

Section 1

Eastern Connecticut State University

A Unit of the Connecticut State University System

Faculty Handbook

Introduction

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MESSAGE FROM THE PRESIDENT

In its second century, Eastern Connecticut State University continues its long heritage of achievement and distinguished record of caring for students as individuals. The essence of our mission at ECSU is an unwavering commitment to the values of a liberal arts education. That dedication governs what is taught in the classroom, the environment beyond the classroom, and the ways in which we relate to one another in an academic environment.

Our purpose is to promote an academic culture that enables each student to acquire the knowledge and skills to lead a fulfilling life in the most rapidly changing period in the history of humankind. We believe that the Eastern culture nurtures, stimulates, and rewards learning, that it recognizes undergraduate achievement, and that it empowers each student to reach full potential.

At Eastern, a diverse set of academic programs at the undergraduate and graduate level provides a variety of educational opportunities for students. Quality undergraduate education is the overriding priority. To ensure such quality, the institution builds on its strengths, particularly the strength of a talented and energetic faculty dedicated to effective teaching, which is grounded in research, scholarship, and public service.

This Handbook is offered as an aid to your involvement in the full life of this University.

David G. Carter
President

PREFACE

The Faculty Handbook is a reference source for Eastern Connecticut State University policies, regulations, organization, and facilities. The University catalog, the BOT/CSU/AAUP and BOT/CSU/SUOAF Collective Bargaining Agreements, and legislative acts of the University Senate provide legal bases for these policies. In conjunction with the Student Handbook, Campus Directory, and Academic Calendar, these publications provide the basic information needed to fully participate in the academic culture and community of the University.

We are presenting this Handbook in loose-leaf format so that as changes occur in policies and procedures, they may be added to this publication.

The information herein is current as of the date of publication. We encourage the submission of updated information or corrections to the Vice President for Academic Affairs.

We extend our appreciation and thanks to those who assisted in the preparation of this document.

INTRODUCTION

Eastern Connecticut State University

Eastern Connecticut State University is a comprehensive university accredited by the New England Association of Schools and Colleges (*NEASC*), the Connecticut Board of Governors for Higher Education, and the State Department of Education. It offers a wide range of traditional academic programs, and degrees on three academic levels: Associate in Science; Bachelor of Arts, Bachelor of Science, Bachelor of General Studies; and Master of Science.

Founded in 1889, Eastern is the second oldest of the Connecticut State University constituent universities, located midway between New York and Boston, and only a short distance from Hartford, the state's capital.

The Eastern campus of 175 acres is divided into four areas: South Campus, Middle Campus, North Campus, and the Mansfield Site. South Campus is the most historic area of the University, housing many of the classrooms and administrative functions. George H. Shafer Hall serves as a classroom facility containing art and music studios, the campus theater, and the auditorium as well as administrative offices. Middle campus comprises classrooms and dormitories, and many of the counseling service offices. North campus is home to the J. Eugene Smith Library, Robert K. Wickware Planetarium, the Student Center, the Sports Center, the Media Center, which contains the campus radio (WECS 90.1 FM) and television stations (ECTV – Charter Cable Channel 22) and Charles R. Webb Hall, which contains state-of-the-art computer technology, media resources and interactive learning systems. In addition, north Campus has several residence halls. The Administration Building is located at the northern-most portion. The Mansfield Site is used for athletics and outdoor science research.

The Connecticut State University System

The Connecticut State University is a system of four universities: Eastern Connecticut State University, Central Connecticut State University in New Britain, Southern Connecticut State University in New Haven, and Western Connecticut State University in Danbury.

The Connecticut State University (CSU) System is governed by its Board of Trustees, as provided in Sections 10a-87 through 10a-89 of the Connecticut General Statutes. The CSU System is administered by a Chancellor, who is selected by the Board of Trustees and supported by the System Office. Each individual campus is headed by a President, who is responsible to the Board of Trustees.

The CSU Board of Trustees consists of eighteen members who serve without compensation. Fourteen members, including five alumni, are appointed by the Governor of the state for overlapping six-year terms. Four student trustees are elected for two-year terms by students of the four campuses, on a rotating basis. Board members receive no compensation or income from contracts to develop or maintain the institution.

The Governor of the state designates the Chairperson of the Board of Trustees. Other officers are elected by members of the Board. The Board meets eight times a year and works primarily through its four committees: Executive Committee; Academic Affairs Committee; Finance, Administration and Development Committee; and Student Life Committee. The Policy Book of the Board contains its bylaws and a catalogue of Board Resolutions currently in effect.

A Student Advisory Board consisting of the Student Government President and two students designated by the Student Government President of each campus is consulted by the Board of Trustees on fee increases, disciplinary or other rules directly affecting students in the system; its decisions are advisory only.

The CSU Chancellor is responsible to the BOT for the satisfactory operation of all the institutions within the system. The CSU Chancellor sets the agenda for the system; proposes mission statement changes; develops policy and planning proposals; reviews campus budget requests; recommends to the trustees a consolidated budget request for the system; recommends facilities plans and capital projects priorities to the Trustees; represents the system to all state government agencies, including the General Assembly; recommends to the Trustees allocations to the campuses of appropriations, once the legislature has acted; and conducts collective bargaining for the system as a whole. All of these functions are performed in close consultation with campus presidents and their administrations.

The Chancellor is assisted in the System Office by a Chief Academic Officer, a Chief Financial Officer, a Chief Administrative Officer, and other support staff.

The consultation procedure by which the CSU Chancellor and his or her colleagues in the System Office relate to Campus Presidents and their administrations is formalized through a number of standing committees of the system that meet on a monthly basis: The Council of Presidents, which is chaired by the CSU Chancellor; the Council of Academic Vice Presidents, chaired by the CSU Chief Academic Officer; The Council of Administrative Vice Presidents, chaired by the CSU Chief Financial Officer; the Council of Deans of Students, chaired by the CSU Executive Officer for Student Affairs; the Council on Employee Relations, chaired by the Executive Officer for Human Resources; and the Institutional Research Advisory Council. Numerous other groups meet on an ad-hoc basis to facilitate communication within the system. These include the academic Deans, the directors of libraries, directors of financial aid, directors of admissions, and directors of security.

The administrative philosophy of the Connecticut State University System has been not only to actively involve campus Presidents and their senior staff members in system decision making, but also, to preserve a broad scope for campus decision making in which faculty and staff can be involved. Policy formulation within CSU thus becomes an interactive process. Efforts are made to recognize local campus practices and traditions, and these are balanced against a need for uniformity of response to a stimulus from outside the system.

Development of institutional budgets is a System Office process. Campus Presidents utilize the consultative mechanisms on each campus and follow budget formulae of the state coordinating board for higher education (the Board of Governors for Higher Education). Presidents also follow financial guidelines issued by the state Office of Policy and Management and construct budget requests, which are presented to the CSU Chancellor.

After analysis by the CSU Chief Financial Officer, an informal hearing is held in which the campus President and his/her senior staff present an oral justification and respond to questions from the CSU System Office staff. A consolidated budget for all four campuses and the System Office is then presented to the Trustees. After approval by the Trustees, the budget is submitted to the Board of Governors for Higher Education. The Board of Governors reviews the budget and submits it to the Office of Policy and Management for consolidation into, or amendment in, the Governor's budget.

Connecticut Board of Governors for Higher Education

The Connecticut State University system is one of four constituent units of public higher education organized under the Board of Governors for Higher Education. The other three are the University of Connecticut, the Community and Technical Colleges (two-year institutions), and the State Board of Academic Awards (which operates Charter Oak College, an external-degree college offering both associate and bachelor degrees).

Each constituent unit, like the Connecticut State University, has its own Board of Trustees. The Board of Governors consist of eleven members: seven appointed by the Governor and two each by the highest-ranking member of the Senate and of the House of Representatives who are not members of the same political party as the Governor. All appointments are made with the advice and consent of the General Assembly.

The Board of Governors is charged with establishing "statewide policy and guidelines" for public higher education in Connecticut. The Board selects and employs the Commissioner of Higher Education, who has responsibility for implementing the policies and directives of the Board. The Commissioner is also the chief executive officer of the staff of the Board, which is designated by the Department of Higher Education.

The Board of Governors reviews budget requests from the Boards of Trustees representing the constituent units of the state system of higher education. The trustees' budget requests for instruction, library services, and physical plant maintenance are based on formulae adopted by the Board of Governors. Requests in other areas are based on experience and judgment of needs. The Board of Governors, after review and approval or adjustment, incorporates the requests of the constituent units into a single public higher education budget request, which is submitted to the Office of Policy and Management for further review and ultimate incorporation into the Governor's budget proposal to the General Assembly.

Appropriations by the General Assembly are made directly to the Boards of Trustees of the constituent units, which in turn make allocations among the campuses. The Board of Governors reviews and approves proposals from the Boards of Trustees for new degree programs, capital projects, and new campuses and branch campuses. The Board of Governors also accredits institutions and degree programs.