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FIFTY - EIGHTH  
ANNUAL REPORT  
OF THE  
**HOFSTRA UNIVERSITY SENATE**  
**2022-2023**

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## **FOREWORD**

**PRESIDENT SUSAN POSER**



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SUSAN POSER, PRESIDENT

June 30, 2023

William Caniano  
Chair, University Senate Executive Committee  
Hofstra University  
Axiin Library 902F  
Hempstead, NY 11549

Dear Professor Caniano:

Congratulations to you and your colleagues in the University Senate for a successful 2022-23 academic year. I appreciated all of my interactions and conversations with you and the other senators, particularly regarding shared governance. As you know, this approach encourages transparency, accountability, and equity, all of which are values that represent Hofstra.

Thank you for your leadership and dedication as Chair of the Senate Executive Committee over these past few years.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Poser".

Susan Poser  
President

# I

## INTRODUCTION

## Introduction

William Caniano, MLS, MA, MS.Ed, EdD (ABD) Associate Professor  
Chair of the University Senate Executive Committee (S.E.C)

I would like to take the time to personal thank my colleagues on the Senate Executive Committee Patricia Welch the Chair of the Faculty Affairs Committee, Jessica Santangelo, 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. I would also like to thank the members of the faculty leadership that exist outside the formal University Senate structure, William Nirode, the Speaker of the Faculty, Karen Valerius, the Chair of Chairs Caucus, Sabrina Sobel, Secretary of the Faculty, and Anthony Basile, the President of the AAUP. Additionally, it is important to thank Provost Charlie Riordan and his team of Vice Provosts who participate in the Senate at every committee level: Comila Shahani-Denning, Elfreda Blue, S. Stavros Valenti, and Richard Apollo.

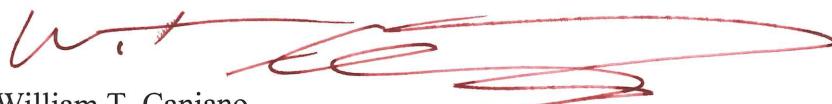
A special thank you to Caroline Schreiner, the Senate Secretary who perhaps deserved some form of hazard pay for having to work with me as long as she did.

Over the past 4 years as the Chair of the Senate Executive Committee I have presided over a Senate that has navigated the intricacies of a complete shift in teaching modalities and back again in responding to the pandemic. Halfway through my time in office Herman Berliner retired as the provost followed shortly thereafter by President Stuart Rabinowitz and his leadership team. Both positions were filled for the first time by candidates external from Hofstra University. But even during these chaotic times the University Senate continued its fine work culminating with the complete revisions to the Faculty Statute that govern the roles of faculty leadership and the structure of the University Senate, Statutes 7 and 9. Beginning in the Fall of 2023 for the first time in Hofstra's history the leader of the Senate will be faculty member, Chris Eliot, and will have the title of President of the Senate. The normally vacant Secretary of the Faculty position, save for the heroic interest and effort of Sabrina Sobel, has been redesigned and Sabrina will be the first Vice Speaker of the Faculty.

As this is my final Senate Annual as the Chair of the SEC, I would like to make a few comments.

I want to thank all the faculty who have made the University Senate a priority. What we do even though at times seems thankless is important. Never forget this Senate is an active body, finding problems and providing solutions. Resist the temptations of succumbing to a top-down mentality that has previously been forced upon us. Shared governance only works if we as a faculty are present and demand governance be shared.

Be Engaged  
Be entrepreneurial.  
Build a better University.



William T. Caniano  
"The Last Chair of SEC"  
Associate Professor

**II**

**COMPONENTS OF THE UNIVERSITY SENATE**

**2022 – 2023**

**and**

**the 2023 – 2024 Senate**

## 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/PHPS, Warren Frisina; President SGA, Will Germaine

## **THE COMMITTEES OF THE SENATE 2022 – 2023** **THE STANDING COMMITTEES**

### **Senate Executive Committee:**

**Provost:** Riordan

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

**Students:** Pantry/ Campbell

**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, Huang, Miller

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

**Advisor (Provost or Designate):** Blue

**Student:** Zhang

**Guests:** Florio, Koegl, Pike

### **Planning and Budget Committee:**

**Elected Faculty:** Ciani, 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, Wilson-Carter

**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, Whaley

#### **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: Spieler

Caniano, Cole, Elkowitz, Ghorayeb, Gundlach, Masnick, Mazzoleni, Miller, Roberts, Torff, Zook

### **On Athletic Policy**

Chair: Ellinger

Artinian, Cole Jr., Cunningham, Davidow, DeTora, DesLauriers, Fitzgibbon, Koegl, Lewis, Mervius, Morales-Kelly, Peel-Macandrew, Shahani-Denning

### **On Academic Calendar**

Chair: Koegl

Huang, Lledo Guillem, Munoz-Isme, Nirode, Rigel, Roberts, Pantry, Valerius, 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, Trustey

### **On Educational and Information Technology**

Chair: Bartolotta

Apollo, Caniano, Ciani, Kase, Mercado, Santangelo, Shirreffs, Wallace, Webster, Welch

## THE SENATE 2023 – 2024

**Officers: President of the Senate, Provost Charlie Riordan; Chair, SEC: Christopher Eliot**

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

## **THE COMMITTEES OF THE SENATE 2023 – 2024** **THE STANDING COMMITTEES**

### **Senate Executive Committee:**

**Provost:** Riordan

**Elected Faculty:** Eliot (chair), Hunag, Wallace, Welch

**Students:** TBD

**Permanent Guest/Advisor:** Shahani-Denning

### **Undergraduate Academic Affairs Committee:**

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

**At-Large Faculty:** Durst, DeMetropolis, Lopez, Riccardi, Semple, Spieler

**Students:** Bianchi, Pandit

**Advisor: (Provost or Designate):** Blue

**Guests:** Eads, Herbert, Koegl, Pike, Weingartner

### **Graduate Academic Affairs Committee:**

**Elected Faculty:** Dores, Galli, Hernandez, Huang (chair), McCummings

**At-Large Faculty:** Cardona, Loscalzo, Sarcona

**Advisor (Provost or Designate):** Blue

**Student:** Zhang

**Guests:** Florio, Koegl, Pike

### **Planning and Budget Committee:**

**Elected Faculty:** Masnick, Wallace (chair), Seirup

**At-Large Faculty:** Fanelli, Huang, Marcus, Phillipi, Rigel, Zammit, Zhou

**Chairs' Representative:** Valerius

**Staff:** Geis

**Advisor (Provost or Designate):** Apollo, Sikorski

### **Faculty Affairs Committee:**

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

**At-Large Faculty:** Bisceglia, 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:** Alam, Campbell, Chibuzo-Enwere, Pandit, Singh, J.

**At-Large Students:** Adarichev, DeCrescenzo, Domiano, Falleo, Fountain, Gerlich, Moore, Riyas, Singh, M.

**Dean of Students:** Van-Ess Grant

**SGA Delegate:** Annaballi (SGA President)

**Guests:** Blue, Munoz-Isme

## **THE SUB-COMMITTEES, 2023- 2024**

### ***OF UNDERGRADUATE ACADEMIC AFFAIRS***

#### **On Academic Review**

Chair: Blue

Bonaventura, Boston-Hill, Herbert, Kuehn, Miller, Oppenheim, Pike, Roberts, Rooney, Vickerie, Wang, Weingartner, Zaleski

### ***OF PLANNING AND BUDGET***

#### **On the Library**

Chair: Bailin

Caniano, deGuzman, DeMetroplis, Graves, John, Martorella, McGreevy, Whaley, Zuraikat

#### **On Environmental Priorities**

Chair: Lotier

Apollo, Bernhardt, Boothe, Ciani, Gluck, Hom, Lavin, Loscalzo, Ma, Marsellos, Miraghaseemi, Nicholas, Olvet, Segal, Sikorski

## **THE SPECIAL COMMITTEES, 2023-2024**

### **On Recruitment, Elections and Nominations**

Chair: Sobel

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

### **On Grievances**

Chair: Spieler

Caniano, Cole, Elkowitz, Ghorayeb, Gundlach, Masnick, Mazzoleni, Miller, Roberts, Torff, Zook

### **On Athletic Policy**

Chair: Ellinger

Artinian, Cole Jr., Cunningham, Davidow, DeTora, DesLauriers, Fitzgibbon, Koegl, Lewis, Mervius, Morales-Kelly, Peel-Macandrew, Shahani-Denning

### **On Academic Calendar**

Chair: Koegl

Huang, Lledo Guillem, Munoz-Isme, Nirode, Rigel, Roberts, Valerius, Shahani-Denning

### **On Environmental Health and Safety**

Chair: Jeremko

Antony, Boyko, Campolo, Chin, Ciani, Crawford, Farmer, Ficalora, Galli, Hart, Hom, Johnson, Kakoulidis, Lopez, Miller, Odell, Peragine, Sikorski, Trustey

### **On Educational and Information Technology**

Chair: Bartolotta

Apollo, Caniano, Hong, Kase, Santangelo, Shirreffs, Wallace, Webster, Welch, Xing, Zuraikat

### **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 (SCREAN)**

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

It shall:

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' 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 Healthy 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: Jessica Santangelo

The Undergraduate Academic Affairs Committee (UAAC) met monthly during the 2022-2023 academic year. We addressed multiple items:

The UAAC developed language regarding the Completion Ratio Probation Standards, modifying the language adopted by the full faculty in May 2022 to strike the phrase “with a B or better.” The suggested language was passed by the Senate Executive Committee, the University Senate, and the Full Faculty.

The UAAC further updated the Completion Ratio Probation Standards by adding language regarding dismissal from the university due to continued completion ratio probation. The suggested language was passed by the Senate Executive Committee, the University Senate, and the Full Faculty.

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. We (1) added language to include an Education Technology and/or ITS staff member as a non-voting member when alleged violations involve Hofstra-supported technology and (2) updated the language in FPS11 to state “academic integrity” rather than “academic dishonesty.” The suggested language was passed by the Senate Executive Committee, the University Senate, and the Full Faculty.

The UAAC updated language regarding Latin Honors to only include coursework completed at Hofstra in the calculation of Latin Honors. The suggested language was passed by the Senate Executive Committee, the University Senate, and the Full Faculty.

The UAAC developed language to add to the bulletin regarding Study Abroad. The suggested language was passed by the Senate Executive Committee, the University Senate, and the Full Faculty.

The UAAC is evaluating the Course Repeat Option, specifically if and how to make the Course Repeat Option automatic for students. Our evaluation will continue in the 2023-2024 academic year.

The UAAC met jointly with Planning and Budget to discuss enrollment and retention at Hofstra and in the INTO program.

## **SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)**

Chairperson: Elfreda Blue

The Academic Review Committee (ARC) enters all decisions in Banner and places “tags” on student records in Navigate/EAB.

ARC meets on Zoom several times throughout the Summer and January intersessions to review all cases. The primary goal of each meeting is to review all dismissal appeals, consider students who are brought to ARC out of concern, and to review the progress of students who were previously reinstated by the ARC. Reinstated students are granted a semester-by-semester continuance allowing the Committee to review and intervene, if necessary. Students who reach a 2.0 cumulative GPA are released from the conditions of ARC.

During summer 2022, ARC met five (5) times and conducted supplemental reviews via email when necessary. ARC reviewed students who were dismissed after the spring 2022 semester, and students who were previously reinstated for the spring 2022 semester and restricted academically: this totaled 55 students (some students' appeals were reviewed more than once). During January 2023, the Committee held three (3) meetings to review approximately 41 students (some students' appeals were reviewed more than once).

As of June 2023, the Committee reviewed the status of 20 students on ARC restrictions. Four (4) students were dismissed. The Committee plans to meet four (4) more times this summer to review appeals from students who were academically dismissed at the close of the spring 2023 semester.

#### **GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)**

Chairperson: Christopher Eliot

The Graduate Academic Affairs Committee took up questions related to academic honesty policy, graduate student support, dissertation and defense policies and practices, the implementation of registration PINs, and improving various, specific practices.

An area of investigation for the committee was the institutional support for graduate students. The committee assessed whether support might be improved in any areas, reaching out to colleagues and the results of a Provost's focus group. One area of emphasis was evaluating Writing Center support, which was found to be robust.

The committee worked with Undergraduate Academic Affairs, the Honor Board, and others to update policies on academic dishonesty in light of technology changes. Some recommendations have implemented in the Graduate Bulletin; others are pending, especially as the committee entertains merging the undergraduate and graduate policies.

Having eliminated last year the blanket requirement for graduate students to use PINs to register, the committee learned that units needed more fine-grained control of the PIN process. So, the committee recommended a revised policy assigning departments student-by-student control over PINs.

The committee also evaluated some other areas, for which policy recommendations are pending, including probation-notification timelines and alternative grading schemes for progress-based graduate programs.

The committee began to evaluate dissertation rules and practices concerning dissertation committee formation and defense-planning. This evaluation is ongoing.

#### **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;

- a faculty request to look into EV charging stations on campus was referred to the Environmental Priorities Committee, a subcommittee of P & B;
- ongoing review of the role of Planning and Budget in the Senate and faculty governance;
- ongoing requests for university financial and budgetary information; committee Chair Wallace and SEC Chair Caniano met with Provost Riordan to discuss further information and reports that P&B should receive in order to carry out its defined function;
- gathered information from other, peer, institutions, on their comparable planning and budget committees;
- met with Vice-President Eads and Executive Director of INTO Frank Gaughan to discuss enrollment and retention, student recruitment and the INTO program. The committee discussed retention again in subsequent meetings and the need for reliable data, and the same data that is accessible to and available for entities and persons that play important roles in retention and graduation;
- met with Senior Vice-President Hennessey and Provost Riordan to review the University budget and finance;
- met with Library subcommittee (November, May);
- discussed and reviewed revisions to Faculty Statute VII and Faculty Statute IX;
- developed framework for support for undergraduates (and graduate students) to present research at conferences
- attempted at least three times to meet with Cynthia Langin, Senior Associate Provost of Institutional Research;
- began data gathering on peer institutions that are R2 about full-time faculty teaching load, faculty structure (tenure-track, clinical, part-time, other), research expectations;

## **LIBRARY COMMITTEE**

Chairperson: Alan Bailin

Over the academic year 2022-2023, the Committee met twice, once in the Fall and once in the Spring. During the first meeting Alan Bailin was elected chair and it was decided that a revised 2022-2023 report on the library would be appropriate to submit to the Provost's external committee on the library. The committee wanted to make sure that the revised report was up-to-date, especially since retirement incentives had further reduced the number of tenured/tenure track librarians working full time. Almost all committee members participated in revising the report. It was submitted to the P&B committee in late October 2022.

The Committee met again after the external report, "Report of the External Review of the Hofstra University Libraries" was released. The Committee members were generally pleased with the report and the fact that a focus was put on the serious underfunding of the library, the understaffing of both library faculty and staff positions, and the lack of a dedicated dean who could represent the interests of the Library. It was unanimously decided that the Committee Chair pursue opportunities for faculty to discuss the report, including discussion in the Senate and Full Faculty meetings.

## **ENVIRONMENTAL PRIORITIES COMMITTEE**

Chairperson: Kristopher Lotier

The EPC is composed of ten 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, the Associate Director of Physical Plant, the Director of Grounds, and two representatives from the Provost's office.

We held five meetings throughout the academic year (two in the fall semester and three in the spring), in which we accomplished the following:

- We met with members of Planning and Budget and various Operations stakeholders to advise on policies and infrastructure related to Electric Vehicle (EV) charging stations on campus.
- Over the course of the fall semester, our committee partnered with a group of students from Dr. Kris Lotier's professional communication course. Those students conducted research on sustainability-related issues, then reported back to our committee. At the end of the semester, two students conducting especially relevant research reported to us on low-cost initiatives related to waste-disposal signage and upcycling initiatives. Throughout the spring semester, we handed-off those students findings—along with some other prospective topics—to another cohort of writing students, this time in Dr. Ethna Lay's technical writing course. Those students then generated signage and other sorts of documentation that may assist in future campus sustainability initiatives.
- 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 Spring 2023 semester, we met with students in an honors sustainability seminar to discuss their Race to 2030 initiative. We also met with representatives for Hofstra's Behavioral Health Management Lab who are working on interventions that might reduce plastic waste on campus.

Overall, we believe we have made important progress throughout this academic year. 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. 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 to address a number of issues including:

- In fall 2022, the FAC committee chair was made aware of an issue that would necessitate adjudication by the Special Committee on Grievances. This committee considers cases that do not fall under the jurisdiction of the Collective Bargaining Agreement between the University

and the AAUP. This committee was constituted. Pursuant to this, at the request of the Special Committee on Grievances, the FAC considered the process to be followed in considering the matter at hand. The FAC voted to adopt a process based extensively on the process outlined in Article 12 of the CBA. (In May 2023, the FAC received a memo from the Special Committee on Grievances that the complaint had been withdrawn and the dispute resolved amicably.)

- The primary work of the FAC committee this year was considering changes to FPS #49 Course and Teacher Ratings, based on recommendations by the Blue Ribbon Committee on CTRs. The Blue Ribbon committee was convened under the joint commission of The Provost's Office and AAUP Executive Council in November 2020 to review the Course and Teacher Rating (CTR) system and Peer Observation of Teaching policies used to evaluate instruction at Hofstra University. Their initial report was released in October 2022. The Blue Ribbon Committee reviewed the current process, developed a competency model of CTR items, and compared this to measures used at other universities and Hofstra's mission statements. The Blue Ribbon Committee also sought to determine how chairs felt about the usefulness of CTRs and peer observations through surveying them; work of the committee was extensive and included surveys and pilot testing, and included a number of substantial recommendations. The FAC reviewed the report and recommendations of the Blue Ribbon Committee and determined to break the work of the committee into component parts. It would consider delivery of CTRs first, and then move to considering other recommendations of the Blue Ribbon Committee. The FAC invited co-chairs of the Blue Ribbon Committee to an FAC meeting in December 2022, and co-hosted (with the AAUP) a faculty forum to solicit faculty questions and concerns regarding the work of the Blue Ribbon Committee. Over the spring semester, the FAC considered the issues of concern with respect to on-line CTR delivery, including low response rate, particularly for on-line courses. Other issues of concern were related to diversity, equity and inclusion. The committee wondered if further guidance would be helpful. By the end of the semester, the FAC proposed recommendations changes to FPS #49 concerning CTR administration.
- Reviewed Special Leave Applications and 6.19 Reduced Teaching Load applications and made recommendations for the 2023-2024 academic year. Members used the rubric that was developed in the previous year.
- Began additional review of FPS #43, Sexual Harassment Policy, to include additional protections for adjunct faculty members, following practice in review of other FPS items.
- FAC began follow up on the process of and implementation of an Adjunct Recognition System, akin to the Faculty of the Year Award available to full-time faculty. (This was reviewed and recommended to the SEC in AY 2021-2022.) A low response rate for the Faculty of the Year award complicates adding an Adjunct Recognition System. The FAC has made a number of recommendations that may increase responses, including limiting student voting only to their professors (so they aren't confronted with a daunting dropdown list); in 2023, students at all levels were able to vote for this award.
- The FAC reviewed additional FPS in the 2022-2023 academic year; while decisions were deferred for some, the FAC determined that others did not need changes.

Patricia Welch, HCLAS senator, was re-elected as Chair of the FAC for the 2023-2024 academic year.

## **SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)**

Chairperson: Sabrina Sobel

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

- Adjunct Faculty
  - Carolyn McCummings from the School of Health Professions and Human Services was elected for a three-year term.
- Frank G. Zarb School of Business
  - Li Huang was re-elected for a three-year term
- School of Health Professions and Human Services
  - Holly Seirup was elected for a three-year term.
- School of Natural Sciences and Mathematics
  - Michael Dores was elected for a three-year term
- Peter S. Kalikow School of Government, Public Policy and International Affairs
  - Christopher Eliot was re-elected for a three-year term
- Fred DeMatteis School of Engineering and Applied Science
  - Brian Galli was elected for a three-year term

Elections to be held in the fall:

- School of Humanities, Fine and Performing Arts – one three-year term
- Adjunct faculty – one three-year term

SCREAN has been working closely with committee member Li Huang on revising the Senate website.

A proposal was passed by the full faculty to revise Faculty Statute VII and Faculty Statute IX (See Appendices M & N) which will affect the committee significantly, including changing its name to the “Communications, Outreach and Elections Committee (COEC)” but this item has not been approved by the President yet.

SCREAN will continue to monitor committee membership and solicit interest throughout the 2023/2024 academic year.

## **SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)**

Chairperson: Jayne Ellinger

The Special Committee on Athletic Policy (APC) met on November 21, 2022, and February 13, 2023. On November 21, 2022, Rick Cole Jr., Vice President and Director of Athletics, Updated the committee on proposed NCAA Bylaws that impact the recruitment and retention of student-athletes. A review of student-athlete academic performance specific to academic and athletic honors and awards was also presented. Rick Cole discussed changes to the University Drug Testing Policy for Student-Athletes that reflect changes in NCAA drug testing policies. Jessica Smith, as a representative from the

Student Athlete Advisory Committee (SAAC), provided an overview of SACC accomplishments in the 2021-22 academic year, as well as new initiatives for 2022-23. The APC reviewed the current Bylaws of the Hofstra University Senate, Section VII: Special Committees of the Senate, The Special Committee on Athletic Policy, and discussed the need to update the Bylaws to better reflect the current position titles for members with primary responsibility within the Department of Athletics, Admissions and other student support service departments.

In the APC meeting conducted on February 13, 2023, Rick Cole Jr. provided an update on adopted NCAA legislation. Additionally, he discussed the roles and responsibilities of Dr. Rebecca Bertuccio, the new Associate AD for Student-Athlete Mental Health Services. A review of student-athlete academic performance, in terms of 2021-22 Academic Progress Rate (APR), was presented and the committee was informed of the Dept. of Athletics' plan to hire additional academic support service personnel. Jayne Ellinger, APC Chairperson, presented the committee with proposed amendments to the Bylaws of the HU Senate, Section VII: The Special Committee on Athletic Policy. The proposed amendments were discussed and revised. The APC committee voted unanimously to move the proposal to revise the Senate Bylaws forward to the Senate for review in the fall 2023 term.

### **SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR**

Chairperson: Evan Koegl

The Academic Calendar Committee met throughout the 2022-2023 academic year. During this period, we amended the Summer 2023 calendar to account for the introduction of the Juneteenth holiday after the calendar's initial approval. We also put forth calendars for the 2024-2025 and 2025-2026 Academic years which were subsequently approved through the shared governance process. The committee has started developing formal guidelines around the observance of Labor Day and the start of the Fall semester to create more consistency in our calendar practices. We will continue to develop these policies as we meet in the 2023-2024 academic year which will inform the creation of the 2026-2027 academic calendar.

### **SPECIAL COMMITTEE ON ENVIRONMENTAL HEALTH AND SAFETY**

Chairperson: Javier A. Izquierdo (Fall 2022) and Kara Jaremko (Spring 2023)

The Special Committee on Environmental Safety held four formal meetings during the 2022-2023 academic year. Dr. Javier Izquierdo (Biology) continued to serve as Chair for the remainder of 2022, and Dr. Kara Jaremko (Chemistry) started as Chair in January 2023.

**Safety Incidents.** There was one chemical receiving incident in November 2022, where UPS delivered damaged bottles of concentrated hydrochloric acid to the Chemistry Department office, leading to the evacuation of Berliner Hall. There were no injuries, and department specific Chemical Receiving Procedures were subsequently updated by EHSO Wendy Hom. 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

**Recruitment of 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 the need for a full-time EHSO. In Fall 2022, the university worked to recruit a combined full-time

EHSO/Sustainability officer. In Spring 2023, this was split into two full-time positions instead, and a search committee for an EHSO was established. The recruitment for a full-time EHSO is ongoing.

**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. Dr. Hom has updated the HazCom Safety Training provided by the university currently on Blackboard, which will be moved to Canvas in Summer 2023. 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 need for standardized EHS training of adjuncts instructors. This will be a first priority for the incoming EHSO.

**Working Groups.** The committee has discussed and established four areas of priority for EHS at Hofstra: (1) Teaching lab and studio safety, (2) Machine shop safety, (3) Research safety, and (4) Training Compliance. Working groups have been established to focus on these four areas, and these will remain a focus in the 2023-2024 academic year.

## **SPECIAL COMMITTEE ON EDUCATION 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. **Gathering data, analyzing results, and generating a report on the Learning Management System (LMS) pilot study.** This has been the bulk of the committee's work this year. Last academic year, we tested two different systems, Blackboard Ultra and Canvas, in anticipation that support on Blackboard LEARN will end soon.

The committee gathered data from the results of surveys and several focus groups and ultimately recommended that Hofstra adopt Canvas to be implemented in Fall 2023.

In Spring 2023, the committee worked with Mitch Kase to strategize how to roll out training for faculty on the new LMS.

2. **Chat GPT/AI Initiatives.** The committee has positioned itself as a center for policy discussions regarding emerging Artificial Intelligence/Large Language Models that were released in the past year. A member of the committee serves on other Provost-level ad hoc groups and represent the committee there.
3. **Exploring possible new software tools.** We have discussed looking more closely at a campus-wide license for a classroom response tool such as Poll Everywhere.
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 academic computing equipment, intellectual property, cybersecurity, privacy, accessibility, and infrastructure. We will make recommendations for the Faculty Policy Series if necessary.

**V**

**ACTIVITIES OF THE SENATE**

**2022 – 2023**

## **MATTERS PENDING FROM THE 2021-2022 SENATE:**

February 14, 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 A)

## **2022– 2023 SENATE ACTIVITIES:**

### **1. CHANGES TO THE HOFSTRA BULLETIN**

September 12, 2022 (Senate Agenda)

The Senate approved the revisions to the 2023-2024 Academic Calendar. This item was approved by the Full Faculty (October 17, 2022) by Legal Counsel (October 25, 2022), recommended by the Provost (October 27, 2022) and approved by the President (November 2, 2022). (Appendix B)

October 10, 2022 (Senate Agenda)

The Senate approved the revisions to the Alternate Registration Policy. This item was approved by the Full Faculty (October 17, 2022) by Legal Counsel (October 26, 2022), recommended by the Provost (October 28, 2022) and approved by the President (November 2, 2022). (Appendix C)

November 7, 2022 (Senate Agenda)

The Senate approved the revisions to the Completion Ratio Verbiage. This item was approved by the Full Faculty (December 5, 2022) by Legal Counsel (December 12, 2022), recommended by the Provost (December 14, 2022) and approved by the President (December 20, 2022). (Appendix D)

November 28, 2022 (Senate Agenda)

The Senate approved the revisions to Latin Honors Designations for Transfer Students. This item was approved by the Full Faculty (December 5, 2022) by Legal Counsel (December 12, 2022), recommended by the Provost (December 14, 2022) and approved by the President (December 20, 2022). (Appendix E)

February 13, 2023 (Senate Agenda)

The Senate approved the revisions to the Summer 2023 Schedule. This item was approved by the Full Faculty (February 27, 2023) by Legal Counsel (May 1, 2023), recommended by the Provost (May 11, 2023) and approved by the President (May 15, 2023). (Appendix F)

March 13, 2023 (Senate Agenda)

The Senate approved the revisions to the Study Abroad Program. This item was approved by the Full Faculty (May 1, 2023) by Legal Counsel (May 13, 2023), recommended by the Provost (May 18, 2023) and approved by the President (May 19, 2023). (Appendix G)

March 13, 2023 (Senate Agenda)

The Senate approved the revisions to the Completion Ratio. This item was approved by the Full Faculty (May 1, 2023) by Legal Counsel (May 13, 2023), recommended by the Provost (May 18, 2023) and approved by the President (May 19, 2023). (Appendix H)

#### April 24, 2023 (Senate Agenda)

The Senate approved the 2024-2025 Academic Calendar. This item was approved by the Full Faculty (May 1, 2023) by Legal Counsel (May 13, 2023), recommended by the Provost (May 18, 2023) and approved by the President (May 19, 2023). (Appendix I)

#### April 24, 2023 (Senate Agenda)

The Senate approved the 2025-2026 Academic Calendar. This item was approved by the Full Faculty (May 1, 2023) by Legal Counsel (May 13, 2023), recommended by the Provost (May 18, 2023) and approved by the President (May 19, 2023). (Appendix J)

#### April 24, 2023 (Senate Agenda)

The Senate approved revisions to the Alternate Pin Policy. This item was approved by the Full Faculty (May 1, 2023), but has yet to be approved by Legal Counsel, the Provost or the President. (Appendix K)

## **2. CHANGES TO THE FACULTY POLICY SERIES AND FACULTY STATUTES**

#### November 28, 2022 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University and Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University. This item was approved by the Full Faculty (December 5, 2022) by Legal Counsel (December 12, 2022), recommended by the Provost (December 14, 2022) and approved by the President (December 20, 2022). (Appendix L)

#### April 24, 2023 (Senate Agenda)

The Senate approved revisions to Faculty Statute VII – The University Senate. This item was approved by the Full Faculty (May 1, 2023), but has yet to be approved by Legal Counsel, the Provost or the President (Appendix M)

#### April 24, 2023 (Senate Agenda)

The Senate approved revisions to Faculty Statute IX – Faculty Meetings. This item was approved by the Full Faculty (May 1, 2023), but has yet to be approved by Legal Counsel, the Provost or the President (Appendix N)

#### April 24, 2023 (Senate Agenda)

The Senate approved revisions to Faculty Policy Series #49 - Course and Teacher Ratings (CTRs). This item was approved by the Full Faculty (May 1, 2023), recommended by the Provost (June 23, 2023) and approved by the President (June 29, 2023). (Appendix O)

## **3. OTHER ACTIONS**

#### December 5, 2022 (Full Faculty Agenda)

The Full Faculty approved a resolution on Black and Latinx Hires. This item was approved by Legal Counsel (January 30, 2023), recommended by the Provost (January 30, 2023) and approved by the President (January 30, 2023). (Appendix P)

**VI**

**APPENDICES**

## 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 Procedure<sup>1</sup>

##### 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.<sup>2</sup> 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.

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<sup>1</sup> 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.

<sup>2</sup> 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.

- 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/heir 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

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 unitunion~~ members), attached at Appendix A and (b) the Faculty Procedures where the responding party is a full-time faculty ~~bargaining unitunion~~ 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,<sup>3</sup> 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.

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<sup>3</sup> 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

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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## 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<sup>their</sup> 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.<sup>4</sup> 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<sup>their</sup> 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.

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<sup>4</sup> 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

## **APPENDIX A**

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.

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Rev 9-23-2014

**APPENDIX B**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
					SEPT-1	2	
1	3	4 Labor Day	5 Semester Begin	6	7	8	9/4 - Labor Day = No classes 9/5 - Fall classes begin 9/6 = Convocation (Common Hour)
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	OCT-1	2	3	4	5	6	7
6	8	Columbus Day	9	10	11 No Classes	12 No Classes	13 14 10/9-10/10 Mid-semester break
7	15	16	17	18	19	20 Part of Term A Ends	21 10/20- Part of Term A Ends
8	22 Spring & January Registration Begins	23 Part of Term B Begins	24 MSA Due date	25	26	27	28 10/22 - Spring 23 Senior/GR registration opens 10/23 - Part of Term B Begins 10/24 - Mid Semester Advisory Due 10/25 - Junior Registration Opens
9	29	30	31 NOV-1	2		3	4 10/29 - Sophomore Registration Opens 11/01 - Freshman Registration Opens
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19 Conversion Day M to F	20 Conversion Day T to R	21 No Classes	22 No Classes	23 Thanksgiving	24 No Classes	25 No Classes 11/20 - Monday to Friday Conversion Day 11/21 - Tuesday to Thursday Conversion Day 11/22-26 = Thanksgiving break
13	26	27	28	29	30	DEC-1	2
14	3	4	5	6	7	8	9
15	10	11	12 Snow/Study Day	13 Snow/Study Day	14 FINALS	15 FINALS	16 FINALS 12/13 & 14 - Snow/Study Days 12/14-20 = Finals Week
16	17 FINALS	18 FINALS	19 FINALS	20 Semester Ends	21 Commencement	22	23 12/21 - Commencement
	24	25 Christmas	26	27	28	29	30

## # of Fall 2023 Meetings:

## UNDERGRADUATE

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	13	13	13	13	13

Meeting Pattern	# of Meetings	Min. In Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	39	55	120	2265	2250	15
TuTh	26	85	120	2330	2250	80
MW	26	85	120	2330	2250	80
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

## GRADUATE (Includes Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday
	14	14	14	14	14	14

## NYS COMPLIANCE INFORMATION:

Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX B

2024 January

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

**NYS COMPLIANCE INFORMATION:**

Undergrad 3.0 credit course = 2,250 minutes required

2-week Courses: Must meet minimum of 10 meetings for 3 hours & 45 minutes, Monday through Friday

3-week Courses: Must meet minimum of 12 meetings for 3 hours & 45 minutes, Monday through Thursday

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

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

## # of Spring 2024 Meetings:

UNDERGRADUATE (Does not include Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	13	14	13	13	14
Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

GRADUATE (Includes Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	14	14	15	15	15

## NYS COMPLIANCE INFORMATION:

Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,WF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX B

Summer 2024

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

#### # of Summer Session I 2024 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	5	4	4	4	4
5 week	4	6	5	5	5	5

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250
4 Week UG	MTW	12	190	2280	2250
4 Week GR	MTW	12	130	1560	1500

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250
5 Week GR	2 days per week	10	150	1500	0

#### # of Summer Session II 2024 Meetings:

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

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250
4 Week UG	MTW	12	190	2280	2250
4 Week GR	MTW	12	130	1560	1500

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250
5 Week GR	2 days per week	10	150	1500	0

#### # of Summer Session III 2024 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	0
3 Week UG	MTWR	12	190	2280	2250
3 Week GR	MTWR	12	130	1560	1500

#### COMPLIANCE INFORMATION:

##### SS I & II - 4-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 16 meeting @ 145 mintues each (2320 mintues)  
 3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)  
 3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)

##### SS I & II - 5-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meeting @ 130 mintues each (2600 mintues)  
 3.0 GR classes = 2 days a week, Require a minimum of 10 meeting @ 150 mintues each (1500 mintues)

##### SS III - 3-week session:

3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meeting @ 150 mintues each (2250 mintues)  
 3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)  
 3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

## **APPENDIX C**

The Graduate Academic Affairs Committee recommends that:

- the blanket requirement for Alternate Registration PINs be removed;
- departments be able to opt in to using PINs through an “yes or no” process and set the default to the previous year’s choice;
- to the extent possible, a department's PIN requirement be codified in each school's Bulletin pages, like “The following departments require advising every term: ....”

### **Revisions to the Completion Ratio Verbiage:**

#### University Probation Standards for Low Completion Ratio

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the **current** term **with a grade of B or better.** (*Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.*)

#### **The final language reads:**

#### University Probation Standards for Low Completion Ratio

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the current term. (*Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.*)

**Revisions to Latin Honors Designations for Transfer Students****Baccalaureate Degrees With Distinction**

Degrees of distinction is conferred upon candidates for the Bachelor of Arts, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Science, and Bachelor of Science in Education who have completed at least ~~82-60~~ hours in-residence at Hofstra. ~~Candidates with fewer than 82 hours but at least 60 hours in residence at Hofstra who are qualified in terms of their record at the University and in terms of their cumulative record, which shall include work completed at other institutions and at Hofstra, may be graduated with distinction. Only coursework completed at Hofstra is considered when conferring Latin Honors.~~

These earned distinctions are recognized at the Honors Convocation held during the spring commencement exercises.

Averages for the levels of distinction are:

- summa cum laude: 3.85
- magna cum laude: 3.75
- cum laude: 3.60

**CLEAN COPY:****Baccalaureate Degrees With Distinction**

Degrees of distinction is conferred upon candidates for the Bachelor of Arts, Bachelor of Engineering, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Science, and Bachelor of Science in Education who have completed at least 60 hours in-residence at Hofstra. Only coursework completed at Hofstra is considered when conferring Latin Honors.

These earned distinctions are recognized at the Honors Convocation held during the spring commencement exercises.

Averages for the levels of distinction are:

- summa cum laude: 3.85
- magna cum laude: 3.75
- cum laude: 3.60

# Summer 2023

# APPENDIX F

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

#### # of Summer Session I 2023 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	2	4	5	5	4	4
5 week	3	5	6	5	5	5

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250 70
4 Week UG	MTW	11	190	2090	2250 -160
4 Week GR	MTW	11	130	1430	1500 -70

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	19	130	2470	2250 220
5 Week GR	2 days per week	10	150	1500	0
5 Week GR (ZARB)	2 days per week	10	210	2100	0

#### # of Summer Session II 2023 Meetings:

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

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250 70
4 Week UG	MTW	12	190	2280	2250 30
4 Week GR	MTW	12	130	1560	1500 60

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250 350
5 Week GR	2 days per week	10	150	1500	0

#### # of Summer Session III 2023 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	2250 0
3 Week UG	MTWR	12	190	2280	2250 30
3 Week GR	MTWR	12	130	1560	1500 60

#### COMPLIANCE INFORMATION:

SS I & II - 4-week session:

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

Proposed bulletin language to codify current study abroad practices

### **Study Abroad**

Hofstra University encourages students to be active citizens and contribute to their local, national and global communities. Our study abroad policies are designed to support international learning along with learning in-residence at Hofstra University.

#### **Program Sessions & Eligibility**

##### *Summer and January Sessions*

- Hofstra sponsors several three-week programs during the January Session, and many summer programs. Students may participate in any number of summer and/or January study abroad programs after matriculation into Hofstra University.
- First-year students with 12 or more earned credits may enroll in a January session study abroad experience if they meet the program eligibility.

##### *Fall and Spring Semesters:*

- Students must have completed at least two (2) semesters of coursework on-campus prior to enrolling in a semester or academic year program abroad.
- Transfer students with 30 or more approved transfer credits may enroll in study abroad after one (1) full-time semester at Hofstra University.
- Students may study abroad for a maximum of three (3) Fall or Spring semesters over the course of their undergraduate degree program.
- Students are permitted to enroll in two (2) consecutive semesters abroad with permission from their dean's office. They must return to in-person/on-campus courses after the second semester abroad has concluded. An exception can be made for a third consecutive semester abroad, if one or more of the semesters abroad is a full-time study abroad experience sponsored by Hofstra University and led by Hofstra faculty.

#### **Grade Point Average Requirement**

All Hofstra students must have a minimum cumulative GPA of a 2.0 or higher to participate in any study abroad experience. Some programs may require a GPA minimum exceeding a 2.5 or 3.0. All program specific requirements should be carefully reviewed by students and their dean in the Center for University Advising, as well as their faculty advisor in their declared major department.

#### **Residency Requirements**

The university's Residency Requirement provides that a student's last 30 credits must be earned in-residence (i.e., on-campus) at Hofstra University, typically a student's senior year. Please note, a study abroad experience with a Hofstra faculty member is considered "in-residence." A student may seek a waiver to this rule from their dean's office.

**Residency Requirement Waiver Process:** Prior to seeking a waiver, students must receive advisement on – and provide confirmation that – all degree requirements will be fulfilled, and that

## APPENDIX G

participation in a study abroad program will not delay degree completion. Students must be aware that when studying abroad in their final semester they may not be back in time to walk in the spring commencement ceremony.

### **Study Abroad Credit Hours**

A student is permitted a maximum of eighteen (18) credit hours for either Fall or Spring semester study abroad. If a student wishes to take more than the permitted credits, he/she must obtain a waiver from their dean's office.

A student is permitted a maximum of seven (7) credit hours for Summer Sessions 1 and 2 (5-week span) and a maximum of 4 credit hours for January or Summer Session 3 (3-week span). If a student wishes to take more than the permitted credits, they must obtain a waiver from their dean's office.

### **Non-Hofstra Study Abroad Programs**

Hofstra University supports semester and yearlong programs offered by established programs. If going abroad with a non-Hofstra study abroad provider or another college or university, a student must complete and submit to the Office of Study Abroad the *Application for Permission to Study Abroad at Another Institution/Course Equivalency Form*. This form must list the proposed courses the student plans to take abroad and have the signatures/approvals from Hofstra department chairperson(s) and the academic dean of their school. **In addition to proposed courses, a student is encouraged to obtain pre-approval for at least two or three alternate courses.**

A study abroad application including the *Application for Permission to Study Abroad at Another Institution/Course Equivalency Form* must be submitted to the Study Abroad Office via <https://hofstra-sa.terradotta.com/>:

- For **Summer and Fall** study abroad – the first Monday in April
- For **January and Spring** study abroad – the first Monday in November

A student who takes a course abroad that has not been pre-approved must do so immediately upon completion of the semester abroad. Course(s) that are not approved prior to the program start date may not be accepted for transfer credit by Hofstra University. Financial aid may not be applicable.

- Good academic standing (a minimum of 2.0 cumulative GPA) and good judicial standing at Hofstra are required for approval of transfer of credit. Courses **must** be completed with a grade of C- or better in order for Hofstra transfer credit to be awarded. Credit will be awarded with a grade of P. Courses completed with a grade lower than a C- will not receive credit.
- A maximum of two (2) courses may be applied toward distribution requirements, spread across different distribution categories. Note: For Hofstra Study Abroad programs, there is no limit to the number of courses that may be applied toward distribution requirements. When an HU course equivalent carries distribution credit the chair of the respective academic department will indicate such on the Course Equivalency/Permission to Study Abroad Form.

## APPENDIX G

### **Study Abroad Extensions**

Students wanting to extend their non-Hofstra study abroad program from one to two consecutive semesters while they are overseas, must receive approval from their dean's office. The student must complete a second *Application for Permission to Study Abroad at Another Institution/Course Equivalency Form* with all approvals and submit it to the Study Abroad Office eight weeks prior to the second semester abroad.

### **Study Abroad Transcripts**

Upon completion of the study abroad program, a student must ensure that the official transcript is sent to the Study Abroad/Provost's Office directly from the school abroad. Transcripts can be emailed to [studyabroad@hofstra.edu](mailto:studyabroad@hofstra.edu) or mailed to 200 West Library Wing, Hofstra University, Hempstead, NY 11549. The university providing a transcript at the end of the program must be either an accredited institution in the United States or an institution recognized by the Ministry of Education (or its equivalent) in its home country.

If a student applies for admission to graduate studies after the study abroad experience, they are responsible for requesting that an official transcript from the foreign school or study abroad provider be sent to the graduate school. **Neither the Study Abroad Office nor Academic Records at Hofstra University is responsible for obtaining a student's transcript from a study abroad experience.**

Suggested changes to University Probation Standards for Completion Ratio  
(Red underline is added, ~~strikethrough~~ is removed)

### **University Probation Standards and Completion Ratio Requirement**

#### **Academic Probation Standards**

In the interest of our students, the University uses two standards to identify students who, without improvement in their academic performance, may not be able to earn a degree within a reasonable amount of time.

**Low GPA:** To earn a degree, students are required to obtain at least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department – see specific major for details). University Probation Standards for Low Grade Point Average are designed to prevent students from accumulating so many credits at a low GPA that they cannot reasonably obtain the 2.0 GPA requirement.

**Low Completion Ratio:** Progress toward earning a degree is also an important factor. Not satisfactorily completing courses will prolong a student's time at the University and may indicate a student cannot earn a degree in a reasonable amount of time. University Probation Standards for Low Completion Ratio are designed to monitor student progress toward a degree.

Students will be placed on academic probation for low GPA, low completion ratio, or both. Please note that the Office of Financial Aid is federally required to review Satisfactory Academic Progress; being on academic probation may have a negative effect on financial aid eligibility.

#### **University Probation Standards for Low GPA**

Students will be placed on academic probation at the end of any fall or spring semester in which their *cumulative* grade point average is less than 2.0, but above the University's minimum retention standards (see **Dismissal**). Students will be placed on academic probation at the end of a second consecutive semester with a *term* GPA below a 2.0.

Students placed on academic probation will receive a letter from the Office of Academic Records informing them of their probationary status and warning that they must raise their grade point average to 2.0. The letter will explain the consequences of failing to raise the grade point average to 2.0 or above.

Students placed on academic probation will be required to meet with an Advisement Dean in the Office for University Advising as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the average they must achieve to raise their grade point average to at least 2.0. Students will also be reminded that if their grade point average drops further, they are in danger of being dismissed from the University.

## APPENDIX H

Students must meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.

A full-time student on academic probation may carry no more than 13 semester hours. A part-time student on academic probation may carry no more than 7 semester hours.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation as long as their cumulative grade point average remains below 2.0 and is above the University's minimum retention standards (see **Dismissal**). Students who have a 2.0 or higher *cumulative* grade point average, but have been placed on academic probation due to repeated low *term* GPA performance will remain on academic probation until they have earned a *term* GPA of at least 2.0.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

### **University Probation Standards for Low Completion Ratio**

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed.

Students who do not meet the standards below in any single *term* will receive a warning from Academic Records. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation if they do not satisfactorily complete all attempted coursework in the current term. (*Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.*)

- 0-29 attempted hours: must satisfactorily complete at least 60% of attempted credits
- 30-59 attempted hours: must satisfactorily complete at least 70% of attempted credits

## APPENDIX H

- 60 or more attempted hours: must satisfactorily complete at least 80% of attempted credits

A student's completion ratio is calculated by dividing the satisfactorily completed number of credits by the total attempted number of credits, where:

- Satisfactorily completed credits are made up of
  - Transfer credits
  - Credits completed with a passing grade of D or better
  - Credits completed with a passing grade of P
- Attempted credits are made up of
  - Satisfactorily completed credits, as defined above
  - Failures, withdrawals, unofficial withdrawals, and Incompletes (F, W, UW and I)
- Repeated courses are included in both attempted and earned hour calculations.

Students placed on probation for low completion ratios will receive a letter from the Office of Academic Records informing them of their academic probationary status and warning that they must complete an appropriate number of semester hours. The letter will also explain the consequences.

Students placed on academic probation will be required to meet with an adviser in the Advising Office as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the percentage of attempted semester hours that must be completed to raise their completion ratios to minimum standards. Students will also be reminded that failure to complete the appropriate number of attempted semester hours, may result in dismissal from the University.

Students must meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.

## APPENDIX H

A full-time student on academic probation may carry no more than 13 semesters. A part-time student on academic probation may carry no more than 7 semester hours.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation for low completion ratios as long as their completion ratios remain below the standards specified above. They will continue to be subject to all the requirements of students on academic probation and failure to improve may result in dismissal from the University.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

### Dismissal

#### For Low GPA

Students will be dismissed from ~~dropped from the roles of~~ the University after two semesters of attendance if they have:

- Attempted less than 25 hours and have a cumulative grade point average below 1.3;
- Attempted 25-30 hours and have a cumulative grade point average below 1.5;
- Attempted 31-57 hours and have a cumulative grade point average below 1.7;
- Attempted 58-93 hours and have a cumulative grade point average below 1.9;
- Attempted 94 or more hours and have a cumulative grade point average below 1.95.

Note that "attempted hours" include course work taken at all institutions of higher education, but that the cumulative grade point average is based on course work taken only at Hofstra University.

Students will be dropped because of poor scholarship only in May except in special cases (such as the recommendation of the Center for University Advising, Office of Academic Records, or other responsible advisers). However, students may be dropped at any time, whether currently on probation or not, when they show insufficient probability of meeting graduation requirements. All special cases will be acted upon by the Academic Review Committee.

Students who have been dropped may appeal to the Academic Review Committee only through the Center for University Advising. A deadline (typically in the beginning of

## **APPENDIX H**

August) to appeal will be communicated to all students who are dropped. After the student speaks with a representative of the Advising Office, the Committee will review the appeal. The Committee will consider a report of the interview, the student's total academic record, and a letter stating reasons the student believes the appeal merits consideration.

*For Low Completion Ratio*

Students remaining on Completion Ratio Probation for the most recent three consecutive terms of attendance (excluding January and Summer) will be dismissed from the University.

**APPENDIX I**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
SEPT-1	2 Labor Day	3 Semester Begin	4	5	6	7	9/2 - Labor Day = No classes 9/3 - Fall classes begin 9/4 = Convocation (Common Hour)
1	8	9	10	11	12	13	14
2	15	16	17	18	19	20	21
3	22	23	24	25	26	27	28
4	29	30 OCT-1		2	3	4	5
5	6 No Classes	7 No Classes	8	9	10	11	12 10/7-10/8 Mid-semester break
6	13 Columbus Day	14	15	16	17	18	19
7	20 Spring & January Registration Begins	21	22 MSA Due date	23	24	25 Part of Term A Ends	26 10/20 - Spring 23 Senior/GR registration opens 10/22 - Mid Semester Advisory Due 10/23 - Junior Registration Opens 10/25 - Part of Term A Ends
8	27 Part of Term B Begins	28	29	30	31	NOV-1	2 10/27 - Sophomore Registration Opens 10/28 - Part of Term B Begins 10/30 - Freshman Registration Opens
9	3	4	5	6	7	8	9
#	10	11	12	13	14	15	16
#	17	18	19	20	21	22	23
#	24	25	26	27 No Classes	28 No Classes Thanksgiving	29 No Classes	30 No Classes 11/27-30 = Thanksgiving break
DEC-1		2	3	4	5	6	7
#	8	9	10	11	12 Snow/Study Day	13 Snow/Study Day	14 FINALS 12/12 & 13 - Snow/Study Days 12/14-20 = Finals Week
#	15 FINALS	16 FINALS	17 FINALS	18 FINALS	19 FINALS	20 FINALS Semester Ends	21 Commencement 12/21 = Commencement
#	22	23	24	25	26	27	28
	29	30	31 JAN-1		2	3	4

**# of Fall 2024 Meetings:****UNDERGRADUATE**

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	14	14	13	13	13

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	27	85	120	2415	2250	165
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

**GRADUATE (Includes Finals Week)**

Days	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday
	14	15	15	15	15	14

**NYS COMPLIANCE INFORMATION:**Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX I

2025 January

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

**NYS COMPLIANCE INFORMATION:**

**Undergrad 3.0 credit course = 2,250 minutes required**

**2-week Courses:** Must meet minimum of 10 meetings for 3 hours & 45 minutes, Monday through Friday

**3-week Courses:** Must meet minimum of 12 meetings for 3 hours & 45 minutes, Monday through Thursday

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX I

2025 Spring

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

**# of Spring 2025 Meetings:**

**UNDERGRADUATE (Does not Include Finals Week)**

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	13	14	13	13	14

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

**GRADUATE (Includes Finals Week)**

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	14	15	15	15	15

**NYS COMPLIANCE INFORMATION:**

Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX I

Summer 2025

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

#### # of Summer Session I 2025 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	5	4	4	4	4
5 week	4	6	5	4	5	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	19	130	2470	2250	220
5 Week GR	2 days per week	10	150	1500	1500	0

#### # of Summer Session II 2025 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	4	4	4	4	3	4
5 week	5	5	5	5	4	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0

#### # of Summer Session III 2025 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	2250	0
3 Week UG	MTWR	12	190	2280	2250	30
3 Week GR	MTWR	12	130	1560	1500	60

#### COMPLIANCE INFORMATION:

##### SS I & II - 4-week session:

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

# APPENDIX I

Summer 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)							
3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)							
<b>SS I &amp; II - 5-week session:</b>							
3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meeting @ 130 mintues each (2600 mintues)							
3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)							
3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)							
<b>The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.</b>							
<b>SS III - 3-week session:</b>							
3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meeting @ 150 mintues each (2250 mintues)							
3.0 UG classes = Mondays-Fridays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)							
3.0 GR classes = Mondays-Fridays, Require a minimum of 12 meeting @ 150 mintues each (1500 mintues)							

**APPENDIX J**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
AUG-31	SEP-1 Labor Day	2 Semester Begin	3	4	5	6	9/1 - Labor Day = No classes 9/2 - Fall classes begin 9/3 = Convocation (Common Hour)
1	7	8	9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27
4	28	29	30 OCT-1		2	3	4
5	5	6 <b>No Classes</b>	7 <b>No Classes</b>	8	9	10	11 10/6-10/7 Mid-semester break
6	12	Columbus Day	13	14	15	16	17
7	19 Spring & January Registration Begins	20	21 MSA Due date	22	23	24 Part of Term A Ends	25 10/19 - Spring 23 Senior/GR registration opens 10/21 - Mid Semester Advisory Due 10/22 - Junior Registration Opens 10/24 - Part of Term A Ends
8	26	Part of Term B Begins	27	28	29	30	31 NOV-1 10/26 - Sophomore Registration Opens 10/27 - Part of Term B Begins 10/29 - Freshman Registration Opens
9	2	3	4	5	6	7	8
#	9	10	11	12	13	14	15
#	16	17	18	19	20	21	22
#	23	24	25	26 <b>No Classes</b>	27 <b>No Classes</b> Thanksgiving	28 <b>No Classes</b>	29 <b>No Classes</b> 11/26-29 = Thanksgiving break
#	30 DEC-1		2	3	4	5	6
#	7	8	9	10	11 Snow/Study Day	12 Snow/Study Day	13 FINALS 12/11 & 12 - Snow/Study Days 12/13-19 = Finals Week
#	14 FINALS	15 FINALS	16 FINALS	17 FINALS	18 FINALS	19 FINALS Semester Ends	20 Commencement 12/20 = Commencement
#	21	22	23	24	25	26	27
#	28	29	30	31	JAN-1	2	3

**# of Fall 2025 Meetings:****UNDERGRADUATE**

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	14	14	13	13	13

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	27	85	120	2415	2250	165
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

**GRADUATE (Includes Finals Week)**

Days	Monday	Tuesday	Wednesday	Thursday	Friday*	Saturday
	14	15	15	15	15	14

**NYS COMPLIANCE INFORMATION:**Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX J

2026 January

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

**NYS COMPLIANCE INFORMATION:**

**Undergrad 3.0 credit course = 2,250 minutes required**

**2-week Courses:** Must meet minimum of 10 meetings for 3 hours & 45 minutes, Monday through Friday

**3-week Courses:** Must meet minimum of 12 meetings for 3 hours & 45 minutes, Monday through Thursday

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX J

2026 Spring

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

### # of Spring 2026 Meetings:

#### UNDERGRADUATE (Does not Include Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	13	13	14	13	13	14

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

#### GRADUATE (Includes Finals Week)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	14	14	15	15	15	15

### NYS COMPLIANCE INFORMATION:

Undergrad 3.0 credit course = 2,250 minutes required

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute final

Saturday UG @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/T/W/R require a minimum of 13 meetings + 120 minute final

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

# APPENDIX J

Summer 2026

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

#### # of Summer Session I 2026 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	5	4	4	4	4
5 week	4	6	5	5	4	5
	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60
	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0

#### # of Summer Session II 2026 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	4	4	4	4	3	3
5 week	5	5	5	5	4	5
	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60
	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0

#### # of Summer Session III 2026 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2
	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	2250	0
3 Week UG	MTWR	12	190	2280	2250	30
3 Week GR	MTWR	12	130	1560	1500	60

#### COMPLIANCE INFORMATION:

##### SS I & II - 4-week session:

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

## APPENDIX J

Summer 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)							
3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)							
<b>SS I &amp; II - 5-week session:</b>							
3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meeting @ 130 mintues each (2600 mintues)							
3.0 GR classes = 2 days a week, Require a minimum of 10 meeting @ 150 mintues each (1500 mintues)							
<b>SS III - 3-week session:</b>							
3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meeting @ 150 mintues each (2250 mintues)							
3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 190 mintues each (2280 mintues)							
3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 130 mintues each (1560 mintues)							

The calendar is developed to ensure standard course meeting patterns meet required course meeting minute minimums and have as consistent patterns as possible. Due to the structure and timing of weekdays and holidays this may result in additional course meetings for other standard course meeting patterns over the required minimum course meeting minutes.

## Alternate Registration PIN Policy

Graduate Academic Affairs Committee (March 2023)

### Proposal

#### Existing policy on Alternate Registration PINs for graduate students

The Graduate Academic Affairs Committee recommends that:

- the blanket requirement for Alternate Registration PINs be removed;
- departments be able to opt in to using PINs through an “yes or no” process; and set the default to the previous year’s choice
- to the extent possible, a department’s PIN requirement be codified in each school’s *Bulletin* pages, like “The following departments require advising every term: ....”

#### Proposed policy (*changes in bold*)

Alternate Registration PINs for graduate students shall be managed as follows:

- **Programs** shall be able to opt in to using PINs through an “yes or no” process and to set the default to the previous year’s choice.
- To the extent possible, a program’s PIN requirement shall be codified in each program’s *Bulletin* pages, like “**This program requires advising every term,**” or similar.
- **Programs requiring PINs will be able to exempt students from that requirement on a student-by-student basis, being assigned the capacity and responsibility for doing so themselves.**

### Discussion

The previous policy recommended by the Graduate Academic Affairs Committee in November 2022 was approved by the President and adopted by the Registrar. After implementation, two issues have arisen, affecting multiple schools.

This update makes two necessary changes.

First, it permits programs to opt into or out of using PINs. This helps where departments would at that level make one choice about whether to require PINs, but some of the programs within them would make different choices.

Second, it permits units to opt individual students out of the PIN requirement on an individual basis. This accommodates some units’ interest in requiring or not requiring PINs for students according to the stage of their academic progress. For example, PINs may be required for first-year students or students having difficulties, but not others. The proposal accomplishes this latter function by moving the control of opting students in or out to programs themselves, against the background of a program’s default.

Registrar Evan Koegl confirms that while this modification to the policy will require significant initial work by the Registrar’s office and Information Technology Services, it is technically feasible.

### **Revisions to Faculty Policy Series #11:**

IV. C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible in the academic calendar. The Ad hoc Board of Appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred. Should the alleged violation involve Hofstra-supported technology (e.g., a Learning Management System), at least one (1) representative from Education Technology and/or ITS will be present as a non-voting member.

### **Revisions to Faculty Policy Series #11G:**

IV. C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible within the academic calendar. The Ad hoc Board of appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) graduate student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred. The graduate student representative should not be enrolled in the same program or department as the student charged with academic dishonesty. Should the alleged violation involve Hofstra-supported technology (e.g., a Learning Management System), at least one (1) representative from Education Technology and/or ITS will be present as a non-voting member.

**VII. THE UNIVERSITY SENATE****A. Name and Purpose**

1. There shall be a University Senate, convened by the Faculty, composed of elected, appointed, and ex-officio members as provided in the sections that follow.
2. The Senate shall have general powers of supervision over all academic matters concerning the University as a whole, and over any other matters referred to it by the Board of Trustees, the President or the Provost of the University.
3. The Senate shall (a) provide a forum for discussion and the formulation of university policy, and (b) take such action as is necessary in cooperation with other sectors of the University community to make policies effective. In the performance of these functions, the University Senate shall:
  - a. Review and provide recommendations on academic matters;
  - b. Review and provide recommendations on policies and initiatives impacting academic matters;
  - c. Generate initiatives regarding academic matters.
4. The Senate shall have powers to adopt bylaws governing its organization and procedures.
5. All Senate actions shall be conveyed to the Faculty as either action or information items before being conveyed to the President and the Board of Trustees. 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 President of the Senate and the Speaker of the Faculty shall determine with the advice and consent of the Senate whether a Senate action shall be conveyed as an action or information item to the Faculty. After any vote of the University Senate, the President of the University in considering their 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 their discretion on petition by any ten members of the faculty;
  - c. must call a faculty meeting 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.
6. 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 full Faculty (except information items), President of the University, and the Board of Trustees.

**B. Membership****1. Ex-officio Members**

Ex-officio members of the Senate shall be the Speaker and Vice Speaker of the Faculty, Provost, one academic dean, the Chief Diversity and Inclusion Officer, a representative designated by the Vice President of Student Enrollment, Engagement and Success, 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 is constituted as follows:**

1 to 19 full-time Faculty members within each unit of the university: One (1) representative

20 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)

The units of the University for this purpose are the Frank G. Zarb School of Business; Lawrence Herbert School of Communication; Fred D. Matteis School of Engineering and Applied Sciences; School of Health Professions & Human Services; Hofstra Northwell School of Nursing and Physician Assistant Studies; the University Library; and within HCLAS: School of Humanities, Fine and Performing Arts; School of Education; School of Natural Sciences and Mathematics; Kalikow School of Government, Public Policy and International Affairs.

Only members of the regular professoriate (Faculty Statute IV) shall be eligible for election by the faculty to Senate membership.

In addition, one member each will be elected from the Maurice A. Deane School of Law and the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell.

In addition, there shall be three members elected from the adjunct faculty, not more than one from each school (Frank G. Zarb School of Business, Lawrence Herbert School of Communication, Fred D. Matteis School of Engineering and Applied Sciences, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences).

Student members shall total six: two elected from the graduate student body, and four elected from the undergraduate student body. Student senators shall be currently enrolled, shall have at least a 2.0 cumulative grade point average, and shall have successfully completed nine 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 Faculty Statutes

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staff.

There shall be one member elected from the chairpersons, who shall be the Chair of the Chairs' Caucus. The term of office for the chairperson Senator shall be the length of the term of the Chair of the Chairs' Caucus.

All elected Senators are full members of the Senate and shall have a vote.

- b. The term of office for faculty and staff 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 unless the student Senator served three years as an undergraduate student and is now a graduate student.
- 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 a unit.
- d. Nominations for Senators, including self-nominations, shall be solicited by the Communications, Outreach, and Elections committee (COEC), formerly the Special Committee on Recruitment, Elections and Nominations or SCREAN, starting on the first Monday in March, and will be open for ten business days. All elections will be by ballot, not acclamation. COEC will review nominations on the third Monday in March and send out ballots after its review meeting. Ballots will be comprised of names of faculty who have accepted their nominations and a space for a write-in candidate. Elections will be open for ten calendar days, and COEC will meet to tabulate ballots before the April University Senate meeting. Terms of new Senators and Senators-at-large begin the following Fall semester. The School of Law and School of Medicine faculty, chairpersons, 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, if fewer than two eligible students are nominated. COEC shall monitor the qualifications and elections of all members of the University Senate.
- e. When an elected senator announces that they are unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Senate Executive Committee shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and their seat shall be filled for the remainder of their 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 President of the Senate.
- f. When the President of the Senate is unable to carry out the responsibilities of office for longer than two academic months, they will resign and the Senate

Executive Committee shall appoint a temporary President from the Senate until the Senate shall elect a replacement.

- g. The President of the Senate may be asked to resign at any time by the Senate 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 Executive Committee 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 they are 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 Senate as a whole shall elect one of its elected, full-time faculty members to be President of the Senate. The term of the President of the Senate shall be three academic years. The President of the Senate may succeed themselves as President of the Senate for one term provided they are confirmed in this post first by the Senate and then by their original constituency. If a term as President of the Senate shall have the effect of extending a term of a Senator from three to four years, the President of the Senate must be confirmed in this extension by their original constituency.
- b. The President of the Senate 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.

### 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 of the Senate may be called by the President of the Senate, by the Senate Executive Committee, or by a petition in writing of one-fifth of the voting members of the Senate.
- 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 observe meetings of the Senate. They may, upon invitation of the President of the Senate, 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 Senate 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 Senate Executive Committee for assignment to the appropriate committee, which shall study and report to the Senate 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 Senate Executive Committee. The President of the Senate shall be a member only of the Senate Executive Committee.
- 5. The members of each standing committee, with the exception of the Student Affairs Committee and the Senate Executive 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 Senate Executive Committee. The Chair of a standing committee (except Student Affairs) should be an elected Senator who is a full-time faculty member. The President of the Senate shall serve as the chair of the Senate Executive Committee. Among the elected student senators, there shall be elected one chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student Senators.

6. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year. The Vice Speaker of the Faculty will be Chair of the Communications, Outreach, and Elections committee.
7. Normally, the standing committees shall be scheduled to meet at least once a month during the academic year.
8. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.
9. All committees shall report to the regular meetings of the Senate through the Senate Executive Committee.
10. 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. An ad hoc committee is defined as a temporary committee designated to fulfill a specific, time-bound function. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

## VII. THE UNIVERSITY SENATE

### A. Name and Purpose

1. There shall be a University Senate, convened by the Faculty, composed of elected, appointed, and ex-officio members as provided in the sections that follow.
2. The Senate shall have general powers of supervision over all academic matters concerning the University as a whole, and over any other matters referred to it by the Board of Trustees, the President or the Provost of the University.
3. The Senate shall (a) provide a forum for discussion and the formulation of university policy, and (b) take such action as is necessary in cooperation with other sectors of the University community to make policies effective. In the performance of these functions, the University Senate shall:
  - a. Review and provide recommendations on academic matters;
  - b. Review and provide recommendations on policies and initiatives impacting academic matters;
  - c. Generate initiatives regarding academic matters.
4. The Senate shall have powers to adopt bylaws governing its organization and procedures.
5. All Senate actions shall be conveyed to the Faculty as either action or information items before being conveyed to the President and the Board of Trustees. 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 President of the Senate and the Speaker of the Faculty shall determine with the advice and consent of the Senate whether a Senate action shall be conveyed as an action or information item to the Faculty. After any vote of the University Senate, the President of the University in considering their 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 their discretion on petition by any ten members of the faculty;
  - c. must call a faculty meeting 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.
6. 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

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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:¶

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approval of the full Faculty (except information items), President of the University, and the Board of Trustees.

## B. Membership

### 1. Ex-officio Members

Ex-officio members of the Senate shall be the Speaker and Vice Speaker of the Faculty, Provost, one academic dean, the Chief Diversity and Inclusion Officer, a representative designated by the Vice President of Student Enrollment, Engagement and Success, and the President of the Student Government Association. Ex-officio members are full members of the Senate and have a vote.

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### 2. Elected Members

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

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1 to 19 full-time Faculty members within each unit of the university; One (1) representative

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

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

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The units of the University for this purpose are the Frank G. Zarb School of Business; Lawrence Herbert School of Communication; Fred D. Matteis School of Engineering and Applied Sciences; School of Health Professions & Human Services; Hofstra Northwell School of Nursing and Physician Assistant Studies; the University Library; and within HCLAS: School of Humanities, Fine and Performing Arts; School of Education; School of Natural Sciences and Mathematics; Kalikow School of Government, Public Policy and International Affairs.

Only members of the regular professoriate (Faculty Statute IV) shall be eligible for election by the faculty to Senate membership.

In addition, one member each will be elected from the Maurice A. Deane School of Law and the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell.

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~~Student members shall total six: two elected from the graduate student body, and four elected from the undergraduate student body.~~

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~~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, who shall be the Chair of the Chairs' Caucus. The term of office for the chairperson Senator shall be the length of the term of the Chair of the Chairs' Caucus.~~

All elected Senators are full members of the Senate and shall have a vote.

- b. The term of office for faculty, and ~~staff~~, 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 unless the student Senator served three years as an undergraduate student and is now a graduate student.

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- 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 a unit.

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- d. Nominations for Senators, including self-nominations, shall be solicited by the Communications, Outreach, and Elections committee (COEC), formerly, the Special Committee on Recruitment, Elections and Nominations or SCREAN, starting on the first Monday in March, and will be open for ten business days. All elections will be by ballot, not acclamation. COEC will review nominations on the third Monday in March and send out ballots after its review meeting. Ballots will be comprised of names of faculty who have accepted their nominations and a space for a write-in candidate. Elections will be open for ten calendar days, and COEC will meet to tabulate ballots before the April University Senate meeting. Terms of new Senators and Senators-at-large begin the following Fall semester. The School of Law and School of Medicine faculty, chairpersons, 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, if fewer than two eligible students are nominated. COEC shall monitor the qualifications and elections of all members of the University Senate.

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The Executive Committee of each unit

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temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and their seat shall be filled for the remainder of their 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 President of the Senate.

- f. When the President of the Senate is unable to carry out the responsibilities of office for longer than two academic months, they will resign and the Senate Executive Committee shall appoint a temporary President from the Senate until the Senate shall elect a replacement.
- g. The President of the Senate may be asked to resign at any time by the Senate 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.

#### 1. Appointed Members

- a. The Senate Executive Committee 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 they are 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 Senate as a whole shall elect one of its elected, full-time faculty members to be President of the Senate. The term of the President of the Senate shall be three academic years. The President of the Senate may succeed themselves as President of

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the Senate for one term provided they are confirmed in this post first by the Senate and then by their original constituency. If a term as President of the Senate shall have the effect of extending a term of a Senator from three to four years, the President of the Senate must be confirmed in this extension by their original constituency.

- a. The President of the Senate 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.

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## 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 of the Senate may be called by the President of the Senate, by the Senate Executive Committee, or by a petition in writing of one-fifth of the voting members of the Senate.
- 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 observe meetings of the Senate. They may, upon invitation of the President of the Senate, and with the consent of the body, participate in its deliberations, but shall not vote in the Senate.

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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.¶

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.¶

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## D. The Committees of the Senate

1. The standing committees of the Senate shall be:
  - a. The Senate 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 Senate Executive Committee for assignment to the appropriate committee, which shall study and report to the Senate 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 Senate Executive Committee. The President of the Senate shall be a member only of the Senate Executive Committee.

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5. The members of each standing committee, with the exception of the Student Affairs Committee and the Senate Executive 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 Senate Executive Committee. The Chair of a standing committee (except Student Affairs) should be an elected Senator who is a full-time faculty member. The President of the Senate shall serve as the chair of the Senate Executive Committee. Among the elected student senators, there shall be elected one chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student Senators.

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The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year. The Vice Speaker of the Faculty will be Chair of the Communications, Outreach, and Elections committee.

6. Normally, 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. All committees shall report to the regular meetings of the Senate through the Senate 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. An ad hoc committee is defined as a temporary committee designated to fulfill a specific, time-bound function. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

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Senators. He or she shall be elected by a constituency consisting of both elected student senators and student senators-at-large.

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**IX. FACULTY MEETINGS**

**X.** There shall be four regular meetings of the Faculty during the academic year. Meetings will normally be scheduled on the fourth Monday in October, first Monday in December, fourth Monday in February, and the first Monday in May. Members of the faculty and administrators may attend the open portion of faculty meetings. Others may be invited as appropriate by the Speaker of the Faculty for advice and consultation. The Speaker of the Faculty normally will close part of each meeting to all but Faculty (including faculty department chairs). The President of the University and the Provost will be invited to address the Faculty once a year, not necessarily in the same meeting.

**XI.** Special meetings may be called by the President, the Provost, or the Speaker of the Faculty.

**XII.** The Faculty shall elect from its own membership a Speaker, Vice Speaker, and a Parliamentarian, each of whom shall serve for a two-year term and serve no more than four consecutive years in any one position. In the event that the position of Speaker of the Faculty becomes vacant, the elected Vice Speaker of the Faculty shall serve as interim Speaker until a new Speaker is elected for a two-year term in the next spring semester. In the event that the Vice Speaker or Parliamentarian cannot complete their term, an election shall be arranged by the Senate Executive Committee to fill the vacancy.

The Speaker of the Faculty shall chair regular and special meetings of the Faculty and shall also insure that the Faculty is informed of all matters pertinent to Faculty concern.

1. The Vice Speaker of the Faculty shall chair regular meetings of the Communication, Outreach, and Elections Committee.
2. The Parliamentarian's rulings shall be based on the most current edition of Robert's Rules of Order and the ruling shall be considered binding except when overruled by the Speaker of the Faculty for good cause.
3. The Senate's Senior Support Specialist shall keep accurate and permanent minutes of the meetings of the Faculty.

**XIII.** The Speaker of the Faculty, in consultation with the other members of the Faculty Leadership Group (President of the Senate, the President of the Hofstra University Chapter of the AAUP, and the Chair of the Chairs' Caucus), will set the Agenda, in accordance with the most current edition of Robert's Rules of Order, for the four quarterly meetings, and any special meetings, of the Faculty.

**XIV.** The agenda of Faculty meetings will be sent out five days prior to the meeting.

F. A two-thirds majority of the eligible voting members present is required to amend the Faculty Statutes and the Faculty Policy Series. All other actions of the Faculty shall be determined by a simple majority of the eligible voting members present. Should any measure which has been rejected by the President of the University be passed at the next Faculty meeting by an affirmative two-thirds vote of the eligible voting members present, it may be submitted to the Board of Trustees, which shall serve as a final court of appeal. In case of such an appeal, the Faculty shall be entitled to have its view laid before the Board of Trustees by two representatives of the Faculty's own choosing.

G. In a Faculty meeting, the voting mechanism will be the same for all eligible members.

## IX. FACULTY MEETINGS

- A. There shall be four regular meetings of the Faculty during the academic year. Meetings will normally be scheduled on the fourth Monday in October, first Monday in December, fourth Monday in February, and the first Monday in May. Members of the faculty and administrators may attend the open portion of faculty meetings. Others may be invited as appropriate by the Speaker of the Faculty for advice and consultation. The Speaker of the Faculty normally will close part of each meeting to all but Faculty (including faculty department chairs). The President of the University and the Provost will be invited to address the Faculty once a year, not necessarily in the same meeting.
- B. Special meetings may be called by the President, the Provost, or the Speaker of the Faculty.
- C. The Faculty shall elect from its own membership a Speaker, Vice Speaker, and a Parliamentarian, each of whom shall serve for a two -year term and serve no more than four consecutive years in any one position. In the event that the position of Speaker of the Faculty becomes vacant, the elected Vice Speaker of the Faculty shall serve as interim Speaker until a new Speaker is elected for a two -year term in the next spring semester. In the event that the Vice Speaker or Parliamentarian cannot complete their term, an election shall be arranged by the Senate Executive Committee to fill the vacancy.
1. The Speaker of the Faculty shall chair regular and special meetings of the Faculty and shall also insure that the Faculty is informed of all matters pertinent to Faculty concern.
  2. The Vice Speaker of the Faculty shall chair regular meetings of the Communication, Outreach, and Elections Committee.
  3. The Parliamentarian's rulings shall be based on the most current edition of Robert's Rules of Order and the ruling shall be considered binding except when overruled by the Speaker of the Faculty for good cause.
  4. The Senate's Senior Support Specialist shall keep accurate and permanent minutes of the meetings of the Faculty.
- D. The Speaker of the Faculty, in consultation with the other members of the Faculty Leadership Group (President of the Senate, the President of the Hofstra University Chapter of the AAUP, and the Chair of the Chairs' Caucus), will set the Agenda, in accordance with the most current edition of Robert's Rules of Order, for the four quarterly meetings, and any special meetings, of the Faculty.
- D. The agenda of Faculty meetings will be sent out five days prior to the meeting.
- E. A two-thirds majority of the eligible voting members present is required to amend the Faculty Statutes and the Faculty Policy Series. All other actions of the Faculty shall be determined by a simple majority of the eligible voting members present. Should any measure which has been rejected by the President of the University be passed at the next Faculty meeting by an affirmative two-thirds vote of the eligible voting members

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**Deleted:** The four-consecutive-year restriction shall not apply to  
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**Deleted:** time of the final approval of this legislation. That individual may serve for a maximum of five consecutive years, one, one year term and two, two year terms if re-elected to be  
**Deleted:**,  
**Deleted:** Secretary shall keep accurate and permanent minutes  
**Deleted:** Faculty, give notice of meetings, and have charge of correspondence in the name of the Faculty  
**Deleted:** Chair  
**Deleted:** The Agenda Committee  
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**Deleted:** Members  
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**Deleted:** the Speaker of the Faculty, Secretary of the Faculty, Parliamentarian, the Chairpersons of the University Senate's Executive Committee and the Planning and Budget Committee, the Chairpersons of the Executive Committees (or their equivalent) of each of the academic units, the President of the Hofstra University Chapter of the AAUP, the Chair of the Chairpersons Caucus, and the Director of the Center for Teaching and Scholarly Excellence.  
**Deleted:** There shall be a standing LGBT Scholarship Committee with a representative elected from within each unit (school, college or division of HCLAS) by mail-in ballot to serve for a three-year term. The LGBT Scholarship committee shall have the following specific responsibilities:  
 1. to review applications for the scholarship and make recommendations to the Provost for awards,  
 2. to consider the efficacy of the scholarship program and recommend changes in the requirements or administration of the program to the Provost, the President or the Board of Trustees, as appropriate,  
 3. to advise and assist the University administration regarding publicity and fund-raising for the scholarship and its endowment, and  
 4. to maintain a list of faculty and staff mentors willing to serve as counselors to the scholarship recipients.  
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present, it may be submitted to the Board of Trustees, which shall serve as a final court of appeal. In case of such an appeal, the Faculty shall be entitled to have its view laid before the Board of Trustees by two representatives of the Faculty's own choosing.

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G. In a Faculty meeting, the voting mechanism will be the same for all eligible members.

**Deleted:** <#>In the event that the Secretary or Parliamentarian cannot complete his or her term, members of the Agenda Committee who have been elected by some constituency shall appoint a replacement and ask SCREAN to arrange for an election to fill the vacancy.<sup>¶</sup>

## COURSE AND TEACHER RATINGS (CTRs)

The Course and Teacher Ratings (CTRs) at Hofstra University provide a measure of student perceptions of a faculty member's teaching effectiveness that complement peer and administrative observations (FPS#46). The form provides students with an opportunity to rate the faculty member on specified attributes of teaching performance, as well as to provide more open-ended comments. The latest version of the Course and Teacher Rating CTR forms are made available is distributed to faculty students in course sections in all units (except the Law School and Medical School) each fall and spring semester for administration in the faculty member's classes in accordance with this FPS. Upon a faculty member's request to the Provost's office, CTRs may be administered to students in for summer and January courses. The latest version of the form is available on line at https://www.hofstra.edu/sites/default/files/2021-04/copy-blank-scantron-comment-forms.pdf (when the form is added during the Fall 2008 semester, the URL in this FPS will be updated). Summary numerical CTRs are distributed to the offices of the Department Chair, the Dean, and the Provost, as well as to the faculty member. These summary ratings are also available in the library where students can access them at the reference desk online via the portal. The original forms, excluding the open ended comments, will be retained by the Provost's office. The open-ended comments will not be copied and will be returned to the faculty member. read by administration and will be available online to the faculty member.

### I. Administration of CTRs

The CTRs will be available the third week fourteen days before the last day of classes for faculty to administer to students. 10 days after that the CTRs will classes that haven't administered CTR - 8 days, 10 days 14 days before the last day of class, and and will remain open until 11:59 p.m. on the last day of classes. The opening and closing dates of CTRs and the interval for responding will be adjusted proportionally as follows for part-of-term sections that span fewer weeks of the semester. are to be administered each fall and spring semester. CTR responses are to be collected in all on-load class sections They are to be administered to all classes with an enrollment greater than five students, except those identified by the Department Chair as being inappropriate for this type of assessment. CTRs may be administered in courses that are taught on a per-capita basis but those data will not be included in semester averages but listed separately. [Separate modules or alternative forms may be developed for use in laboratory, performance, and/or studio classes, and those courses in which the faculty member provides per capita instruction to individual students.] In administering the The CTRs, are designed to allow a faculty member to may add up to three questions that address issues that are not covered by the form. CTRs may be administered during any class falling within the announced administration period for that semester; faculty members thus have some flexibility in selecting the class period in which to administer the CTR. The completed CTR forms are to be given to a student for return to a designated site. Specific instructions for administering CTRs will be distributed with the forms and must be followed. While CTRs will open automatically, as described above,

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Ffaculty members are encouraged to use class time for administration given the low response rate of on-line CTRs.

### II. Interpretation and Use of CTR Results

The CTRs may be used for both formative (individual faculty development) and summative (evaluative) purposes, in the context of data from other sources. —Although attention to individual items may be useful for formative and interpretative purposes, only scale scores should be used when analyzing the CTRs for summative purposes. Each scale score represents the average score on one of several distinct factors (groups of related items). For each course taught, the faculty member shall be provided with his or her own mean (arithmetic average) for each item and on each scale. Faculty shall also receive the mean and standard deviation (a measure of the degree of variability in the ratings) for each item for all courses with the same prefix. See FPS 49B (Fall 2008) for an annotated example. The prefix mean shall represent the unweighted mean for all courses within that prefix. The standard error of measurement (SEM), a measure of the degree of error to be expected in a score, shall be made available to the faculty member and the department chair in order to construct appropriate confidence intervals.

Departments are responsible for developing specific policies on the use of CTRs for summative purposes, and for sharing these policies with all instructors and the dean's office. These policies may include the identification of specific CTR items that receive close attention for summative purposes because they cover course and instructor attributes that are highly valued by the department's faculty. Department and DPC chairs are encouraged to review CTR feedback during promotion and tenure probationary periods with candidates to discuss resources and strategies for improvement. CTRs are to be used as one of several means of evaluating faculty teaching effectiveness.

Administrators and personnel committees shall evaluate performance across courses taught within a semester as follows:

- A. In each semester, the mean for each scale shall be calculated by averaging the scale scores across classes taught by the faculty member during that semester. The mean scale scores are not weighted for class size, e.g., a class with 60 students does not receive more weight than a class with 35 students.
- B. To account for error in the scores, each of the faculty member's mean scale scores shall be assumed to extend two standard errors of measurement below and above the attained scale score. This score interval shall be referred to as the faculty member's confidence interval.
- C. For each scale, the faculty member's confidence interval shall be compared with the department (or prefix) standard. The department (or prefix) standard shall be the mean of the department (or prefix) means for the previous four academic years.

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- D. If the department (or prefix) standard falls within the faculty member's confidence interval, the scale score shall be considered acceptable.
- E. Courses On-load courses with between five and ten respondents should be included in the analysis of a faculty member's CTRs, but should be interpreted cautiously.
- F. Regardless of the department (or prefix) standard, a scale score of 2 or lower shall be deemed meritorious on all scales except the workload scale.

CTR scores must be considered within the context of the faculty member's teaching assignments; for example, scores in courses with distinctive characteristics (e.g., introductory courses, courses for non-majors) should be compared, when feasible, with similarly structured courses. Although there are significant limitations associated with the analysis of CTR scores for a single class, individual course information can facilitate such contextual interpretation and should be submitted. For summative analyses, scores should be averaged over multiple sections and trends in scores should be analyzed over time to ameliorate the effects of idiosyncratic CTRs in a single course. To evaluate performance in a particular course, confidence intervals shall be constructed and interpreted as indicated above.

CTR scores provide the raw data that must be evaluated by the faculty committees and administrators making recommendations regarding personnel decisions. Not only must the CTR scores be contextualized in respect to the courses being taught but it must be recognized that these data provide only one source of information. They must be evaluated in the context of the data from other sources, e.g., peer and administrative observations.

Evaluations from any source that are negative in the aggregate must be viewed as a cause for concern and no single source should be viewed as privileged or automatically warranting greater weight than other sources. Similarly, none of the sources can be automatically dismissed or disregarded as providing less important or less relevant information. It is incumbent on those making recommendations on personnel matters to consider all sources of information in a serious and balanced manner. Evaluations from any source that are negative in the aggregate must be viewed as a cause for concern, but no single source (including CTR scores) should be viewed as privileged or automatically warranting greater weight than other sources. For instance, CTR scores must not be treated as a uniquely privileged source that outweighs other measures of information.

### III. Instrumentation

Given that the interpretation of the CTRs is based on scales derived from factor analyses of the individual item scores and that changes in the pattern of the ratings may result in changes in the scales themselves, as well as in the standard error of measurement, new factor analyses of the CTRs shall be performed every five years. At such time, the reliability and the SEM shall be recalculated, and the scales shall be modified if warranted by the data.

Attachments:

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### 1. Guidelines for Administration (*latest version*)

2. Course and Teacher Rating Form – FPS 49A (*to be added Fall 2008*)

1.

3.2. Annotated Example of the Computation and Interpretation of the Use of Confidence Intervals, FPS 49B (*to be added Fall 2008*) *COMMENT: The annotated CTR was never added apparently.*

COMMENT: I deleted Attachment 1 because the administration of CTRs is now incorporated FULLY in FPS #49

### ATTACHMENT 1

#### GUIDELINES FOR THE ADMINISTRATION OF COURSE AND TEACHER RATINGS

This packet contains the following items:

- Sufficient Course and Teacher Rating forms and comment forms for each member of the class
- Pencils
- A return envelope

Please do not make any changes to the information on the labels affixed to the envelopes, and follow the instructions below. If you have any questions or problems, contact the CTR Coordinator at the extension noted on the label of the envelope containing the forms.

#### INSTRUCTIONS

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- CTRs are to be administered at the beginning of a class period in the presence of the instructor. Approximately fifteen minutes should be allowed for distributing and completing the forms.
- The instructor should direct the students to read the instructions on the form.
- Instructors should print on the board the **Instructor's Last Name, Course Number, Section Number**, and the 5 digit **CRN** (write out), exactly as they appear on the label of the envelope containing the materials.
- Instructors may ask up to **3 additional questions** of their own. These questions, which should be numbered [x, xx, and xxx], may either be printed on the board or distributed on a separate sheet of paper. Note: Instructors should keep a record of the questions asked because the computer printout of the results will only provide numerical responses for these questions.
- Each student should be supplied with a **ratings form, a comment form, and a pencil**.
- For the ratings form, students should be instructed to write in the course code in the upper right hand corner and to fill in the appropriate circles. Students should then respond to the items.
- The instructor should not answer questions regarding the items on the forms.

### UPON COMPLETION OF ALL FORMS

- A student volunteer should collect all materials. All student **rating forms and comment forms** should be placed in the return envelope and sealed. The instructor should sign across the flap of the envelope and include the date and time.
- The sealed envelope and all pencils and unused materials should be placed in the envelope in which the materials arrived.

Immediately after class a student volunteer should take the envelope to the room designated on the label or to the designated bin in the lobby of Hagedorn Hall. In the event the room designated on the label is closed, the envelope should be deposited through the slot in the door. The envelope should not be sent through interoffice mail.

## **COURSE AND TEACHER RATINGS (CTR<sub>S</sub>)**

The Course and Teacher Ratings (CTR<sub>S</sub>) at Hofstra University provide a measure of student perceptions of a faculty member's teaching effectiveness that complement peer and administrative observations (FPS#46). The form provides students with an opportunity to rate the faculty member on specified attributes of teaching performance, as well as to provide open-ended comments. CTR forms are made available to students in course sections in all units (except the Law School and Medical School) each fall and spring semester for administration in accordance with this FPS. Upon a faculty member's request to the Provost's office, CTR<sub>S</sub> may be administered to students in summer and January courses. The latest version of the form is available on line at <https://www.hofstra.edu/sites/default/files/2021-04/copy-blank-scantron-comment-forms.pdf>. Summary numerical CTR<sub>S</sub> are distributed to the offices of the Department Chair, the Dean, and the Provost, as well as to the faculty member. These summary ratings are also available online via the portal. The open-ended comments will not be read by administration and will be available online to the faculty member.

### **I. Administration of CTR<sub>S</sub>**

CTR<sub>S</sub> will be available fourteen days before the last day of classes for faculty to administer to students and will remain open until 11:59 p.m. on the last day of classes. The opening and closing dates of CTR<sub>S</sub> and the interval for responding will be adjusted proportionally for part-of-term sections that span fewer weeks of the semester. CTR responses are to be collected in all on-load class sections, except those identified by the Department Chair as being inappropriate for this type of assessment. CTR<sub>S</sub> may be administered in courses that are taught on a per-capita basis but those data will not be included in semester averages but listed separately. [Separate modules or alternative forms may be developed for use in laboratory, performance, and/or studio classes, and those courses in which the faculty member provides per capita instruction to individual students.] The CTR<sub>S</sub> are designed to allow a faculty member to add up to three questions that address issues that are not covered by the form. Faculty members are encouraged to use class time for administration given the low response rate of on-line CTR<sub>S</sub>.

### **II. Interpretation and Use of CTR Results**

The CTR<sub>S</sub> may be used for both formative (individual faculty development) and summative (evaluative) purposes, in the context of data from other sources. Although attention to individual items may be useful for formative and interpretative purposes, only scale scores should be used when analyzing the CTR<sub>S</sub> for summative purposes. Each scale score represents the average score on one of several distinct factors (groups of related items). For each course taught, the faculty member shall be provided with his or her own mean (arithmetic average) for each item and on each scale. Faculty shall also receive the mean and standard deviation (a measure of the degree of variability in the ratings) for each item for all

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courses with the same prefix. See FPS 49B (Fall 2008) for an annotated example. The prefix mean shall represent the unweighted mean for all courses within that prefix. The standard error of measurement (SEM), a measure of the degree of error to be expected in a score, shall be made available to the faculty member and the department chair in order to construct appropriate confidence intervals.

Departments are responsible for developing specific policies on the use of CTRs for summative purposes, and for sharing these policies with all instructors and the dean's office. These policies may include the identification of specific CTR items that receive close attention for summative purposes because they cover course and instructor attributes that are highly valued by the department's faculty. Department and DPC chairs are encouraged to review CTR feedback during promotion and tenure probationary periods with candidates to discuss resources and strategies for improvement. CTRs are to be used as one of several means of evaluating faculty teaching effectiveness.

Administrators and personnel committees shall evaluate performance across courses taught within a semester as follows:

- A. In each semester, the mean for each scale shall be calculated by averaging the scale scores across classes taught by the faculty member during that semester. The mean scale scores are not weighted for class size, e.g., a class with 60 students does not receive more weight than a class with 35 students.
- B. To account for error in the scores, each of the faculty member's mean scale scores shall be assumed to extend two standard errors of measurement below and above the attained scale score. This score interval shall be referred to as the faculty member's confidence interval.
- C. For each scale, the faculty member's confidence interval shall be compared with the department (or prefix) standard. The department (or prefix) standard shall be the mean of the department (or prefix) means for the previous four academic years.
- D. If the department (or prefix) standard falls within the faculty member's confidence interval, the scale score shall be considered acceptable.
- E. On-load courses with between five and ten respondents should be included in the analysis of a faculty member's CTRs, but should be interpreted cautiously.
- F. Regardless of the department (or prefix) standard, a scale score of 2 or lower shall be deemed meritorious on all scales except the workload scale.

CTR scores must be considered within the context of the faculty member's teaching assignments; for example, scores in courses with distinctive characteristics (e.g., introductory courses, courses for non-majors) should be compared, when feasible, with similarly structured courses. Although there are significant limitations associated with the analysis of CTR scores for a single class, individual course information can facilitate such contextual

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interpretation and should be submitted. For summative analyses, scores should be averaged over multiple sections and trends in scores should be analyzed over time to ameliorate the effects of idiosyncratic CTRs in a single course. To evaluate performance in a particular course, confidence intervals shall be constructed and interpreted as indicated above.

CTR scores provide the raw data that must be evaluated by the faculty committees and administrators making recommendations regarding personnel decisions. Not only must the CTR scores be contextualized in respect to the courses being taught but it must be recognized that these data provide only one source of information. They must be evaluated in the context of the data from other sources, e.g., peer and administrative observations.

Evaluations from any source that are negative in the aggregate must be viewed as a cause for concern and no single source should be viewed as privileged or automatically warranting greater weight than other sources. Similarly, none of the sources can be automatically dismissed or disregarded as providing less important or less relevant information. It is incumbent on those making recommendations on personnel matters to consider all sources of information in a serious and balanced manner. [Evaluations from any source that are negative in the aggregate must be viewed as a cause for concern, but no single source \(including CTR scores\) should be viewed as privileged or automatically warranting greater weight than other sources. For instance, CTR scores must not be treated as a uniquely privileged source that outweighs other measures of information.](#)

### **III. Instrumentation**

Given that the interpretation of the CTRs is based on scales derived from factor analyses of the individual item scores and that changes in the pattern of the ratings may result in changes in the scales themselves, as well as in the standard error of measurement, new factor analyses of the CTRs shall be performed every five years. At such time, the reliability and the SEM shall be recalculated, and the scales shall be modified if warranted by the data.

## APPENDIX P

### Resolution on Black and Latinx Faculty Hires

According to the 2021-2022 Factbook report, there are only 21 Black FT faculty members and 21 Hispanic FT faculty members. Out of 1,186 FT faculty members, less than 300 of them are non-white. In other words, only 1.77% of the full-time faculty is Black and the same is true for Latinx/Hispanic full-time faculty.

Based on the 2022 Vision Report, when respondents were asked to rate characteristics in terms of how important they are for Hofstra to possess over the next decade, highly rated items were ***diverse/inclusive community, & vibrant team-oriented community***. When broken down by self-reported race/ethnicity of the participant, historically excluded minority groups chose having a *diverse/inclusive community of faculty, students, and staff* most often.

The campus climate is not fully inclusive for all even though an inclusive campus climate is very important for students, faculty, and administration. Unfortunately, recruitment and retention of historically excluded people is an ongoing problem.

We believe that Black and Latinx faculty cluster hires should be made for many reasons, such as increasing the proportion of full-time faculty from historically excluded groups, fostering customer relations, strengthening accreditation, avoiding accusations of bias, and better preparing Hofstra students for our diverse global society.

We understand that being part of a cluster—whether within a single department or across disciplines—can mitigate the isolation often felt by people from an underrepresented demographic on campus. Together, these clusters begin to change the conversations and enrich department and campus culture more generally.

We are aware that many universities across the country have adopted this hiring practice (Emory University, UC-San Diego, Penn State University, etc.). It is typically one prong in a multiyear strategy for intentional cultural change in departments and programs. Cluster hires are designed as part of a comprehensive effort to support inclusion. In addition, the act of hiring them together, as clusters, promises to enhance their experience as individual faculty members.

Now, therefore, be it resolved that we call for targeted and cluster hires of faculty within and across various departments and colleges that have a demonstrated record of work focused on Black/African American and African Diaspora and Latinx/Hispanic issues and populations.

Julie E. Byrne, Timothy P. Daniels, and Lienna Gurevich