

**CHARTER OAK STATE
COLLEGE BYLAWS**

Adopted November 15, 1984
(Rev. 5-30-2024)

ARTICLE I

Name

The name of this organization shall be Charter Oak State College.

ARTICLE II

Object

- Section 1.** Charter Oak State College shall be a collegiate organization established to serve as a vehicle for implementation of the degree-granting functions of the State of Connecticut Board for State Academic Awards. In 2011, Charter Oak State College became part of the Connecticut State College and University System under the Board of Regents (BOR). The Board of Regents for Higher Education was established by the Connecticut General Assembly in 2011 (via [Public Act 11-48](#) as amended by [Public Act 11-61](#)) bringing together the governance structure for the Connecticut State Universities, Connecticut Community Colleges and Charter Oak State College.
- Section 2.** All diplomas or certificates signifying admission to an academic degree conferred by Charter Oak State College shall be authenticated by placing thereon the official seal of the Board together with the signatures of the President of the Board or Regents, Chair of the BOR and the President of Charter Oak State College.
- Section 3.** The services of the College shall be offered to all without restriction as to age (except for the provisions in Article III, Sections 5a and b), or any factor cited in the nondiscrimination statutes of the State of Connecticut.

ARTICLE III

Members

- Section 1.** The membership of the College shall comprise five classifications:
- a. The Governing Board
 - b. The President and Officers of Administration
 - c. The Faculty
 - d. The Students
 - e. The Alumni
- Section 2. The Governing Board**
- The governing board of the College shall be the Board of Regents. **15 Voting Members**
Nine appointed by the Governor. Four appointed by legislative leadership, of whom one is a specialist in K-12

education and the three remaining are alumni of the Connecticut Community Colleges, Connecticut State Universities, and/or Charter Oak State College. The chair and vice-chair of the Student Advisory Committee. **6 Non-Voting, Ex-Officio Members**--Commissioner of the Department of Education, Commissioner of the Department of Economic and Community Development, Commissioner of the Department of Labor, Commissioner of the Department of Public Health, and the Chair and Vice Chair of the Faculty Advisory Committee.

Section 3. The President and the Officers of Administration

The President shall be hired by the Board of Regents. The Officers of Administration shall be hired by the College.

Section 4. The Faculty

The College has three classifications of faculty: Core Faculty, Special Assessment Faculty, and Teaching Faculty. As provided by statute, there is only a reference to adjunct appointments. However, there may be full-time staff that have teaching as part of their duties. For purposes such as Integrated Postsecondary Education Data System (IPEDS) and program accreditation purposes, those full-time staff may be categorized as full-time faculty.

Section 4a. Core Faculty

They shall have no full-time teaching or administrative duties at Charter Oak, and their services shall be of an intermittent, consultative nature as arranged by mutual agreement. Appointees shall be nominated from the teaching faculties of Charter Oak and other regionally accredited, degree granting institutions and appointed in consultation with the Academic Council by the President or designee. (See below, ARTICLE V, Faculty.)

Section 4b. Special Assessment Faculty

They shall have no full-time teaching or administrative duties at Charter Oak and their services shall be of an intermittent, consultative nature as arranged by mutual agreement. If the expertise is not available within the Core Faculty or Teaching Faculty, appointees shall be selected primarily from the teaching faculties at other regionally accredited two- and four-year institutions. Special Assessment faculty members are appointed by the Chief Academic Officer or designee.

Section 4c. Teaching Faculty

The members of the Teaching Faculty are hired by the Chief Academic Officer or designee. Their services will be delineated in their appointment letters/contracts. Teaching faculty will have appropriate credentials and expertise. Their duties, hiring process, evaluation process, and termination process are specified in the Faculty Handbook. The Teaching Faculty, since they teach online, may be hired from outside of Connecticut.

Section 5. The Students

- a. Enrollment as degree candidates is limited to persons who are beyond the age for compulsory school attendance as defined by the State of Connecticut and who have demonstrated the ability to benefit from participation in the programs of Charter Oak State College.

- b. Enrollment in the status of non-matriculated student may be available to persons who do not meet the basic age and/or educational requirements stated above for enrollment as a regular student and degree candidate.
- c. Persons whose applications for enrollment as degree candidates have been accepted shall be Student Members of the College until such time as they receive a degree, or their enrollment is cancelled by action of the administration. Student Members are further classified as Active or Inactive depending on the status of their degree candidacy. A Student Member who receives an associate degree from Charter Oak State College shall retain the status and privileges of a Student Member if continuing or re-enrolling as a Baccalaureate Degree Candidate.

Section 6. Alumni

All recipients of an Associate, Baccalaureate, or Master's Degree from Charter Oak State College shall be designated as Alumni of the College.

ARTICLE IV

Officers

Section 1. The President and Officers of Administration

The President presides over the College. The President is authorized to designate Officers of Administration including Chief Academic Officer, Vice Presidents, Deans, and their assistants. The Chief Academic Officer of the College reports directly to the President and serves as the leader of the College in the President's absence.

Section 2. Institutional Structure

The institutional structure shall be approved by the BOR at the recommendation of the President of the College. The Academic Council shall be consulted by the President or Chief Academic Officer regarding the organization of the Faculty.

ARTICLE V

Faculty

Section 1. Duties and Responsibilities

The duties and responsibilities-of the Faculty shall include the following:

- a. To establish requirements for such degrees as the College is authorized to award;
- b. To establish requirements and standards for award of academic credit and academic assessment;

- c. To advise students;
- d. To validate credits earned at other accredited institutions;
- e. To make original awards of credit;
- f. To make recommendations to the governing board for award of degrees to duly enrolled and qualified candidates; and
- g. To teach and develop courses and assess student work.

Section 2. Members

- a. The primary qualifications for appointment as a Member of the Faculty shall be professional expertise and skill in academic functions.
- b. Although faculty are considered employees for reporting purposes, such individuals shall be appointed in the capacity of independent consultants and as independent consultants they may in no circumstances be deemed to represent any agency or institution with which they may otherwise be affiliated.
- c. The College shall make every effort to maintain a Faculty balanced in terms of academic scope, diversity, geographical representation and public/private institutional background.
- d. Due provision shall be made for the initial orientation and training of new appointees and for the subsequent development of their expertise so as to qualify for further responsibilities.

Section 3. Recruitment, Appointment and Reappointment

- a. Recruitment
 - i. Nominees for the Core Faculty shall be from a list of candidates compiled by solicitation of the academic departments of accredited institutions of higher education where persons having the particular competence sought may be employed and from the Charter Oak State College Teaching Faculty.
 - ii. Special Assessment Faculty are recruited from within our Core and Teaching Faculty, or if the expertise doesn't exist in the subject area needed, from other regionally accredited colleges and universities and/or from professional sources of content area expertise.
 - iii. Teaching Faculty will be recruited through an application process and selected based on their credentials and expertise.
 - iv. The searches described above shall be clearly identified as both affirmative and nondiscriminatory in nature. Further, in cases where two or more candidates have substantially equal qualifications, preference shall be given to the one whose gender or racial group is under-represented in the Core Faculty and Teaching Faculty, if known.

b. Appointment and Reappointment

All appointments and reappointments to the Faculty of the College as a Core Faculty member shall be made by the President or designee upon consultation with the Academic Council and Chief Academic Officer.

Appointment and reappointment as a Special Assessment Faculty member shall be made by the Chief Academic Officer or designee.

Teaching Faculty shall be hired by the Chief Academic Officer or designee. Reappointment is based on need and performance.

Section 4. Special Assessment Faculty

- a. Members appointed on a contingent basis for advisory, consultative, and/or evaluative services shall be appointed in the classification of Special Assessment Faculty.
- b. Appointments as Special Assessment Faculty shall normally be proposed for the purpose of augmenting the scope of professional resource persons available. Appointments are for a specific project.

Section 5. Core Faculty

- a. Members appointed for a term of service on one or more of the Standing Committees of the Faculty which are responsible for establishing and implementing the policies and procedures of the Faculty shall be appointed in the classification of Core Faculty.
- b. Terms of Service
 - i. The initial appointment of a Core Faculty Member is for service on an Academic or Program Committee for a period of up to three years. Core Faculty may be reappointed for additional five-year terms as long as they are fulfilling their responsibilities to Charter Oak based on the recommendation of the Committee Chairperson.
 - ii. Initial appointment of a Core Faculty Member for service on the Academic Council for a five- year term may be made after completion of an initial term on an Academic or Program Committee. Members to the Academic Council may be reappointed for additional five-year terms upon recommendation of the Chair of the specific core faculty committee and the Chief Academic Officer or designee. All Faculty Members of the Academic Council serve concurrently on an Academic or Program Committee. Staff representatives to the Academic Council and Program Committees shall be appointed by the President for a term of two years. If a Core Faculty member retires, they may finish out their term of appointment.
 - iii. Reappointment of a Core Faculty Member is considered by the President or designee on the basis of written evaluations prepared by, or at the direction of, the Chairperson of the

academic or program committee(s) on which the Core Faculty Member is serving, during the final year of current appointment, according to the procedure outlined in Section 3, b. above.

- c. Evaluation of Core Faculty members is based upon the degree and quality of their contributions to the mission of Charter Oak State College. Evidence of such contributions may include such activities as active participation in Committee meetings, consultation with staff members, student advising, assessment projects, and subject-matter area consultative services and mentoring distance learning or contract learning courses.
- d. Except in extenuating circumstances, a Core Faculty Member who fails to participate for an entire year shall be deemed to have vacated their appointment.
- e. Scheduling of Appointments

All appointments for which a term of service is specified will normally end on September 30 in the year of expiration. Terms of appointments to all committees shall be staggered so as to assure some continuity of membership. If an appointment is for the unexpired term of another Core Faculty Member the Core Faculty Member so appointed may, after completing the unexpired term, serve the number and length of terms so specified in subsection b. of this section.

Section 6. Academic and Program Committees

- a. There shall be the following Academic Committees:
 - i. Social and Behavioral Sciences
 - ii. Business and Technology
 - iii. History and Humanities
 - iV. Nursing and Health Sciences
- b. There shall be the following Program Committee:
 - i. Assessment
- c. Each Academic Committee having responsibility for a specified subject-matter area shall be authorized to conduct validation procedures within its area of competence and recommend academic policy to the Academic Council.
- d. The Program Committee shall be authorized to develop policies and procedures for the programs under its direction and to recommend same to the Academic Council for approval.

- e. The Academic or Program committees may appoint subcommittees as needed.
- f. Any action requiring a vote of the Academic or Program committees needs to be sent to the committee prior to the vote, ideally it should be discussed, in person or electronically, before the vote takes place. If the action taken requires approval of the Academic Council, the chair of the appropriate Academic or Program committee will request that it be placed on the Academic Council agenda for discussion and then for vote.
- g. The number of members appointed to an Academic Committee or to a Program Committee may not exceed sixteen (16) voting members.
- h. The Chairs of the Academic and Program Committees shall be recommended for appointment by the Chief Academic Officer to the Academic Council for its approval. Chairs normally shall serve no more than two consecutive terms. The Chairs of Academic and Program Committees shall serve as voting members of the Academic Council.
- i. Up to two voting members of each program committee shall be a college staff member appointed by the President or designee for a term of two years. Terms can be renewed.
- j. Teaching faculty may voluntarily attend Academic Committee meetings in the respective subject area where they teach. When attending Academic Committee meetings, teaching faculty may provide relevant advice and feedback on proposals before the respective Academic Committee as non-voting participants.

Section 7. Policy Committees

- a. There shall be a standing committee designated as the "Academic Council."
 - i. Members of this committee shall be qualified as specified in Section 5, b., ii. of this article. Appointed members of the Academic Council shall not exceed nineteen (19). Three voting members of the Academic Council shall be staff members of the college appointed by the President for a term of two years.
 - ii. The Academic Council shall develop academic policy and speak for the Faculty in matters pertaining to program requirements, validation of credits, and recommendation for the award of academic degrees. All formal actions by the Academic Council within the scope of its competence shall have the force of an action by the entire membership of the Consulting Faculty.
 - iii. Subject to the approval of the governing board, the Academic Council shall establish the requirements and academic standards for earning the degrees of Bachelor of Arts, Bachelor of Science, Associate in Arts, Associate in Science and Master of Science and for earning such other degrees and certificates as may from time to time be authorized.
 - iv. Action on matters of general academic policy may be taken at any meeting of the Academic Council, provided information regarding the item was sent prior to the meeting and the item either was discussed at a prior meeting of the

Academic Council or was recommended following discussion by an academic or program committee or a special committee authorized by the Academic Council.

Section 8. Officers

- a. The officers of the Faculty shall be the Dean of the Faculty, one or more Associate Deans, and such other officers as may be authorized from time to time.
- b. Officers shall be appointed by the President or designee in consultation with the Academic Council.
- c. Eligibility for appointment as an Officer of the Faculty shall be limited to those serving currently as members of the Academic Council.

Section 9. Meetings

- a. At the Annual Meeting of the Academic Council, usually in June or July, the President or designee shall consider recommendations for faculty appointments and reappointments and shall consider recommendations for officers and committee chairpersons.
- b. All standing and *ad hoc* committees shall meet as necessary at the call of the Dean of the Faculty, Chief Academic Officer or the President.
- c. The members present shall constitute a quorum at any committee meeting provided that the call was electronically sent with all members at least ten days in advance of the meeting.
- d. The chair of a committee may participate in all votes of that committee.

ARTICLE VI

These bylaws may be amended by the President or Chief Academic Officer following consultation with the Academic Council. The revised By-Laws will be sent to the BOR.

Approval

Approved by action of the Faculty Committee on Degrees at a meeting on September 9, 1987, superseding Faculty Bylaws adopted on November 15, 1984.

Approved by action of the Board for State Academic Awards at a meeting on October 15, 1987, superseding Faculty Bylaws adopted on November 15, 1984.

Approved by action of the Board for State Academic Awards at a meeting on May 10, 1990, superseding Faculty Bylaws on October 15, 1989.

Amended by action of the Board for State Academic Awards at a meeting on May 9, 1991.

Approved by action of the Board for State Academic Awards at a meeting on March 19, 1998.

Approved by action of the Board for State Academic Awards at a meeting on November 19, 1998.

Amended by action of the Board for State Academic Awards at a meeting on January 17, 2002. Amended by action of the Board for State Academic Awards at a meeting on July 29, 2004.

Amended by action of the Board for State Academic Awards at a meeting on July 27, 2007.

Amended by action of the Board for State Academic Awards at a meeting on February 23, 2011.

Amended by action of the Academic Council via e-mail August 1, 2016

Amended by action of the Academic Council by electronic vote on April 15, 2019

Amended by action of the Academic Council at a meeting on June 17, 2022

Amended by action of the Academic Council at a meeting on May 30, 2024