC took on initiatives that would impact students for years to come. And with the limited access to campus, we focused on three main initiatives. This was done through the following projects:

- **Race and Equity Council**
The SAC committee wanted to find a way to be a proactive group on campus that filtered dialogue about race and equity on Hofstra's campus. With this in mind the committee formed the council within the SAC. The council met weekly and focused on creating an event that reached several spaces throughout campus and student leaders from all the different organizations that students are a part of. The event was a huge success and in turn the Race and Equity Council is now a standing council and meets aside from the SAC and they have plans to create annual events that promote racial equity.
- **Restructure of SAC**
Over the course of the summer of 2020 SAC met several times to discuss the ways that SAC could be more forward facing to the student body at large. With that the SAC changed the bylaws of the committee to focus more on student groups so that the committee may advise the University Senate of student issues and concerns. And the bylaws give the student body direct access to the SAC so that we may draft proposals and create more initiatives that positively impact students.
- **Public Safety Initiative**
Safety is always a concern for students on campus and SAC wanted to ensure that students feel as safe as possible. With that the committee began having regular conversations with Public Safety. One idea was that Public Safety use an app that ensures students always know where the shuttles are located so that they feel safer waiting to be picked up. This process is still in the works and hopefully will be completed in the coming school year. Another initiative was to ensure that students were using their Hofstra ID's to get on the shuttles because SAC wanted students to feel as safe as possible while traveling to their destinations.
- **Collaboration with Student Government Association**
This academic year, SAC worked closely with SGA on a number of initiatives and held discussions to ensure that further collaboration will also take place. SAC met with senators from the SGA and worked on initiatives for students with disabilities. And we worked together on an initiative that would create a FAQ section to the portal. Neither initiatives were completed but SAC and SGA will continue to work together. There was talk of creating an opportunity for the future SAC chairs to provide updates to SGA during formal Senate meetings, though nothing was officially finalized or passed through the Senate. SAC and SAC advisors hope that these conversations will continue in the future.
- **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.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

Chairperson: Caroline Schreiner

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

- Adjunct Faculty
 - Kevin Boston-Hill from the School of Humanities, Fine and Performing Arts was re-elected for a three-year term.
- Frank G. Zarb School of Business
 - Stuart Bass was elected for a three-year term
- School of Health Professions and Human Services
 - Gioia Ciani was re-elected for a three-year term.
- School of Humanities, Fine and Performing Arts
 - Patricia Welch was elected for a three-year term
- Peter S. Kalikow School of Government, Public Policy and International Affairs
 - Kathleen Wallace was elected for a three-year term

In addition, Faculty Officers Elections were held:

- William Nirode has been elected as Speaker of the Faculty for a two-year term
- Sabrina Sobel has been elected as Secretary to the Faculty for a two-year term

An election for Parliamentarian will take place in the fall semester.

Through the Student Affairs Committee, information went out to the entire student body, via the Hofstra Portal, soliciting nominations for students to serve on the University Senate. Six undergraduate students applied. As per the Senate bylaws, four undergraduate students were 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 2021/2022 academic year.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson: Jayne Ellinger

The members of the Athletic Policy Committee (APC) met on November 23, 2020, and March 2, 2021. On November 23rd, Dr. Lisa DeTora was appointed as the interim chairperson for the Athletics Policy Committee. The APC convened an ad hoc subcommittee on Pre-Registration for Student-Athletes to gather data regarding pre-registration practices for specific student groups at Hofstra and for student-athletes at peer-institutions. The data established a foundation for exploring the feasibility of extending pre-registration practices to our student-athlete population. The work of the subcommittee resulted in the production of the APC Subcommittee on Pre-registration Report (February 2021). The report was presented to the full APC membership for discussion on March 2, 2021.

On March 2nd, the APC voted to install Dr. Jayne Ellinger as the APC chairperson, thus replacing Interim Chair, Lisa DeTora. Dr. Ellinger was appointed by President Rabinowitz and Dr. Berliner as the Faculty Athletics Representative in January 2021. The Faculty Athletics Representative sits on the APC and, as in past years, serves as the chairperson for the committee. The focus of the March 2nd APC meeting was to review and discuss the APC Subcommittee on Pre-registration Report. The report extensively examined the merits of granting pre-registration for our student-athletes. Merits include promoting student-athlete graduation and retention rates, costs savings associated with reducing need for course enrollment in non-traditional semesters, reducing academic and athletic scheduling conflicts, and promoting new student-athlete recruitment opportunities. The members of the APC agreed that extending pre-registration opportunity to our student-athletes is consistent with current institutional registration practices and best serves our mission to provide student-athletes with a supportive platform upon which they may achieve success through the nurturing of academic achievement, athletic excellence, and leadership. The APC recommended for all eligible student-athletes to have access to register for courses on the first date for which course registration opens for students with senior-level class standing. This recommendation was supported by Dr. Berliner and was presented, along with the APC Subcommittee Report on Pre-registration, to the Faculty Senate in May 2021 for review and discussion. The APC requests for the issue of pre-registration for student-athletes be added to the agenda for the first fall 2021 Faculty Senate meeting for consideration.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson: Evan Koegl

The Academic Calendar Committee met virtually in September 2020 to put forth a proposal for the 21-22 academic calendar which had been delayed due to uncertainty around possible date adjustments needed to address the ongoing pandemic considerations. The calendar was put forth and approved through Senate and the Full Faculty in December 2020 with expectations that the 21-22 academic year would resume normal dates of instruction.

In March of 2021 the Committee again met virtually to put together a proposal for the 22-23 academic calendar. One minor concern raised by Geoff Tarson was the number of snow/study days for the Fall 22 term, but with a preference towards the start and end dates remaining as discussed and the ability for the university to arrange virtual sessions easily on days with inclement weather or other unexpected closure, the calendar moved forward as it was presented to the group. The 22-23 calendar was ultimately approved by the Senate and Full Faculty in May 2021.

SPECIAL COMMITTEE ON ENVIRONMENTAL HEALTH AND SAFETY

Chairperson: Javier Izquierdo (Fall) & Kevin Bisceglia / Daniel Johnson (Spring)

The Special Committee on Environmental Health and Safety held four formal meetings during the 2020-2021 academic year, as per our recently approved motion to increase the regularity of our meetings. Members also met with the environmental health and safety officer (EHSO) and other university officials in smaller groups to discuss committee business as needed. Dr. Javier Izquierdo (Biology) continued to serve as Chair for the Fall 2020. In Spring 2021, Dr. Daniel Johnson (Physics) and Dr. Kevin Bisceglia (Chemistry) served as interim Co-Chairs while Javier Izquierdo was on sabbatical.

The committee has continued to update the university's Chemical Hygiene Plan (CHP) by reviewing its full text, with particular emphasis on standard operating procedures for extremely hazardous chemicals,

chemical receiving procedures, the respiratory protection plan, among other topics. The committee also continued to discuss policies for working alone in laboratory, workshop, and studio spaces.

As EHSO, Dr. Wendy Hom has conducted lab safety inspections and communicated results to the committee, and continued to work on an online repository for existing SOPs. Dr. Hom has updated the HazCom Safety Training provided by the university currently on Blackboard and is planning on moving these training materials to Microsoft SharePoint. Chemical inventories and Safety Data Sheets will also be moving to Microsoft SharePoint. The committee and Dr. Hom have discussed the variability of training between departments and the concern that not all the necessary topics are currently being covered. Dr. Hom and the committee will continue to work to streamline and standardize the safety training provided at Hofstra across all departments.

There were no major lab or studio space safety incidents reported to the committee during the 2020-2021 academic year. Moving 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.

Finally, over winter break in the 2019-2020 year, the position of the EHS Officer was eliminated and reduced to a part-time position. A full-time EHSO position was created in the 2016-2017 year to address the university's growing need to ensure lab and classroom safety during research and academic instruction. The committee has discussed how the reduced role of the EHSO deeply affects multiple departments, particularly considering that the need for lab and class safety has increased, and how similar peer institutions have a full-time EHSO and sometimes full departments. The committee has agreed to prepare a document to the Provost outlining the Committee's concerns regarding this change.

SPECIAL COMMITTEE ON EDUCATIONAL AND INFORMATION TECHNOLOGY

Chairperson: Joseph Bartolotta

Meetings:

October 7, 2020, November 6, 2020, March 22, 2021, April 27, 2021

Summary of Achievements

Following the dissolution of the Academic Computing Committee during the Spring of 2020, William Caniano reconstituted this new committee with an expanded charge. The bylaws, adopted by the committee at the November 6th meeting, were as follows:

F. Special Committee on Educational and Information Technology

The Special Committee on Educational and Informational Technology shall consist of five faculty members, (not more than one from each school and/or division,) the chair of the Faculty Affairs Committee, the chair of the Undergraduate Academic Affairs Committee, the Vice President for Digital Innovation and Technology, the Director of Educational & Research Technology Services, and two student members (one graduate and one undergraduate, who are student senators, if possible.) It shall be advised by the Provost or his/her designate, and the Director of Faculty Computing Services or his/her designate. The committee Chair shall be elected from the Faculty and/or Student Membership.

It shall:

- a. Report to the Senate through the Senate Executive Committee its' recommendations for Hofstra University policies concerning educational and information technologies;*
- b. Receive reports from the Vice President of Digital Innovations and Technology and the Director of Educational & Research Technology Services on changes in educational and information technology*
- c. Review and assess, in an ongoing manner, changes to Hofstra's educational technology, e.g. CMS*
- d. Propose and implement in conjunction with Educational & Research Technology Services and the Provost's office, training sessions for pedagogical technologies, current, new or proposed*
- e. Keep up-to-date of educational technology trends and report to the Senate through the Senate Executive Committee.*

Joseph Bartolotta, an Associate Professor in the Department of Writing Studies & Rhetoric, volunteered to serve as chair of this new committee. His first meeting as chair was on November 6, 2020.

All meetings from November 6 and later focused on establishing some areas of focus for the committee, including advocating for the adoption of certain software or other tools that are requested by faculty. One member, Prof. Jessica Santangelo, shared a thorough proposal for the university-wide adoption of a service called Gradescope. This proposal was brought to the committee at the April 27 meeting but was unable to be voted on as there was no quorum of voting members. We look forward to revisiting this proposal in Fall 2021.

The committee also took reports on the ongoing CMS pilot projects running through EdTech. We expect to be briefed in the Fall on the progress as the university settles on moving to the Blackboard Ultra or Canvas CMS.

The committee was advised on moving videos from storage on Zoom to Kaltura. Committee members sought clarification on how these changes would impact students.

The committee also discussed the possible adoption of a proctoring software called Honorlock. Sometime this summer some committee members will participate in a demonstration to learn more about it.

The plan for the 2021-2022 Academic year is to set more frequent meetings (3 per semester, we hope). We also hope to assess the university's current strengths, weaknesses, opportunities, and threats in Assessment, Training, and Administration. This includes not only classroom technologies, but also research technologies.

V

ACTIVITIES OF THE SENATE

2020 – 2021

2020– 2021 SENATE ACTIVITIES:

1. CHANGES TO THE HOFSTRA BULLETIN

November 11, 2020 (Senate Agenda)

The Senate approved the revisions to the 2021-2022 Academic Calendar. This item was approved by the Full Faculty (December 1, 2020), by Legal Counsel (December 14, 2020), recommended by the Provost (December 14, 2020) and approved by the President (December 16, 2020). (Appendix A)

April 12, 2021 (Senate Agenda)

The Senate approved the revisions to the 2022-2023 Academic Calendar. This item was approved by the Full Faculty (May 3, 2021), by Legal Counsel (May 6, 2021), recommended by the Provost (August 20, 2021) and approved by the President (August 23, 2021). (Appendix B)

April 12, 2021 (Senate Agenda)

The Senate approved revisions to the Graduate Bulletin Re: Badge Study. This item was approved by the Full Faculty (May 3, 2021), by Legal Counsel (May 6, 2021), recommended by the Provost (May 19, 2021) and approved by the President (June 10, 2021). (Appendix C)

2. CHANGES TO THE FACULTY POLICY SERIES AND FACULTY STATUTES

September 14, 2020 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #47 - Policy on Romantic and Sexual Relationships Between Faculty/Other Employees and Students. This item was approved by the Full Faculty (September 16, 2020), by Legal Counsel (September 21, 2020), recommended by the Provost (November 24, 2020) and approved by the President (November 25, 2020)). (Appendix D)

April 12, 2021 (Senate Agenda)

The Senate approved revisions to Faculty Policy Series #11 - Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University. This item was approved by the Full Faculty (May 3, 2021), by Legal Counsel (May 6, 2021), recommended by the Provost (May 19, 2021) and approved by the President (June 10, 2021). (Appendix E)

April 12, 2021 (Senate Agenda)

The Senate approved revisions to Faculty Policy Series #11G - Procedures for Handling Violations of Academic Honesty by Graduate Students at Hofstra University. This item was approved by the Full Faculty (May 3, 2021), by Legal Counsel (May 6, 2021), recommended by the Provost (May 19, 2021) and approved by the President (June 10, 2021). (Appendix F)

3. OTHER ACTIONS

October 14, 2020 (Senate Agenda)

The Senate approved the resolution on faculty photos. This item was approved by the Full Faculty (October 19, 2020), by Legal Counsel (October 26, 2020), recommended by the Provost (November 24, 2020) and approved by the President (November 25, 2020). (Appendix G)

The Senate approved the 100% Smoking-Free and Tobacco-Free Campus Policy. This item was approved by the Full Faculty (May 3, 2021), by Legal Counsel (May 6, 2021), recommended by the Provost (May 19, 2021) and approved by the President (June 10, 2021). (Appendix H)

VI

APPENDICES

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

of Fall 2021 Meetings:

UNDERGRADUATE

Days	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday	*Includes Conversion Day
	13	14	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	27	85	120	2415	2250	165
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)

Days	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday	*Includes Conversion Day
	14	15	14	14	15	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-26	27	28	29	30	31	JAN-1	NEW YEAR'S DAY, Saturday January 1.
2	3 Semester Begins	4	5	6	7	8	CLASSES BEGIN, Monday January 3
9	10	11	12	13	14	15	
16	17 MLK Day	18 2 week classes end	19	20	21	22	1/17 - Martin Luther King Jr. Day 1/18 - Two-week Courses END
23	24	25 3 week classes end	26	27	28	29	1/25 - Three-week Courses END 1/31 - 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
1	23	24	25 3 week classes end	26	27	28	29	January 3-week classes end Jan. 25
2	30	31 Semester Begins Part of Term A begins	FEB-1	2	3	4	5	Classes Begin-Monday, January 31
3	6	7	8	9	10	11	12	
4	13	14	15	16	17	18	19	
5	20	21 No Classes President's Day	22 No Classes	23	24	25	26	Presidents' Break- No classes Monday, 2/21 & Tuesday, 2/22
6	27	28 MAR-1		2	3	4	5	
7	6 Fall & Summer Registration Begins	7	8	9	10	11	12	3/6 - Fall 22 Senior/GR registration opens Summer 22 registration open at all levels
8	13	14	15	16	17	18 Part of Term A Ends	19	3/13 - Fall 22 Junior registration opens 3/18 - Part of Term A Ends
9	20 No Classes	21 No Classes	22 No Classes	23 No Classes	24 No Classes	25 No Classes	26 No Classes	Spring Break-No classes Sun., 3/20 - Sat. 3/26 3/20 - Fall 22 Sophomore registration opens
#	27	28 Part of Term B begins	29	30	31 APR-1		2	3/27 - Fall 22 Freshman registration opens 3/28 - Part of Term B Begins
#	3	4	5	6	7	8	9	
#	10	11	12	13	14	15	16	
#	17	18	19	20	21	22	23	
#	24	25	26	27	28	29	30	
#	MAY-1	2	3	4	5	6	7	
#	8	9	10	11	12 Snow/Study	13 Snow/Study	14	Snow/Study Day = May 12 & 13
#	15	16 FINALS	17 FINALS	18 FINALS	19 FINALS	20 FINALS	21 FINALS Semester Ends	5/16-21 = Finals Week
	22 Commencement	23	24	25	26	27	28	Commencement = May 22

of Spring 2022 Meetings:

UNDERGRADUATE (Does not Include Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	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)

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

of Summer Session I 2022 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 2022 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

of Summer Session III 2022 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 & II - 4-week session:

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
29	30	31		SEPT-1	2	3	
4	5 Labor Day	6 Semester Begins Part of Term A Begins	7	8	9	10	9/5 - Labor Day = No Classes 9/6 - Fall classes begin 9/7= Convocation (Common Hour)
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	OCT-1	
2 Spring & January Registration Begins	3	4	5	6	7	8	10/2 - Spring 23 Senior/GR registration opens January 2023 registration open at all levels
9	10 Columbus Day	11 CONVERSION DAY THURSDAY SCHEDULE	12 CONVERSION DAY FRIDAY SCHEDULE	13 No Classes	14 No Classes	15	10/9 - Junior Registration Opens 10/11 - Conversion Day, follows Thursday Schedule (UG and GR) 10/12 - Conversion Day, follows Friday Schedule (UG and GR) 10/13 & 14 = Mid-Semester Break
16	17	18	19	20	21 Part of Term A Ends	22	10/16 - Sophomore Registration Opens
23	24 Part of Term B Begins	25	26	27	28	29	10/23 - Freshman Registration Opens 10/25 - Part of Term A Ends 10/26 - Part of Term B Begins
30	31	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 Thanksgiving	25	26	11/24-25 = Thanksgiving break
27	28	29	30	DEC-1	2	3	
4	5	6	7	8	9	10	
11	12 Snow/Study Day	13 Finals	14 Finals	15 Finals	16 Finals	17	12/12 - Snow/Study Day 12/11-12/19 = Finals Week
18	19 Finals Semester Ends	20 Commencement	21	22	23	24	12/19 - End of Term. 12/20 - Commencement

of Fall 2022 Meetings:

UNDERGRADUATE

	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday	
Days	13	13	13	13	13	13	*Includes Conversion Day

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	15	14	14	14	14	14	*Includes Conversion Day

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

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

of Spring 2023 Meetings:

UNDERGRADUATE (Does not include Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	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)

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

of Summer Session I 2023 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	2	5	5	4	4	4
5 week	3	6	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 II 2023 Meetings:

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

of Summer Session III 2023 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 & II - 4-week session:

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

2020–2021 Graduate Studies Bulletin

Specific Policies Pertaining to Badge Admission and Academic Policies

The policies stated here are applicable to students enrolled in badge programs. Unless otherwise stated, students will be subject to the terms of these policies. If a specific academic policy is not listed here, policies listed in the remainder of the Graduate Bulletin are applicable.

Badge Admission

Applicants to a graduate badge program must present evidence of a baccalaureate or graduate degree from a fully, regionally accredited institution when they apply for admission. Admission to a badge program is open to those who have met general admission guidelines. Some badge programs may have specific admission requirements. Applicants should carefully check individual badge programs. Criteria for admission are subject to change without notice.

Graduate transfer credit will not be accepted as part of a badge program. No credit will be allowed for courses taken at another school while enrolled in a badge program at Hofstra. Students are limited to the courses outlined in the badge program description.

Students interested in earning a graduate badge can study on a nonmatriculated basis.

Students are not limited to how many badges they may earn.

Permission to take courses in a badge program or the earning of a badge does not constitute acceptance to a graduate degree program. Students may apply to a graduate program and/or obtain advisement on which of the graduate courses previously taken as part of a badge program will fulfill degree requirements.

Students accepted into a badge program are not eligible for Hofstra University Academic Scholarships offered by the University.

Grading and Academic Policies

Grading in graduate courses that are part of a badge program will follow the University grading policy.

Proposed text

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Grading and Academic Policies

Grading in graduate courses that are part of a badge program will follow the University grading policy.

Please see Basic Regulations Governing Graduate Programs – item #2 for grade information. Students enrolled in a badge program will not be permitted to repeat a course; this is reserved benefit for a matriculated student in a graduate degree with instructor permission.

Students enrolled in a badge program must adhere to all academic deadlines and fee schedules, as per the published academic and fee calendars.

It is the responsibility of all students to monitor their academic progress. Any student enrolled in a badge program must earn a minimum of a 3.0/B or higher in all classes that are part of a badge program. All students must have a cumulative GPA of a 3.0 or higher in order to earn a badge from Hofstra University.

As with most graduate programs, all credits applied towards a badge program must be earned within a period of five years starting from the date of completion of the first course applicable to the badge. Exceptions will be made for any period of intervening military service.

Academic Honesty

Badge students clearly guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall be suspended or dismissed. Badge students clearly guilty of other forms of academic dishonesty (particularly those concerning a more sophisticated understanding of the use of sources and development of an authorial voice) shall be subject to a range of penalties, including rewriting the assignment, failure of the assignment or of the course, or suspension/dismissal from the University. For further details concerning violations of academic honesty within graduate study, as well as procedures for handling such violations and for reviewing and appealing charges of academic dishonesty, see the Academic Honesty section of this bulletin.

Please see Basic Regulations Governing Graduate Programs – item #2 for grade information. Students enrolled in a badge program will not be permitted to repeat a course; this **benefit** is reserved benefit for a matriculated student in a graduate degree with instructor permission.

Students enrolled in a badge program must adhere to all academic deadlines and fee schedules, as per the published academic and fee calendars.

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Academic Honesty

Badge students clearly guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall be suspended or dismissed **from the badge program, in line with Faculty Policy Series 11G.**

Badge students clearly guilty of other forms of academic dishonesty (particularly those concerning a more sophisticated understanding of the use of sources and development of an authorial voice) shall be subject to a range of penalties, including rewriting the assignment, failure of the assignment or of the course, or suspension/dismissal from the University. For further details concerning violations of academic honesty within graduate study, as well as procedures for handling such violations and for reviewing and appealing charges of academic dishonesty, see the Academic Honesty section of this bulletin.

Earning a Badge

After successfully completing the required coursework for a particular badge and earning a cumulative GPA of a 3.0 or higher, students will be awarded an electronic badge from Hofstra University. This badge can be posted on social media and networking websites and/or on an electronic resume. Students may request official transcripts from the Office of Academic Records as evidence of earned credits. Diplomas and invitations to commencement ceremonies are academic privileges that are not extended to students completing a badge program.

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POLICY ON PERSONAL ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN FACULTY/OTHER EMPLOYEES AND STUDENTS

I. Rationale

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

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

Moreover, regardless of the instructional, supervisory or evaluative context, the innate power imbalance and the potential for real or perceived coercion, favoritism, bias or exploitation that may be created by romantic or sexual relationships between faculty or other University personnel and undergraduate students is such that a higher standard is needed to protect the rights and interests of all members of the University community as set forth below.

II. Definitions and Scope

- A. This policy applies to faculty members and all other ~~administrators, staff members, graduate students and others~~ University personnel, including students who are not Hofstra University undergraduate students and who also maintain an academic role in which they teach, supervise, evaluate or otherwise exercise academic authority over other students' academic work ("Advanced Students") (collectively all faculty, other University personnel and Advanced Students hereinafter referred to as Employees for purposes of this Policy). ~~who teach, supervise, or evaluate students' academic work at Hofstra University; or whose duties and/or responsibilities~~

~~include the supervision or evaluation of students' employment, athletics or extracurricular activity.~~

B. University personnel who are also enrolled as students through tuition remission or otherwise are considered Employees and not students for purposes of this Policy. Student employees are not considered Employees for purposes of this Policy.

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

~~C.D.~~ Supervisory context includes evaluation or supervision, direct or indirect, of a student's extracurricular activities or employment. It includes employment situations in which students are supervised by administrators, faculty, staff members, graduate students or others as student employees; extracurricular situations in which students are supervised or evaluated by administrators, faculty, staff members, graduate students or others as volunteers or interns; or in athletic team situations in which students are supervised or evaluated by staff, administrators, coaches or trainers.

III. Guidelines for Conduct

A. All Employees are prohibited from entering into a romantic or sexual relationship, or from engaging in conduct that may reasonably be perceived as inviting or encouraging a romantic or sexual relationship, with undergraduate students of the University.

B. Employees must disclose to the Provost's Office a sexual or romantic relationship with a student that existed prior to the student's enrollment at Hofstra. Promptly disclosed pre-existing relationships will be handled on a case-by-case basis, with sensitivity to the private nature of the disclosure and with a focus on protecting the student's educational and professional opportunities, privacy of those involved and addressing conflict of interest concerns for all parties.

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

B.D. Outside the instructional or supervisory context, the aforementioned conduct or relationships between Employees and graduate-level/professional school students are strongly discouraged although not expressly prohibited by University policy. Employees considering or engaged in such relationships should be

sensitive to their potentially exploitative nature and the possibility that the Employee may unexpectedly be placed in a position of responsibility for the students' instruction, supervision or evaluation.

IV. Complaints

Members of the University community who discern that violations of this Policy have occurred may initiate a complaint to the Equal Rights and Opportunity Officer (EROO)/Chief Human Resources Officer (CHRO). The EROO/CHRO or a designee will investigate the complaint made and will speak to ~~all~~ parties involved. Complaints must be filed promptly and in no case later than one semester after the end of the semester or session in which the alleged violation occurred.

Substantiated complaints will be forwarded to the appropriate Dean, Vice President, Office of Human Resources, or the Provost for action. With regard to faculty bargaining unit members, such action shall follow the process for faculty discipline set forth in the CBA. The University reserves the right to conduct an investigation of a complaint under this Policy independent of or in addition to the procedure provided herein at any time. Moreover, nothing herein should be construed as conferring any rights on administrative employees, who are at-will employees.

V. Sanctions

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

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

PROCEDURE FOR HANDLING VIOLATIONS OF ~~ACADEMIC HONESTY~~ THE HONOR CODE BY UNDERGRADUATE STUDENTS AT HOFSTRA UNIVERSITY

(See Faculty Policy Series #11A for the School of Law and Faculty Policy Series #11G for Graduate Students)

I. Statement of Principles

Hofstra University places high value upon educating students about academic honesty. At the same time, the University will not tolerate dishonesty, and it will not offer the privileges of the community to the repeat offender.

Hofstra University's Honor Code states:

"As a member of the Hofstra community, I pledge to demonstrate integrity and ethical behavior in all aspects of my life, both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the **P.R.I.D.E. Values**. I accept the responsibility to follow this Honor Code at all times."

A. Education, prevention and faculty responsibility:

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

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

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

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

B. Students’ responsibility:

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

Students bear the ultimate responsibility for implementing the principles of academic honesty. Students must understand that it is not enough to identify the source of quoted material; it is also necessary to indicate when one is paraphrasing (restating in other words) material found in a source. Thus, the use of other's ideas as well as their words needs to be acknowledged.

II. Violations

Any violation of these principles constitutes academic dishonesty. Indeed, it is important for students to avoid even the appearance of dishonesty. The following is a partial list of such violations and is not exhaustive:

A. Violations Regarding Exams:

1. obtaining unauthorized information concerning an exam and/or giving such information to another student;
2. communicating with anyone, other than the exam proctor, while taking an exam;
3. helping another person to cheat on an examination;
4. reading or copying another student’s examination sheet ~~or book~~, test booklet, or computer screen during an exam;

5. possessing unauthorized materials or tools (such as books, cellphones, calculators, electronic hand-held devices, computers) in the examination room during an exam and/or consulting such materials or tools during an exam;
6. without proper authorization, beginning an exam before the prescribed time or continuing to work on the exam after the prescribed time;
7. failing to submit all bluebooks and examination materials at the end of an exam or removing bluebooks or examination materials from the exam room without the proctor's or faculty member's approval;
8. having another person take an exam in one's place;
9. submitting work produced with unauthorized collaboration or assistance;

B. Violations Regarding Plagiarism:

1. copying or substantially copying someone else's words without using appropriate informative citations, such as both citing the author of the quotation and using either quotation marks or an indented block quotation;
2. paraphrasing someone else's words or work without ~~citing the source~~appropriate citation;
- ~~3.~~ using paid "research services" or "contact cheating" sources;
- ~~3.4.~~ copying from homework or test "help" or "tutoring" websites;
- ~~4.5.~~ copying from another's term paper or computer files~~disk~~;
- ~~5.6.~~ submitting work produced with unauthorized collaboration or assistance;
- ~~6.7.~~ fabricating sources.

C. Other Violations:

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

5. making someone else's academic work available to others, including course material such as exams or answers to assignments;

4.6.helping another person to cheat on an assignment;

5.7.submitting work produced with collaboration or assistance unauthorized by the faculty member.

III.Procedures for Handling Violations

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

Once a faculty member determines that a violation of ~~academic honesty~~the Honor Code has occurred, the instructor shall assess the penalty according to the following criteria:

1. Predetermined academic honesty policy

If the instructor previously prepared and issued to students a predetermined academic honesty policy, which includes specific penalties for certain violations, then the instructor should abide by the provisions of this policy.

2. Consultation and Assessment

Before a penalty for an infraction is imposed, the faculty member should attempt to assess the appropriateness of the penalty with the student. Faculty are also encouraged to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient. In cases of academic dishonesty, a range of penalties may be appropriate. In cases of plagiarism, or cheating on an examination, some faculty give failing grades for the assignment or examination and others give failing grades for the course. In cases in which the grade of F is awarded for the course, the student may not withdraw from the course.

- B. The instructor must inform the Provost and the Dean of Students of each violation by completing the "Honor Code Violation Report~~Report Form on Violations of Academic Conduct~~." This information will be filed electronically and exclusively in the Provost's Office

and the Dean of Students Office until the student graduates. A copy of the “Honor Code Violation Report~~Report Form on Violations of Academic Conduct~~” must also be given to the student by the faculty member within ten (10) days of the date of the determination of the infraction.

- C. An undergraduate student who commits a second violation of academic honesty shall be subject to suspension or dismissal. The Office of the Provost shall inform the student by letter of both their status and his or her right to appeal.

IV. Right of Appeal

- A. The student has the right to appeal a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision.
- B. Upon receipt of notification from the ~~Dean of Students~~Office of the Provost, the student has seven (7) business days to appeal in writing to the Office of the Provost a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision via Provost@hofstra.edu. Within seven (7) business days of the appeal, t~~t~~The Provost shall review the appeal and the procedures followed up to that point. During this timeframe, t~~t~~The Provost shall see that any procedural violations are remedied and attempt to mediate a resolution of the dispute.
- C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible within the academic calendar.~~If resolution is not achieved, the Provost will then appoint an Ad hoc Board of Appeals.~~The Ad hoc Board of Appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost’s office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean’s office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred.
- D. The Ad hoc Board of Appeals will be governed by the following bylaws:
 - 1. The presumption of innocence shall apply. The board shall review the case de novo: The burden of proof of the violation and the justification of the penalty is upon the faculty member making the charge.
 - 2. The student must have an explicit statement of the charges and a reasonable amount of time prior to the first formal meeting of the Board.
 - 3. The student may have an adviser of his/her choice from within the University.
 - 4. Both parties must be present when either party is presenting statements or evidence to the Board.

5. Both parties may elect to present evidence or call witnesses on their behalf.
 6. Both parties must receive copies of written evidence presented to the Board.
 7. Both parties may elect to cross-examine those who appear.
- E. Decisions of the ad hoc Board of Appeals are final and binding and will be presented in writing to the student and the faculty member, with a copy to the Provost.

PROCEDURE FOR HANDLING VIOLATIONS OF ~~ACADEMIC HONESTY~~ THE HONOR CODE BY GRADUATE STUDENTS AT HOFSTRA UNIVERSITY

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

I. Statement of Principles

Hofstra University places high value upon educating students about academic honesty. At the same time, the University will not tolerate dishonesty, and it will not offer the privileges of the community to the repeat offender.

Hofstra University's Honor Code states:

"As a member of the Hofstra community, I pledge to demonstrate integrity and ethical behavior in all aspects of my life, both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the P.R.I.D.E. Values. I accept the responsibility to follow this Honor Code at all times."

Students play an active role in their own education, and each student bears responsibility for his or her work. Anyone who refuses this responsibility both misses the point of a graduate education and proves unworthy of it.

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

A. Education, prevention and faculty responsibility

A University is a community of faculty, administrators and students dedicated to the pursuit of learning and to the creation of new knowledge. Every individual in this community has an obligation to uphold its intellectual standards, which alone make education worthwhile. It is the responsibility of the faculty not only to share its knowledge, but also to communicate understanding of, and respect for, the process by which knowledge is produced. Faculty are obligated to promote awareness of, and to educate all students about what constitutes academic honesty. Faculty should provide students with the Hofstra Honor Code and helpful

sources of information on the subject such as the Hofstra Writer's Guide, and websites covering issues related to academic honesty (e.g., www.academicintegrity.org). Faculty can disseminate this information through a variety of media, including course outlines and handouts, discussions regarding acceptable classroom behavior, and explanations of grading policies and the consequences of dishonesty. Faculty are also asked to encourage students to take advantage of structured opportunities to learn about academic honesty such as workshops offered by the Writing Center. And, faculty should teach by example, with instructors' teaching materials including appropriate citations. Such educational efforts will foster a cooperative climate that deters instances of academic dishonesty.

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

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

To ensure that the University appropriately responds to students who repeatedly violate the principles of academic honesty, it is incumbent upon faculty to report all violations by completing the "[Honor Code Violation Report](#)" ~~Report Form on Violations of Academic Conduct~~²² (see Section III C.)

B. Students' responsibility

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

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

Students bear the ultimate responsibility for implementing the principles of academic honesty. A student who is having difficulty meeting course deadlines, or difficulty completing an assignment for any reason, is urged to speak to his or her instructor, since there is always an alternative to acting dishonestly. A student who commits any act of academic dishonesty, including knowingly helping another student to commit such an act, is rejecting the responsibility that is inherent in the pursuit of learning and may forfeit the right to remain a member of the academic community, particularly if he or she is unwilling or unable to recognize the seriousness of the offense and fails to demonstrate such recognition by abstaining from further violation of academic propriety.

II. Violations

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

A. Violations Regarding Exams:

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

9. submitting work produced with unauthorized collaboration or assistance.

B. Violations Regarding Plagiarism:

1. copying or substantially copying someone else's words without ~~both citing the author of the quotation and using appropriate informative citations, such as~~ either quotation marks or an indented block quotation;
2. paraphrasing someone else's words or work without ~~citing the source~~appropriate citation;
- ~~3.~~ using paid "research services" or "contract cheating" sources;
- ~~3.4.~~ copying from homework or test "help" or "tutoring" websites;
- ~~4.5.~~ copying from another's term paper or computer files~~disk~~;
- ~~5.6.~~ submitting work produced with unauthorized collaboration or assistance;
- ~~6.7.~~ fabricating sources.

C. Other Violations:

1. submitting the same or a significantly similar work for credit in more than one course without the consent of the faculty members involved;
2. falsifying experimental data;
3. using computer programs or data without proper authorization or acknowledgment;
- ~~4.~~ making one's own academic work available to others to present as the recipients' own;
- ~~5.~~ making someone else's academic work available to others including course material such as exams or answers to assignments;
- ~~4.6.~~ helping another person to cheat on an assignment;
- ~~5.7.~~ submitting work produced with collaboration or assistance unauthorized by the faculty member.

III. Procedures for Handling Violations

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

- A. ~~Since the goal of Hofstra University's policy on academic honesty is to educate, rather than to punish, the~~The instructor has an obligation to inform a student as soon as possible that a

violation of academic honesty may have occurred. The faculty member should explain the nature of the alleged offense, inquire into the student's knowledge of its character and seriousness, ascertain the student's motivation, and take into consideration any relevant information the student wishes to provide. If after a good-faith effort such a discussion cannot take place, the faculty member should must proceed with filing the "Honor Code Violation Report~~Report Form on a Graduate Student's Violations of Academic Honesty~~," as detailed in III.C. below. The student may appeal this charge and/or penalty as outlined in Section IV.

- B. Once a faculty member determines that a violation of ~~academic honesty~~the Honor Code has occurred, the instructor shall assess the course penalty according to the following criteria:
1. Graduate students guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall fail the course and be subject to suspension or dismissal by action of the Provost.
 2. Predetermined academic honesty policy
If the instructor or program faculty previously distributed to students in writing a predetermined academic honesty policy, which includes specific penalties for certain violations, then the instructor should abide by the provisions of this policy.
 3. Graduate students guilty of violations that require a more sophisticated understanding of the use of sources and development of an authorial voice shall be subject to a range of penalties including rewriting the assignment, failure of the assignment, failure of the course, or suspension/dismissal from the University. Such offenses include: a) reproducing the ideas of another (but not the precise language with which those ideas were previously expressed) without citing the source, b) presenting a paraphrase (with citation) that so closely resembles the language of the original that it fails to put the concepts in the student's own words, and c) copying text from a web source without citation. In cases in which the grade of F is awarded for the course, the student may not withdraw from the course.
 4. Consultation and Assessment: Before a penalty for an infraction is imposed, the faculty member should attempt to assess the appropriateness of the penalty. Faculty are also encouraged to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient.
- C. The instructor must complete the "Honor Code Violation Report~~Report Form on a Graduate Student's Violations of Academic Honesty~~," ~~sending copies to which automatically notifies the Provost, the appropriate academic dean, and the Dean of Students, and the student~~ within ten (10) days of the date of the determination of the infraction. ~~That form shall specify the nature of the charges, the rationale for the penalty (if any) that the instructor has imposed, and the student's right to appeal. The instructor shall include a copy of FPS 11G in the paperwork sent to the student. This information~~Within this same time frame, the Provost's office must again notify the student and the appropriate academic dean, that a report has been filed. The Honor Code Violation Report will be filed exclusively in the Provost's

Office and the Dean of Students Office until the student graduates. The Provost's Office will notify the student of their right to appeal and provide the student with a copy of the report.

- D. A graduate student who commits a gross and unambiguous violation or a second violation of academic honesty shall be subject to suspension or dismissal by action of the Provost. The Office of the Provost shall electronically inform the student ~~by letter~~ of both their status and ~~his or her~~their right to appeal.

IV. Right of Appeal

- A. The student has the right to appeal, within seven (7) business days a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision. The student can appeal based on the following grounds: a) the evidence does not adequately prove that the student violated academic honesty; b) new evidence has come to light; c) the penalty imposed was not appropriate, reasonable, just, and consistent with the guidelines in this Faculty Policy Series; d) proper procedures were not followed in the case.
- B. Upon receipt of notification from the ~~Dean of Students~~Office of the Provost, the student has seven days to appeal ~~in writing~~ to the Office of the Provost a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision via Provost@hofstra.edu. The Provost shall review the appeal and the procedures followed up to that point. The Provost shall see that any procedural violations are remedied and attempt to mediate a resolution of the dispute.
- C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible within the academic calendar. If resolution is not achieved, the Provost will then appoint an Ad hoc Board of Appeals.—The Ad hoc Board of appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) graduate student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred. The graduate student representative should not be enrolled in the same program or department as the student charged with academic dishonesty.
- D. The Ad hoc Board of Appeals will be governed by the following bylaws:
1. The presumption of innocence shall apply. The board shall review the case de novo: The burden of proof of the violation and the justification of the penalty is upon the faculty member making the charge. In the case of suspension or dismissal, the burden of justification may also rest with the Provost. The Board shall determine: a) whether the evidence adequately proves that the student violated academic honesty; b) whether the penalty imposed was appropriate, reasonable, just, and consistent with the guidelines in

this Faculty Policy Series; and c) whether proper procedures have been followed in the case.

2. The student must have an explicit statement of the charges and a reasonable amount of time prior to the first formal meeting of the Board.
 3. The student may have an adviser of his/her choice from within the University; however, that advisor may not address the Board.
 4. Both parties (the student and the faculty member who has brought the charge) must be present when either party is presenting statements or evidence to the Board.
 5. Both parties may elect to present evidence or call witnesses on their behalf.
 6. Both parties must receive copies of written evidence presented to the Board.
 7. Both parties may elect to cross-examine those who appear.
- E. Decisions of the Ad hoc Board of Appeals are final and binding and will be presented in writing to the student, with a copy to the Provost.

The Faculty Affairs Committee discussed having faculty pictures automatically associated with Outlook/Blackboard accounts with an opt-out option. Given the University's remote learning environment, the committee voted unanimously in favor of this idea.

The University Senate passed this resolution on October 14, 2020

The Full Faculty passed this resolution on October 19, 2020

**POLICY FOR SMOKE-FREE AND TOBACCO-FREE
HOFSTRA UNIVERSITY CAMPUS
(except in designated areas)**

Hofstra University Smoke-Free and Tobacco-Free Policy
for the Hofstra community and visitors.

Hofstra University hereby adopts the following smoke-free and tobacco-free policy to provide a safe and healthy working and learning environment for the Hofstra community and visitors on its campus.

Section 1. Findings and Intent.

On January 11, 1964, Luther L. Terry, M.D., Surgeon General of the United States, released *Smoking and Health: A Report of the Advisory Committee of the Surgeon General of the Public Health Service*, which was the first federal government report linking smoking and specific diseases. Fifty-six years after the deadly impact of smoking was released, smoking on Hofstra University premises has continued, worsening outcomes of future generations.

According to the 2014 U.S. Surgeon General's Report, *The Health Consequences of Smoking—50 Years of Progress*, secondhand smoke exposure causes stroke in nonsmokers. The report also found that since the 1964 Surgeon General's Report on Smoking and Health, **2.5 million nonsmokers have died from diseases caused by tobacco smoke** (U.S. Department of Health and Human Services. *The Health Consequences of Smoking—50 Years of Progress*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014). The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke-free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke-free policies and laws do not have an adverse economic impact on the hospitality industry. (U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006). According to the 2010 U.S. Surgeon General's Report, *How Tobacco Smoke Causes Disease*, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke lead to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke (U.S. Department of Health and Human Services.

How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease: A Report of the Surgeon General. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2010).

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 (Monograph #10) that secondhand smoke is responsible for the early deaths of approximately 53,000 Americans annually (National Cancer Institute).

Based on a finding by the California Environmental Protection Agency in 2005, the California Air Resources Board has determined that secondhand smoke is a toxic air contaminant, finding that exposure to secondhand smoke has serious health effects, including low birth-weight babies; sudden infant death syndrome (SIDS); increased respiratory infections in children; asthma in children and adults; lung cancer, sinus cancer, and breast cancer in younger, premenopausal women; heart disease; and death. (California Air Resources Board (ARB), "Appendix II Findings of the Scientific Review Panel: Findings of the Scientific Review Panel on Proposed Identification of Environmental Tobacco Smoke as a Toxic Air Contaminant as adopted at the Panel's June 24, 2005 Meeting," California Air Resources Board (ARB), September 12, 2005).

The *U.S. Centers for Disease Control and Prevention* has determined that the risk of acute myocardial infarction and coronary heart disease associated with exposure to tobacco smoke is non-linear at low doses, increasing rapidly with relatively small doses such as those received from secondhand smoke or actively smoking one or two cigarettes a day, and has warned that all patients at increased risk of coronary heart disease or with known coronary artery disease should avoid all indoor environments that permit smoking. (Pechacek, Terry F.; Babb, Stephen, "Commentary: How acute and reversible are the cardiovascular risks of secondhand smoke?" *British Medical Journal* 328: 980-983, April 24, 2004).

Electronic smoking devices, commonly referred to as electronic cigarettes, or "e- cigarettes," closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid that typically contains nicotine, heated through an electronic ignition system. ESD emissions are made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke. (Fuoco, F.C.; Buonanno, G.; Stabile, L.; Vigo, P., "Influential parameters on particle concentration and size distribution in the mainstream of e-cigarettes," *Environmental Pollution* 184: 523-529, January 2014). The January 2018 National Academies of Sciences, Engineering, and Medicine publication states that there is conclusive evidence that in addition to nicotine, most ESDs contain and emit numerous potentially toxic substances and increase airborne concentrations of particulate matter and nicotine in indoor environments. Studies show that people exposed to ESD aerosol absorb nicotine (measured as cotinine) at levels comparable to passive smokers. Many of the elements identified in the aerosol are known to cause respiratory distress and disease. ESD exposure damages lung tissues. Human lung cells that are exposed to ESD aerosol and flavorings – especially cinnamon – show increased oxidative stress and inflammatory responses. (Lerner CA, Sundar IK, Yao H, Gerloff J, Ossip DJ,

McIntosh S, et al. “Vapors Produced by Electronic Cigarettes and E-Juices with Flavorings Induce Toxicity, Oxidative Stress, and Inflammatory Response in Lung Epithelial Cells and in Mouse Lung,” *PLoS ONE* 10(2): e0116732, February 6, 2015). Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions. The World Health Organization (WHO), the National Institute for Occupational Safety and Health (NIOSH), and the American Industrial Hygiene Association (AIHA) recommend that ESDs not be used in smoke-free environments, in order to minimize the risk to bystanders of breathing in the aerosol emitted by the devices and to avoid undermining the enforcement of smoke-free laws. (World Health Organization (WHO), "Electronic nicotine delivery systems," World Health Organization (WHO), 2014).

Secondhand smoke from combusted marijuana contains fine particulate matter that can be breathed deeply into the lungs, which can cause lung irritation and asthma attacks, thus making respiratory infections more likely. Exposure to fine particulate matter can exacerbate health problems especially for people with respiratory conditions like asthma, bronchitis, or COPD. (“Air and Health: Particulate Matter.” National Environmental Public Health Tracking Network, U. S. Environmental Protection Agency; Brook, R.D., Rajagopalan, S., Pope, C.A., 3rd, Brook, J.R., Bhatnagar, A., Diez-Roux, A.V., Holguin, F., Hong, Y., Luepker, R.V., Mittleman, M.A., Peters, A., Siscovick, D., Smith, S.C., Jr., Whitsel, L., and Kaufman, J.D. Particulate matter air pollution and cardiovascular disease: An update to the scientific statement from the American Heart Association. *Circulation*. 2010; 121: 2331-78). Secondhand smoke from marijuana also has many of the same chemicals as smoke from tobacco, including those linked to lung cancer. (“Evidence on the Carcinogenicity of Marijuana Smoke.” Reproductive and Cancer Hazard Assessment Branch, Office of Environmental Health Hazard Assessment, California Environmental Protection Agency. August 2009; Moir, D., Rickert, W.S., Levasseur, G., Larose, Y., Maertens, R., White, P., and Desjardins, S. A comparison of mainstream and side-stream marijuana and tobacco cigarette smoke produced under two machine smoking conditions. *Chemical Research in Toxicology*. 2008. 21: 494-502). More research is needed, but the current body of science shows that both tobacco and marijuana smoke may have similar harmful cardiovascular effects (Springer, M.L.; Glantz, S.A.” Marijuana Use and Heart Disease: Potential Effects of Public Exposure to Smoke,” University of California at San Francisco. April 13, 2015; Wang, X., Derakhshandeh, R., Liu, J., Narayan, S., Nabavizadeh, P., Le, S., Danforth, O.M., Pinnamaneni, K., Rodriguez, H.J., Luu, E., Sievers, R.E., Schick, S.F., Glantz, S.A., and Springer, M.L. One minute of marijuana secondhand smoke exposure substantially impairs vascular endothelial function. *Journal of the American Heart Association*. 2016; 5: e003858). Thus, in the interest of public health, the use of combustible or aerosolized marijuana should be prohibited wherever tobacco smoking is prohibited.

The smoking of tobacco, hookahs, or marijuana and the use of ESDs are forms of air pollution and constitute both a danger to health and a material public nuisance.

Accordingly, the Student Affairs Committee of Hofstra University finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including ESDs, on the Hofstra University campus; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe

smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Section 2. Definitions

1. “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
2. “Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
3. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.
4. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Section 3. Smoking and Tobacco Use Prohibited on Hofstra University Campus

In light of the above findings, Hofstra University campus shall be smoke-free and tobacco-free with the exception of strategically placed smoking pockets or locations.

The Smoke-free and Tobacco-Free Policy applies to all Hofstra University facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Hofstra University housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all Hofstra University campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

The Smoke-free and Tobacco-Free Policy applies to Hofstra University perimeters illustrated below:



*With the exception of publicly owned roads/land.

Section 4. Promotion and Sale of Smoking and Tobacco Products Prohibited on Hofstra University Campus

In further recognition of the incompatibility of Hofstra University's educational mission and the promotion of smoking/tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on Hofstra University property, at Hofstra University-sponsored events, or in publications produced by Hofstra, with the exception of advertising in a newspaper or magazine that is not produced by Hofstra University. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products, or smoking products.

No smoking products, tobacco products, or tobacco paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student/faculty union, or any area on campus.

Section 5. Dissemination of Policy; Signage

Copies of this policy shall be distributed to all faculty and staff and shall be included with the information given to all admitted students. Information about the policy and how to comply with

it shall also be posted on the Hofstra University website. Announcements concerning the policy and any changes to it shall be printed in campus newspapers and posted on the Hofstra University website to ensure that everyone fully understands the policy. Signs prohibiting smoking and the use of tobacco products shall be posted at all points of entry to the Hofstra University campus and at all Hofstra building entrances. No ashtrays shall be provided at any location on campus, with the exception of the aforementioned smoking pockets (section 3).

Section 6. Transition Period

This policy is being announced _____ days prior to its implementation in order to give smokers time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment. On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

Section 7. Cessation and Support

Hofstra University will provide students, faculty, and administration cessation resources. Hofstra will contribute financial resources to ensure that cessation programs at Hofstra are supported through the Student Health and Counseling Center (SHACC).

The Student Counseling Services will provide free cessation programs to students, faculty, and administration. Insurance policies provided by Hofstra University to students and employees should be updated to bolster cessation. Students, faculty, and administrators will be able to make appointments at the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell if they are interested in discussing the use of prescription medications to assist in quitting smoking/tobacco use.

Section 8. Enforcement of Policy

Hofstra University will provide funding for Smoke-Free/Tobacco-Free campus signage to be placed at every entrance to Hofstra University facilities and to every entrance to campus.

The Smoke-Free and Tobacco-Free Hofstra University Campus Policy shall take effect on _____ [DATE].

Signature

Date

APPENDIX

Model language provided and approved by the American Nonsmokers' Rights Foundation for the purposes of creating a Smoke-Free and Tobacco-Free campus on Hofstra University premises.