
FIFTY - SEVENTH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2021-2022



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HOFSTRA UNIVERSITY SENATE

2021- 2022

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FOREWORD

PRESIDENT SUSAN POSER



SUSAN POSER, PRESIDENT

June 19, 2022

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

Dear Professor Caniano:

Congratulations to you and your colleagues in the University Senate for a successful 2021-22 academic year! I appreciated all of my interactions and conversations with you and the other senators, particularly around the difficult and ever-changing issues that the Covid-19 pandemic has presented. I look forward to our continuing collaboration on many issues in the coming year.

Thank you for the warm welcome this year, my first year as Hofstra's president, and for your leadership and dedication to Hofstra.

Sincerely,

Susan Poser
President

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 year. 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 strengthen the mission of our University.

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

- Patricia Welch Chairs of the Faculty Affairs Committee
- Kevin Boston-Hill, the Chair of the Undergraduate Academic Affairs
- Kathleen Wallace, the Chair of the Planning and Budget Committee
- Chris Eliot, the Chair of the Graduate Academic Affairs Committee
- Lila Campbell, the Chair of the Student Academic Affairs Committee

These committees, that form the backbone of the University Senate, have each contributed reports on the work that was done and continues to be worked on.

I would also like to thank Interim-Provost Janet Lenaghan and her team of Vice Provosts who participate in the Senate at every committee level: Comila Shahani-Denning, Elfreda Blue, S. Stavros Valenti, and Richard Apollo.

I look forward to the coming 2022-2023 academic year as well as working with President Poser and Provost Riordan. I feel honored every day to have been elected first as a Senator, then as the Chair of Planning and Budget and 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

2021 – 2022

and

the 2022 – 2023 Senate

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, Hom, Huang, Izquierdo, Johnson, Marsellos, Ploran, Rigel, Rowland, 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: 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: 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: 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 (chair), Chowdhury, 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, Pike, Roberts, Rooney, Silva, Vickerie, Weingartner, Zaleski

OF PLANNING AND BUDGET

On the Library

Chair: Cassio

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

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, Koegl, 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

THE SENATE 2022 – 2023

Officers: President of the Senate, Provost Charlie Riordan; Chair, SEC: William Caniano

Ex-officio: President Poser; Vice President for Enrollment Management, Jessica Eads; Chief Diversity & Inclusion Officer, Cornell Craig; Dean/HPHS, Warren Frisina; President SGA, Will Germaine

<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: Mazzoleni, Mirghasemi, Nanes, Rodrigue
<u>Natural Science & Math</u>	Elected: Masnick, Miller, Santangelo At Large: Farmer, Huang, Izquierdo, Jeremko, Johnson, Ohr, Rigel, Silberger, Silva
<u>SEAS:</u>	Elected: Liang At Large: deGuzman, Fu, Galli, Segal
<u>Business:</u>	Elected: Bass, Huang At Large: Lee, Lopez, K., Spieler, Vogel, Young
<u>SOE:</u>	Elected: Hernandez At Large: Fanelli, Kaufman, Natow
<u>HPHS:</u>	Elected: Ciani, Salem At Large: Davidow, DeMetropolis, Ellinger, Roberts
<u>Communication:</u>	Elected: McFadden At Large: Cardona, Freda, Nicholas, 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, Lemp, Loscalzo, Janson, McLeod-Sordjan, Riccardi, Zammit
<u>Adjunct:</u>	Elected: Boston-Hill, Gounelas, Thier
<u>Chairperson:</u>	Elected: Valerius
<u>Staff:</u>	Elected: Geis <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Boothe, Campbell, Pantry, Pandit At-Large: Anniballi, Bauer, Botros, Fountain

THE COMMITTEES OF THE SENATE 2022 – 2023

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Riordan

Elected Faculty: Caniano (chair), Eliot, Wallace, Welch

Students: Pantry

Permanent Guest/Advisor: Shahani-Denning

Undergraduate Academic Affairs Committee:

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

At-Large Faculty: Lopez, Riccardi, Semple, Spieler

Students: Bianchi, Pandit

Advisor: (Provost or Designate): Blue

Guests: Eads, Herbert, Koegl, Pike, Weingartner

Graduate Academic Affairs Committee:

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

At-Large Faculty: Cardona, Efthymiou, McLeod-Sordjan

Advisor (Provost or Designate): Blue

Guests: Florio, Koegl, Pike

Planning and Budget Committee:

Elected Faculty: Ciani, Huang, Masnick, Wallace (chair)

At-Large Faculty: Fanelli, Huang, Marcus, Rigel, Zammit

Chairs' Representative: Valerius

Staff: Geis

Advisor (Provost or Designate): Apollo, Sikorski

Faculty Affairs Committee:

Elected Faculty: Bass, McElroy, McFadden, Schlegel, Salem, Thier, Tomei, Welch (chair)

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

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

President AAUP: Basile

Student Affairs Committee:

Elected Faculty: Caniano

At-Large Faculty: Hong, Janson

Elected Senators: Boothe, Campbell, Pandit, Pantry (chair)

At-Large Students: Anniballi, Bauer, Botros, Fountain

Dean of Students: Van-Ess Grant

SGA Delegate: Germaine (SGA President)

Guests: Blue, Munoz-Isme

THE SUB-COMMITTEES, 2022- 2023

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Blue

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

OF PLANNING AND BUDGET

On the Library

Chair: Bailin

Caniano, Cassio, deGuzman, DeMetroplis, Freda, Glasser, Graves, John, Martorella, Spar

On Environmental Priorities

Chair: Lotier

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

THE SPECIAL COMMITTEES, 2022-2023

On Recruitment, Elections and Nominations

Chair: Sobel

Caniano, Cole, Huang, Lemp, Schreiner, Shahani-Denning, Young

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, Koegl, Lewis, Mervius, Morales-Kelly, Peel-Macandrew, Samuel, Shahani-Denning

On Academic Calendar

Chair: Koegl

Dougharty, Lledo Guillem, Munoz-Isme, Roberts, Pantry, Shahani-Denning

On Environmental Health and Safety

Chair: Jeremko

Antony, Boyko, Campolo, Chin, Crawford, Farmer, Ficalora, Galli, Hart, Hom, Izquierdo, Johnson, Kakoulidis, Lopez, 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.
5. 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 Senators. He or she shall be elected by a constituency consisting of both elected student senators and student senators-at-large. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year.
6. The standing committees shall be scheduled to meet at least once a month during the academic year.
7. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.
8. The standing committees shall report in writing to the regular meetings of the Senate through the Executive Committee.
9. The Senate or any of its standing committees may appoint ad hoc or special committees to direct investigations or recommend policy or action in areas of Senate concern. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Ad hoc committees set up to function permanently will be called special committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE

I. The Executive Committee

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

It shall:

prepare the agenda for meetings of the Senate;

- a. assign or refer the business of the Senate to appropriate committees for consideration and report
- b. 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.
- c. keep informed of and expedite the progress of committee work;
- d. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate
- e. nominate members of the Senate for membership on its committees;
- f. 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
- g. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- h. 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
- i. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

II. The Undergraduate Academic Affairs Committee

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

It shall:

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

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

A. Academic Review Committee

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

III. Graduate Academic Affairs Committee

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

It shall:

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

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

IV. Planning and Budget Committee

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

It shall:

- a. represent the University Senate in budgetary areas
- b. participate actively in all phases of the development of the annual budgets. In so doing, it will not concern itself with details of housekeeping nor individual salaries
- c. report its judgment directly to the President at any time it feels appropriate, and report annually its general policy positions to the Senate and faculty through the Executive Committee
- d. have access to and shall be obliged to keep fully informed on all major ongoing and projected “projects” of the University
- e. develop, recommend, and review the long-range goals and priorities of the University including policy or development of these goals and priorities
- f. Participate actively with University agencies in the examination and preparation of general plans for University development

- g. recommend to the Senate appropriate policy for making the funding and awarding of monies and the remission of fees educationally productive and institutionally strengthening
- h. be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University.

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

A. Committee on the Library

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 Priorities

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 areas recommendations and deliberations of the Committee.

V. The Faculty Affairs Committee

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:

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;

- a) Have the power and responsibility to make policy recommendations to the appropriate University officer(s) regarding all other student related activities and services.
- b) 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 Senate

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

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, (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:

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;

a. serve the University Senate by:

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

B. Special Committee on Grievances

The Special Committee on Grievances shall consist of twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services, the Fred DeMatteis School of Engineering and Applied Science, the Maurice A. Deane School of Law, the Hofstra Northwell School of Medicine, and the University Library, nominated by the Committee on Faculty Affairs through the Executive Committee for renewable Senate appointment for a three-year term.

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

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

4. request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;
5. a member of the Grievance Committee shall absent himself or herself when the Committee is considering a grievance from his or her school, unit, or (in Hofstra College of Liberal Arts and Sciences) his or her division.

C. Special Committee on Athletic Policy

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

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
2. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
3. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
5. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
7. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;

8. review, in an ongoing manner, the student-athlete handbook; and
9. review the results of questionnaires or other evaluations administered to student-athletes.

D. Special Committee on the Academic Calendar

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 Safety

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 Education and Research Technology

The Special Committee on Education and Research 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. 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

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Kevin Boston-Hill

The Undergraduate Academic Affairs Committee (UAAC) engaged multiple issues in the 2021-2022 academic year. The main issues are described below.

The UAAC, along with the GAAC, revised the language of Faculty Policy Series #11: PROCEDURE FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY BY UNDERGRADUATE STUDENTS AT HOFSTRA UNIVERSITY, specifically Section II.C. dishonesty after completion of a course.

The UAAC also proposed new language to help clarify procedures in the Academic Probation Standards as relates to the Completion Ratio requirement. The new language provides for 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.

The UAAC was presented with a proposed violation of procedure in changing the academic standards for merit-based scholarships. After further review, it was decided that this matter was outside of the purview of this committee.

The UAAC began developing language to clarify the current Study Abroad procedures as listed in the Hofstra Bulletin. The matter has been tabled to be taken up in the new academic year. Another issue that was tabled is whether to investigate the delay between students dropping a class and picking up a mid-semester course.

The UAAC listened to a presentation on the Internationalization of Courses proposal. After much discussion, it was decided that this matter was out of the purview of the UAAC, but the committee would support a recommendation that comes from the various departments.

Finally, in an effort to provide faculty with an efficient means of doing their work, the UAAC hosted a presentation of GradeScope as an alternative to Scantron for creating and scoring exams as well as providing feedback to students.

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.

During summer 2021, ARC met four times and conducted supplemental reviews via email when necessary. ARC reviewed students who were dismissed after the spring 2021 semester, and students who were previously reinstated for the spring 2021 semester and restricted academically: this totaled 37 students. During January 2022, the Committee held two meetings to review approximately 25 students; some students' appeals were reviewed more than once.

As of June 2022, the Committee reviewed the status of 12 students on ARC restrictions. Three (3) students 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 2022 semester.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson: Christopher Eliot

The Graduate Academic Affairs Committee took up questions related to academic honesty, registration procedures, academic leaves, online instruction, double-counting credits, and other areas.

The committee reevaluated the requirement that graduate students use PINs to register. While some programs value them, others do not. On reviewing their usage, the committee recommended that PINs no longer be required, but that a system for units to opt-in to them be adopted.

The committee evaluated the policy on academic leaves by graduate students. Weighing considerations like encouraging retention, pregnancy-related leaves, and maximum completion times for doctoral and cohort-based programs, the committee recommended that academic leaves typically may not exceed two consecutive fall and spring semesters.

The committee assessed the benefits and challenges of undergraduate students enrolling in graduate students, with a focus on students who later matriculate to Hofstra graduate programs. The committee proposed several recommendations about how course credits might be counted in such a situation and how students might be advised about the financial-aid implications of this situation.

Given the increase in online course-offerings, the committee assessed whether further guidelines would be required for faculty. The committee identified some helpful, high-quality resources and circulated them to all University faculty.

The committee worked with Undergraduate Academic Affairs, the Honor Board, and others to update policies on academic dishonesty in light of technology changes. These recommendations were implemented in the Graduate Bulletin.

Over the course of the year, the committee took up a series of other questions, raised by committee members and peers, for which the committee determined that no policy recommendations would be necessary or possible.

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson: Kathleen Wallace

Planning and Budget undertook review and evaluation of information and plans in several areas of University functioning. The committee

- reviewed census data, data on majors and minors;
- met with Vice-President Eads and Director of Institutional Research Chavon Stupavich to review data on retention and to make recommendations for additional information that it might be helpful in better understanding the factors that contribute to persistence and non-persistence; the committee discussed retention again in a subsequent meeting and the need for reliable and fine-grained data to understand what contributes to persistence;
- met with Sofia Kakoulidis, Vice Provost for Research and Sponsored Programs to discuss the University's support for and processes involved in seeking external grant funding; there was an extensive discussion of the University's handling of indirect costs that come with external grants. The Provost's office was planning to undertake an examination of its practices and how indirect costs are handled at other universities, and to make recommendations on updating Hofstra policies;
- discussed the need for updating classrooms and advanced a proposal for a Classroom Strategic Planning Committee (this was brought to the Provost, approved and an initial meeting of such a committee took place in May 2022);
- met with Senior Vice-President Hennessey and Interim Provost Lenaghan to review the University budget and finance;
- the committee requested additional budget and financial information, and committee Chair Wallace and SEC Chair Caniano met with Interim Provost Lenaghan to discuss further information and reports that P&B should receive in order to carry out its defined function;
- the committee developed a proposal for Chair and Faculty Leadership training that will be taken to the Full Senate in Fall 2022.

LIBRARY COMMITTEE

Chairperson: Francesca Cassio

Over the academic year 2021-2022, the Committee met only once in Fall 2021.

The main issues addressed in the report of 2020-2021 remain in place, and the situation has only worsened with the recent retirement of senior faculty.

The Chair of this committee had suggested a meeting with Provost Lanegan, but given the current change in higher administration, it was decided to hold on until the new Provost will take office.

The Committee would like to sensitize the new administration on the need to revive the Library not only as a physical place but also as a precious asset, a pillar, of our institution.

These are the main areas of concern:

1. 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 ten years, as contrary to the Faculty Statutes (Articles III.A.4; III.B.4; Article 4). This affects the functioning of Library and the work of Library Faculty, who have no advocacy in upper administration.

2. The increasing professional staff reductions (reduced work-load, retirements, etc). The library will not be able to offer the full range of services if new lines for full-timers will not be opened.
3. New filling lines are needed. (A professionally trained Archivist is a priority hire).
4. Building: New restrooms would be an important move forward.
A complete refurbishment of the ground floor lounge was planned when the pandemic hit. Funding has not materialized again. Also, there was an office with a leaking window that was cost-prohibitive to repair. The office remains vacant.

ENVIRONMENTAL PRIORITIES COMMITTEE

Chairperson: Kristopher Lotier

The EPC is composed of nine faculty members and one undergraduate student, and it receives regular guidance from the Director of Campus Operations, the university's Environmental Health and Safety Officer, and two representatives from the Provost's office.

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:

- Over the course of the last several years, 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. In the Fall 2021 semester, we received approval from the Senate Executive Committee to bring the survey before the full University Senate, and in Spring 2022 that body approved the survey. We aim to distribute it to the campus community early in Fall 2022.
- 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 continued to form partnerships with other stakeholders engaged in sustainability-related initiatives on campus. In the Fall 2021 semester, our chairperson met with representatives from student organizations working on sustainability-related initiatives (e.g., the SGA's Facilities and Operations Committee), and he continued those conversations into Spring 2022. In the Spring 2022 semester, we listened to a presentation from Dr. J. Bret Bennington about his plans for the Hofstra Sustainability Farm initiative and considered ways we might contribute to that project in the future. During that semester, we also met with Mike Runkel, Assistant Director of Grounds and Arboretum to discuss water-use mitigation strategies, the continued planting of native species on campus, and other relevant topics.
- At the end of the Spring 2022 semester, our committee authored and approved a proposal, which we plan to submit to Planning and Budget this summer, asking the university to fund a feasibility study related to modernizing the campus sprinkler systems.

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: Patricia Welch

The Faculty Affairs Committee met regularly this academic year, addressing a number of issues including:

- Review of FPS #43, Sexual Harassment Policy, to include language from the MOA between the Hofstra AAUP and administration concerning possible union protections for chairs in a harassment case as other faculty, except in instances when a case is involving another faculty member. (Reviewed and recommended to the SEC)
- The process and implementation of an Adjunct Recognition System, akin to the Faculty of the Year Award available to full-time faculty. (Reviewed and recommended to the SEC.) While the committee came up with a proposal, it will be brought to the Senate after the new Provost is in place.
- Review of Digital Measures, both a tool for faculty to report their accomplishments and as a reporting tool for departments and schools.
- Review of Special Leave Applications and recommendations for the 2022-2023 academic year.
- Review of the Special Leave application process, with an eye towards improving the transparency of notifications.
- Discussion of online education, and how it might be necessary to conceptualize ways to update policies concerning hybrid and distance learning.
- Discussion of how well changes to registration dates (following request from chairs) worked, in light of possible tweaks.
- Discussion of *Gradescope* and the LMS pilots that took place in 2020-2021, and again in spring 2022. *Gradescope*.

- Discussion about the formation of a possible classroom committee.
- Discussion of a new name for the position of Secretary of the Senate: FAC recommended “Secretary of the Faculty and SCREAN Director.
- The FAC had plans to review and update a number of additional FPS in the spring semester; however, at the request of the Bill Caniano, the Chair of the Senate Executive Committee, we were asked to hold off until the following session of the senate.

Patricia Welch, HCLAS senator, was re-elected as Chair of the FAC for the 2022-2023 academic year.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: Lila Campbell

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

18th Credit Inclusion In Tutition Initiative

Spearheaded by SAC chair Campbell, as she worked on this front from her capacities in both SAC and SGA. Throughout the 2021-2022 academic year, there were multiple meetings with Jean Peden-Christosoulou, Elfreda Blue, Janet Lenaghan, the interim provost, and Susan Posner. These conversations were very beneficial in creating an open conversation about this aspect of academic life within Hofstra University. Data was collected through SGA’s Spring into Action week survey and many student testimonies were taken as anecdotal evidence. Continuation of this conversation will happen in the coming years as President Posner has given support to this change.

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 resulted in a new formatting for the calendar year and registration periods. This will be implemented for the 2022-2023 Academic year and hopefully going forward.

Accessibility Initiative

This initiative was led by Student Government Association (SGA) Senator Matthew Behm during the 2019-2020 Academic year. Upon completing his work as an elected senator within Student Government Association, the Initiative was spearheaded by SAC chair, the Academic Affairs Chair of SGA, Equity and Inclusion chair of SGA and Facilities and Operations Chair of SGA. The work was done to improve accessibility on campus for students. This fully fronted initiative resulted in changes to not only the upkeep of ADA doors on campus but also the newly made commitment to add tap access to all buildings throughout the coming years.

COVID-19 Adjustments Initiative

The entire committee took time and consideration into the processes that were occurring on campus regarding COVID-19 and its various strains. They always lended a voice and themselves to decisions being made to aid in the transition towards a more “normal” way of campus life.

Environmental Efforts Initiative

Elected Senator Aleyana Boothe sat on a subcommittee that was focused on conducting research and making recommendations on campus to create a more sustainable environment for not only our students currently enrolled but those who would enroll long after we had graduated. She also was Vice President of our LEAF club and created many programs and worked closely with the Family Garden to make students aware of their impact on our campus and Earth.

Public Safety Initiative

Senator at Large Mercedes Jasterzenski began a night shuttle bus centered initiative in the academic year of 2020-2021 and as a committee we kept this important initiative going through the 2021-2022 year. This included having many meetings with Public Safety and their team including Director Hart, Giovanni Ortiz and Erika Schaub. This resulted in a new app being created with major improvements made to it and the set up of monthly meetings to give student feedback and help with not only the app but also the process of the shuttle bus both during the day and night. As a committee we also gave valuable insight into how Public Safety officers were viewed and how they were trained in regards to a wide variety of student's orientation, identities, sexualities, races, ethics, and many other defining characteristics of themselves. One key aspect of this was to introduce a diversity training program for students of different races and a program for those of different intellectual or physical ability. Julie Yindra was a point of contact for this later mentioned program. We are hopeful that the committee and following chairs will continue these meetings and conversations to benefit our students.

Racial Equity Council

Senator Juline Chowdhury was our main point of contact with regards to the Racial Equity Council as it was a subcommittee of SAC during 2020-2021 that was its own governing body starting in 2021-2022. She was able to give information on how the council was conducting itself and allow us to give support when needed.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson: Jayne Ellinger

Rick Cole, VP for Athletics, and Dr. Jayne Ellinger, Chairperson of the APC, met with President Susan Poser on October 7, 2021, to discuss the APC's Student-Athlete Pre-registration Report and related Faculty Senate proposal. The report was provided to Faculty Senate and Dr. Berliner in spring 2021 for initial discussion and was added to the October 18, 2021, Full-faculty Meeting Agenda for broader discussion. The APC's Student-Athlete pre-registration proposal was presented at the Full-faculty Meeting and was called to vote. We are pleased to report the proposal was passed by the Senate and opportunity for student-athletes to pre-register for courses was initiated in March 2022.

The members of the Athletic Policy Committee (APC) met on December 7, 2021. Rick Cole provided a detailed review of academic performance outcomes from the 2020-21 year, as well as an overview of 2021-2022 proposed NCAA legislation. Rachel Peel-Macandrew attended the meeting as a guest speaker to discuss how the pre-registration would be initiated in the Spring 2022 registration period. Rachel will provide a follow-up report to the APC of how pre-registration opportunities impacted student-athlete registration outcomes at the next APC meeting in Fall 2022.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson: Evan Koegl

This past year the Academic Calendar committee was asked to review immediate recommendations made which changed the standard Fall term registration time frame for graduate and undergraduate students from a four-week pattern as follows:

Sunday 10pm (Week 1) – Seniors and Graduate students begin registration for Fall term. Summer registration open for all.

Sunday 10pm (Week 2) – Junior standing students begin registration for Fall term.

Sunday 10pm (Week 3) – Sophomore standing students begin registration for Fall term.

Sunday 10pm (Week 4) – Freshman standing students begin registration for Fall term.

To a more condensed pattern that took place earlier in the day and on a Sunday/Wednesday pattern as follows:

Sunday 3/27/22 at 11am: Fall 22 Registration opens for Graduate Students and Undergraduates with current Senior standing. Summer 22 registration opens for all GR and UG students.

Wednesday 3/30/22 at 1:30pm: Fall 22 Registration opens for Undergraduates with current Junior standing.

Sunday 4/3/22 at 11 am: Fall 22 Registration opens for Undergraduates with current Sophomore standing.

Wednesday 4/6/22 at 1:30pm: Fall 22 Registration opens for Undergraduates with current Freshman standing.

This pattern moved registration several weeks later in the term, allowing for additional feedback from professors and advisors in advance of student registration both in the classroom and in the form of Mid-Semester Advisories. The committee agreed with the recommendation to move the registration dates as proposed.

Subsequently, the committee met to discuss and propose a 23-24 calendar after the new registration pattern had completed to assess whether the practice should continue and receive feedback. The committee received and discussed feedback from faculty and student groups which on the whole were in favor of the change. There were concerns about adequate notification to students of the new registration timelines because of how quickly they were put into place in the Spring 2022 term. The Registrar will work with Student Affairs and other areas to make sure that ample notification is given in the upcoming Fall 2022 term to avoid this issue moving forward. The 23-24 calendar was approved and put forward by the committee, with similar changes to the registration pattern, to the Senate Executive Committee where it was discussed and will ultimately be reviewed and voted on in the upcoming academic year. The SEC requested that the committee discuss and memorialize the reasons for starting after Memorial Day when we reconvene in the Fall 2022 term since questions were raised about the practice.

SPECIAL COMMITTEE ON ENVIRONMENTAL HEALTH AND SAFETY

Chairperson: Javier A. Izquierdo

The Special Committee on Environmental Safety held three formal meetings during the 2021-2022 academic year. Members also met with the environmental health and safety officer (EHSO) and other university officials in smaller groups to discuss committee business as needed. Dr. Javier Izquierdo (Biology) continued to serve as Chair for the 2021-2022 year.

Chemical Hygiene Plan. The committee and the EHSO have continued to update the university's Chemical Hygiene Plan (CHP) by reviewing its full text, with particular emphasis on procedures for equipment decontamination based on procedures already in place in the Department of Chemistry and protocols for delivery and receiving.

Work with the Institutional Biosafety Committee. The committee continued to work with the Institutional Biosafety Committee (IBC), with particular focus on monitoring the development of a new biological inventory with the appropriate research labs on campus and monitoring the process of providing medical clearance for research students through IBC.

Request for a full-time EHS Officer. Over winter break in the 2019-2020 year, the position of the EHS Officer was eliminated and reduced to a part-time position. As a result, the committee prepared a document to the Provost and the President outlining the Committee's concerns regarding this change and all the ways the reduced role of the EHSO affects multiple departments, particularly considering the increased need for lab and class safety and how similar peer institutions have a full-time EHSO departments. The document was signed by both faculty members from the EHSC and the IBC, and delivered this document to Provost Lenaghan and President Poser on November 5, 2021. The committee is very pleased to report that our University is currently actively recruiting a full time EHSO.

Lab safety inspections and training. In her role of part-time EHSO, Dr. Wendy Hom has continued to conduct lab safety inspections and communicated results to the committee, and continued to work on an online repository for existing SOPs. Dr. Hom has continued to work updating the HazCom Safety Training provided by the university currently on Blackboard. 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. Additionally, the committee has discussed the need for standardized EHS training of adjuncts instructors and Dr. Hom has started working on this area.

Safety Incidents. There were no major lab or studio space safety incidents reported to the committee during the 2021-2022 academic year. 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.

SPECIAL COMMITTEE ON EDUCATION TECHNOLOGY AND RESEARCH TECHNOLOGY

Chairperson: Joseph Bartolotta

The Senate Special Committee on Education Technology and Research has several ongoing projects that it has explored this past academic year. We have been engaged with the following initiatives:

1. **Oversight of the Learning Management System pilot study.** This has been the bulk of the committee's work this year. We are testing two different systems, Blackboard Ultra and Canvas, in anticipation that support on Blackboard LEARN will end soon. Over 30 faculty members were recruited to use the LMSs in Spring 2022. The Pilot is complete and we are awaiting results from students and faculty through EdTech

In the spring we also received on-campus presentations from representatives from the two LMSs that are under consideration.

We have also been taking feedback from students and faculty and bringing that to the committee at large. This has helped us keep each other apprised of attitudes toward the LMS candidates and bring concerns to the CIO and representatives from EdTech.

2. **Assessing current software licenses.** We have been given a copy of a list of all software presently under campus-wide license by the University. In the coming months we will assess their active use and possible alternatives to be sure that money being spent on technology is serving students faculty appropriately.
3. **Exploring possible new software tools.** We are also examining emerging technologies that may enhance the educational mission of the University. **We approved a motion encouraging the University to adopt *Gradescope* on a campus-wide license.** We have also examined collecting information about and advocating for other promising other tools such as *Class*, *Hypothes.is*, and *Honorlock*.
4. **Education and Research Technology Policy.** The committee is also engaged in ongoing conversations about revisiting approaches to online course training and assessment as well as policies pertaining to intellectual property, cybersecurity, privacy, accessibility, and infrastructure. We will make recommendations for the Faculty Policy Series if necessary.

V

ACTIVITIES OF THE SENATE

2021 – 2022

2021– 2022 SENATE ACTIVITIES:

1. CHANGES TO THE HOFSTRA BULLETIN

November 8, 2021 (Senate Agenda)

The Senate approved the revisions to the Graduate Bulletin – RE: Leave Duration. This item was approved by the Full Faculty (December 6, 2021), by Legal Counsel (December 8, 2021), recommended by the Provost (December 10, 2021) and approved by the President (December 17, 2021). (Appendix A)

November 8, 2021 (Senate Agenda)

The Senate approved revisions to Undergraduate Bulletin - Double Counting This item was approved by the Full Faculty (December 6, 2021), by Legal Counsel (December 8, 2021), recommended by the Provost (December 17, 2021) and approved by the President (December 20, 2021). (Appendix B)

February 8, 2022

The Interim Provost recommended revisions to the Fall 2022 Calendar. RE: Conversion Days. This item was approved by the President on February 10, 2022. (Appendix C)

2. CHANGES TO THE FACULTY POLICY SERIES AND FACULTY STATUTES

February 22, 2022 (Senate Agenda)

The Senate approved revisions to Faculty Policy Series #43 - Hofstra University Harassment Policy. RE: MOA Additions. This item was approved by the Full Faculty (February 28, 2022), but has yet to be approved by Legal Counsel, the Provost or the President. (Appendix D)

3. OTHER ACTIONS

May 3, 2022 (Senate Agenda)

The Senate approved a recommendation for student-athlete pre-registration for course enrollment This item was approved by the Full Faculty (October 18, 2021), by Legal Counsel (November 19, 2021), recommended by the Provost (November 22, 2021) and approved by the President (November 22, 2021). (Appendix E)

VI

APPENDICES

Modify “Academic Leaves/Withdrawals, and Maintaining Matriculation” in the *Graduate Studies Bulletin*, regarding leave duration

Background

Hofstra’s *Graduate Studies Bulletin*, section “Academic Policies and Procedures,” subsection “Academic Leaves/Withdrawals, and Maintaining Matriculation Policy,” specifies that “An academic leave typically may not exceed three consecutive fall and spring semesters.”

The Office of Graduate Admission normally recommends graduate students take leaves of no more than two continuous semesters. The three semester maximum may be a legacy of past policy for undergraduates. The committee considered whether one or two semesters might be a more appropriate maximum for typical leaves.

The committee discussed considerations including encouraging program completion and the length of pregnancy-related leaves.

Motion

The first paragraph of “Academic Leaves/Withdrawals, and Maintaining Matriculation Policy” reads:

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

Replace the last sentence with:

An academic leave typically may not exceed **two** consecutive fall and spring semesters.

Modify “Graduate Courses Taken by Undergraduates” in the *Undergraduate Bulletin*, regarding double-counting

Background

An existing prohibition on counting courses taken at Hofstra twice creates a disincentive for Hofstra undergraduates to enroll in Hofstra graduate programs. Non-Hofstra graduate programs typically accept Hofstra graduate courses (taken by undergraduates) for credit. Hofstra graduate programs typically accept non-Hofstra graduate courses for credit. So, applicants to Hofstra graduate programs may find their credits accepted by all programs except Hofstra’s.

The committee recommended that graduate courses having been taken at Hofstra (by an undergraduate) shall not itself be reason to reject their counting toward a Hofstra graduate program, for students later enrolled in a Hofstra graduate program.

We think the policy can be changed by deleting one sentence from the *Undergraduate Bulletin*.

Motion

In the following section of the *Undergraduate Bulletin*, add what is underlined and in bold, and delete the struck sentences. Renumber provision #4, to #3.

Graduate Courses Taken by Undergraduates (does not apply to students pursuing dual-degree undergraduate/graduate programs)

1. In appropriate cases, undergraduate students with senior status may be permitted to enroll in graduate courses for undergraduate credit. Written permission of the major adviser and the appropriate deans is required and should be obtained on the substitution/waiver form.
~~Credit earned in this way will count only toward undergraduate degrees.~~
2. To meet unusual cases, an undergraduate student with senior status may earn a maximum of 9 hours of graduate credit. Written permission from the appropriate dean’s office must be obtained on the substitution/waiver form.
- ~~3. Provisions 1 and 2 do not apply to students pursuing dual-degree undergraduate/graduate programs.~~
- ~~4.~~3. Visiting undergraduate students shall not be permitted to enroll in graduate courses at Hofstra.



OFFICE OF THE PROVOST AND
SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

Date: January 25, 2022

To: Susan Poser, President

From: Janet Lenaghan, Interim Provost

Re: Recommendation – Change to Fall 2022 Academic Calendar Conversion Days

I recommend that the conversion days previously approved for the Fall 2022 Academic Calendar be revised so as to eliminate duplicate days in one week. As such and in consultation with the Speaker of the Faculty, President of the AAUP, Chair of the Chairs' Caucus, and Chair of the Senate Executive Committee, I recommend the conversion days be reassigned as follows:

- Tuesday, November 22nd will follow a Thursday schedule
- Wednesday, November 23rd will follow a Friday schedule.

JAL:mep

HOFSTRA UNIVERSITY HARASSMENT POLICY

I. Introduction

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

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

II. Harassment Policy Statement

A. Harassment Prohibited

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

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

B. Definition of Sexual Harassment

Generally, sexual harassment is conduct that exploits power or authority in order to elicit sexual submission, or inappropriate sexual conduct that creates an intimidating, hostile or abusive environment for working, learning, or enjoying other opportunities and activities. Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations, to repeated or egregious sexual suggestions or comments, to the unwelcomed emphasizing of sexual identity. The definition of sexual harassment, discussed more fully below, will be interpreted and applied consistent with current legal standards, as well as accepted standards of mature behavior, professional responsibility, academic freedom, and freedom of expression.

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

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

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

Determining whether sexual conduct creates an intimidating, hostile, or offensive environment or substantially interferes with an individual's academic or work performance or enjoyment of other University opportunities depends on the specific facts and the context in which the conduct occurs. To constitute sexual harassment, the conduct must be severe or pervasive. Thus, a hostile environment may arise from a single incident if sufficiently egregious, for example, certain physical contact, or from repeated actions such as repeated sexual comments, suggestions or jokes. Further, if such conduct or remarks take place in the teaching context, to conclude that they create an abusive environment it must be shown that

they are not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

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

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

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

C. Definition of Other Forms of Harassment

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

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

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

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

III. Harassment Complaint Procedure

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

A. Confidentiality

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

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

Although the University will endeavor to maintain the confidentiality of harassment complaints and proceedings in accordance with this policy, it cannot absolutely guarantee against the further dissemination of information by individuals to whom such information was reasonably disclosed by the University in the course of a harassment investigation.

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

B. Retaliation

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

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

C. Informal Procedure

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

Informal options include:

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

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

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

D. Formal Procedure¹

1. Step One

- a. **Whom to Contact:** Individuals who believe they have been subjected to harassment in violation of this policy and seek to file a formal complaint should contact the Equal Rights and Opportunity Officer at (516) 463-6473, C/O Office of Human Resources, 205 Hofstra University, Hempstead NY 11549.² The Equal Rights and Opportunity Officer is the designated official responsible for the investigation of harassment complaints made by members of the University community, as well as for coordinating the processing of such complaints under this policy. Individuals who believe they have been subjected to harassment by a student in violation of this policy should contact the Dean of Students. If such a complaint is made to the Equal Rights and Opportunity Officer, the complaint will be forwarded to the Dean of Students for handling in accordance with the provisions of the Student Judicial Code. Complaints by individuals who believe they have been subjected to harassment by a third party such as a vendor, contractor or visitor to campus will be handled by the Equal Rights and Opportunity Officer, even though not subject to this formal complaint procedure.
- b. **Timing of Complaint:** An initial complaint of harassment to the Equal Rights and Opportunity Officer must be made within six months of the most recent occurrence of alleged harassment. The Equal Rights and Opportunity Officer is authorized to waive this timeliness requirement in extenuating circumstances. Even if the time to file a complaint has elapsed, any member of the University community who becomes aware of a potential violation of this policy is encouraged to report the violation to the Equal Rights and Opportunity Officer so that appropriate action may be taken. In order to facilitate investigation of a complaint, prompt reporting is encouraged.

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

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

APPENDIX D

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

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

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

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

If the Equal Rights and Opportunity Officer is able to resolve the complaint to both parties’ satisfaction, the Equal Rights and Opportunity Officer

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

- e. False Complaints: Due to the nature of harassment, complaints of harassment cannot always be substantiated. Lack of corroborating evidence should not discourage a complaining party from seeking relief through the procedures outlined above. However, complaints found to have been intentionally dishonest or made maliciously or without regard for the truth will subject the complaining party to disciplinary action in accordance with relevant University procedures.
- f. Interim Action: If, at any point after proceedings have been initiated under this complaint procedure, it is determined that the responding party's continuance in ~~his or her~~their position within the University community threatens immediate harm to the complaining party or others, the Equal Rights and Opportunity Officer or other responsible officials, including the Provost or a Vice President may recommend to the President that the responding party be placed on leave with pay pending the outcome of the complaint procedure. After reviewing the current state of the evidence and consulting, as appropriate, with the individuals making the recommendation, the President may accept or reject the recommendation. The responding party's union will be notified if the President decides to suspend the responding party. The decision at this stage is preliminary in nature, is not a finding of fact, and any ultimate decision of the merits will be based solely on the hearing record. Prior to being placed on such leave, the responding party is entitled to submit a written statement to the President stating why he or she should not be placed on leave. This provision shall not restrict the President's authority with respect to administrative employees and is subject to any applicable collective bargaining agreement and disciplinary provisions with respect to union-represented employees.
- g. Reasonable Cause Determination: After the investigation has been conducted, the Equal Rights and Opportunity Officer shall render a written determination as to whether there is reasonable cause to believe that the harassment policy may have been violated.

(1.) "No Reasonable Cause" Finding

A finding of “no reasonable cause” means that the investigation has not revealed sufficient facts or circumstances indicating that the complaint may have merit. If the Equal Rights and Opportunity Officer makes a finding of no reasonable cause, he or she shall promptly notify the complaining party and the responding party in writing. The complaining party shall have five (5) calendar days from receipt of such notice in which to file a written appeal of the finding to the President. If the complaining party does not file an appeal of the no reasonable cause finding within the allotted time, the complaint will be dismissed. The President shall notify the responding party that an appeal has been filed and shall provide a copy of the appeal and supporting documents to the responding party, who shall have the right to file a written response thereto. The responding party’s written response must be filed within five (5) calendar days after receiving notice of the appeal and copies of the supporting documents.

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

(2.) “Reasonable Cause” Finding

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

h. Instituting Step Two Proceedings

If the Equal Rights and Opportunity Officer is unable to reach an informal resolution of the matter within ten (10) calendar days of the date the reasonable cause finding was made, the Equal Rights and Opportunity Officer shall so notify both the complaining party and the responding party

in writing, and shall inform the parties that, if the complaining party chooses to proceed to Step Two, the case will be referred to the University Harassment Review Board for commencement of formal proceedings.

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

2. Step Two

a. Initiation of Proceedings: To initiate Step Two of the complaint procedure, the complaining party must file a written statement of intention to proceed to Step Two within the prescribed time period. The statement must be submitted to the Equal Rights and Opportunity Officer.

a.b. If a complaint is brought against a chair by a student or anyone other than another faculty member within their home department, the chair may elect to have the complaint processed pursuant to the procedures set forth in FPS 43 applicable to faculty members. Should a chair elect to have the complaint processed under the procedures applicable to faculty members the AAUP will be notified and may represent the chair. The AAUP retains the same rights to determine whether it wishes to represent a chair as it would have with respect to any other bargaining unit member. In the event the AAUP decides in its sole discretion not to represent the chair in these proceedings, the chair may still proceed under the provisions applicable to faculty members. The chair retains the right to proceed as an administrator if the chair elects to do so, in which case the provisions of FPS 43 governing administrators shall govern. Chairs retain the right to proceed under the provisions applicable to faculty members or to administrators regardless of whether they resign or is removed as chair as a result of the complaint. The University reserves the right at all times to discontinue an administrative appointment (chair) while a matter is pending, if in the University's judgment such is warranted under appropriate procedures. The University is not obligated to provide representation to any chair during the internal processing of a complaint pursuant to FPS 43.

b.c. The University Harassment Review Board: The University Harassment Review Board (the "UHRB") shall be responsible for processing Step Two harassment complaints within the University. The Equal Rights and Opportunity Officer will notify the University's General Counsel that Step Two proceedings have been initiated and the General Counsel will see to the formation of the committee. The members will be appointed, as described in the next paragraph, for the duration of the case.

In the event that the responding party is a ~~full-time faculty bargaining unit member~~full time member of the faculty union, the UHRB shall be

APPENDIX D

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

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

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

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

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

3. Step Three

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

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

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

President may accept or reject the findings and recommendations, including any recommendation regarding penalty.

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

~~4.~~ Informal Resolution of Complaint Permitted

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

~~5.4.~~ Extensions of Time

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

~~6.5.~~ Harassment File

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

~~7.6.~~ Independent Investigation

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

IV. Policy Review

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

Hu Doc 8855

APPENDIX A

**FORMAL COMPLAINT PROCEEDINGS BEFORE THE UNIVERSITY
HARASSMENT REVIEW BOARD**

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

1. The Equal Rights and Opportunity Officer shall forward to the UHRB, the complaining party, the responding party, and, if the responding party is a member of a union, the responding party's union,³ a copy of the Harassment Complaint Form ("Formal Complaint"), any written response of the responding party ("Written Response"), and this Appendix A.
2. The UHRB should notify the responding party that it will: (a) conduct a full investigation of the complaint; (b) determine whether the alleged conduct occurred; (c) if the alleged conduct occurred, determine whether the conduct constitutes harassment in violation of the University policy; and (d) determine an appropriate penalty if warranted.
3. The complaining party shall be provided with a full copy of the Written Response to the complaint, including any documents or other materials submitted by the responding party in support of the response.
4. The UHRB shall commence formal proceedings for determination of the complaint promptly but no later than fifteen (15) calendar days after Step Two proceedings are initiated. Both the complaining party and the responding party shall be notified by the UHRB of their right to be represented by advice from an attorney or any other individual of their choice in hearings before the UHRB. There shall be no more than one (1) advisor per party present at any UHRB hearing. The parties or their advisors are not permitted to examine or cross-examine witnesses, such power being reserved exclusively to the UHRB. The parties or their advisors may submit to the UHRB suggested questions for the UHRB to ask a particular witness, and the UHRB, in its discretion, may ask or not ask any question so submitted. The parties or their advisors also are entitled to suggest, but not insist, that a particular witness or witnesses be called by the UHRB. The parties are permitted to raise objections to questions posed by the UHRB during the examination of a witness, or to any evidence offered for consideration by the UHRB during the course of the hearing, which objections will be considered and ruled upon by the UHRB. Further, the parties are permitted to make opening and closing remarks to the UHRB, subject to any time limitations imposed by the UHRB in its discretion.

³ The responding party, if a union member, will be advised that absent his or her objection, ~~his/her~~their union will be notified only that a Formal Complaint has been filed. With the responding party's consent, copies of the Formal Complaint, Written Response, and all evidence collected will also be provided to the union

5. Hearing proceedings shall be recorded by stenographic or other means, and a written transcript of the proceedings shall be made. This transcript shall be held by the Office of the Equal Rights and Opportunity Officer. Such transcript shall be made available only to: the complaining party, the responding party, and, if the responding party is a member of a union, the responding party's union in conformance with footnote 1, and the members of the UHRB. The cost of the transcript shall be borne by the University. Access to transcripts of the proceedings shall be conditioned upon the signing of a confidentiality stipulation by the inspecting party.
6. The hearing shall include to the extent possible:
 - a. *Examination of the complaining party, the responding party, and any relevant witnesses who may be of assistance in resolving the complaint.* The complaining party and the responding party and their advisors, if any, shall be informed of the identity of any relevant witness to be examined by the UHRB and shall have the right to be present during the UHRB's examination of any witness. The complaining and responding parties shall have the opportunity to rebut or otherwise comment on the witness's testimony should they so desire. Further, as provided above, either party may submit to the UHRB suggested questions for the UHRB to ask a particular witness, and the UHRB, in its discretion, may ask or not ask any question so submitted.
 - b. *Careful review of any documents and other information submitted by the parties or witnesses, or any other documents and information the UHRB may deem relevant.* The complaining party and the responding party should be provided copies of all documents and information considered by the UHRB during the course of the hearing, and shall be permitted to comment on such evidence should they so desire.
7. The complaining party and the responding party shall have the right to submit to the UHRB, throughout the hearing process, any additional relevant documents, information or witnesses they believe necessary to support their position.
8. At any time during the hearing process, either party may request from the UHRB documents or information in the possession or custody of the University that he or she believes is essential for prosecuting or defending the complaint. The request should be in writing and should specify with reasonable particularity the documents or information sought. The UHRB shall comply with the request unless it appears that the request is unduly burdensome, overly broad, or not relevant to determining the issues raised by the complaint. If the request involves confidential documents or information, the University shall have the right to require the parties to enter into a confidentiality stipulation agreeing not to disclose such documents or information outside the confines of the complaint process, prior to producing such confidential materials.
9. UHRB hearings shall be closed, and may only be attended by the complaining party (and his or her advisor), the responding party (and his or her advisor), and, if the responding party is a member of a union, the responding party's union (which may

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include a union representative and/or the union's counsel) in conformance with footnote 1, the members of the UHRB, testifying witnesses, counsel for the UHRB, and personnel necessary for administration of the hearing. The parties and their advisors have a right to be present throughout the hearing. However, testifying witnesses may only be present for their own testimony.

10. The UHRB shall not be bound by technical rules of evidence, but may consider any relevant, material, and reliable evidence that it believes will contribute to an informed result. Further, the UHRB shall have discretion in deciding which evidence to accept and how much weight should be accorded particular documents or testimony. Subject to the procedures prescribed herein, the UHRB may establish its own rules regarding procedural matters, including but not limited to the order of testimony and presentation, scheduling, adjournments, and communication with the UHRB.
11. If the UHRB finds related misconduct that does not constitute harassment, the UHRB shall refer the matter to the University Administrator responsible for addressing such issues.
12. The UHRB shall provide a copy of its written finding to the complaining party, the responding party and, if the responding party is a member of a union, the responding party's union, and the President. If applicable, the finding should include a recommended penalty. The UHRB may recommend any penalty that it deems appropriate under the circumstances, including, but not limited to, administrative actions such as a written warning, probationary status, suspension or dismissal, or expulsion.
13. If the UHRB finds that the complaining party has been intentionally dishonest, malicious or frivolous in making the allegations, the UHRB shall, after consultation with the Equal Rights and Opportunity Officer, recommend an appropriate penalty.

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Rev 9-23-2014

APPENDIX B

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

The following procedures apply to all disciplinary actions brought against bargaining unit members and chairs acting in their capacity as faculty, for alleged violations of FPS 43 last revised September 23, 2014:

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

⁴ The responding party will be advised that absent his or her objection, the AAUP will be notified only that a Formal Complaint has been filed. With the responding party's consent, copies of the Formal Complaint and all evidence collected will also be provided to the AAUP.

- (b) The tenured faculty pool shall consist of a standing group of six (6) tenured faculty members, with faculty in the standing group assigned in random rotating order established after the standing group is selected. Unless the parties agree to an alternative method of joint selection, the standing group shall be selected through a mechanism whereby the University Administration and the AAUP each submit a list of proposed tenured faculty members in an agreed upon number to a neutral third party; any overlapping names shall constitute the standing group; and if the standing group is not then sufficient in number, the neutral party shall request that the University Administration and the AAUP each numerically rank the remaining names on the two lists, with each party having the right to veto any name on the other party's list; the faculty members with the highest combined rankings shall serve as the standing group of six (6) faculty. The neutral third party may ask each party to submit additional names until the standing group of six (6) is established.
 - (c) The joint administrative/tenured faculty pool shall consist of three (3) administrators and three (3) tenured faculty. The pool shall be selected in the same manner as for the tenured faculty pool. The designee to a particular UHRB panel shall alternate between an administrator and a faculty member on a case-by-case basis, so that every other hearing includes either an administrator or a faculty member. The designee in the first hearing will be selected randomly and panelists thereafter shall be assigned in random rotating order. The designees shall also rotate from within the same classification; i.e. administrators serve in rotating order in every other UHRB panel and faculty serve in rotating order in every other panel. If a participant is disqualified or unable to serve, he or she shall be replaced by a member of the same constituency.
 - (d) The details of the selection process whereby the UHRB is constituted shall be completely confidential. All appointees must commit to serve for one full academic year and may be reappointed.
 - (e) When a UHRB panel is constituted, there shall be due regard for the diversity of the panel, ensuring that representatives from both genders serve on any given UHRB panel.
5. Disqualification Procedures. Members of the UHRB who deem themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative as set forth in FPS 43. No individual who has been involved in the investigation of the charge may serve on the UHRB. No faculty member from the same department as the responding party shall serve on the UHRB.
 6. Pre-Hearing Meetings. The UHRB may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (i) simplify the issues, (ii) effect stipulations of facts, (iii) provide for the exchange of documentary or other information, and (iv) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.

7. Hearing Date and Notice. The hearing will be scheduled on a date that is mutually acceptable to all parties within the timeframe set forth in FPS 43. Service of notice of hearing with specific charges in writing will be made on the responding party, the complaining party (if not the University) and the AAUP in conformance with footnote 1 above, at least ten (10) days prior to the hearing. The parties may waive a hearing by mutual consent. If the parties waive the hearing, the UHRB will rest its recommendation upon the evidence in the record.
8. Private Hearing. The hearing will be private, however the President or Grievance Officer of the AAUP and counsel to the AAUP will have the right to attend the hearing, unless the responding party objects. In the event that the AAUP does not represent the responding party in this proceeding, the responding party is entitled to have a representative at the hearing. The representative may be an attorney or any other individual of their choice. The complaining party is also entitled to have a representative at the hearing. The representative may be an attorney or any other individual of their choice. The University's counsel will serve as counsel to the UHRB.
9. Transcript. Hearing proceedings shall be recorded by stenographic or other means, and a written transcript of the proceedings shall be made. Subject to the signing of a confidentiality stipulation, the transcript shall be made available only to: the complaining party; the responding party; their representatives; the AAUP in conformance with footnote 1 above; and any member of the UHRB. The cost of the transcript shall be borne by the University.
10. Burden of Proof. The following burden of proof rests with the complaining party. The complaining party must establish that the responding party violated the University's Harassment Policy based on a preponderance of the evidence in the record considered as a whole.
11. Adjournments. The UHRB will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
12. Opportunity to Obtain Evidence. The parties will be afforded an equal opportunity to obtain necessary witnesses and documentary or other evidence. The Administration will cooperate with the UHRB in securing witnesses and making available documentary and other evidence.
13. Examination. The parties will be afforded equal rights, through the UHRB, to examine witnesses, cross-examine witnesses, and submit evidence. The parties may propose all of the questions that they wish to ask witnesses to the UHRB, including follow up questions. The Chair of the UHRB will pose those questions. Subject to the procedures prescribed herein, the UHRB may establish its own rules regarding procedural matters, including but not limited to the order of testimony and presentation, scheduling, adjournments, and communication with the UHRB.

14. Rules of Evidence. The UHRB will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
15. Findings Based on Record. The UHRB's findings of fact and decision will be based solely on the hearing record. Statements made by a party during settlement discussions or in efforts to informally resolve the matter are inadmissible in the UHRB proceeding and may not be shared with or considered by the UHRB.
16. Confidentiality. It is the policy of Hofstra University to protect the confidentiality of members of the University community who may be involved in harassment complaint procedures, insofar as that is reasonably practicable. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by any party or administrative officers will be avoided so far as possible. The responding party and the complaining party (if not the University) and the AAUP will be notified of the decision in writing.
17. Step Three. The determinations of the UHRB, of whether the harassment policy was violated and the recommended penalty, will be submitted to the President. Either party may submit written objections to the findings with the President pursuant to the procedures set forth in Step Three of FPS 43. In the event the President grants a hearing pursuant to FPS 43, the AAUP may attend in addition to those noted in FPS 43 unless the responding party objects. In the event that the President disagrees with the recommendation of the UHRB s/he will state the reasons for doing so in writing. The President's final decision shall be provided to both parties and the AAUP.
18. Arbitration. If either party or the AAUP disagrees with the decision of the President, that party or the AAUP may appeal to arbitration. The standard for review by an Arbitrator will be that the President (a) acted in an arbitrary or capricious manner; (b) failed to apply the written criteria of the University; or that (c) the procedural due process to which either party was entitled under the Collective Bargaining Agreement or any other applicable policies or laws were violated. The demand for arbitration must be filed pursuant to the rules of the American Arbitration Association in accordance with its Voluntary Labor Rules then in effect, and by serving the other party with a copy of the demand for arbitration. The demand for arbitration must be filed and served no later than thirty (30) days after the issuance of the President's final decision. The costs of such arbitration shall be shared by the parties.
19. The AAUP and the University reserve all rights and arguments with regard to the precedential value of any resolutions or determinations made pursuant to these procedures and FPS 43 in which the AAUP was not a participant.
20. The paragraphs above apply only to FPS 43 proceedings brought against full-time AAUP members. Proceedings brought against adjunct faculty alleging violations of

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FPS 43 will be governed by FPS 43 and Appendix A to FPS 43. An adjunct may not be de-listed on the basis of alleged violations of FPS 43 until the Appendix A and FPS 43 procedures are completed.

Hu Doc 8852
Rev 9-23-2014



Date: March 29, 2021

To: Dr. Margaret Abraham, Senior Vice Provost for Academic Affairs

From: Dr. Jayne Kitsos Ellinger, Chairperson, Athletic Policy Committee

Cc: Rick Cole Jr., Director of Athletics

Re: Recommendation for Student-Athlete Pre-Registration for Course Enrollment

The members of the Athletic Policy Committee respectfully request that pre-registration opportunity be offered for student-athletes, effective with the Spring 2022 semester. This recommendation will provide the optimal scholar-athlete experience at our institution as supported and outlined in the attached report.

Hofstra Athletics strives to provide our student-athletes with a supportive platform upon which they may achieve both collegiate and life success through the nurturing of academic achievement, athletic excellence, and leadership, on and off the field. As such, the enclosed report examines the merits of granting pre-registration for our PRIDE 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.

On March 2, 2021, the Athletic Policy Committee discussed the merit of this initiative and voted unanimously in support of this recommendation. Specifically, the APC recommends 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, as this will optimize course scheduling opportunities.

Thank you for your consideration of this initiative.

SUBCOMMITTEE REPORT STUDENT ATHLETE PRE-REGISTRATION



Rachel Peel-Macandrew

Executive Summary

Hofstra Athletics strives to provide our student-athletes with a supportive platform upon which they may achieve both collegiate and life success through the nurturing of athletic excellence, academic achievement, and leadership, on and off the field. This subcommittee believes that the time is right to reexamine the current policies and procedures concerning student-athlete registration. As such, this report examines the merits of granting pre-registration to our PRIDE student-athletes.

The research draws attention to the fact that our peer institutions, 30+ comparable institutions in the northeast, all early granted to their student-athletes. Further analysis reveals that our PRIDE athletes are falling short in receiving this one very important academic consideration. Likewise, there currently exists upon our campus approved student populations that are permitted pre-registration earlier than earned hours alone would dictate. This subcommittee report seeks to proactively identify best practices in the student-athlete experience and to garner the proper balance between maintaining a high-quality academic program with pursuing excellence in intercollegiate athletics.

Unwavering Culture of Compliance

Hofstra Athletics has an unwavering culture of compliance and strives to set an accountability standard for the CAA - Colonial Athletic Association, our campus, community, and all constituents. The academic and athletic achievements of our PRIDE student-athletes continue to enhance Hofstra University's visibility and reputation. Research shows that Hofstra is the only school within our 10-member Athletic Conference, the Colonial Athletic Association, that does not afford their student-athletes early access to course registration.

PRIDE Athletics Goals: Fiscal Sustainability and Efficient Resource Management

- Proactively promote fiscal responsibility and operate within annual budgets.
- Project and forecast academic resources to complement University-wide student retention and graduation rate goals.
- Utilize national benchmarking tools to assist in effective resource management.
- Identify cost-saving opportunities throughout PRIDE Athletics.
- Percipiently engage departmental chairs/University administrators with strategic analysis of course offering placement from a student major selection, student retention, and fiscal integrity lens.
- Benchmark academic resource allocation and Winter/Summer course tuition expenditure habits.

Building champions in academics, community, and life

Our campus community shares and enhances the success of our student-athletes in their academic dedication and their respective sports. Degree completion, development of academic skills, attainment of learning goals, and the realization of each student's academic potential is a University-wide goal for all our student-athletes. Hofstra Athletics additionally endeavors to foster a campus and community culture of rules, integrity, and institutional control. Granting pre-registration to our PRIDE student-athletes aligns Hofstra Athletics with a resource that is primarily universal within our athletic conference, the Colonial Athletic Association. Additionally, granting pre-registration to our PRIDE student-athletes potentially results in significant budgetary savings and all the while contributes to student retention plus graduation rate goals. Consideration to grant pre-registration to our PRIDE student-athletes aggrandizes the foundation that links life-long achievement goals of our student-athletes to the University's primary role of providing programs and activities that prepare students to be successful throughout all facets of their lives. Building champions in academics, community, and life.

Introduction

The Hofstra Athletics Department takes great pride in the achievements of our student-athletes both on and off the fields of competition but especially in the classroom. Each academic year Hofstra Athletics champion the positive relationship between our student-athletes in the classroom and their success as competitive athletes and responsive community members. This goal provides the foundation that links life-long achievement goals of our student-athletes to the University's primary role of providing programs and activities that prepare students to be successful throughout all facets of their lives. Building champions in academics, community, and life.

A student's schedule of classes is a significant aspect of the quality of education. The registration process in which a student receives a schedule of classes must recognize the principle of equal access. Allowing some students to register before others is a practice that must be justified as fair. This subcommittee report drafts the categories of need that merit engagement to dedicate pre-registration for the student-athlete experience at Hofstra University. Granting pre-registration to our PRIDE student-athletes must be viewed from a mutually agreeable campus-wide lens. Our PRIDE student-athletes merit this consideration.

This Subcommittee believes that the time is right to reexamine the current policies and procedures concerning student-athlete registration. The academic and athletic achievements of our PRIDE student-athletes continue to enhance Hofstra University's visibility and reputation. Our campus community shares and enhances the success of our student-athletes in their academic dedication and their respective sports. However, despite the ever-growing list of achievements, our PRIDE athletes are falling short in receiving one important academic consideration extended to student-athletes in 30+ comparable institutions in the northeast-- pre-registration. This Subcommittee report strives to proactively identify best practices in the student-athlete experience and to garner the proper balance between maintaining a high-quality academic program with pursuing excellence in intercollegiate athletics. Granting pre-registration to our PRIDE student-athletes celebrates our University-wide commitment to our student-athletes as well as balances their extraordinary responsibilities.

Process - Student Athlete Pre-registration

Hofstra's Registrars' Office determines the dates when all students attending our university may sign up for classes. Permission to enter the My Hofstra registration process thereafter is governed by the general principle of earned hours. The more hours a student has earned, the earlier that student may enter registration. Each registration date is based upon earned credit associated with a class standing criteria: first-year students (0 to 29 earned credits), sophomores (30 to 59 earned credits), juniors (60 to 89 earned credits), and seniors (90 earned credits and above). To accommodate student populations impacted by specific obligations or other circumstances outside their control, there currently exists upon our campus approved student populations that are permitted pre-registration earlier than earned hours alone would dictate.

- *Students registered with the Office of Disability Services*
Pre-registration is granted to provide students with disabilities an opportunity to craft a class schedule that will accommodate their physical and academic needs. Some students require time between classes due to mobility limitations or testing accommodations. Others may need a balance in the types of classes or additional time to secure specific academic accommodations. Pre-registration provides an opportunity for students with disabilities to secure a class schedule that minimizes the limitations of their disability.
- *Students participating in Honors College*
Pre-registration for incoming first-year students with a declared major in pre-med or engineering register prior to our students with senior standing giving them an opportunity

to curate their semester schedule with HUHC 11/13 (Fall Term) and HUHC 12/14 (Spring Term) “Culture and Expression.

- *Students admitted to the 5-Year Direct Entry Pre- Physician’s Assistant program*
Pre-registration granted to incoming first-year students accepted into the 5-Year Direct Entry Pre-Physician’s Assistant program register prior to our seniors for first-year pre-med sequence, such as BIOL 112 lecture and BIOL 113 lab plus CHEM 3A/3B lecture/lab and CHEM 4A /4B lecture/lab.

Currently, our PRIDE student-athletes who participate in intercollegiate sports governed by the NCAA do not have access to pre-registration. Our student-athletes are required to commit a significant amount of time preparing for and participating in University-sponsored athletic events. Also, practice schedules both during the competition season and in the off-season pose significant scheduling and time-management challenges. Consideration towards pre-registration will allow our student-athletes the ability to minimize such conflicts and to fully engage with their University-sponsored athletic obligations.

Through a process recently coordinated within our athletic conference, the Colonial Athletic Association, Faculty Athletic Representatives from each member school were contacted and asked a series of questions pertaining to their institution’s student-athlete process of class scheduling and registration. Subsequent outreach was performed to peer institutions across a plethora of athletic conferences including the A10, Big 10, Big East, America East, MAAC, NEC relating to early registration opportunities for unique populations within their school. The details of our research have been presented in the appendices of this Subcommittee report.

Future Action - Student Athlete Pre-registration

Developing a clear and shared vision for the academic development and success of all our student-athletes irrespective of sport is important. Degree completion, development of academic skills, attainment of learning goals, and the realization of each student’s academic potential is a University-wide goal for all our student-athletes. A shared vision for the academic development and success of our student-athletes involves a commitment by all parties in the University community, including faculty, staff, administrators, coaches, family members, fellow students, faculty advisors, and athletics department advisors.

A shared vision for the academic development and success of our student-athletes will involve pre-registration which is an additional support to each student-athlete’s completion-to-degree plan. Each formal academic plan is created by generating semester, monthly, and weekly calendars to help our student-athletes manage and monitor academic workloads over the course of their four-years. Working with their academic advocate – their NCAA advisor – who has adequate authority to negotiate with their coaches what is in their best academic interests, the academic success of student-athletes could be enhanced.

The Department of Athletics, the Provost’s Office, the Division of Student Affairs, and Colleges, share the University’s goal for each student-athlete: (1) degree completion, (2) development of academic skills, (3) attainment of learning goals, and (4) the realization of each student’s academic potential. The goal of this subcommittee is to work with the Hofstra community in formalizing policies within this shared vision and recommend the initiative of pre-registration for our PRIDE student-athletes.

Criteria - Student Athlete Pre-registration

- Granted to student-athletes meeting stated criteria and coded as student-athletes in SGASPRT - My Hofstra/Banner.
- Granted to first-term student athletes if they have completed the admissions matriculation process.
- On an official team roster.
- Meets the criteria for competition and certified as eligible under the **NCAA Continuing Eligibility and Progress Towards Degree Requirements**.
 - Division I – 24 semester hours of academic credit prior to the start of the student-athlete's second year of collegiate enrollment.
 - Eighteen-semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement).
 - Complete 24 semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters.
 - Fulfillment of Percentage of Degree Requirements (NCAA Bylaw (DI only) 14.4.3.2 – A student-athlete who is entering the third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program. A student-athlete who is entering the fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program. A student-athlete who is entering the fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program.
 - Any individual student-athlete may receive pre-registration for a maximum of eight semesters. Students may appeal for consideration to exceed the eight-semester limit.
 - Must be actively and continuously enrolled in a minimum of 12 credits during the season of sport unless student athlete is graduating.
 - The student has earned a minimum cumulative 2.0 GPA*

***Exception to Pre-registration - Academic Requirements for Student-Athletes falling below 2.0**

Many factors can contribute to a student earning poor grades. Occasions occur when a student-athlete's GPA falls below 2.0 for reasons not attributed to lack of effort or other student-controlled inputs. In order to continue to support student-athletes' academic progress toward graduation and eligibility in their sport, exceptions for pre-registration for student with less than 2.0 GPA may be granted on an individual case basis when necessary and appropriate. Eligibility for exception is examined and approved by the Senior Associate Athletic Director for Academic Success and the Faculty Athletic Representative.

Unmet Criteria - Student Athlete Pre-registration

Student athletes that do not meet stated criteria will be taken off the pre-registration list for the following registration period and will not be given pre- until they have met the requirements.

- This list is updated each semester as follows:
 - ✓ Fall Semester: October 1st
 - ✓ Spring Semester: March 1st

Adverse Consequences of Current Registration Process

- Student-athletes are excluded from athletic related activities and opportunities to represent the University when pursuing major coursework requirements and the impact of University scheduling policies on student-athlete registration. Lost practice time affects their ability to best serve their team; in order to enroll in classes that are needed to maintain degree progress.

Additional Considerations:

- Compressed Calendar / Practice Time and Athletic Facilities Restraints. Appendix 4 “Sample Student-Athlete Day” offers a glimpse into a typical day of a student-athlete in this case a member of Women’s Basketball. Appendix 5 “Away Game Travel Schedule” highlights the logistics involved with traveling to away game competition from a Hofstra Men’s Basketball perspective.
- Departments offering less sections of courses or single sections of required major courses per term.
- Reduction in course offerings with a limited dialogue to advocate for the scheduling sensitivities of our student athletes and their selection of their major classes.
- The lack of a merited pre-registration process has made it complex for our student-athletes to maintain progress towards their degree without necessitating summer or winter enrollment. Reliance on Winter and Summer course enrollment is not a sustainable pursuit.

Other Considerations:

A college sport is already a full-time job, with in-season time spent devoted to the sport regularly exceeding an average of 40 hours. While the NCAA dictates time designated as Countable Athletically Related Activities (CARA) to incorporate competitions practices, strength and conditioning, meetings for film review it *does not* include, athletic training treatment, travel to and from competition, study hall, educational meetings/trainings, student athlete-initiated trainings, recruiting, team meals, banquets, awards, community, or experiential learning.

The NCAA limits playing and practice seasons and the number of hours that a student-athlete may participate in intercollegiate athletics. Appendix 6 conveys greater details, it is important to note that during the playing season, student-athletes may engage in only 4 hours per day and 20 hours per week of countable athletically related activities. A countable athletically related activity is any activity with an athletics purpose involving student-athletes that occurs at the direction of or supervised by one or more institutional coaching staff members (including strength and conditioning coaches). Other consideration include:

Week – Any 7 consecutive days to be determined with discretion. Once the “week” is defined, it shall not change for the duration of the declared playing season.

Competition Day – All competition & any associated athletically related activities on the day of competition shall count as 3 hours regardless of actual duration. Countable athletically related activities may not be conducted following competition (including during vacation periods) except between consecutive contests (i.e. doubleheaders).

In-Season – The time between the team’s first officially recognized practice session and the last practice session or competition, whichever occurs later. Seasons can be separated into 2 distinct segments: championship & non-championship.

Out-of-Season – The remaining days during the academic year not included in the in-season period. In sports other than football, participation in up to 2 hours of skill instruction is permissible. In football, skill-instruction activities are limited to review of game film. Conditioning drills simulating offensive/defensive alignments are impermissible. Equipment related to the sport may not be used (hockey & swim/dive exceptions)

Preseason Practice – Hour limitations do not apply during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

Vacation Periods – Hour limitations do not apply during official institutional break periods when classes are not in session (i.e. fall, winter, spring break). For break sessions falling within a class week, limitations do apply to those days when classes are in session and students must be provided a day off (which may be a vacation day).

Travel Day – A travel day related to athletics participation may be considered a day off, provided no countable activities occurred.

Cancelled Competition – When competition is cancelled prior to the start of competition or prior to it being considered a completed event in accordance with playing rules, an institution may use that day as its required day off, provided no further countable activities occur during that day.

Final Exam Week – Limitations do apply during final-examination periods and preparatory days leading up to final exams while In-Season. When Out-of-Season, all athletically related activities are prohibited 1 week prior to the beginning of finals through the conclusion of each student-athletes exam.

Voluntary Activity – All of the following must be met:

- Student-athletes are not required to report back to a coach/designee any information related to the activity. Staff members observing activities may not report back to a coach any information related to the activity.
- Activity must be initiated & requested solely by the student-athlete. Participation is not required.
- Attendance & participation in the activity (or lack thereof) may not be recorded for the purpose of reporting to coaching staff or other student-athletes
- Student-athletes may not be subjected to penalties should they not participate & no recognition or incentive may be awarded based on attendance or performance.
- Safety Exception – A coach may be present during voluntary activities (which are non-countable) in a practice facility when students are using equipment in the sports of fencing, rowing, swimming, diving and track (field events only).

NOTE:

- No class time may be missed for practice except due to travel to away-from-home contests (limited exceptions exist when we host a conference or NCAA championship game)
- Countable activities cannot occur between midnight & 5 a.m. (except during conference or NCAA championship, competition that concludes after midnight or participation in a promotional activity such as midnight madness)
- In basketball, if a team participates in 3 contests in 1 week, the team is not subject to taking 1 day off that week but must take 2 days either the preceding or proceeding week.
- In golf, a practice round of golf may exceed 4 hours in 1 day. However, the 20 hours per week limitation remains in effect. A round played at a tournament site the day before the tournament counts as 3 hours.

Budgetary Considerations

The Athletics Department budget philosophy is fairly simple: 1) Submit a budget that provides academic and athletic competitiveness for all teams; 2) Comply with gender equity requirements of Title IX, and to remain financially sustainable; 3) Provide a quality experience to our students, fans, and alumni when they attend our events; 4) Work with other University entities for shared governance; 5) Provide and maintain facilities that are competitive for recruitment and retention; 6) Increase revenue efforts through annual giving, contributions and ticket sales. Thus, it is our responsibility to run our operation in an efficient manner with fiscal integrity. We approach our annual budget with the intent to increase our revenue potentials, to minimize operating expenses, and to keep discretionary spending at an appropriate level. Your consideration to grant pre-registration to our PRIDE student-athletes aggrandizes the foundation that links life-long achievement goals of our student-athletes to the University's primary role of providing programs and activities that prepare students to be successful throughout all facets of their lives. Building champions in academics, community, and life (as conveyed in Appendix I: PRIDE Athletics Mission Statement. Goals, and Core Values).

PRIDE Athletics Goals: Fiscal Sustainability and Efficient Resource Management

- Proactively promote fiscal responsibility and forecast academic resources to complement University-wide student retention and graduation rate goals.
- Utilize national benchmarking tools to assist in effective resource management.
- Identify cost-saving opportunities throughout PRIDE Athletics.
- Percipiently engage departmental chairs/University administrators with strategic analysis of course offering placement from a student major selection, student retention, and fiscal integrity lens. Appendix 3 outlines the primary majors pursued by our student-athletes over the last 5 academic years.
- Benchmark academic resource allocation and Winter/Summer course tuition expenditure habits. As highlighted in Appendix 7 and Appendix 8, granting pre-registration eliminates significant financial implications placed upon the Athletic Department and within the University Community for allocating funding towards Winter/Summer enrollment.

Keystone Action Statement

Collaboration with Academic Departments

- The Athletics Department strives for entrepreneurial collaboration with its on-campus academic partners. A key component of the pre-registration process is the simultaneous investment in the development of long-term collaboration with an emphasis on those academic departments that have the greatest representation of our student-athlete majors. Relationship building is the heart of any successful endeavor. We share with our academic partner's common goals and objectives that support achievement dedicated student graduation rates, retention, and recruitment. Participation in intercollegiate athletics is highly influential on course scheduling relating to the days and times that our student-athlete has available to them. Additionally, the time demands of team practices and travel to competitions add greater complexity to the student-athlete experience at Hofstra and elsewhere. The Athletics Department embraces the prospect of collaborating with our academic department partners on how best to maximize University resources along with the many nuances associated with course scheduling efforts.
- Appendix 3 highlights the top ten majors for our student-athletes over the last 4 years. The majors selected by our student-athletes have remained consistent over the past nine semesters with a great deal of consistency among the top ten rank-order majors pursued. Marketing, Management, Finance, Psychology, Biology, Accounting, Exercise Science, and Criminology have reached "top ten" status from Fall 2016 through Fall 2018. Two relatively new majors, Entrepreneurship and Business Analytics reached "top ten" for the first time.

Conclusion

The pandemic's effects have caused all of us to think from a supportive community minded lens. Now is the moment for Hofstra to join its peers in the Colonial Conference and companion programs sharing NCAA Division 1 status with recognizing pre-registration for our student-athletes. Research shows that Hofstra is the *only* school within our 10-member Athletic Conference, the Colonial Athletic Association, that *does not* afford their student-athletes early access to course registration. Besides, many of our academic and peer recruiting institutions such as George Washington University, Fordham University, SUNY-Stony Brook, and George Mason University, all support some version of student-athlete early registration. Any analysis of the policies guiding student-athlete registration must begin with the recognition that Hofstra University has an interest in maintaining a Division 1 Athletic Program that brings its prominence complemented with national attention.

Pre-registration additionally results in significant budgetary savings and all the while contributes to student retention plus graduation rate goals. Consideration to grant pre-registration to our PRIDE student-athletes aggrandizes the foundation that links life-long achievement goals of our student-athletes to the University's primary role of providing programs and activities that prepare students to be successful throughout all facets of their lives. Building champions in academics, community, and life.



Hofstra University Department of Athletics Mission Statement

The mission of the Hofstra University Department of Intercollegiate Athletics is to sponsor a broad-based athletics program, which positively reflects the interests and values of the institution's students, faculty, administration, alumni, and friends who support its many initiatives.

The primary objective of the athletic program is to provide student-athletes with the opportunity to excel in the academic environment and in athletic competition. By recruiting men and women of academic quality, good character, and high athletic ability, the athletic program fosters among its students a sense of leadership, discipline, mutual trust, and social responsibility.

The athletic program maintains a strong commitment to the principles of fiscal responsibility, gender equity, minority equity, sportsmanship and adheres to the highest standards of ethics and integrity. Hofstra University is committed to equitable opportunities for all students and its employees, including women and minorities.

Central to its mission, the athletic program directs its efforts in accordance with University, Colonial Athletic Association, and NCAA policies. Operating in a manner, which reflects positively on Hofstra University, the athletic program aspires to provide the necessary resources for its student-athletes to compete at the highest possible level and it looks favorably upon the opportunity to serve a leadership role in intercollegiate athletics - locally, regionally, and nationally.

Hofstra University Department of Athletics Goals

- Build Champions in academics, athletics, community, and life.
- Strengthen and raise the profile of the university while serving the constituents of the Hofstra community.
- Generate revenue and support to achieve our goals.
- Create a culture of integrity, compliance, diversity, and inclusion.

Hofstra University Department of Athletics Core Values

- Serve as a source of Pride for the community and University.
- Commitment to Excellence.
- Commitment to Student-Athlete Success.

CAA Conference Schools	Student-Athlete Pre-registration	Excused Absences for Competition / Travel	Other Populations Assigned Pre-registration	Logistics and Pre-registration Process
Hofstra University	No	No, student athletes adhere to absence policy of individual faculty stated on syllabi or Hofstra athletic department policy No exceeding 5 class sessions.	SSD, HC Pre-Med /ENGG first year students, Pre-PA Direct Entry (5 Year).	Students awarded pre-registration prior to seniors.
Towson University	Yes	Yes	Military, Disabilities, Honors College.	Day prior to seniors with other special populations.
Northeastern University	Yes	Yes	None - student athletes only.	All student-athletes register with seniors.
UNC Wilmington University	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Military, Students registered with Disabilities Office and Honors College.	Senior and junior student-athletes register prior to seniors (+90 earned credits). Sophomore and first year student athletes register prior to juniors (+60 earned credits).
College of Charleston	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office and Honors College.	All student-athletes (except for those with 90+ earned hours) can begin registering the day after senior registration. Disabilities and Honors College register after student-athletes and before juniors.
Elon University	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office.	student-athletes register prior by one hour to their non-student athlete peers on campus
Delaware University	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office.	Student-athletes register ahead of their non-student athlete peers on campus by a few hours.
Drexel University	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office.	All special populations register prior to seniors.
James Madison University	Yes	Yes	Students registered with Disabilities Office.	Student-athletes register prior by one hour to their non-student athlete peers on campus
College of William and Mary	Yes	No, student athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office & Honors College.	Basketball and Tennis student-athletes. We are working on expanding that, but our Registrar's Office wants to see increased usage numbers.

Non-Conference Peer Recruiting Schools	Student Athlete Pre-Registration	Excused Absences for Competition /Travel	Other Populations Assigned Pre- registration	Logistics / Pre-registration Process
SUNY-Albany	Yes	Yes	Honors & Military.	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.
SUNY-Binghamton	No	No, student-athletes adhere to absence policy of individual faculty stated on syllabi.	Students registered with Disabilities Office.	Other than student registered with Disabilities Office, there is rolling enrollment for all UG students based on credits earned, not just first-year, sophomore, junior, or senior tiers for credits earned.
Fairfield University	Yes	No, respect attendance policy of faculty stated in syllabi.	Students registered with Disabilities Office.	Student athletes of each class to register the morning prior to open for the general student population. (Ex: Sophomore Student athletes register at 7am on a particular day and the general sophomore population registers at 9am.). Each class is scheduled on different days with Seniors starting the process.
Fordham University	Yes	Yes	Honors, Military & Students registered with Disabilities Office.	All student-athletes register as seniors.
George Mason University	Yes	Yes	Honors, Military & Students registered with Disabilities Office, plus select populations such as SGA).	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.
George Washington University	Yes	No, student-athletes adhere to absence policy of individual faculty stated on syllabi.	Honors	All student-athletes register as seniors.

APPENDIX E

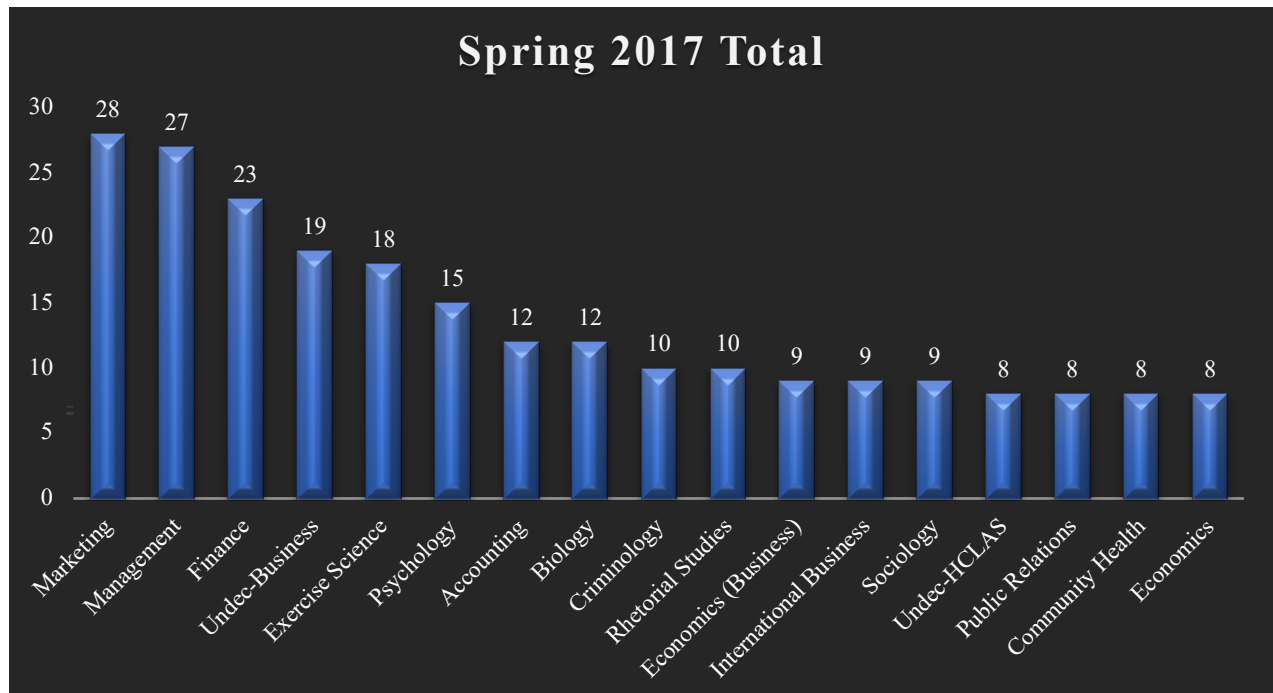
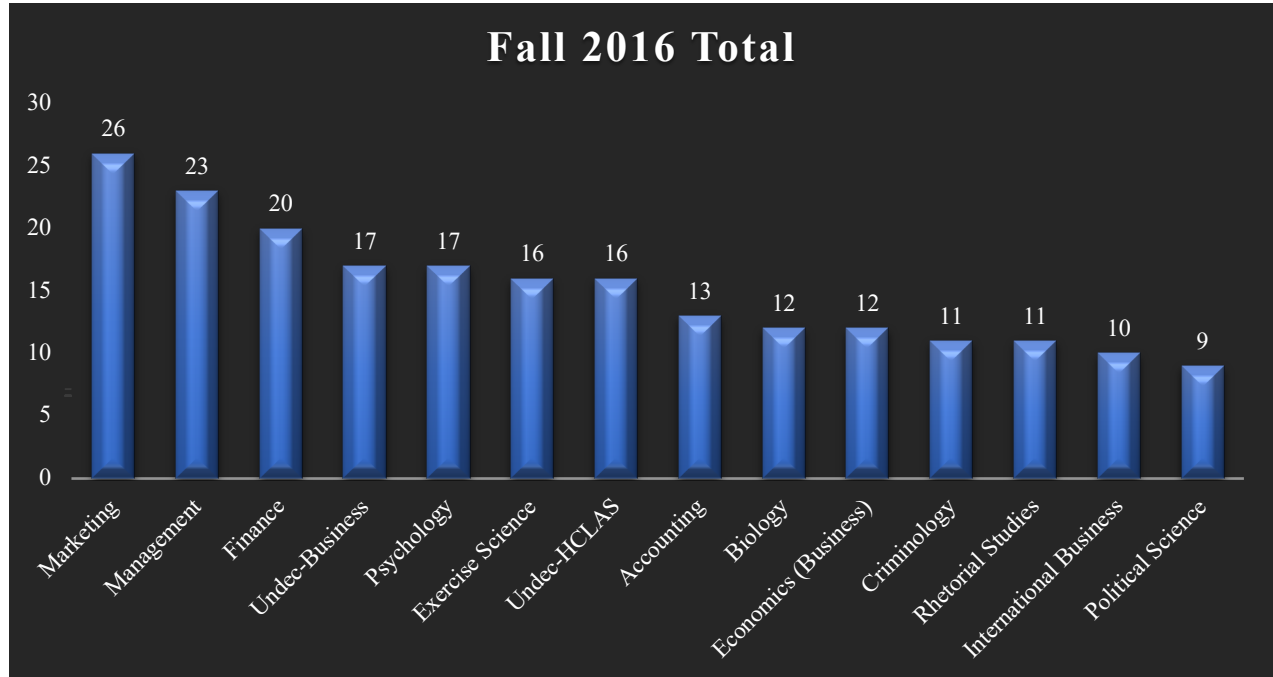
Hartford University	Yes		Students registered with Disabilities Office.	All student-athletes register as seniors.
Iona College	Yes	Yes	Students registered with Disabilities Office, Honors & Veterans.	All student-athletes register as seniors.
Maine University	Yes	No, student-athletes adhere to absence policy of individual faculty stated on syllabi.	No	All student-athletes register as seniors.
Manhattan College	Yes	No, respect attendance policy of faculty stated in syllabi.	Students registered with Disabilities Office.	All student-athletes register as seniors.
New Hampshire University	Yes	No, student-athletes adhere to absence policy of individual faculty stated on syllabi.	Honors, Student Government, & Students registered with Disabilities Office.	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.
New Haven University	Yes	No, respect attendance policy of faculty stated in syllabi.	Students registered with Disabilities Office.	Student-athletes register with seniors.
Rutgers University	Yes	Yes	Honors College, Military & Students registered with Disabilities Office.	Student-athletes registered prior to seniors.
Sacred Heart University	Yes	Yes	Disabilities	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.
St. Bonaventure University	Yes	Yes, yet may not exceed 5-absences.	No	All student athletes register as seniors.
St. John's University	Yes	Yes, with support of faculty	Disabilities	All student athletes register as seniors.
St. Joseph's University of Philadelphia	Yes	No, respect attendance policy of faculty stated in syllabi.	Students registered with Disabilities Office & Honors	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.
SUNY-Stony Brook	Yes	Yes	Military & Students registered with	Student-athletes register 24-hrs prior to their non-student athlete peers on campus.

APPENDIX E

			Disabilities Office.	
UMass Amherst University	Yes	Yes	Honors College, Military & Students registered with Disabilities Office.	Student-athletes register as seniors.
UMass-Lowell	Yes	Yes	Honors College, Military & Students registered with Disabilities Office.	Register month prior to start of general student population. (5 day window to execute otherwise register as first-year students).
University of Maryland Baltimore County	Yes	Yes, with approval of faculty and cannot exceed 5 absences.	Military	All student-athletes register one week prior to seniors.
Vermont University	Yes	No, respect attendance policy of faculty stated in syllabi	Students registered with Disabilities Office & Honors.	Sophomores, juniors, and senior's student-athletes register as seniors.

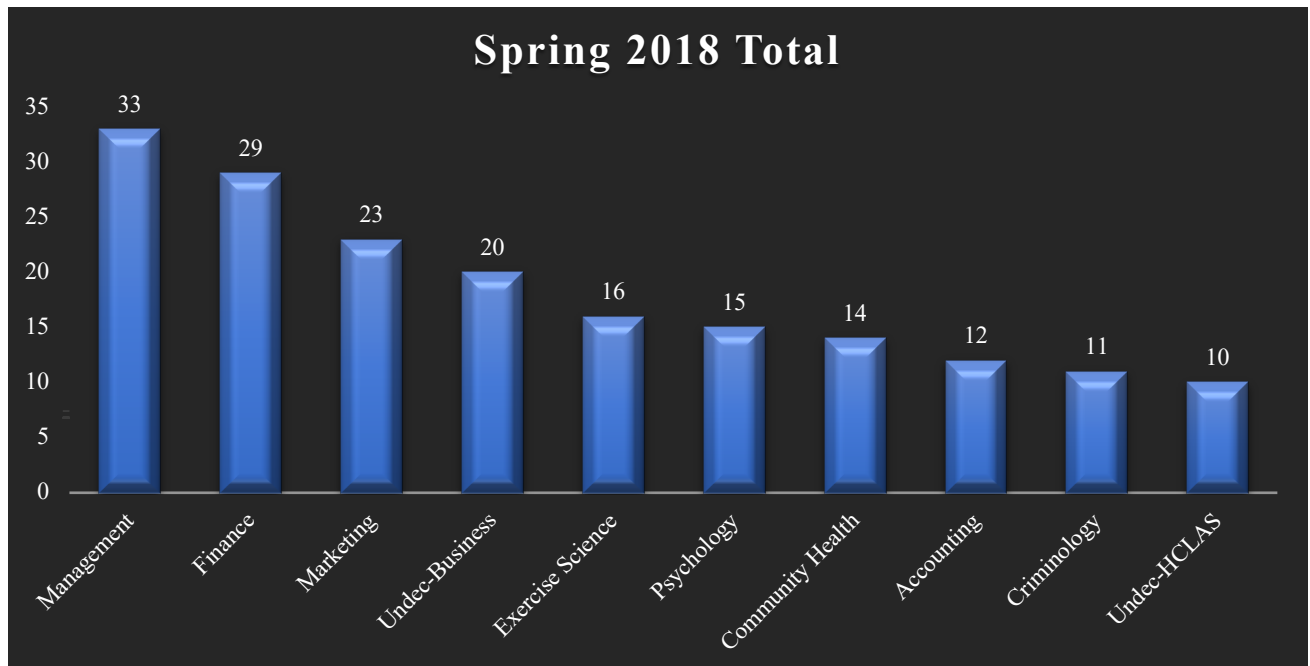
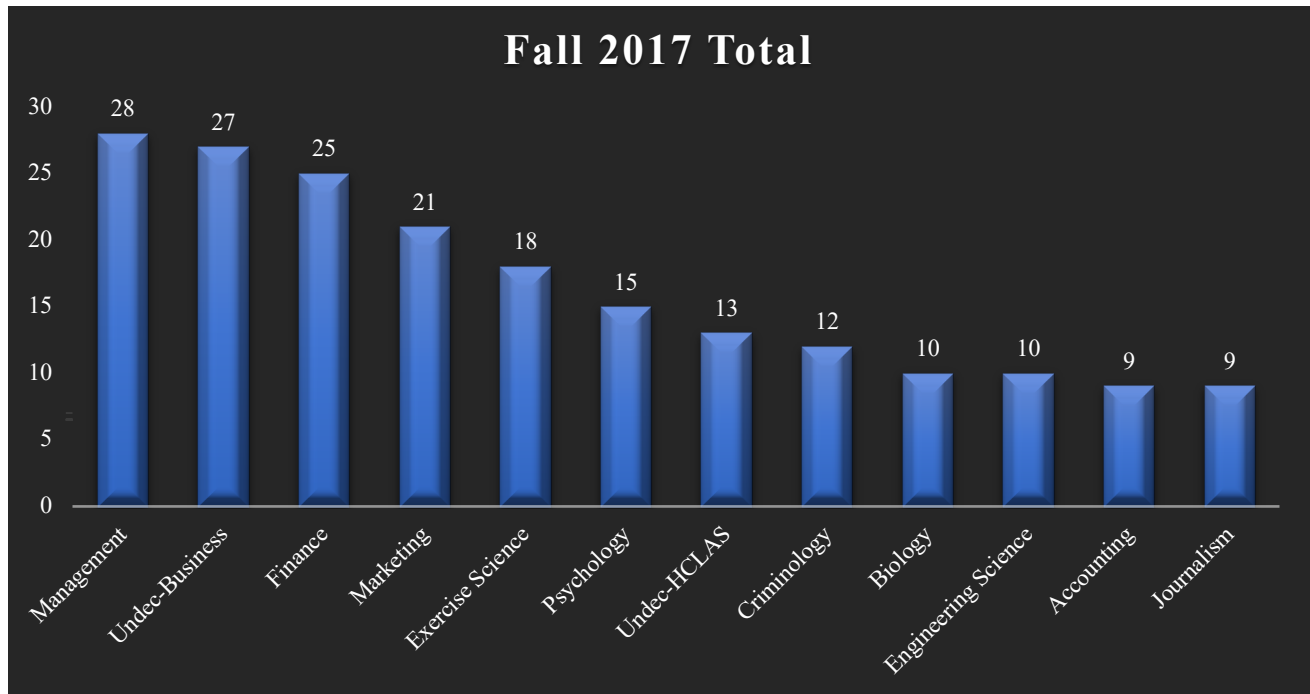
Unique Student Athletes by Major AY 2016 to AY 2020

Academic Year 2016 - 2017



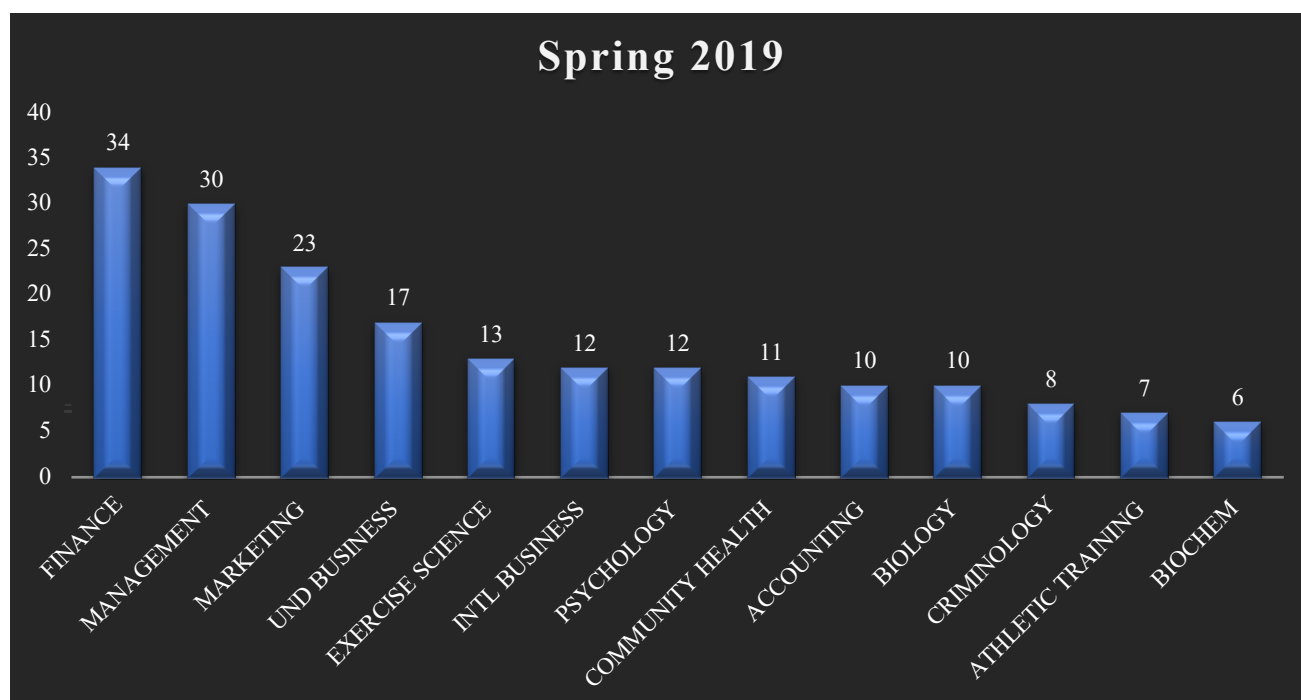
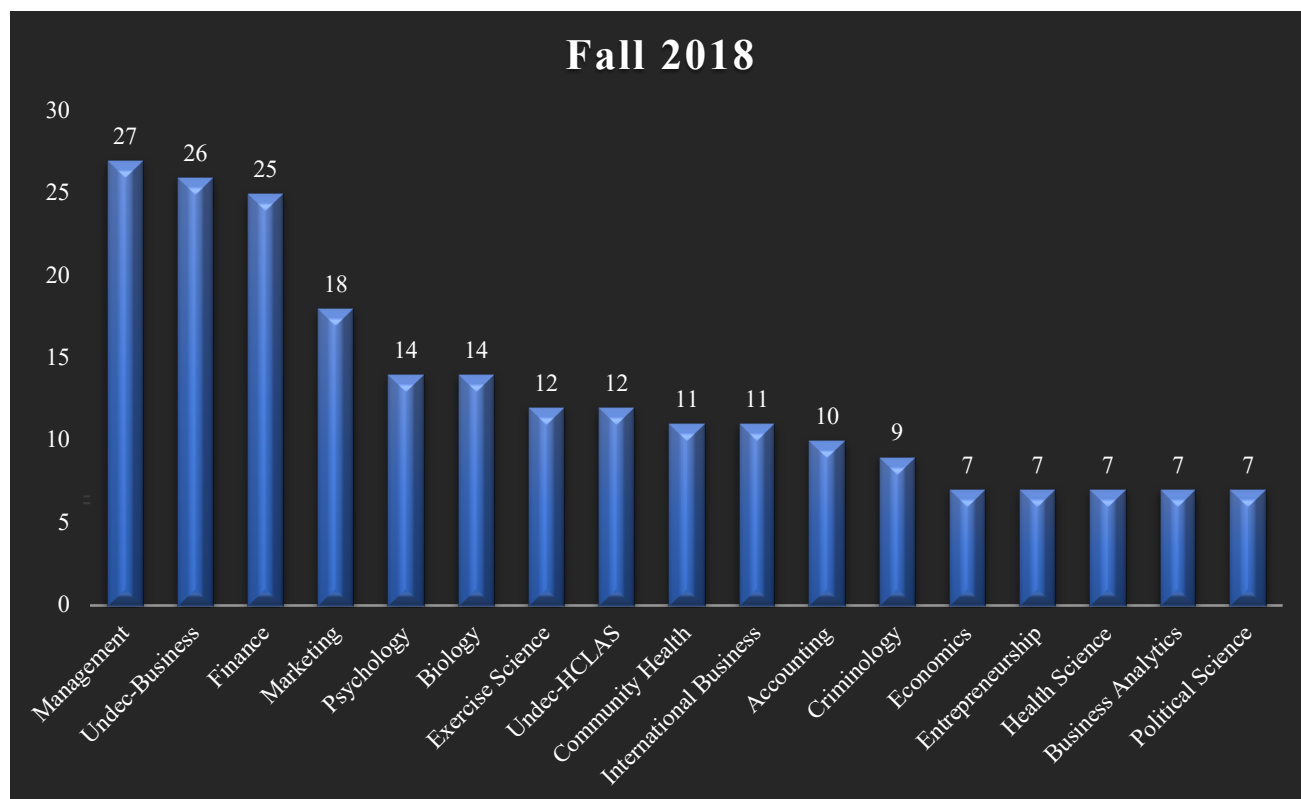
Unique Student Athletes by Major AY 2016 to AY 2020

Academic Year 2017 - 2018



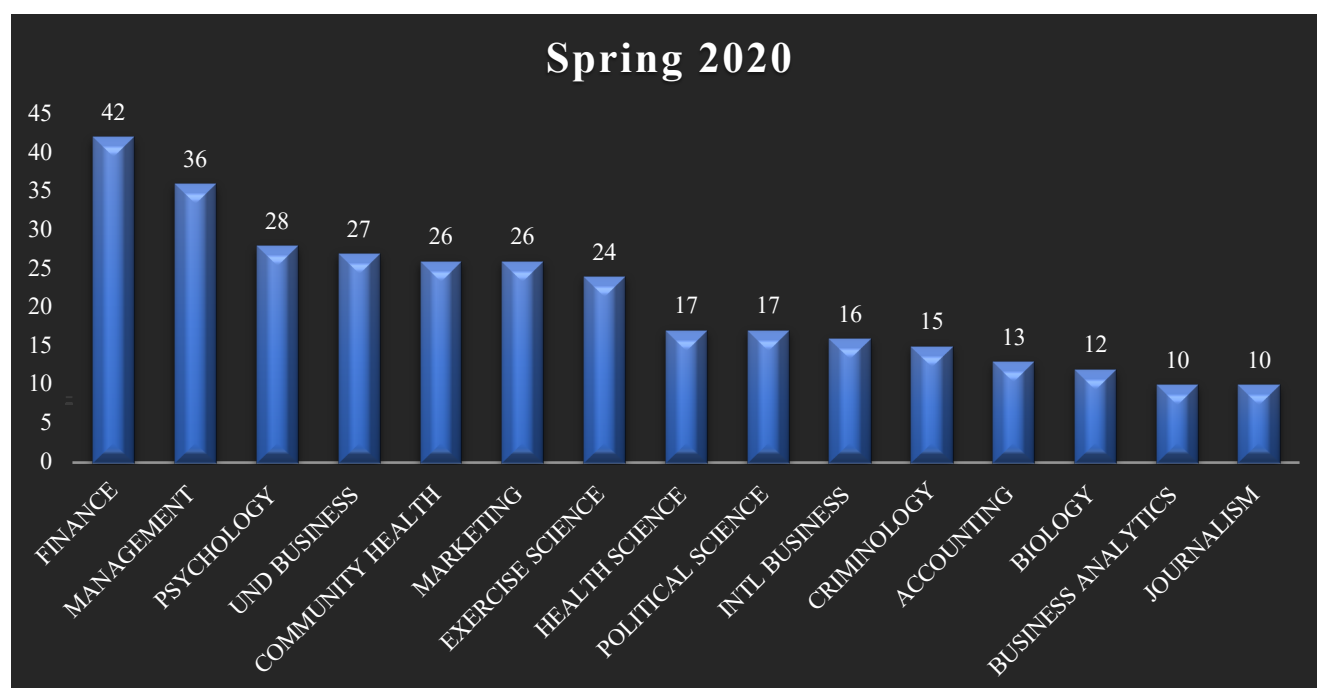
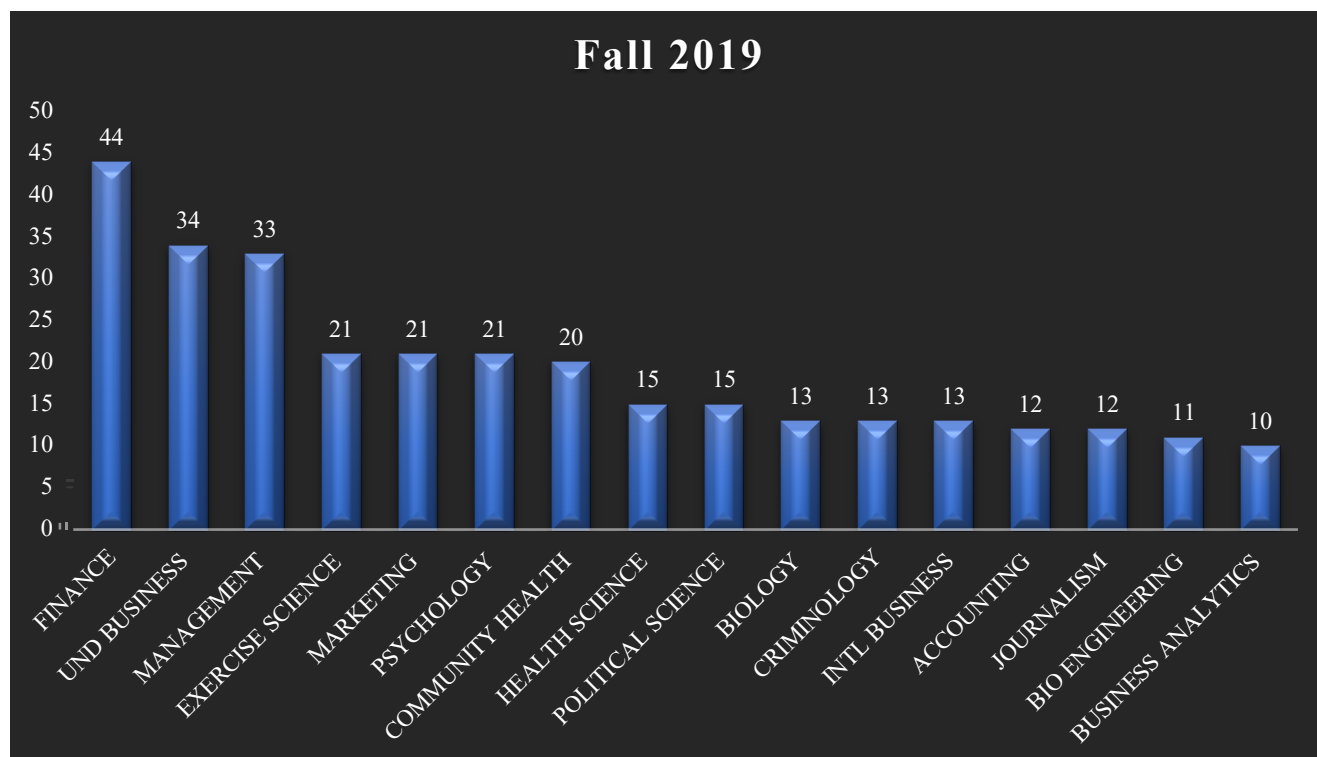
Unique Student Athletes by Major AY 2016 to AY 2020

Academic Year 2018 – 2019



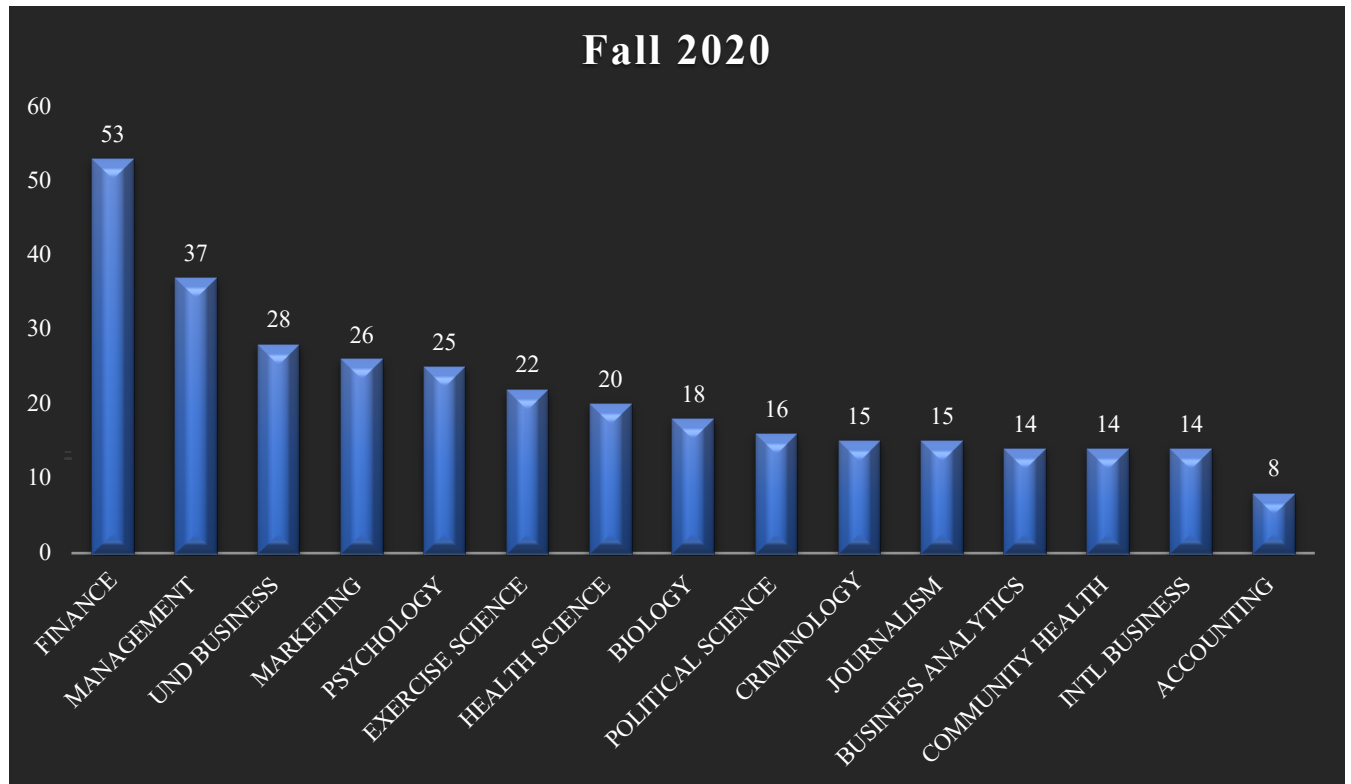
Unique Student Athletes by Major AY 2016 to AY 2020

Academic Year 2019 - 2020



Unique Student Athletes by Major AY 2016 to AY 2020

Academic Year 2020 - 2021




Sample Student-Athlete Day

Hofstra Women's Basketball



5:00 am to 6:00 am

 Wake up, eat breakfast, pack for class, and get ready for the day

2:30 pm to 3:15 pm

 Treatment and taping before practice

6:00 am to 8:00 am

 Strength and conditioning

3:15 pm to 6:00 pm

 Practice with the team

8:00 am to 8:30 am

 Team meeting to review practice schedule

6:00 pm to 7:00 pm

 Shower and grab dinner

8:30 am to 9:00 am

 Shower and get to class

7:00 pm to 7:30 pm

 SAAC – Student Athlete Advisory Committee meeting regarding community service

9:00 am to 2:00 pm

 Classes and lunch

7:30 pm to 9:30 pm

 Study Hall at the Fried Academic Support Center

2:00 pm to 2:30 pm

 Watch game film

9:30 pm to 12:00 am

 Finish homework and go to sleep

Away Game Travel Schedule / Hofstra Men's Basketball

Game I: Hofstra University vs. James Madison University

Game II: Hofstra University vs. Towson University



Wednesday, January 23rd

10:00 am – Depart Hofstra University – duration 6 hours and 30 minutes

1:00 pm – Mid trip bus study hall

4:30 pm – Arrive at the Courtyard Marriott Harrisonburg

6:15 pm – Depart for JMU Convocation Center

6:30 pm to 8:00 pm – Practice at JMU Convocation Center

9:00 pm – Dinner at Texas Roadhouse

10:30 pm – Video/Scouting Reports/Itinerary

12:00 am – Lights Out

Thursday, January 24th

10:45 am – Wake Up Calls

11:00 am – Breakfast at the Hotel

11:50 am – Depart for Shoot Around at JMU

12:00 pm to 1:30pm – Shoot Around at JMU

3:30 pm – Pre-Game Meal at Hotel

5:30 pm – Depart for JMU

7:00 pm – Hofstra @ JMU

9:30 pm – Depart for Courtyard by Marriott Baltimore Hunt Valley – duration 3 hours

12:30 am – Check in @ Hotel

1:30 am – Lights Out

Friday, January 25th

11:45 am – Wake Up Calls

12:00 pm – Breakfast at the Hotel

2:50 pm – Depart for SECU Arena at Towson

3:15 pm to 4:45 pm – Practice at SECU Arena

5:00 pm – Depart for Boston Market/Chipotle

7:00 pm – Study Hall in Hotel

9:00 pm – Video/Scouting Reports/Itinerary

11:00 pm – Lights Out

Saturday, January 26th

10:00 am – Wake Up Calls

10:30 am – Breakfast at the Hotel

12:15 pm – Depart for SECU Arena

2:00 pm – Hofstra @ Towson

4:30 pm – Depart for Hofstra University – duration time of 4 hours

8:30 pm – Arrive at Hofstra University

Appendix 6

Defining Countable Athletically Related Activities**What are the daily and weekly time limitations on countable athletically related activities?**

Student-athletes may not participate in countable athletically related activities for more than:

- | | |
|---|--|
| <u>In Season</u> | <u>Out of Season (during the academic year)</u> |
| <ul style="list-style-type: none"> • Four hours per day • 20 hours per week | <ul style="list-style-type: none"> • Eight hours per week |

The daily and weekly hour limitations **DO NOT** apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

Are student-athletes required to have a day off from countable athletically related activities?

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion.

Below are **partial** lists of common activities that count and do not count against daily and weekly time limits:

Countable* Athletically Related Activities	Noncountable Athletically Related Activities
Practices (not more than four hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length, count as three hours). [Note: No countable athletically related activities may occur after the competition.]	Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings.

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Defining Countable Athletically Related Activities

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Countable* Athletically Related Activities	Noncountable Athletically Related Activities
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to and from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach).	Attending banquets (e.g., awards or postseason banquets).
	Fundraising activities or public relations/promotional activities and community service projects.

* There may be additional rules applicable only to certain sports. Also, conferences and institutions may adopt more restrictive rules. Contact the institution's compliance officer for answers to questions or for additional information.

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Defining Countable Athletically Related Activities

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Participation in Countable Athletically Related Activities Out of the Season

What is the difference between in season and out of season?

In Season (20 Hours)

- Time between the team's first officially recognized practice session and the last practice session of competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: championship segment and non-championship segment.
- During the in-season period (i.e., championship and non-championship segments), a student- athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

Out of Season (Eight Hours)

- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities and may not participate in any countable athletically related activities on two days per week during the out-of-season period.
- In sports other than football, participation in up to two hours of required skill instruction is permissible. In football, skill-instruction activities are limited to review of game film.

Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically related activities.

Permissible Countable Athletically Related Activities During the Out-of-Season Period	Non-permissible Activities During the Out-of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills may not simulate offensive or defensive alignments.
In sports other than baseball and football, participation in up to two hours per week of skill instruction with no limit on the number of student-athletes who may participate at any one time between September 15 through April 15. <ul style="list-style-type: none"> • Prior to September 15 and after April 15, participation in up to two hours per week of skill instruction is permitted, provided not more than four student-athletes are involved at any one time in any facility. 	No equipment related to the sport may be used during conditioning activities.

Defining Countable Athletically Related Activities

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Permissible Countable Athletically Related Activities During the Out-of-Season Period	Non-permissible Activities During the Out-of-Season Period
<p>In baseball, from September 15 to one week prior to exams in the fall term and from January 15 through April 15, skill instruction may include more than four student-athletes.</p> <ul style="list-style-type: none"> Prior to September 15, from the opening day of classes of the institutions second academic term (for institution's starting prior to January 15) and after April 15, skill instruction is limited to four student-athletes at any one time in any facility. 	<ul style="list-style-type: none"> In the sport of ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used. In the sport of swimming and diving, a student-athlete may be involved in in-pool conditioning with swim-specific equipment (e.g., starting blocks, kickboards, pull buoys).
In football , participation in up to two hours per week of watching and reviewing films.	No participation in any other countable athletically related activity that may have been permissible during the in-season period.
Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the eight hours) (e.g., initiated by student-athlete, no attendance taken, no coach present).	All athletically related activities are prohibited one week prior to the beginning of the institution's final exam period through the conclusion of each student-athlete's final exams.
Participation in a physical fitness class conducted by a member of the athletics department staff.	No required participation in any countable athletically related activities during any institutional vacation period outside the declared playing and practice season.

NOTE: Student-athletes may be involved in any noncountable athletically related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other noncountable activities permitted during the in-season period).

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Defining Countable Athletically Related Activities

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Voluntary Activities and the Safety Exception**What is a "voluntary" activity?**

To be considered a "voluntary" activity, all the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, noncoaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity; [NOTE: Coaches may not observe voluntary activities.]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time.
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if they elect not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on attendance or performance in the activity.

What is the safety exception?

A coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete uses equipment in that sport. The coach may provide safety or skill instruction but may not conduct the individual's workouts.

The safety exception is applicable to the following sports:

Equestrian

Fencing

Gymnastics

Rifle

Rowing

Skiing

Swimming and Diving

Track and Field

(Field events, jumping hurdles, and
jumping element of the steeplechase)

Water Polo

Wrestling

**Budgetary: Sample of Men's Basketball
Summer Session Approvals**

Sport	SID#	Student Name	Summer Credits	Summer 2019	Financial Aid Requested	Tuition	Fees	Housing	Meals	Books	Total Actual
Men's Basketball	702xxxxxx	Dexxxx Buxx	6 grad	X (online)	Tuition, Fees, Books	\$8,250	\$133	\$2,740	\$500	\$267	\$11,890
Men's Basketball	702xxxxxx	Taxxxx Coxxxxx	1	X	Tuition, Fees, Room, Meals, Books	\$1,500	\$123	\$2,740	\$500	\$267	\$5,130
Men's Basketball	702xxxxxx	Jaxxxxx Taxxxx	9 grad (SSI & SSII)	X (residence & online)	Tuition, Fees, Room, Meals, Books	\$12,096	\$266	\$2,740	\$500	\$534	\$16,136
Men's Basketball	702xxxxxx	Elxxxx Pexxxxxxx	3	X	Tuition, Fees, Room, Meals, Books	\$4,500	\$123	\$2,740	\$500	\$267	\$8,130

The Department of Athletics approved \$296,785.76 in summer school enrollment for student-athletes across all 21 teams.

- Above is a sample of various Men's basketball approvals.
- Traditionally, the Athletics Department approved Men's and Women's basketball to attend summer school to be on par with every other school that has a Division I Basketball Program.
- Student-athletes need to be fully enrolled to participate in summer workouts as per the NCAA.
- Pre-registration will help with the timely graduation of our student-athletes. For example, it eliminates the financial implications placed upon the Athletic Department along with the University Community for allocating funding towards summer enrollment for both incoming first-year student-athletes and seniors graduating student-athletes. The budgetary implications for both student-athlete populations, needing summer enrollment is not financial sustainable in the same fiscal cycle.

Budgetary: Student-Athletes**Graduate and Undergraduate****Women's Volleyball / Men's Basketball / Women's Basketball****Winter and Summer Session Approvals**

Student-Athletes / Graduate and Undergraduate				
Women's Volleyball / Men's Basketball / Women's Basketball				
Term	Total Student-Athletes Enrolled	Total Credit Hours	Per Credit Cost	Total Tuition
Winter Session 2016	6	18	\$2,543.00	\$23,850.00
Summer I 2016	3	8	\$2,543.00	\$10,172.00
Summer II 2016	21	63	\$2,543.00	\$83,154.00
Summer III 2016	0	0	\$2,543.00	\$0.00
	30	89		\$117,176.00
Winter Session 2017	4	12	\$2,648.00	\$16,560.00
Summer I 2017	9	30	\$2,648.00	\$40,504.00
Summer II 2017	8	26	\$2,648.00	\$35,544.00
Summer III 2017	10	22	\$2,648.00	\$30,360.00
	31	90		\$122,968.00
Winter Session 2018	7	22	\$2,760.00	\$30,476.00
Summer I 2018	7	29	\$2,760.00	\$39,962.00
Summer II 2018	25	81	\$2,760.00	\$115,434.00
Summer III 2018	2	7	\$2,760.00	\$9,718.00
	41	139		\$195,590.00
Winter Session 2019	9	24	\$2,875.00	\$35,625.00
Summer I 2019	11	44	\$2,875.00	\$64,125.00
Summer II 2019	23	65	\$2,875.00	\$96,750.00
Summer III 2019	2	6	\$2,875.00	\$8,625.00
	45	139		\$205,125.00
Winter Session 2020	0	0	\$2,990.00	\$0.00
Summer I 2020	1	3	\$2,990.00	\$4,680.00
Summer II 2020	12	37	\$2,990.00	\$57,330.00
Summer III 2020	4	12	\$2,990.00	\$18,720.00
	17	52		\$80,730.00
TOTAL	164	509		\$721,589.00

Budgetary: Undergraduate Student-Athletes**Women's Volleyball / Men's Basketball / Women's Basketball****Winter and Summer Session Approvals**

Undergraduate Student-Athletes				
Women's Volleyball / Men's Basketball / Women's Basketball				
Term	UG Student-Athletes Enrolled	Total Credit Hours	Per Credit Cost	Tuition
Winter Session 2016	6	18	\$1,325.00	\$23,850.00
Summer I 2016	2	4	\$1,325.00	\$5,300.00
Summer II 2016	20	60	\$1,325.00	\$79,500.00
Summer III 2016	0	0	\$1,325.00	\$0.00
28	82			\$108,650.00
Winter Session 2017	4	12	\$1,380.00	\$16,560.00
Summer I 2017	6	22	\$1,380.00	\$30,360.00
Summer II 2017	7	23	\$1,380.00	\$31,740.00
Summer III 2017	10	22	\$1,380.00	\$30,360.00
27	79			\$109,020.00
Winter Session 2018	4	12	\$1,438.00	\$17,256.00
Summer I 2018	4	14	\$1,438.00	\$20,132.00
Summer II 2018	22	72	\$1,438.00	\$103,536.00
Summer III 2018	1	4	\$1,438.00	\$5,752.00
31	102			\$146,676.00
Winter Session 2019	8	21	\$1,500.00	\$31,500.00
Summer I 2019	8	29	\$1,500.00	\$43,500.00
Summer II 2019	21	59	\$1,500.00	\$88,500.00
Summer III 2019	1	3	\$1,500.00	\$4,500.00
38	112			\$168,000.00
Winter Session 2020	0	0	\$1,560.00	\$0.00
Summer I 2020	1	3	\$1,560.00	\$4,680.00
Summer II 2020	11	34	\$1,560.00	\$53,040.00
Summer III 2020	4	12	\$1,560.00	\$18,720.00
16	49			\$76,440.00
TOTAL	140	424		\$608,786.00

Budgetary: Graduate Student-Athletes**Women's Volleyball / Men's Basketball / Women's Basketball****Winter and Summer Session Approvals**

Graduate Student-Athletes				
Women's Volleyball / Men's Basketball / Women's Basketball				
Term	Grad Student-Athletes Enrolled	Total Credit Hours	Per Credit Cost* *=Primarily Zarb students / Zarb per credit cost applied as the standard	Tuition
Winter Session 2016	0	0	\$1,218.00	\$0.00
Summer I 2016	1	4	\$1,218.00	\$4,872.00
Summer II 2016	1	3	\$1,218.00	\$3,654.00
Summer III 2016	0	0	\$1,218.00	\$0.00
	2	7		\$8,526.00
Winter Session 2017	0	0	\$1,268.00	\$0.00
Summer I 2017	3	8	\$1,268.00	\$10,144.00
Summer II 2017	1	3	\$1,268.00	\$3,804.00
Summer III 2017	0	0	\$1,268.00	\$0.00
	4	11		\$13,948.00
Winter Session 2018	3	10	\$1,322.00	\$13,220.00
Summer I 2018	3	15	\$1,322.00	\$19,830.00
Summer II 2018	3	9	\$1,322.00	\$11,898.00
Summer III 2018	1	3	\$1,322.00	\$3,966.00
	10	37		\$48,914.00
Winter Session 2019	1	3	\$1,375.00	\$4,125.00
Summer I 2019	3	15	\$1,375.00	\$20,625.00
Summer II 2019	2	6	\$1,375.00	\$8,250.00
Summer III 2019	1	3	\$1,375.00	\$4,125.00
	7	27		\$37,125.00
Winter Session 2020	0	0	\$1,430.00	\$0.00
Summer I 2020	0	0	\$1,430.00	\$0.00
Summer II 2020	1	3	\$1,430.00	\$4,290.00
Summer III 2020	0	0	\$1,430.00	\$0.00
	1	3		\$4,290.00
TOTAL	24	85		\$112,803.00