

## RESOLUTIONS APPROVED BY FACULTY: 2007-2009

### November 2007: Reorganization of Personnel Committees

Organization Committee Motions:

**The following New Paltz Faculty By-laws changes with regard to restructuring responsibilities for two central committees are offered with positive recommendation from the Organization Committee.**

**In all cases these are changes to Section III, Committees of the College Faculty**

#### **I. Changes within Section F, Committee on Tenure and Reappointment:**

**The new text shall read:**

“F. Committee on Reappointment, Tenure, and Promotion

The Committee on Reappointment, Tenure, and Promotion shall:

1. recommend individual members of the Academic Faculty for reappointment, tenure, and promotion.”

#### **II. Changes within Section G, Committee on Promotion and Salary Increase:**

**The new text shall read:**

“G. Committee on Salary Increase

The Committee on Salary Increase shall:

1. recommend individual members of the Academic Faculty for salary increase.”

**By-laws (2004), Page 12:**

**REVISED TEXT:**

#### **F. Committee on Reappointment, Tenure, and Promotion**

The Committee on Reappointment, Tenure, and Promotion shall:

1. recommend individual members of the Academic Faculty for reappointment, tenure, and promotion.”

#### **G. Committee on Salary Increase**

The Committee on Salary Increase shall:

1. recommend individual members of the Academic Faculty for salary increase.

### December 2007: Proposed Changes to the “Structures and Procedures” Document

**Organization Committee Resolution:**

**STRUCTURES AND PROCEDURES OF FACULTY TENURE, REAPPOINTMENT, PROMOTION, AND SALARY INCREASE** as passed by the Faculty on May 22, 1970, and as amended by the Faculty, November 17, 1970; December 8, 1970; January 11, 1972; March 9, 1972; November 21, 1974; September 29, 1978; April 3, 1987; September 1, 1998; March 8, 2002, and December 10, 2004.

**Change One:**

**I. There shall be the following two committees:**

- A. Committee on Reappointment, Tenure, and Promotion
- B. Committee on Salary Increase

**Change Two:**

**II. Composition of the two Central Committees:**

- A. The Central Committee on Reappointment, Tenure, and Promotion shall be composed of ten members elected as follows:
- B. The Central Committee on Salary Increase shall be composed of ten members elected as follows:

**December 2007: Faculty Handbook Revision**

Academic Affairs Committee Resolution

*Faculty Handbook*, pp. 56-57

**EVALUATION, REAPPOINTMENT AND PROMOTION OF FULL-TIME FACULTY**

**Student Evaluation of Instruction**

The Office of Institutional Research (OIR) administers official Student Evaluations of Instruction (SEI) in the fall and spring semesters (summer is available upon request). Early in the fall and spring semesters request forms are sent to departments for dissemination to instructors. The request form must be completed and returned to OIR by the deadline. (The form and instructions can also be accessed at the OIR Web site [www.newpaltz.edu/oir](http://www.newpaltz.edu/oir).) The SEI packets are made available for a specified period each semester at the SEI Desk. The packets can be picked up by the faculty member or a student, but must be administered in class, by a student. A student must then return the packets to the SEI Desk or OIR. Special arrangements for off-campus courses or courses that end early can be made with OIR.

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Faculty participation in the SEI is a requirement for promotion, reappointment or merit increases. No other evaluation instrument may be substituted for this requirement. The results of the SEI will be made available to the faculty member, the department Chair, Dean, and the Provost/Vice President for Academic Affairs, and will become part of the official personnel file. SEI results may also be made available to program coordinators when the instructor's activities fall within the domain of their programs.

Instructions on how to participate in the SEI are mailed to all faculty early in each semester. Faculty are informed of the dates when SEIs can be administered and the steps to be taken to ensure participation. The SEI is usually administered the week before final exams. SEI forms and instructions to students are placed in class packets for ease of administration.

### **Peer Evaluation of Instruction**

Peer evaluation of instruction is encouraged by the institution and is considered to be an important aspect of the general evaluation of faculty for reappointment and promotion.

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### **February 15, 2008: Faculty Handbook Revision**

1. Academic Affairs Committee Resolution: The SEI policy statement below be added to the Faculty Handbook as the introductory paragraph on pg. 56.

#### **DEANS' SEI POLICY STATEMENT**

*For inclusion in the Faculty Handbook*

The deans recognize that persistently high quality teaching is a necessary condition for achieving continuing appointment at New Paltz. The quantitative rating portion of the SEI is viewed as one facet of information about a faculty member's teaching effectiveness rather than as the primary source. Other important facets of a teaching portfolio might include materials produced by the faculty member in the teaching of a course (course syllabi/outlines, rubrics, student evaluation tools, handouts, and electronic or web-based materials prepared and used for instruction), materials produced by students that illustrate high achievement, and student responses to the open-ended questions on the SEI. Peer evaluation of teaching and self-assessment are also very important, especially if evidently frank and serious.

The overall pattern or trend of SEI scores is more important than any one particular question or score. The ratings become a concern if they manifest a pattern of low scores over time, if the scores deteriorate over time, or if there are patterns of low-rated areas across courses, e.g., if the range of questions pertaining to assignments and feedback were scored low across all sections. The Deans recognize that SEI ratings must be used with sensitivity to the nature of the courses. For example, students in general education courses will likely differ in their perceptions from those in upper division electives, as would students in large class sections as opposed to smaller, more personal classes.

A number of other caveats apply to the use of SEIs in the evaluation of a faculty member's teaching effectiveness. One semester's results may not be informative,

particularly if the instructor is teaching a course for the first time or is trying a new or different pedagogy. Departmental patterns and norms in student SEI responses may also be taken into consideration before concluding that the ratings are exceptionally low or high. Conversely, an overall pattern of high scores or a pattern of improvement over time in scores for individual courses is viewed positively.

Information about a faculty member's teaching effectiveness is looked at both discretely and developmentally. Deans will use these materials to gain an equitable, overall sense of the faculty member's pedagogical approaches, commitment to preparing high quality course materials, and his or her development over time in response to critique, experience and evolving pedagogical theory and resources. Because the various schools on campus place greater emphasis on certain measures of effective teaching than others, candidates for promotion, reappointment and discretionary salary increases should consult with their department personnel subcommittees, department chair and dean for specific norms and expectations.

12/10/2007 final draft approve

### **March 14, 2008: Deregistration of Programs**

The Organization Committee Resolution

*Resolved: An academic program may be deregistered only after consultation with the faculty of the affected program and with the Curriculum Committee (for undergraduate programs) or the Graduate Council (for graduate programs).*

### **April 18, 2008: Academic Affairs Resolution**

The following statements in bold print be added on page 15 of the *Faculty Handbook*.

#### C. Faculty Office Hours

Full-time faculty are required to hold at least four office hours a week, while the semester is in session. These hours are to be scheduled at times convenient to students seeking help from faculty members. In addition to noting office hours on the course outline, office hours are to be posted outside the faculty member's office and the department Chair is to be notified of those hours at the start of each semester. **It is the responsibility of the department to post the faculty office hours each semester on the department Website.**

It is recommended that part-time faculty hold office hours of one-hour per week per class taught at a minimum or make some equivalent arrangement approved by the department Chair to facilitate out-of-class consultation with students.

**When faculty members are unable to hold a scheduled office hour, they should, when possible, notify all students and advisees (e.g., by email via [my.newpaltz.edu](mailto:my.newpaltz.edu))**

or [blackboard.newpaltz.edu](http://blackboard.newpaltz.edu)). In addition, faculty members are encouraged to notify the department secretary and request that a note regarding the cancellation be left on their office door.

May 2009: Restructuring the College Committees: Standing Committees of Academic Affairs, Inclusion of GE Board, Membership of Executive Committee

Organization Committee Resolutions I-III:

**I. Motion for Reorganization of the Standing Committees of the Academic Affairs Committee [Brought with the approval of the Academic Affairs Committee, the Organization Committee, the Executive Committee, and the Academic Senate (1/30/09)]**

Resolved: That the standing committees of the Academic Affairs Committee be reorganized as follows:

One: To collapse two of the standing committees of the Academic Affairs Committee—the Committee on Academic Appeals and the Committee on Academic Standing—into a single standing Committee, to be called the Standing Committee on Academic Appeals and Academic Standing (SAS.)

Two: To position the Standing Committee on Scholarship, currently a standing committee of the Academic Affairs Committee, as a subcommittee of the Standing Committee on Academic Appeals and Academic Standing (SAS.)

Three: To change the means by which the voting membership of the new Standing Committee (SAS) is constituted, from decanal appointment (and confirmation by the Academic Affairs Committee) to college-wide election, based on proportional representation, as stipulated in the Faculty By Laws.

Four: To change the manner by which the voting membership of the Subcommittee on Scholarship of the Standing Committee on Academic Appeals and Academic Standing (SAS) is constituted. Rather than decanal appointment (and confirmation by the Academic Affairs Committee), selection shall occur from among elected SAS constituents, eventuating in direct representation, as stipulated in the Faculty By Laws.

Five: To require that the Subcommittee on Scholarship report annually to the Standing Committee on Academic Appeals and Academic Standing (SAS).

Six: To require that the Standing Committee on Academic Appeals and Academic Standing (SAS) report annually to the Academic Affairs Committee.

**II. Motions for inclusion of the GE Board in the faculty governance structure  
[Brought with the approval of the Organization Committee, the Executive  
Committee, and the Academic Senate (1/30/09)]**

Resolved: That the GE Board be included in the faculty governance structure as a standing committee of the Curriculum Committee.

Resolved: That members of the GE Board shall be elected from among the ranks of the full-time academic faculty to serve for up to two consecutive three-year terms.

Resolved: The GE Board shall oversee the General Education Curriculum.

The General Education Board shall do the following:

1. consult with departments/colleges on assessment plans for their components in the GE curriculum.
2. review and endorse plans that reflect best practices in GE curriculum assessment.
3. create opportunities for GE faculty development and mentoring.
4. propose modifications to GE requirements to the Curriculum Committee.
5. develop GE course approval guidelines in conjunction with the Curriculum Committee.
6. report to the Curriculum Committee annually.

The GE Board shall be composed of 13 elected members, 2 members from the Curriculum Committee, and 4 ex-officio members. Representation shall be based on the percentage of GE courses taught by each of the constituent units. Board members shall be elected from among the academic units as follows:

Education (1 seat), Liberal Arts (6 seats), Science and Engineering (2 seats), Fine and Performing Arts (2 seats), Business (1 seat), Library (1 seat).

Two members shall be selected to serve from among the elected membership of the Curriculum Committee.

Four ex-officio members, selected to serve in advisory capacities without vote, shall represent Academic Advising (1 seat), the Teaching/Learning

Center (1 seat), the Office of Institutional Research (1 seat), and the Provost's Office (1 seat.)

Minutes from GE Board meetings will be distributed to the Curriculum Committee, the Provost, the Registrar, the faculty governance secretary, and Academic Computing.

**III. Motion for expansion of membership of the Executive Committee [Brought with the approval of the Organization Committee, the Executive Committee and the Academic Senate (1/30/09)]**

Resolved: That the Vice President of the Academic Senate be made a voting member of the Executive Committee of the Academic Senate.

Resolved: That, in the event that he/she represents multiple constituencies, the Vice President of the Academic Senate be granted only one vote on the Executive Committee of the Academic

**10/23/09:**

**Revision of verbiage of Structures and Procedures for Reappointment, Tenure and Promotion and Salary Increase**

**Revised Text is below this line.**

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**STATE UNIVERSITY OF NEW YORK  
New Paltz, New York**

**STRUCTURES AND PROCEDURES OF FACULTY REAPPOINTMENT, TENURE PROMOTION AND SALARY INCREASE** as passed by the Faculty on May 22, 1970, and as amended by the Faculty November 17, 1970; December 8, 1970; January 11, 1972; March 9, 1972; November 21, 1974; September 29, 1978; April 3, 1987, September 1, 1998, March 8, 2002, and December 10, 2004; December 10, 2007; October 23, 2009.

**I. Instead of a Central Committee on Tenure and Reappointment and Central Committee on Promotion and Salary Increase, there shall be the following two committees:**

- A. Central Committee on Reappointment, Tenure and Promotion
- B. Central Committee on Salary Increase

**II. Composition of the two Central Committees:**

- A. The Central Committee on Reappointment, Tenure and Promotion shall be composed of ten members elected as follows:

<i>College of Liberal Arts and Sciences</i>	3
<i>School of Business</i>	1
<i>School of Education</i>	2
<i>School of Science &amp; Engineering</i>	1
<i>School of Fine and Performing Arts</i>	2
<i>Faculty of Library</i>	1

- B. The Central Committee on Salary Increase shall be composed of ten members elected as follows:

<i>College of Liberal Arts and Sciences</i>	3
<i>School of Business</i>	1
<i>School of Education</i>	2
<i>School of Science &amp; Engineering</i>	1
<i>School of Fine and Performing Arts</i>	2
<i>Faculty of the Library</i>	1

- C. All faculty members having academic rank who have continuing appointment are eligible to serve on the above-described committees.
- D. Every committee member shall have an alternate who shall be the runner-up in the election. If no alternate is available, the constituency shall hold a by-election.
- E. The term of office of these two Central Committees shall be two years. No member shall serve for more than two consecutive terms.
- F. Department and Division Chairs are not eligible to be nominated for election to, or serve on, these committees.
- G. The election of the members of these committees shall take place in the Spring semester. The committees shall elect their own chairs and secretaries.

**III. Duties of the two Central Committees. See also III F and G in the Faculty Bylaws.**

- A. To evaluate the Departmental Sub-Committee recommendations in terms of all-College balance and equity.
- B. To receive and review recommendations from the Departmental Sub-Committees and Department Chairs and Deans.
- C. To forward these and the Central Committees' recommendations to the Administration.

- D. To consult with the Administration concerning the establishment of a yearly calendar for all events related to the work of the Committees and the Sub-Committees in such a way that faculty members can be notified in due time.
- E. To hold hearings when required.
- F. The members of the Central Committees shall be evaluated by the Administration through consultation with the appropriate Department Chair, Sub-Committees, and Deans.
- G. A member of one of the Central Committees who is also a member of a Departmental Sub-Committee shall not vote on the Central Committee on recommendations concerning a member of a Department.

#### **IV. Departmental Sub-Committees**

##### ***Composition***

1. The size of each Departmental Sub-Committee shall be determined as follows:

Departments of less than ten shall have a Committee of 3;

Departments of 10-15 shall have a Committee of 5;

Departments of 16 or more shall have a Committee of 7.

Each department shall have a sub-committee. If for any reason a department is unable to form a sub-committee in accordance with the provisions of composition contained herein, a sub-committee which does not comply with these provisions may be formed with the agreement of the department faculty, its Chair, the two chairs of the Central Committees and the Administration.

2. The Departmental Sub-Committees shall be composed of tenured and non-tenured faculty having served two academic years at this College, approximately in proportion to their distribution in the Department. A Department having less than 5 members may elect a faculty member who has served one year.
3. Election shall be by secret ballot, and tenured and non-tenured faculty shall elect their representatives separately.
4. In the case of an even split between tenured and non-tenured members, the entire membership shall cast another ballot to elect the odd member. Should this fail to break the deadlock, the entire membership shall elect the odd member from among the tenured faculty.

5. The Sub-Committee may invite Department Chairs and/or Deans to participate during its deliberative stage, but they shall not participate in voting. During the deliberations, the Sub-Committee may also invite such individuals as it deems desirable including the person concerned.

#### B. Term of Office

1. Members shall serve for one academic year. They are not eligible to serve for more than two consecutive years.
2. Elections are to be held at the last Departmental meeting of the spring semester, and no later than June 1.
3. Term of office begins at the beginning of the fall semester and ends at the beginning of the next fall semester.

#### C. Duties of the Departmental Sub-Committee

1. To make recommendations to the appropriate Central Committees and Chairs of the Department.
2. When considering Sub-Committee members, the Sub-Committee meets minus one.
3. To receive requests from Department members and hold hearings upon agreement of the Sub-Committee.
4. In conducting the evaluation of the Department Chairs and non-teaching faculty with academic rank, the Sub-Committee Chairs shall call a meeting of all faculty of the Department, excluding the Department Chairs and non-teaching faculty concerned. In the light of the criteria of the Trustees, where applicable, special attention should be given to the following in the evaluation of Department Chairs:
  - (1) Effectiveness in faculty personnel work, as in recruiting, reappointment, and promotion;
  - (2) Effectiveness and initiative in the development of curriculum, instruction, and research;
  - (3) Effectiveness and equity in the use of available resources; effectiveness in representing departmental needs to the administration and administrative concerns to the department;
  - (4) Leadership as an educator.

#### D. Departmental Sub-Committee Chairs

1. Election:

He/she shall be elected by the Sub-Committee members by secret ballot.

2. Term of Office:

One academic year

3. Duties

- a. To call meetings
- b. To keep files
- c. Supervise the writing of recommendations and summaries for the approval of Sub-Committee members
- d. To submit approved recommendations and summaries to the appropriate Central Committee and to the Department Chairs
- e. To conduct elections for the next years' Committee before the end of the spring semester
- f. To call the first meeting of the new Sub-Committee the following fall.

E. A Department which chooses not to elect a Department Sub-Committee but to conduct reappointment, tenure, promotion and salary increase matters as a group, making its evaluations, decisions, and recommendations through participation of all members of the Department other than the Chairs and those on temporary or part-time or visiting appointment, may do so under the following conditions:

1. The decision to function as a "committee of the whole minus one" (namely, the person being considered) shall be made by a majority vote of all members of the Department (as defined in E above), voting by secret ballot each year at the beginning of the fall semester. The vote, and the intention to function in the way herein described during the forthcoming academic year, shall be communicated in writing to the Chairs of both of the Central Committees.
2. All members of the Department (as defined in E above) with more than 6 months of service in the Department shall participate in deliberations and voting on questions of tenure and promotion, salary increases, and reappointment.
3. All members of the Department (as defined in E above) shall be elected by secret ballot, at the beginning of the fall semester to serve as Chair for matters covered under these Procedures and By-Laws, and shall be responsible for conducting the meetings, preparing the recommendations and such other functions as are specified by the

Procedures and By-Laws. The Chair shall serve until the beginning of the following fall semester.

4. Phraseology and details otherwise specified in these Procedures shall be considered to be modified only to the extent necessary to accommodate the alternate structure and method set forth in this Section E.

F. A Department, which chooses not to review requests for Discretionary Salary Increases as a Sub-Committee or a Committee of the Whole, may do so only by an annual vote of the department. The results of this vote must be communicated each year to the Central Committee, with a copy to the Provost. Requests for SI by faculty in these departments may be submitted to the Chair or directly to the Central Committee.

## **Department Chairs**

### A. Duties

1. To make his/her recommendations known to the Sub-Committee
2. To receive and consider recommendations from the Sub-Committee
3. To forward copies of Sub-Committee recommendations together with his/her own recommendations to the appropriate Dean
4. To forward a copy of his/her recommendations to the appropriate Central Committee

## **VI. Evaluation Procedures**

### A. Criteria

1. All evaluations shall be based on the Trustees' Criteria.
2. All recommendations shall be made by secret ballot, the result of which must accompany written recommendations.

### B. Individual Summaries

1. Each Sub-Committee shall supply the appropriate Central Committee a summary of the reasons for its recommendations. These summaries shall indicate specifically and clearly the justification for the recommendation.

### C. Individual Considerations

1. A faculty member may provide to the Sub-Committee any information which s/he wishes.
2. Any faculty member may elect to by-pass the Sub-Committee and ask the appropriate Central Committee to consider the case.

3. When a faculty member feels that s/he has made an outstanding contribution as a teacher or scholar since the last promotion, s/he may request the Departmental Sub-Committee to consider him for promotion.

D. Hearings

1. Requests for securing individual summaries shall be directed to the Chair of the Departmental Sub-Committee.
2. Hearings shall be initiated and held at the Committee or Sub-Committee where the decision in question was originated.

- E. All documents submitted as part of the files must be signed by the individual who submits them.

**VII. Response of the Central Committee for Reappointment, Tenure and Promotion**

- A. A copy of the recommendations made by the Central Committee with regard to each faculty member shall be sent to the Departmental Sub-Committee concerned, to the Department Chair, and the appropriate Dean.
- B. When the Central Committee makes decisions that are not in agreement with those of the Sub-Committee and/or the Department Chair or the Dean, they shall communicate to the Sub-Committee and/or the Department Chair the rationale for such decisions. A copy of such statements shall be immediately transmitted to the Chair of the Departmental Sub-Committee who will make them available to the faculty member concerned when so requested.

## **VIII. Response from the Administration**

- A. When the Administration makes a decision that is not in agreement with that of the Central Committee or Committees, it shall communicate to the Committee concerned the rationale for such a decision. A copy of this statement shall be immediately transmitted to the Chair of the Departmental Sub-Committee who will make it available to the faculty member concerned when so requested.

## **IX. Records**

- A. All records, files, student evaluations and summaries are to be filed by the Sub-Committee Chairs in a location agreeable to the Sub-Committee and Department Chair.
- B. All records are to be available to the faculty member concerned, to the members of the Sub-Committee, the appropriate Central Committees, the Department Chairs and the Administration.
- C. No statement or charge which can be described as one of unethical or unprofessional conduct or closely resembling these shall appear in the file of a faculty member without faculty member's knowledge that such a statement or charge has been made, and that the faculty member may submit any supporting data in defense against such charges.

## **Interrelationships**

To maximize information flow and exchange of judgments, mutual consultation among the members of the Departmental Sub-Committee, the Central Committees, Department Chairs and the Administration is strongly recommended.

## **XI. Student Participation in Faculty Evaluation**

- A. The Administration is encouraged to make every effort to facilitate student participation in objectively administered faculty evaluations. Student participation should be primarily at the departmental level and student evaluations and recommendations part of the record held in the files.
- B. Summaries of these evaluations shall be made available to the Sub-Committees, the Central Committees, Departmental Chair, the Dean, and the faculty member concerned.
- C. The evaluations shall be placed in the faculty member's file.

## **December 09, 2009: Proposal for inclusion of the Sustainability Committee in the faculty governance structure [Revision of Bylaws]**

### **Organization Committee Proposal**

Brought with the approval of the Budget, Goals and Plans Committee (2/24/09); revised by the Chair with the approval of the Budget, Goals and Plans Committee (9/16/09, OC Committee (10/14/09), Executive Committee [11/6/09], Academic Senate [11/6/09]

**Proposed:** A Sustainability Committee will be included in the faculty governance structure as a standing committee of the Budget, Goals and Plans Committee.

**Proposed:** That members of the Sustainability Committee shall be elected from among the ranks of the full-time academic and professional faculty to serve for up to two consecutive two-year terms.

**Proposed:** The Sustainability Committee will bring focus and coordination to the College's efforts to promote environmental sustainability. The Committee will:

1. Assist with the coordination and fulfillment of the **American College and University Presidents Climate Commitment** by helping to develop and implement an action plan for the College to become climate neutral.
2. Educate faculty, staff, students and College offices about sustainability issues and opportunities. Together with the Division of Student Affairs, encourage and support student leadership on climate neutrality.

3. Help incorporate environmental issues into the College's curriculum, research profile, and educational outreach.

4. Promote environmental stewardship as a hallmark of College operations, working with the appropriate administrative units.

5. Report annually to the Budget, Goals and Plans Committee.

**Proposed:** The Sustainability Committee shall be composed of:

Seven (7) members elected as follows from among the ranks of the full-time academic and professional faculty, to serve for up to two consecutive two-year terms: Education (1 seat); Liberal Arts (1 seat); Science and Engineering (1 seat); Fine and Performing Arts (1 seat); Business (1 seat); Library (1 seat); and Professional Faculty (1 seat).

One (1) member selected to serve from among the elected membership of the Budget, Goals and Plans Committee.

Four (4) members who are student representatives: two (2) from the Student Association and two (2) from the Residence Hall Student Association.

Five (5) ex-officio members, selected to serve in non-voting, advisory capacities, shall represent Facilities Management (1 seat), Environmental Health and Safety (1 seat), Office of the Vice President for Administration and Finance (1 seat), the Campus Sustainability Officer (1 seat), and the Office of the Vice President for Student Affairs (1 seat).

Minutes from Sustainability Committee meetings will be distributed to the Budget, Goals and Plans Committee, Facilities Management, Environmental Health and Safety, the Offices of the Vice President for Administration and

Finance and Student Affairs, the Campus Sustainability Officer, and the faculty  
governance secretary.

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