



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008                      NEW BRITAIN, CONNECTICUT 06050  
TEL. NEW BRITAIN: 203-229-1501                      TEL. HARTFORD: 203-566-7373

RESOLUTION  
CONCERNING  
AMENDMENTS TO THE PERSONNEL POLICIES AS ADOPTED  
BY THE  
BOARD OF TRUSTEES ON APRIL 11, 1975

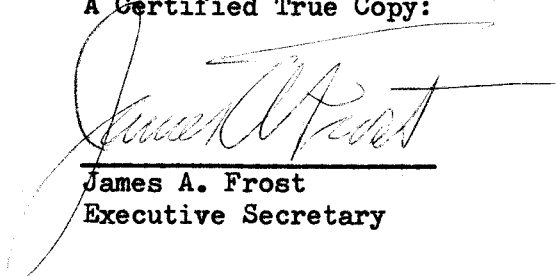
JUNE 13, 1975

WHEREAS, Article VI, entitled Faculty Advisory Councils for Conditions of Employment, does not make clear parallel provisions for Instructional and Administrative Faculty Councils, and

WHEREAS, The Attorney General's office has reviewed and recommended certain changes to make such parallel provisions clear, be it

RESOLVED, That Article VI be amended as outlined in Attachment A.

A Certified True Copy:

  
James A. Frost  
Executive Secretary

Refinement in Policies as recommended by Attorney General's Office to show the parallel provisions for Instructional and Administrative Faculty Councils.

ARTICLE VI: FACULTY ADVISORY COUNCILS FOR CONDITIONS OF EMPLOYMENT

Title A: Purpose. There shall be two Faculty Advisory Councils for Conditions of Employment and they shall be official bodies for advising the Board of Trustees on matters relating to conditions of employment, including the revision or amendment of the Board's Personnel Policies. One Council, entitled the Instructional Faculty Advisory Council, shall represent the instructional faculty, the other, entitled the Administrative Faculty Advisory Council, shall represent the administrative faculty, excluding executive officers. Each Council shall consider questions laid before it by individual members of the Council or by the Executive Secretary to the Board of Trustees.

Title B: Membership[.]: THE INSTRUCTIONAL FACULTY ADVISORY COUNCIL  
The Instructional Faculty Advisory Council shall consist of two representatives elected at large from each College by the members of the instructional faculty and one representative selected by each of the following organizations: The Faculty Association of Connecticut State Colleges, the Connecticut Education Association, the Connecticut State Employees Association, the Connecticut State Conference of the American Association of University Professors, the American Federation of Teachers, and any other organizations recognized by the Trustees under the provisions of Section 3 of this Title. [The Administrative Faculty Advisory Council shall consist of two representatives from each College elected by members of the administrative faculty who are not executive officers.] Only members of the instructional faculty shall be eligible for election to the Instructional Faculty Advisory Council; however, any faculty member holding an appointment at one of the four campuses may be selected as the representative of an organization. Elections and selections must be made in accordance with the provisions in Sections 1 and 2 of this Title.

1. Election of Representatives to the Instructional Faculty Advisory Council. During the second semester of each academic year the instructional faculty members on each campus shall elect one of their number as a representative to the Instructional Faculty Advisory Council. Such elections shall be for a two-year term; however, in the initial election two representatives shall be elected, one for a one-year term, the other for a two-year term. The term of office shall begin with the opening of the first semester of the academic year following the election. Representatives and alternates shall be elected in the manner prescribed in the bylaws of the College, provided such bylaws require election by secret ballot from a slate of no fewer than two names for each position and provided further that nominations are made by secret ballot or by an elected nominating committee. The alternate shall be entitled to attend meetings of the Council, with full rights and duties whenever the

[ ] = delete

CAPS = NEW

regular member cannot attend. If a representative leaves the College from which the representative was elected to Council membership or if the representative can no longer serve because of illness, leave of absence, or any other reason, the College shall elect a new member to fill the unexpired term. The College President shall report to the Executive Secretary no later than August 1 of each year the names of each newly elected representative and each newly elected alternate. The College President shall also report promptly the result of any special election.

2. Selection of Representatives from Professional Organizations to Serve on the Instructional Faculty Advisory Council. Each professional organization may prescribe the manner of selecting the representative to which it is entitled. Selection shall be for two-year terms beginning with the fall semester of odd-numbered years. Each organization shall report the name of its newly chosen representative, in writing, to the Executive Secretary not later than August 1 in odd-numbered years. In the event a representative cannot or will not continue to serve, the professional organization may select a new representative to complete the unexpired term. Such a newly selected representative will be seated in the Council only after the appropriate officer of the represented organization informs the Executive Secretary, in writing, of the selection.

3. Provision for Representation from Additional Professional Organizations. Any professional organization which has a chapter on each of the four college campuses, and is not represented on the Instructional Faculty Advisory Council, may petition the Board of Trustees for such representation. The petition shall be addressed to the Executive Secretary. After requesting the Instructional Faculty Advisory Council and the College Presidents to review and react to it, the Executive Secretary shall present the petition to the Board of Trustees, together with reactions of the Council, comments of the Presidents, and any other observations the Secretary believes may be helpful to the Board of Trustees. The Board of Trustees shall then decide whether to include representation on the Council from the organization which is seeking it.

4. Rescinding Representation of Professional Organizations. In the event that any professional organization accorded representation ceases to function, or significantly changes its character or plan of organization, the Board of Trustees, upon recommendation of a majority vote of the other members of the appropriate Council, may rescind the rights of that organization to representation on the Council.

[Title E] 5. Present Membership. The provisions of this Article notwithstanding, the persons ~~ected~~ to or selected for membership on the present Faculty Advisory Council shall serve as representatives to the Instructional Faculty Advisory Council for Conditions of Employment until the term of office to which they were elected or for which they were selected has expired, at which time their successors shall be elected or selected as required by these Policies.

[ ] = delete  
CAPS = NEW

NOTE: (NEW TITLE. New wording where underlined. Rest of paragraph lifted from B on previous page to provide parallel provisions.)

TITLE C: Membership: The Administrative Faculty Advisory Council.  
Members of the Administrative Faculty on each campus who are professional personnel shall elect two of their number to the Administrative Faculty Advisory Council. Such elections shall take place in the second semester of each academic year and shall be for a two-year term; however, in the initial election two representatives shall be elected, one for a one-year term, the other for a two-year term. The term of office shall begin with the opening of the first semester of the academic year following the election. Representatives and alternates shall be elected in the manner prescribed in the bylaws of the College, provided such bylaws require election by secret ballot from a slate of no fewer than two names for each position and provided further that nominations are made by secret ballot or by an elected nominating committee. The alternate shall be entitled to attend meetings of the Council, with full rights and duties whenever the regular member cannot attend. If a representative leaves the College from which the representative was elected to Council membership or if the representative can no longer serve because of illness, leave of absence, or any other reason, the College shall elect a new member to fill the unexpired term. The College President shall report to the Executive Secretary no later than August 1 of each year the names of each newly elected representative and each newly elected alternate. The College President shall also report promptly the result of any special election.

Title [C] D: The Chair. At its first meeting in the academic year, each Council shall elect one of its members to the Chair. The person so chosen shall preside until a successor is elected and shall serve as an ex officio member of all committees of that Council. Should the Chair become vacant, another member shall be chosen to fill the unexpired term.

Title [D] E: Secretary. At its first meeting in each academic year, each Council shall elect one of its members as Secretary, to serve until a successor is elected. The Secretary shall make and keep the minutes of that Council and shall furnish copies of all minutes to the Executive Secretary.

Each Secretary shall keep other records pertinent to the work of that Council. The Secretary shall serve as the presiding officer of the Council during the absence of the member elected to the Chair or during the inability of the duly elected member to take the Chair. Should the office of Secretary become vacant, a new Secretary shall be elected to complete the unexpired term.

[Title E: Present Membership. The provisions of this Article notwithstanding, the persons elected to or selected for membership on the present Faculty Advisory Council shall serve as representatives to the Instructional Faculty Advisory Council for Conditions of Employment until the term of office to which they were elected or for which they were selected has expired at which time their successors shall be elected or selected as required by these Policies.] (Relocated as #5)

Title F: Meetings. At the call of its Chair, each Council shall meet in September at the offices of the Board of Trustees. During this initial meeting of the academic year, the times and places for future meetings shall be set for the next twelve months. Each Chair shall issue a call for a special meeting whenever requested to do so by one-fourth of the membership of that Council or by the Executive Secretary within five days of receipt of the request.

Title G: Reporting. Each Council shall report to the Board of Trustees through the Executive Secretary. The report shall be transmitted promptly to the appropriate committee of the Board of Trustees.



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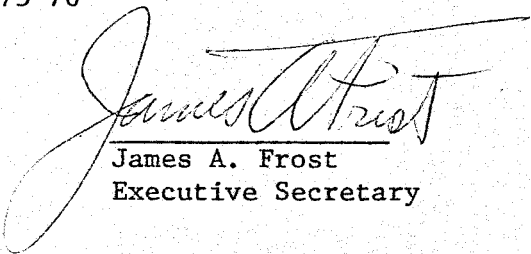
June 18, 1975

TO: College Presidents: Dr. Ruth A. Haas (WCSC)  
Dr. F. Don James (CCSC)  
Dr. Manson Van B. Jennings (SCSC)  
Dr. Charles R. Webb (ECSC)

Enclosed are copies of the following resolutions which were approved by the Board of Trustees in regular session on Friday, June 13, 1975.

1. Division of Appropriations among the Colleges and Central Office for the 1975-76 Fiscal Year
2. Authorization of Expenditures from Special Funds for Honoraria and Consultation Fees
3. Extension of Provisions of Existing Student Transfer Policies to Graduates of the State Technical Colleges
4. Educational Extension Fund Fee Increase
5. Renovations to Campus Facilities
6. Amendments to the Personnel Policies as Adopted by the Board of Trustees on April 11, 1975
7. Adoption of the June 13, 1975 Final Draft of the Personnel Policies of the Board of Trustees for the State Colleges of Connecticut
8. Date for the Beginning of the 1975-76 Academic Year
9. Promotions and Sabbaticals 1975-76

JAF/b

  
James A. Frost  
Executive Secretary

cc: Central Office Staff  
Administrative Deans and Vice Presidents



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May 9, 1975

To: Dr. Kathleen McGrory, Chairman, and Members of the Instructional Faculty Advisory Council for Conditions of Employment

Members of the Executive Committee of the Organization of Administrative Faculty

From: Clinton M. Ritchie, Executive Officer for Academic Affairs

Concerning: A Technical Refinement in the Titling of Article VI of the Newly Adopted Personnel Policies

Attached are proposed changes to Article VI of the Personnel Policies adopted by the Board on April 11, 1975. Mr. McGovern of the Attorney General's office recommended these changes in order to make more explicit the provisions covering the Administrative Faculty Advisory Council.

To achieve the objective Title C has been added specifically naming the Administrative Faculty Advisory Council, and specifying the identical election arrangement provided for it originally within Title B1. There is meant to be no change in substance.

The Personnel Committee has discussed, and tentatively approved such a refinement. Before the change is recommended to the Board for action, we seek your review and comment.

June 2 is the date of the meeting of the Personnel Committee at which they expect to review and confirm this proposed change.

CMR/eh  
enc.

cc: Mr. Wood, Chairman, and Members of the Personnel Committee  
Dr. Frost  
Dr. Clow

*Myadlife  
Judge Isen  
Mr. Durney  
Mr. Martin*

Refinement in Policies

As recommended by Attorney General's Office  
to show the parallel provisions  
for Instructional and Administrative Faculty Councils.

(Copy approved) 3  
4/11/75

[ ] = delete  
COPS = New

ARTICLE VI: FACULTY ADVISORY COUNCILS FOR CONDITIONS OF EMPLOYMENT

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THE INSTRUCTIONAL FACULTY ADVISORY COUNCIL.

Title B: Membership. The Instructional Faculty Advisory Council shall consist of two representatives elected at large from each College by the members of the instructional faculty and one representative selected by each of the following organizations: The Faculty Association of Connecticut State Colleges, the Connecticut Education Association, the Connecticut State Employees Association, the Connecticut State Conference of the American Association of University Professors, the American Federation of Teachers, and any other organizations recognized by the Trustees under the provisions of Section 3 of this Title. [The Administrative Faculty Advisory Council shall consist of two representatives from each College elected by members of the administrative faculty who are not executive officers.] Only members of the instructional faculty shall be eligible for election to the Instructional Faculty Advisory Council; however, any faculty member holding an appointment at one of the four campuses may be selected as the representative of an organization. Elections and selections must be made in accordance with the provisions in Sections 1 and 2 of this Title.

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*Retention only* <sup>5. 5.</sup> Present Membership. The provisions of this Article notwithstanding, the persons elected to or selected for membership on the present Faculty Advisory Council shall serve as representatives to the Instructional Faculty Advisory Council for Conditions of Employment until the term of office to which they were elected or for which they were selected has expired at which time their successors shall be elected or selected as required by these Policies.

*NOTE* (NEW TITLE. New wording where underlined. Rest of paragraph lifted from B1 above to provide parallel provisions.)

Title C: Membership. The Administrative Faculty Advisory Council. Members of the Administrative Faculty on each campus who are Professional Personnel shall elect two of their number to the Administrative Faculty Advisory Council. Such elections shall take place in the second semester of each academic year and shall be for a two-year term; however, in the initial election two representatives shall be elected, one for a one-year term, the other for a two-year term. The term of office shall begin with the opening of the first semester of the academic year following the election. Representatives and alternates shall be elected in the manner prescribed in the bylaws of the College, provided such bylaws require election by secret ballot from a slate of no fewer than two names for each position and provided further that nominations are made by secret ballot or by an elected nominating committee. The alternate shall be entitled to attend meetings of the Council, with full rights and duties whenever the regular member cannot attend. If a representative leaves the College from which the representative was elected to Council membership or if the representative can no longer serve because of illness, leave of absence, or any other reason, the College shall elect a new member to fill the unexpired term. The College President shall report to the Executive Secretary no later than August 1 of each year the names of each newly elected representative and each newly elected alternate. The College President shall also report promptly the result of any special election.

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office to which they were elected or for which they were selected has expired at which time their successors shall be elected or selected as required by these Policies. *Reinstated as 5*

Title F: Meetings. At the call of its Chair, each Council shall meet in September at the offices of the Board of Trustees. During this initial meeting of the academic year, the times and places for future meetings shall be set for the next twelve months. Each Chair shall issue a call for a special meeting whenever requested to do so by one-fourth of the membership of that Council or by the Executive Secretary within five days of receipt of the request.

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~~not part of and  
a number in  
view of injunction.~~

RESOLUTION

CONCERNING

AMENDMENTS TO THE PERSONNEL POLICIES AS ADOPTED  
BY THE  
BOARD OF TRUSTEES ON APRIL 11, 1975

JUNE 13, 1975

WHEREAS, Article VI, entitled Faculty Advisory Councils for Conditions of Employment, does not make parallel provisions for Instructional and Administrative Faculty Councils, and

WHEREAS, The Attorney General's office has reviewed and recommended certain changes to make such parallel provisions, be it

RESOLVED, That Article VI be amended as outlined in Attachment A.

A Certified True Copy:

\_\_\_\_\_  
James A. Frost  
Executive Secretary

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STATE OF CONNECTICUT  
WESTERN CONNECTICUT STATE COLLEGE  
181 WHITE STREET • DANBURY CONNECTICUT 06810



TEL. 792-1400

RECEIVED

April 10, 1975

APR 10 1975

BOARD OF TRUSTEES  
WESTERN CONNECTICUT STATE COLLEGES

Dr. James A. Frost  
Executive Secretary  
Board of Trustees for State Colleges  
New Britain, Connecticut 16050

Dear Jim:

Thank you for my advance copy of Personnel Policies, sent for study by the Faculty Advisory Council. I have just completed my study of the document, and would like to extend sincere congratulations to you, Dr. Ritchie and the Personnel Committee for what I consider to be a much improved statement of Personnel Policies. Anyone taking the care to compare various drafts would have to conclude that the Board had listened and responded to faculty suggestions. No document is perfect. There are still items to be worked out with the same kind of mutual respect and concern we have experienced during this long period of drafting. But I believe the changes made do reflect to a great extent the needs and wishes of the constituent parties. This is a personal statement and does not intend to anticipate the reactions of the Faculty Advisory Council. Thank you for the enormous effort and expenditure of time and study which went into the production of the revised Personnel Policies.

Sincerely,

*Kathleen McGrory*  
Kathleen McGrory

April 15, 1975

Dr. Kathleen McGrory  
Western Connecticut State College  
181 White Street  
Danbury, Connecticut 06810

Dear Kathleen:

Thank you for your thoughtfulness in writing your letter of April 10. All of us in the Central Office very much appreciate your kind words. It is obvious from their reaction last Friday that the Trustees do, too.

Cordially,

James A. Frost  
Executive Secretary

JAF/v

Central Connecticut State College  
New Britain, Connecticut

MAY 29 1975

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Office of the President

May 23, 1975

TO: Mr. Joseph Pikiell  
Mr. James Haesy

FROM: F. Don James, President

Enclosed is a copy of a letter which I have just received from Dr. Frost with a statement representing the Board's definition of "tenure" and "continuing appointment" as they are used in the Trustees' Personnel Policies. I believe this clarifies that in the thinking of the Trustees "tenure" and "continuing appointment" have exactly the same meaning.

From Dr. Frost's letter I would certainly feel that you are free to share this letter with your colleagues who are concerned with this matter.

*F. Don James*  
F. Don James  
President

fdj:ma  
enclosure

cc: Executive Committee of the Cabinet  
Dr. Frost

Memorandum

STATE OF CONNECTICUT

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P. O. Box 2008

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May 21, 1975

Dr. F. Don James  
President  
Central Connecticut State College  
1615 Stanley Street  
New Britain, Connecticut 06050

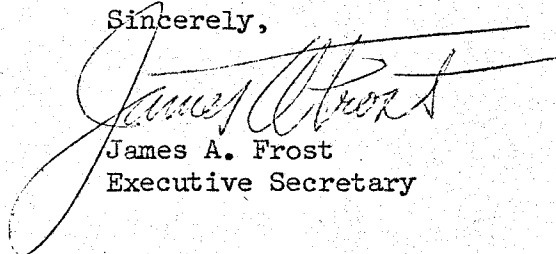
Dear President James:

My understanding is that a question has been raised on your campus concerning the meaning of the terms "tenure" and "continuing appointment" as they are used in the Trustees' Personnel Policies. I believe the terms have exactly the same meaning except that one applies to departments concerned primarily with classroom instruction whereas the other applies to positions which are not primarily associated with such departments. Tenure is defined in Article XII, Title A, Section 1 of the Personnel Policies, continuing appointment is defined in Article XII, Title B, Section 1. If you will look at these two definitions, you will find them to be parallel.

Please note that it is possible to hold both a continuing appointment and tenure. Thus a person who earned tenure in a department which is concerned primarily with classroom instruction could accept an administrative position and earn a continuing appointment in it. Please note that a person who holds an administrative office and who holds tenure in the Instructional Faculty is returned to his tenured teaching position in the event he is retrenched and that he holds seniority in such a teaching position which can be upset only by action of faculty committees. This provision is found in Article XV, Title D, Section 4.

The intent of the Trustees is to provide essentially the same protection for persons who hold tenure or a continuing appointment. If there are questions concerning this matter I will be pleased to seek the answers. If you desire to do so you are free to share this letter with members of your faculty.

Sincerely,

  
James A. Frost  
Executive Secretary

JAF/b

cc: Mrs. Niejadlik  
Mr. Wood  
President Haas  
President Jennings  
President Webb

May 21, 1975

Dr. F. Don James  
President  
Central Connecticut State College  
1615 Stanley Street  
New Britain, Connecticut 06050

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Sincerely,

James A. Frost  
Executive Secretary

JAF/b

cc: Mrs. Niejadlik  
Mr. Wood  
President Haas  
President Jennings  
President Webb





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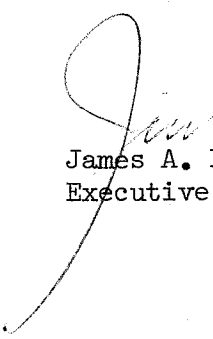
May 21, 1975

TO: President Ruth A. Haas (WCSC)  
President Manson Van B. Jennings (SCSC)  
President Charles R. Webb (ECSC)

SUBJECT: Tenure and Continuing Appointment.

The enclosed letter to President James was written in response to an inquiry from his campus. You may find it useful in responding to similar questions arising at your own College.

Cordially,

  
James A. Frost  
Executive Secretary

JAF/b

cc: Mrs. Niejadlik  
Mr. Wood  
President James

encl.