Senate Resolution Number S-14-11

Faculty Senate Resolution

To: SCSU President Mary Papazian

From: William Far aclas, President of the SCSU Faculty Senate

The attached Resolution of the Faculty Senate regards: Faculty Senate Resolution On the Restoration of the Original Implementation Plan for Faculty Creative Activity Travel Funds, 2014-2015. (See Original Explanation and Application Cover Page appended)

The Resolution is presented to you for your [ X ] APPROVAL [ ] INFORMATION

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

In accordance with the CSU-AAUP Contract (Article 5.10), the President of the University will return the Resolution to the President of the Senate within 15 school days of the receipt of the Resolution.

cc: Dr. Marianne Kennedy, Interim Vice President of Academic Affairs and Interim Provost

[Signature]

William Far aclas, President, Faculty Senate

5-5-14

Date

ENDORSEMENT of Faculty Senate Resolution, S-14-11

To: William Far aclas, President SCSU Faculty Senate

From: Mary Papazian, President of the University

1. Motion APPROVED
2. Motion DISAPPROVED X (attach statement)
3. Motion NOTED
4. Comments The input of the Faculty Senate is acknowledged as travel and creative activity policies are considered. The President and Provost again invite discussion with the Faculty Senate on this and any other topic relevant to Faculty Senate business.

6/3/14

Date

[Signature]
Faculty Senate Resolution On the Restoration of the Original Implementation Plan for Faculty Creative Activity Travel Funds, 2014-2015. (See Original Explanation and Application Cover Page appended)

Whereas Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas the SCSU Faculty Senate is the official representative body of the academic Faculty;

Whereas SCSU Faculty Senate is committed to shared governance;

Whereas academic strategic planning that began in 2002 in the context of shared governance resulted in a strategic commitment to increasing support for Travel Funds and Creative Activity;

Whereas the Senate approved a resolution for the creation of a Faculty Creative Activity Fund (S-10-03), a resolution that was approved by the President on April 26, 2010;

Whereas the Senate appointed a Creative Activity Fund Committee to design an implementation plan for travel funds and research grants;

Whereas the implementation plan designed by the Creative Activity Fund Committee was approved by subsequent Faculty Senate votes following extensive discussion;

Whereas the initial implementation was accomplished by the Creative Activity Fund Committee in direct, ongoing, and detailed consultation with the University Controller, the Office of the Provost and the Office of the Executive Vice President for Finance;

Whereas implementation occurred successfully in two successive academic years (2010-11 and 2011-12), with the orderly and transparent expenditure of Creative Activity Travel Funds according to the approved procedures;

Whereas according to the above-mentioned implementation process approved by shared governance a faculty member could receive up to $3,300 in travel funds for partial support of multiple trips in academic year 2010-2011, and up to $3,000 in travel funds for partial support of multiple trips in academic year 2011-2012;

Whereas during the first two years of the implementation of the Faculty Creative Activity Travel Funds the average “carry over” of unspent AAUP funds was approximately $50,000;

Whereas the administration modified the implementation process in academic year 2012-2013 such that the amount a faculty member could receive was reduced to a total of $2,000, and then further modified the process in 2013-2014 such that the amount a faculty member could receive was reduced to a total $1,500;

Whereas the administration’s modification of the process was in 2012-2013 resulted in a carry over of approximately $105,000 in unspent AAUP travel funds,

Whereas the identifiable decrease in travel funds for additional trips, along with the dramatic increase in unspent AAUP funds have negatively impacted the ability of SCSU faculty members to access travel funds and to attend more than one conference or workshop, and thus has reduced
the strategic impact of the Faculty Creative Activity Travel Funds on the achievement of academic excellence;

Be it resolved that Faculty Senate Creative Activity Travel Funds be implemented in 2014-2015 according to the plan approved by the Faculty Senate and implemented in 2010-11 and 2011-12 in cooperation with the University Controller, the Office of the Provost and the Office of the Executive Vice President for Finance;

Be it further resolved that no further changes to that process of implementation be undertaken unless such proposed changes are discussed and voted on by the full Faculty Senate.
Memorandum

January 13, 2011

From: Susan Cusato, President, Southern Connecticut State University Faculty Senate

To: All Full-time Faculty

Re: Announcement and Important Information concerning a new Faculty Creative Activity Travel Fund

Colleagues,

I am pleased to announce the creation of a new funding resource that will support Faculty travel: the Faculty Creative Activity Travel Fund. The fund was created as a result of Faculty Senate Resolution S.10.3.

The new funding resource has two important dimensions that need to be clarified in order to facilitate your access to the funds.

1) The Faculty Creative Activity Travel Fund was created to provide additional support for faculty travel.* Hence, once our AAUP funds have been expended, Travel Authorization (TA) forms will be supported by the new Faculty Creative Activity Travel Fund, until those funds are also expended. (At the writing of this memorandum, we have already expended our AAUP funds so all TA forms would now be submitted for funding against the new fund.)

*With Faculty Creative Activity Travel Funds all trips are limited to $1,100 of funding. AAUP guidelines regarding the purpose of the travel and the required submission deadlines also apply. There is one important exception to these guidelines. The explanation of this exception follows immediately below in section 2.

2) The Faculty Creative Activity Travel fund was also created in order to provide additional funding for travel to individual faculty members. In order to distribute the limited funds to the largest possible number of faculty we have created the following guidelines: Faculty who have already encumbered or expended AAUP travel funds are eligible to submit TA forms for additional travel support during the following eligibility periods --December 15, 2010 – February 14, 2011; February 15, – April 14, 2011; and April 15 – June 15, 2011 – assuming that funds remain in the account. Please note that Faculty are only eligible to submit one TA form for additional support during each of the designated eligibility periods. A Faculty member would not be eligible, for example, to submit two TA forms for additional support between December 15 and February 14. However, if a Faculty member submitted a TA form on December 15, they would be eligible to submit a second TA form on February 15, assuming funds remain in the account.

In order to submit a TA form for funding against the Faculty Creative Activity Travel, you will need to include the attached cover sheet. The cover sheet enables you to determine and affirm your eligibility under the new fund each time you submit a TA form.

Please be aware that the signature route for TA forms submitted against this new fund is as follows: Faculty Member; Department Chairperson; Dean; Academic Affairs. (This is the same process in place for AAUP-funded travel) The accounting string to be used is as follows: FUND 115 ORG 289002 ACCOUNT [choose one: 732100 (in-State), 732105 (out-of-State) or 732110(International)] PROGRAM 460000.

Nota Bene: All TA forms will be processed on a “first-come first-served” basis so I encourage you to submit your TA forms as soon as possible. Again, all TA forms need to adhere to guidelines concerning the
$1,100 limit, the purpose of travel, and deadlines for submission.

I know you will want to join me in thanking all those who collaborated in the development of this new resource to support Faculty Creative Activity in pursuit of academic excellence, including the immediate past President of the Faculty Senate, Brian Johnson; the Faculty Academic Strategic Plan committee; the Faculty Senate Academic Policy Committee; and especially the members of the Faculty Senate Ad Hoc Committee on Creative Activity who developed the guidelines for the fund: Susan Calahan (School Health Education), Annette Madlock (Communication), Paul Petrie (English), and David Pettigrew (Philosophy). We are also grateful to Dr. Williams and Mr. Blake for helping us finalize the plan for the implementation of the new fund.

Ps. Since this is a new resource and a new process, please do not hesitate to contact David Pettigrew, of the Ad Hoc Committee, if you have any questions. Professor Pettigrew can be reached at x26778 or email: pettigrewd1@southern.edu.
Faculty Creative Activity Travel Fund Cover Page

(Please complete and attach this form to the front of your Travel Authorization Form)

Name
Department
Address
Email Address
Tel.

Determination of Eligibility: This Travel Authorization form submitted for funding against the Faculty Creative Activity Travel Fund meets one of the following eligibility guidelines. (Check as necessary and sign below):

1) I have not encumbered or expended AAUP funds and the attached Travel Authorization (TA) form is the first TA form that I have submitted this Academic Year.

2) I have already encumbered or expended AAUP Travel funds or Faculty Creative Activity Travel Funds during the current academic year and I am submitting the attached TA form for additional travel according to one of the following eligibility periods** (please read detail below)

*Individual faculty are eligible to submit only one TA form for funding against the Faculty Creative Activity Travel Fund during any one of the eligibility periods designated below. TA forms will be processed on a “first-come first-served” basis as long as funds remain.

**The eligibility periods pertain to when TA forms for additional funding can be submitted, but the travel can occur anytime after the date of submission up until June 30th 2012, according to the date of travel specified in the TA. In other words, while the TA form is submitted between December 15 and February 14 (the first period of eligibility for submission for additional funding), the travel does not have to occur between those dates.

(Please check one):

December 15, 2011 – February 14, 2012;
February 15 – April 14, 2012;

3) I have already encumbered or expended Faculty Creative Activity Travel Funds during the current academic year and I am submitting the attached TA form for additional travel according to one of the following eligibility periods (please check one):

February 15 – April 14, 2012;

Please note: The maximum allowable amount under this fund for any TA form is $1,500. Contractual guidelines regarding the purpose of travel and the submission of the TA form five weeks in advance of travel also apply. Submit all necessary supporting documentation. Additional Restrictions: Travel funded by the Faculty Creative Activity Travel Fund by must be completed no later than June 30th 2012. Faculty Creative Activity Travel Funds may not be used to supplement an AAUP-funded TA.

Signature

Date
[Note: The accounting string to be used in the Travel Authorization Form is as follows: FUND 115 ORG 289002 ACCOUNT [choose one: 732100 (in-State), 732105 (out-of-State) or 732110 (International)] PROGRAM 460000.]