

**CHARTER OAK STATE COLLEGE
BYLAWS**

Adopted November 15, 1984

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.
- Section 2.** All diplomas or certificates signifying admission to an academic degree conferred by the Board for State Academic Awards shall be awarded in the name of Charter Oak State College and shall be authenticated by placing thereon the official seal of the Board together with the signatures of the Chairman of the Board 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 Consulting Faculty
 - d. The Students
 - e. The Alumni
- Section 2.** **The Governing Board**
- The governing board of the College shall be the State of Connecticut Board for State Academic Awards, the Chairman and members of which are appointed by the Governor, and a student representative elected by the students. Their duties and responsibilities are as set forth in Section 10a-143 of the Connecticut General

Statutes.

Section 3. The President and the Officers of Administration

The President and Officers of Administration with their staff assistants shall be designated from among the employees of the Board for State Academic Awards. (See below, ARTICLE IV, Officers.)

Section 4. The Consulting Faculty

The members of the Faculty of Consulting Examiners (subsequently referred to as Core Faculty Special Assessment Faculty, and Teaching Faculty), as provided by statute, shall be appointed by the governing board in adjunct status as consultants.

Section 4a. Core Faculty

They shall have no full-time teaching or administrative duties under the Board, and their services shall be of an intermittent, consultative nature as arranged by mutual agreement. Appointees shall be nominated mainly from the teaching faculties of baccalaureate-granting institutions in Connecticut. (See below, ARTICLE V, Consulting Faculty.) Specific duties of the Core Faculty are further delineated in the Faculty Handbook.

Section 4b. Special Assessment Faculty

They shall have no full-time teaching or administrative duties under the Board, 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, appointees shall be nominated mainly from the teaching faculties at other regionally accredited two and four year institutions. Specific duties of the Special Assessment Faculty are further delineated in the Faculty Handbook.

Section 4c. Teaching Faculty

The members of the Teaching Faculty are hired by the Provost and shall be appointed by the governing Board in adjunct status. 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 special 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 governing board. 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 or Baccalaureate 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 Executive Director of the Board for State Academic Awards shall serve also as the chief executive officer of the College with the title of "President." As the President of the College, the Executive Director is authorized to designate Officers of Administration including Provost, Vice Presidents, Deans, and their assistants from amongst the employees of the Board for State Academic Awards. The Provost and Deputy Executive Director of BSAA is the chief academic officer of the College, reports directly to the President, and serves as the leader of the College and CTDLC in the President's absence.

Section 2. Institutional Structure

The institutional structure shall be approved by the Board at the recommendation of the President of the college. The Academic Council shall be consulted by the President regarding the organization of the Faculty.

ARTICLE V

Consulting Faculty

Section 1. Duties and Responsibilities

The duties and responsibilities of the Consulting 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 Consulting Faculty shall be professional expertise and skill in academic functions.
- b. 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 Consulting 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 in Connecticut where persons having the particular competence sought may be employed.
- ii. Special Assessment Faculty are recruited from within our Core Faculty, or if the expertise doesn't exist in the subject area needed, from other regionally accredited colleges and universities.
- 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 sex 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 Consulting Faculty of the College as a Core Faculty member shall be made by the governing board on recommendation of the President's Advisory Committee (according to specifications of Section 5, b., c.), and nomination by the President.

Appointment and reappointment as an Special Assessment Faculty member shall be made by the Provost and reported to the governing board. Teaching Faculty shall be hired by the Provost and, upon the Provost's recommendation, appointed by the Board.

Section 4. Special Assessment Faculty

- a. Members appointed on a contingent basis for advisory and/or evaluative services as required by the Faculty 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. Lengths of such appointments shall be determined by the need as perceived when the appointment is made but shall not exceed three years. Reappointment by the governing board for successive periods is permitted.

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 employed full time at an accredited college or university in Connecticut and 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 as long as they are employed full time at an accredited college or university in Connecticut and upon recommendation of the President's Advisory Council. All Consulting 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.
 - iii. After service of at least three years as a member of an Academic or Program Committee, a Core Faculty Member who is no longer employed full time at an institution of higher education in Connecticut may be appointed to one or more five-year terms as a member of the President's Advisory Committee.
- c. Reappointment of a Core Consulting Faculty Member is considered by the President's Advisory Committee 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.

- d. 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, special evaluations and subject-matter area consultative services and mentoring distance learning or contract learning courses.
- e. Except in extenuating circumstances, a Core Faculty Member who fails to participate for an entire year shall be deemed to have vacated his or her appointment.
- f. 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
 - iii. History and Humanities
 - iv. Mathematics, Science and Technology
- b. There shall be the following Program Committees:
 - i. Distance Learning
 - ii. Assessment
- c. Each Academic Committee having responsibility for a specified subject-matter area and shall be authorized to conduct validation procedures

within its area of competence and recommend academic policy to the Academic Council.

- d. Each Program Committee having responsibility for distance learning and assessment programs 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. Action on matters to be recommended to the Academic Council may be taken at any meeting of an academic or program committee, provided information regarding the item was sent to members prior to the committee meeting or it is a recommendation of a special committee authorized by an Academic or Program Committee, provided information regarding the items was sent to members prior to the committee meeting or it is a recommendation of a special committee authorized by an Academic or Program Committee or the Academic Council.
- f. The number of members appointed to an Academic Committee or to the Assessment Committee may not exceed sixteen (16), and the number of members appointed to the Distance Learning Committee may not exceed twenty (20).
- g. The Chairs of the Academic and Program Committees shall be recommended for appointment by the Provost to the Academic Council for its approval. Chairs normally shall serve no more than two years consecutively. The Chairs of Academic and Program Committees shall serve as *ex officio* voting members of the Academic Council.
- h. An Academic or Program Committee may act through subcommittee at its discretion.
- i. One member of each program committee shall be a college staff member appointed by the president for a term of two years.

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). Two 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, and Associate in 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.
- b. There shall be a standing committee designated as the "President's Advisory Committee."
- i. Members of this committee shall be qualified as specified in Section 5, b., iii. of this article and shall be deemed *ex officio* non-voting members of the Academic Council, but not counted within the nineteen (19) appointed member size limitation. The number of members shall not exceed seven (7). The chair shall be appointed by the President.
 - ii. This committee will function as a nominating and steering committee. It shall, upon request, coordinate the work of special and *ad hoc* committees and advise and assist the President and the governing board.

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 governing board upon the recommendation of the President's Advisory Committee after consultation with the Academic Council and nomination by the President.

- 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. In July, the President shall call the annual meeting of the Academic Council. At said annual meeting, the Academic Council 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, Provost or the President.
- c. The members present shall constitute a quorum at any committee meeting provided that the call was sent or direct telephone contact was made 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 at the pleasure of the governing board following consultation with the Academic Council and the President.

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.