0. Select a recording secretary. Elect a Chair and an Executive Secretary.

1. Presidential courtesy.

2. Report from the Secretary of the General Faculty.
   a. Guidelines for taking minutes for Academic Council (attachment)
   b. Secretary of the General Faculty website.

3. Report from the Executive Secretary.
   a. Approval of minutes of meeting of April 4, 2005 (if available)
   b. Approval of minutes of meeting of May 2, 2005 (if available)

4. Council Committee Reports.

5. Petitions for immediate hearing.

6. Old Business.

7. New business
   a. Elect faculty representatives to the Honorary Degree Committee.
   b. Faculty Representation on Search Committee for Dean of GSEAP
   c. Changes to Research Committee guidelines (materials sent by email)

8. Adjournment

Attachments

- Roster and meeting dates for 2005-2006 Academic Council
- For item 2.a.: Memo from the Faculty Secretary dated 9/12/05

PENDING ITEMS ON BACK
Items Pending

A. Recommendations in report in Spring 2002 from Faculty Athletic Committee concerning (i) amounts of time student-athletes are absent from classes for trips/athletic activities, (ii) demands placed on student athletes for year-round training, (iii) number of scheduled athletic events that conflict with the Universities final exam schedule, and (iv) amount of money spent on various athletic programs. (See agenda and attachments for 12/4/02 AC meeting, and item 6.b of 3/3/03 AC meeting.)

B. Issues raised at the 10/4/99 AC meeting concerning faculty participation on the finance/budget committee. (See minutes of AC meeting of 11/4/99; 10/29/99 letter from Phil Lane attached to 5/1/00 AC agenda; excerpt of GF minutes of 11/13/92 attached to AC 5/1/00 agenda; AC motion of 11/6/00.)

C. Quinquennial review of distribution of AC seats. (See GF minutes of 3/24/00; next review due spring 2005).

D. Report from Committee on Procedural Guidelines and Guiding Principles for Faculty Compensation. (Report scheduled for October 2003.)

E. Distance learning issues. (See item 7 of AC minutes of 5/5/03.)

Ongoing Items

1. Report by AVP to AC each semester to inform the council of any approved exceptions to the Athletic Department’s policy of not scheduling athletic events that conflict with final exams.

2. Implementation of AC recommendations concerning issues raised by AHANA students.

3. Bannow Environmental Report
ACADEMIC COUNCIL 2005-2006

Don Greenberg Behavioral and Social Sciences 2006
Mark Ligas Dolan School of Business 2006
James He Dolan School of Business 2006
Ingeborg Haug Graduate School of Education and Allied Professions 2006
Faith-Anne Dohm Graduate School of Education and Allied Professions 2006
Dennis Keenan Humanities 2006
Jo Yarrington Humanities 2006
Kraig Steffen NaturalScience/Mathematics/Engineering 2006
Paul Lakeland Arts and Sciences at large 2007
David Sapp Arts and Sciences at large 2007
Ed O'Neill Arts and Sciences at large 2007
William Abbott Arts and Sciences at large 2007
Susan Rakowitz Behavioral and Social Sciences 2007
Don Gibson Dolan School of Business 2007
Rick DeWitt Humanities 2007
George Lang NaturalScience/Mathematics/Engineering 2007
Jean Lange School of Nursing 2007
Orin Grossman Academic Vice President 2007
ex officio  no vote
Timothy Snyder Dean, College of Arts and Sciences 2007
ex officio  no vote
Jeanne Novotny Dean, School of Nursing 2007
ex officio  no vote
Norman Solomon Dean, Dolan School of Business 2007
ex officio  no vote
Vagos Hadjimichael Dean, School of Engineering 2007
ex officio  no vote
Edna Farace Wilson Dean, University College 2007
ex officio  no vote
Antonio Simoes Interim Dean, Graduate School of Education and Allied Professions 2007
ex officio  no vote
Irene Mulvey Secretary of the General Faculty 2007
ex officio  no vote

CHAIR:

EXECUTIVE SECRETARY:

Meeting Dates: all Mondays from 3:30-5:00 and in CNS 209 for the fall semester
September 12
September 19 (tentative)
October 3
November 7
December 5
February 6
March 6
April 3
May 1
MEMORANDUM
Fairfield University
Secretary of the General Faculty

TO: Member of the Academic Council
FROM: Irene Mulvey, Secretary of the General Faculty
DATE: September 12, 2005
RE: Academic Council minutes

These are guidelines to follow when preparing the minutes of Academic Council meetings.

1. The Faculty Handbook specifies that the Council minutes “indicate the votes of members (i.e., tally and roll calls) as well as the proponents of major suggestions.” Although we have occasionally neglected to record which members voted for a motion, which against, and which abstained in the voting, the practice should be maintained to conform to the Handbook.

2. The Handbook also specifies that committee records contain minority as well as majority opinion; the Council minutes have generally followed this practice and should continue to do so. The Academic Council is the executive arm of the General Faculty; as such it considers, makes decisions and makes recommendations on any matter of academic concern that falls within the purview of the General Faculty, except for matters specifically reserved to the General Faculty. The Council provides the opportunity for exchange of opinion between faculty and administration in the ordinary working of the University. The Academic Council minutes are the only way that faculty will know what the council has done on their behalf, and why it was done.

3. The Journal of Record (1/22/68) indicates that “the gist of all communications [to the Council] be published in the Council minutes.” The communications themselves, including reports circulated at meetings, documentation, etc. should be included in the file of the Council minutes maintained by the Faculty Secretary, but the Recording Secretary and the Executive Secretary should trust their judgment in deciding what to summarize and what to distribute verbatim to the faculty.

4. The council acts by voting on motions. To avoid misunderstandings at a later date, these motions should be reduced to writing before the Council votes; they should be transcribed verbatim in the Council minutes.

5. To facilitate consultations of the minutes:
   a. number the minutes exactly as the items for consideration are numbered on the agenda for that meeting.
   b. Write the complete date of the meeting on each page in a footer and number the pages.
   c. provide a separate underlined caption for each agenda item or topic
   d. place all motions in separate, indented, block paragraphs and indicate in boldface the result of any vote on any motion.
6. Minutes must be approved by the Executive Secretary before circulation. Send your transcript to the Executive Secretary (electronically is best) for approval and forwarding to the Faculty Secretary for distribution.

7. Minutes are the only way that most members of the General Faculty will learn what the Council is doing. To allow this to happen in a timely manner, minutes should be prepared for distribution as soon as possible after the meeting. These draft minutes should be labeled as “DRAFT minutes, not yet approved by the Academic Council.” Minutes are circulated to the General Faculty upon approval by the Council’s Executive Secretary, ideally before the Council’s next meeting; if there are any changes made at that time to the previous meeting’s minutes, those changes are noted in the current meeting minutes. The recording secretary should then prepare a copy of the minutes as approved by the Council and indicate on these that they were approved by the Council with the date of the approval.
Nominees for Honorary Degree Committee (9/2005)

Rao Dukkipati
Ingeborg Haug
Doug Lyon
Sister Julianna Poole
Joan van Hise
INTRODUCTION
The Faculty Research Committee announces a competition open to untenured, tenure-track faculty, for the award of pre-tenure research leaves. The leave will be for one semester of the third or fourth year at full pay. The award may not be used for work connected to the completion of doctoral studies. The semester will count toward the normal probationary period for tenure. The leave must be completed before the academic year in which the faculty member applies for tenure.

PURPOSE
The pre-tenure leave affords the untenured faculty member a release from normal teaching duties in order to pursue activities that will be beneficial to the faculty member’s long term plans for research and scholarly activity including, but not restricted to, intensive research, writing in one’s field or artistic creativity.

DEADLINE FOR APPLICATIONS
Applicants must submit their completed proposal with 7 copies to the head of their curriculum area by Nov. 1st. The curriculum head must submit his/her letter of recommendation and the proposal to the Dean by Nov. 5th. The Dean is responsible to submit all letters and application to CNS 300 addressed to the Chair, Faculty Research Committee by Nov. 15th.

CONDITIONS OF ELIGIBILITY
♦ All untenured, tenure-track faculty in their second or third consecutive year of full-time teaching at Fairfield University are eligible to apply for the research leave. Full-time teaching full-time at Fairfield University before tenure-track appointment will be counted for eligibility; time served at other institutions negotiated towards tenure will not.
♦ Projects that emphasize scholarly research should have value not only to the individual, but should ensure an advance in knowledge in the field, and should have potential for scholarly publication.
♦ Projects that emphasize artistic creativity such as painting, sculpture, musical composition or performance, writing or poetry, drama or fiction, or similar endeavors, should have a direct relation to the person’s discipline and be subject to evaluative norms of the profession.

RESOURCES
The proposed project should demonstrate a reasonable expectation of completion or substantial progress. The applicant should give evidence of the following:

- the proper prerequisites to carry out the project.
- the resources that are necessary for successful completion.
- such resources may include research materials, library collections, laboratory facilities, computer facilities, etc.
- the necessary approval and support of the host institution for work to be undertaken at another institution (explain in detail the resources and facilities offered by the host institution).

**PROCEDURE**

1. Application for this award must be made by November 15\textsuperscript{th} of the second or third year of full-time teaching at Fairfield, for leave during either the fall or spring semester of the third or fourth year.

2. Application for a research leave is made by submission of a proposal to the Faculty Research Committee.

3. Prospective applicants should inform the head of their curriculum area of their intention to apply for this program. The applicant’s proposal (along with seven copies) must be submitted to the head of your curriculum area by Nov. 1\textsuperscript{st}. To qualify for the program, your head of the curriculum area must submit your application and his/her recommendation to the Dean by November 5\textsuperscript{th}.

4. The Dean must submit his/her recommendation, the head of the curriculum area’s recommendation, and the completed proposal and 7 copies to the Chair, Research Committee in CNS 300 by November 15\textsuperscript{th}.

5. The Research Committee will review the applications and make recommendations to accept or reject them to the Academic Vice President.

6. In the event that there are more qualified applicants than it is possible to allow pre-tenure leaves in any particular year, preference will be given to those applying in their third year for a leave in their fourth year.

7. Twelve semesters of full-time teaching must elapse after completion of a pre-tenure research leave before the faculty member can receive a sabbatical leave.

**FORMAT**

Proposals should be submitted according to the following format:

- The format is intended to provide the committee with the information necessary for evaluation. It is important that the
applicant provide complete and specific information about the project itself, its importance to the applicant’s professional life, and its value to the university.

- A proposal should be presented in a manner so that persons not acquainted with the field could understand and evaluate the project. The proposal should use language appropriate to the discipline, but should also use language that clearly communicates to the committee the subject matter, the plan, and the methods involved.
- Failure to follow these guidelines or timetable will result in non-review of the application.
- An original and 7 copies are required.

**INFORMATION:**

Please include the following information:

1. Name
2. Date
3. Department or curriculum area
4. Rank
5. Date of initial appointment
6. Year of proposed research leave, and preferred semester
7. Title of project
8. Short summary
9. Detailed description of proposed project (indicate here resources necessary for completion and any related work you may have done)
10. Benefit of your project to the university
11. Relevant bibliography
12. Additional Comments
13. Curriculum vitae (the curriculum vitae should reflect your record of teaching, research, and service).
14. Letters of recommendation from head of your curriculum area and Dean (see attached for recommendation guidelines)

**REPORTING CRITERIA**

A written report of the project is due in six months to the Academic Vice President, the applicant’s Dean and head of curriculum area, and the Faculty Research Committee Administrative Liaison in CNS 300.

Revised: 9/15/03
FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE
LETTERS OF RECOMMENDATION GUIDELINES

The letter must be brief but comprehensive

- in explaining to the Faculty Research Committee the significance of the applicant’s research and its relevance to the purposes of the department/program area,
- in documenting the applicant’s previous analytical or creative research activity,
- in mentioning the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching, and
- in supporting the applicant’s reasonable expectations that the proposed work will be completed as stated in the proposal.

The head of the curriculum area’s letter must be able to support the applicant’s candidacy in language that is comprehensible to the Faculty Research Committee members who come from various disciplines.
INTRODUCTION
The Faculty Research Committee invites applications from all academic disciplines for a Senior Summer Fellowship from tenured faculty who hold the rank of either associate or full professor. One award of $7,000 will be made per year.

PURPOSE
The purpose of the Senior Summer Fellowship is to allow faculty to pursue advanced work and make a significant contribution to thought and knowledge in her/his respective discipline.

The Fellowship supports creative projects and research activities that can be completed during the tenure of the award. The project/activities may be part of a larger research agenda.

It is usually expected that the Fellowship will result in juried performances and peer-reviewed publications.

DEADLINE FOR APPLICATIONS
The deadline is generally November 15. All applications should be addressed to the Chair of the Faculty Research Committee and eight (8) copies are to be submitted to CNS 300 by 4:30 p.m. on the deadline announced. It is the candidate’s responsibility to submit completed applications by the due date and time at the appropriate office.

CONDITIONS OF ELIGIBILITY
♦ The applicant must be a tenured associate or full professor.
♦ The applicant must be recommended by the Head of the Curriculum area. Heads of Curriculum areas who wish to apply should seek a letter of recommendation from a senior colleague.
♦ The applicant must devote two consecutive and uninterrupted months to full-time research or artistic work, and may not hold other major external fellowships or grants during the tenure of the award.
♦ Faculty members approved for sabbatical leave will not be eligible for either summer contiguous to the academic year of the sabbatical leave.
♦ Applicants are not eligible to teach during their award period.
♦ Members of the Faculty Research Committee are not eligible to apply during their term in order to avoid conflict of interest.

Application for this Senior Summer Fellowship does not preclude the applicant from applying for a Summer Research Stipend.
**PROPOSALS**
Information required in the application is described below. Applicants should make every effort to present their projects in a manner accessible to evaluators outside their discipline.

1. Name of Applicant
2. Date
3. Department
4. Rank
5. Dates of initial appointment and tenure
6. Short title of proposed project
7. Dates for undertaking the work
8. A statement of the research or creative project and its importance. The nature of the project should be described, as well as the manner of its investigation. The importance of the project to the applicant’s discipline should be briefly discussed, and its relevance to the applicant’s long-term research or creative plans explained.
9. Detailed description. A detailed description of the project, in clear language, limited to 3 double-spaced pages, with relevant bibliography or resource list should be included.
10. Resources. If access to special facilities or resources is necessary, please discuss how this will be provided (special library collections, computer services, instrumentation, etc.).
11. Curriculum Vitae (the curriculum vitae should reflect your record of teaching, research, and service).
12. Letter of recommendation. A letter of recommendation from the applicant’s Head of Curriculum area (see attached for recommendation guidelines).

**ANNOUNCEMENT OF THE AWARD**
The recipient of the Senior Summer Fellowship will be announced by the end of February.
REPORTING CRITERIA
A written report of the project is due in six months to the Academic Vice President, the Head of the Applicant’s Curriculum Area, and the Faculty Research Committee Administrative Liaison in CNS 300.  11/03/03
FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE
LETTERS OF RECOMMENDATION GUIDELINES

The letter must be brief but comprehensive

- in explaining to the Faculty Research Committee the significance of the applicant’s research and its relevance to the purposes of the department/program area,
- in documenting the applicant’s previous analytical or creative research activity,
- in mentioning the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching, and
- in supporting the applicant’s reasonable expectations that the proposed work will be completed as stated in the proposal.

The Head of the Curriculum area’s letter must be able to support the applicant’s candidacy in language that is comprehensible to the Faculty Research Committee members who come from various disciplines.

Revised 11/3/03
INTRODUCTION
The Faculty Research Committee invites applications from tenured and tenure-track faculty from all academic disciplines for a Summer Research Stipend. The program will fund up to nine grants of $3,500 each per year.

PURPOSE
The purpose of the Summer Research Stipends Program is to support tenure-track or tenured faculty members during the summer for a concentrated period of research and writing.

DEADLINE FOR APPLICATIONS
The deadline is generally January 20. All applications should be addressed to the Chair of the Faculty Research Committee and eight (8) copies are to be submitted to CNS 300 by 4:30 p.m. on the deadline announced. It is the candidate’s responsibility to submit completed applications by the due date and time at the appropriate office.

CONDITIONS OF ELIGIBILITY
♦ All tenure-track or tenured faculty are eligible for the summer research stipends.
♦ Awards will be made on the following conditions:
  • professors approved for Summer Research Stipends must teach no more than one summer session course or engage in more than the normal (academic year) one-day-per-week consultative activities during the period from May 30 to August 30;
  • Professors approved for Summer Research Stipends cannot have duplicate funding that pays for time for the same or a similar project.
♦ Projects that involve human subjects must be approved by the Institutional Review Board; and the applicant must have filed all required reports on prior committee research grants, summer stipends, and sabbaticals.
♦ Faculty members approved for sabbatical or pre-tenure leave will not be eligible for either summer contiguous to the academic year of the sabbatical leave.
♦ In addition, faculty cannot accept Summer Research Stipends from both the Faculty Research Committee and the Ignatian Residential College. Were you to be awarded both, you may accept either research stipend, and still accept the IRC course development stipend.
Applications from faculty who held Summer Research Stipends during the previous summer’s period will be considered only if there is not a sufficient number of high-quality applications submitted to the committee.

Members of the Faculty Research Committee are not eligible to apply during their term in order to avoid conflict of interest.

**PROPOSAL**

Information required in the application is described below. The completed application should be addressed to the Chair of the Research Committee, CNS 300. Applicants should make every effort to present their projects in a manner accessible to evaluators outside their discipline.

1. Name of Applicant
2. Date
3. Department
4. Short Title of Proposed Project
5. A Statement of the research problem (or scholarly project) and its importance. The general nature of the problem should be described, as well as the manner of its investigation. The importance of the problem should be discussed, and its relevance to the investigator’s long-term research plans explained. A brief description of related work by the applicant should also be included.

6. Plan or procedure. The tasks to be performed should be described and the expected results should be outlined in detail.

7. Resources. If access to special facilities or resources is necessary, please discuss how this will be provided (special library collections, computer services, instrumentation, etc.).

8. Pertinent literature references.

9. Previous research support of any type, including pending applications for funding. If the applicant has received previous research funding (grants, etc.), these should be briefly listed, including the amount of the funding. If any funding requests are pending, these should also be listed.

10. Copies of report(s) from prior sabbatical, pre-tenured leave, senior summer fellowship, research grant, and/or summer stipend. If the applicant has had previous awards, a copy of the most recent research report(s) must be included.
11. Comments

12. Curriculum Vitae (*the curriculum vitae should reflect your record of teaching, research, and service*).

**REVIEW AND EVALUATION**

Applications are reviewed by the Faculty Research Committee. When the committee members do not deem themselves qualified to judge the merit of a proposal, consultation with other educators may be undertaken. *When ranking two or more proposals of equal merit, the Faculty Research Committee will privilege the applicant who has not received previous funding.* Decisions of the Research Committee shall be final.

**ANNOUNCEMENT OF AWARDS**

Although stipends shall be announced to the academic community, the members of the Committee will consider the names and applications of those who have been denied to be confidential information. Awards for Summer Research Stipends will be announced on or about February 15th.

**REPORTING CRITERIA**

A final report on the project must be filed prior to the end of the academic year following the summer in which the grant was held. The faculty member should also file any subsequent updates on the published disposition of his or her research. Copies of all reports and updates should be submitted to *the Faculty Research Committee Administrative Liaison, CNS 300*.

Revised 11/3/03