

SOUTHERN CONNECTICUT STATE UNIVERSITY

Retraining¹ Procedures for Faculty²

August 22, 2011

I. Rationale

- A. To provide interested members of the CSU-AAUP bargaining unit at Southern Connecticut State University with a humane and effective option at a time of decreasing financial support for public higher educational and shifting student academic interests.
- B. To provide the University with an additional source of high quality faculty to staff programs of current or projected high demand.

II. Criteria for Eligibility

- A. Candidates shall be full-time members of the CSU-AAUP bargaining unit as defined by the Collective Bargaining Agreement. (The term "faculty member" in this document refers to any eligible member as described here.)
- B. Candidates must be teaching in areas³ that are experiencing declining or low student enrollments and must be willing to retrain in areas that are experiencing or anticipating increases in student demand.
- C. Candidates for retraining must have been full-time members of the faculty for a minimum of three years.

III. Criteria for Evaluation of Proposals

- A. Retraining proposals should be accepted only if the proposal will, in the judgment of the evaluator(s), be of benefit to the University.

¹ For the purposes of this document retraining is defined as a form of faculty development that is restricted to preparation to move totally or partially from areas that are experiencing declining student demand to areas that are experiencing increasing student demand.

² The Faculty Senate in agreement with the President of the University establish these procedures which are meant to be consistent with the Collective Bargaining Agreement between the Connecticut State University American Association of University Professors, and the Board of Trustees for the Connecticut State University, August 2007 - August 2011.

³ Area is defined as a major, minor, specialization, concentration, or emerging field, within or outside of the candidate's department.

- B. The evaluator(s) should consider such items as: a) the needs of the department⁴ to which the candidate is applying; b) the need for release time or special schedules for the candidate and its impact on the home department; c) the relevance of the specific proposal to the priorities of the University as stated in the Long Range Planning Document; d) the amount of money needed to complete the proposal, and e) the likelihood that the proposal will be implemented as proposed.

IV. A. Faculty Member's Role

The faculty member is responsible for initiating a retraining file, which is to include:

1. the official application form, as specified in Appendix A of this document;
2. a curriculum vitae;
3. a cover letter describing the retraining project and any experience the applicant has had in the proposed area of retraining.
4. a statement indicating the location where the retraining will take place. For the purposes of this document, retraining is defined as study at a location other than Southern Connecticut State University. Study must take place at a regionally accredited institution in an accredited program.

B. The Home Department's Role

1. The department chairperson⁵ is responsible for writing an impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.
2. The home department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement that indicates the extent to which the applicant's retraining will affect the operation of the department. A copy of this statement shall be sent to the candidate.

C. The Host Department's Role (if applicable)

1. The department chairperson is responsible for writing an impact statement concerning the applicant's retraining proposal. The statement should include:
 - a. the department's current and anticipated faculty-student ratio and the number of adjunct faculty currently employed by the department;

⁴ For the purposes of this document, "department" shall be understood to include the Library Services unit and the Counseling unit in addition to the academic departments.

⁵ In the case of Library Services and Counseling this term refers to the unit director.

- b. the effect the addition of the applicant would have on the operation of the department and indication of the willingness to accept the candidate in the department;
 - c. a positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - d. the department chairperson should, in evaluating the applicant, be mindful of how he/she would view the candidate if he/she were applying for a new position within the department.
2. The Host Department must establish either an elective committee or a committee of the whole (DRC) to be responsible for writing a separate impact statement concerning the applicant's retraining proposal. The statement should include:
- a. the committee's professional judgment of the retraining proposal;
 - b. the effect the addition of the applicant would have on the operation of the department and an indication of the willingness to accept the candidate in the department;
 - c. positive or negative recommendation concerning the proposal. A copy of this statement shall be sent to the candidate.
 - d. the DRC should, in evaluating the applicant, be mindful of how they would view the candidate if he or she were applying for a new position within the department.
3. For two years after transferring, a member applying for promotion shall have evaluative statements from both the old and new DEC's and chairpersons.

V. Appropriate Dean's⁶ Role in the Evaluation Process

The Dean of the host department (if applicable) shall receive the impact statements from DRCs and department chairpersons. The appropriate Dean shall, after reviewing and considering the candidate's file, make a recommendation to the University Retraining Committee. The recommendation, along with the candidate's file, shall be transmitted to the University Retraining Committee. At this time, the Dean shall send a copy of the recommendation to the applicant and place a copy in the applicant's personnel file.

VI. University Faculty Retraining Committee

A. Purpose

⁶ As indicated by the Organizational Chart in force at the time of application.

The purpose of the University Faculty Retraining Committee is to evaluate the faculty member's proposal for retraining and make recommendations to the President of the University regarding the proposal in accordance with this Document.

B. Structure of the Committee

1. The committee shall consist of seven members elected by the faculty.
2. Alternates
 - a. There shall be two alternate members elected by the faculty.
 - b. Alternates shall take the place of voting members;
 - when a voting member is applying for retraining that year;
 - when a voting member resigns;
 - under other circumstances, such as prolonged illness, as evaluated by the committee.
 - c. At no time shall the number of voting members (including alternates serving as members) exceed seven.

C. Eligibility for Membership on the Committee

1. Any faculty member is eligible to serve on this committee provided he or she is tenured, has the rank of Assistant or above (or the equivalent for library faculty and counselors).
2. At no time shall there be more than two members from any one department elected as regular or alternate members of the committee.
3. No person who provides evaluative materials at any level of the retraining process may serve as a member or alternate of the committee.
4. No person shall serve as a member of this committee in any academic year in which he or she applies for retraining.
5. Paragraph 3 above shall not be construed as disqualifying any person who is a department chairperson, department retraining committee member or equivalent, from standing for election to this committee, or vice versa. But if the person is elected, the position currently held must be vacated, by resignation or expiration, prior to the beginning date of the elected position.

D. Election of Members of the Committee

1. The Election Committee of the Faculty Senate has the responsibility for conducting the elections for this committee.

2. Initially, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, two regular members will be elected for one-year terms.
3. Each spring elections will be held to fill the number of regular member seats and alternate member seats that expire during the year for three-year terms. At the same time elections shall also be held for one- or two-year terms to fill any vacancies in unexpired terms.
4. All terms shall begin September 1 and expire August 31.

E. Recall of Committee Members and Alternates

1. Any member or alternate of this committee may be recalled by a majority vote of the faculty on a referendum.
2. Such a referendum shall be conducted by the Election Committee of the Faculty Senate upon receipt of a petition to that effect bearing the signatures of at least 10% of the faculty.

F. Procedures of the Committee

1. The President shall inform the committee how much money will be available for retraining in the coming fiscal year. The minimum amount for the purpose shall be that amount designated as a result of the current collective bargaining agreement.
2. The committee shall examine and discuss each applicant's retraining file. It may decide to solicit additional written information from any source. Applicants concerned will automatically receive a copy of the additional material. Any such material introduced at this time must be countersigned by the applicant, and the applicant must have the opportunity of adding written rebuttal. The committee shall not accept written information other than that in the file and that which the committee solicits as described above.
3. After all information has been received, and after full discussion and deliberation, the committee shall proceed with its decision-making process. A secret written ballot should be used for any major decision affecting the applicant's proposal.
4. In evaluating retraining proposals, the committee as a whole will discuss criteria. Ultimately each committee member will use his or her own judgment in voting to recommend or not recommend.
5. Each committee member shall be afforded a reasonable opportunity (as determined by the committee) to cast a ballot.

6. At any stage, the committee may reconsider and/or revote on an individual proposal.
7. An applicant's proposal for retraining shall be recommended or not recommended for approval.
8. The final action of the committee on all proposals shall be forwarded to the Provost of the University. The names of those applicants whose proposals have been recommended shall be presented in alphabetical order. A copy of the recommendation of the committee concerning the candidate's proposal shall be sent to the candidate at the time of issuance.
9. Committee members, when not meeting as a committee, shall treat as confidential the information in any candidate's file and the committee's deliberations and votes. Such confidentiality does not apply to disclosure concerning procedures in a formal hearing by a Grievance Committee.
10. The committee may establish and follow any additional procedures it deems reasonable, provided such procedures do not contravene procedures specified in this Document or contravene the spirit of this Document. A written record of all procedures used by the committee shall be kept, and a written report of these procedures shall be given annually (in the spring of the year) to the Faculty Senate and to the President of the University.

VII. Provost's Role in the Evaluation Process

The Provost shall receive the recommendations of the University Retraining Committee. The Provost will examine these recommendations, and make an evaluation of these recommendations to the President. If this evaluation differs markedly from that of the University Retraining Committee, the Provost shall indicate, in writing, the reasons for this difference. Copies of the Provost's evaluation shall be sent to the applicant and the University Retraining Committee.

VIII. President's Role in the Evaluation Process

The President shall receive the file of the applicant, with all evaluations, and shall be responsible for making the final decisions. The President shall inform the candidate, in writing, of his/her decision.

IX. Responsibilities

- A. This document is based upon the assumption that an approved retraining proposal will include an agreement that has involved the candidate, the Home Department, the Host Department (if applicable), and the Administration. If a candidate has gone through all the steps outlined above, is approved for retraining by the President, and successfully completes this retraining project, he or she shall be entitled to a position in the new department. This section does not apply to any member of the faculty who retrains outside the procedures stipulated in this document. A program such as

retraining either succeeds or fails on the issue of fair play and adherence to agreements reached.

- B. It is expected that recipients of retraining will return to work at Southern Connecticut State University for at least two years after the completion of the retraining project. The President of the University may release a person from this agreement for appropriate reasons.

X. Interpretation, Amendment, and Review

A. Interpretation

This section may not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation of this Document whether initiated by the Senate, a faculty member, or any member of the Administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate, or failing to obtain agreement on an issue by this method;
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide such an issue.

B. Amendment

This Document may be amended by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

C. Review of the Document

This Document shall be reviewed by the Faculty Senate at the end of every three years after its initial adoption.

FACULTY RETRAINING CALENDAR

- September 19 Office of Human Resources shall notify all faculty members, department chairpersons, appropriate Deans and Department Retraining Committees that the retraining process has begun.
- November 14 Each faculty member who wishes to be considered for retraining shall submit copies of the retraining file to the Department Retraining Committee and Chairpersons of the home and host departments.
- December 1 The Department Retraining Committee and Chairpersons shall transmit the file and impact statements to the appropriate Dean.
- January 5 The Dean shall make a recommendation which, along with all of the previously submitted materials, shall be transmitted to the University Retraining Committee.
- January 12 Files closed. All letters of rebuttal and any other supporting documentation must be received by 4:00 p.m.
- February 23 The University Retraining Committee shall make a recommendation and transmit the file to the Provost.
- March 5 The Provost shall make an evaluation and transmit the file to the President.
- April 2 The President shall make a decision and inform the members concerned and the University Retraining Committee.

SOUTHERN CONNECTICUT STATE UNIVERSITY
Faculty Retraining Program
Application Form

Name of Applicant	
Academic Title	
Length of Service at SCSU	
Campus Address	
Campus Phone	
Home Address	
Home Phone	

Formal Education:

Institution	Major	Minor	Degree	Dates

Academic Service: (Answer where applicable)

	Currently	After Retraining
School or Division		
Department		
Program		
Sub-Discipline		

Academic and Professional Experience (beginning with most recent)

	Position	Years

