

**STATE UNIVERSITY OF NEW YORK
NEW PALTZ**

FACULTY BY LAWS

As amended by the Faculty, April 2002

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Structures and Procedures of Faculty Tenure, Reappointment, Promotion and Salary Increase

This document is NOT PART OF THE BYLAWS.

It is included for ease of reference only.

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FACULTY BY-LAWS
STATE UNIVERSITY OF NEW YORK
NEW PALTZ

The members of the College Faculty do hereby enact these By-Laws for the purpose of establishing organization and procedures for the performance of their responsibilities as set forth by the Board of Trustees of the State University of New York, *Policies of the Board of Trustees, 1987*, Article X, paragraph 5, and other reference as contained therein.

I. DEFINITIONS

A. College Faculty

College faculty shall consist of the Chancellor of the State University of New York, the President of the College, full time academic staff and members of the professional staff.

B. Voting Members

Voting members shall include the Chancellor, President of the College, members of the academic staff of the College having academic rank and term or continuing appointments, professional staff with professional title and term or permanent appointments, and full time Lecturers with multiple year appointments after the first year of the appointment. (See also "Voting Rights," Section X)

C. Academic Rank

Academic rank is defined as follows: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Sr. Assistant Librarian, and Assistant Librarian.

D. Professional Title

Professional title refers to: Employees with the Professional Rank (PR) designation, other than those designated as Management Confidential (M/C);

Lecturers with single year appointments, or in the first year of their multiple year appointments, Adjunct positions, and Research Foundation employees are not eligible to vote.

E. Terms of Office

All persons, with the exception of the SUNY Senators, elected under these By-Laws are elected for two-year terms with half of the membership of each committee elected each year. Vacancies will be filled to complete the unexpired term.

SUNY Senators will serve a three-year term.

F. Quorum

Twenty percent of the voting members of the Faculty. The Presiding Officer shall assume the presence of a quorum unless a quorum count is called from the floor.

G. Constituencies of the College Faculty

- College of Liberal Arts and Sciences
- School of Business
- School of Education
- School of Fine and Performing Arts
- School of Science and Engineering
- The Library
- Professional Staff

H. Department

Department refers to both academic departments and recognized organizational units of the Faculty.

II. COLLEGE FACULTY

The College Faculty deals with matters of Faculty business, including Faculty organization, tenure and reappointment, promotion and salary increases, Faculty welfare, and Faculty grievances. It shall delegate matters relating to the academic program of the College to the Academic Senate, which shall be its agent. It receives reports from its standing committees, committees of the Academic Senate, the President of the College, SUNY Senators, and the Presiding Officer of the College Faculty, and, where necessary, acts upon them.

A. Presiding Officer of the Faculty

The Presiding Officer of the College Faculty shall:

1. be any voting member of the College Faculty with a minimum of five years of academic experience on campus.
2. be elected by the Faculty.

3. perform the following duties:
 - a. Conduct meetings of the College Faculty, prepare and distribute agenda of these meetings in consultation with the President.
 - b. Serve as the Presiding Officer of the Academic Senate.
 - c. Serve as the faculty representative to the College Council.
 - d. Prepare agenda for the Academic Senate meetings, and schedule Academic Senate meetings.
 - e. Refer issues that come before the Academic Senate to appropriate standing committees of the Senate.
 - f. Receive recommendations from standing committees for the Senate's action.
 - g. Transmit the Academic Senate's recommendations to the Faculty, and the Faculty's recommendations to the administration.
 - h. Maintain files related to the business of the faculty.
 - i. Represent the Faculty of SUNY New Paltz as the campus governance leader at SUNY Senate meetings.
 - j. Chair meetings of the Executive Committee of the College Faculty.
 - k. Meet with the College President and Cabinet as needed.
 - l. Represent the faculty at campus and community events.
 - m. Report to the College Faculty regularly regarding the meetings of the Academic Senate, College Council and the Executive Committee.

B. Secretary of the Faculty

The Secretary of the College Faculty shall:

1. be appointed by the Presiding Officer of the Faculty.
2. perform the following duties:
 - a. keep minutes of the Faculty meetings.
 - b. distribute minutes of the previous faculty meeting and motions passed by the Academic Senate to members of the College Faculty at least ten days prior to the next faculty meeting.
 - c. ensure that copies of the minutes of faculty meetings are kept in the library archives and published in an appropriate official college publication.

C. Parliamentarian

The Parliamentarian of the College Faculty shall:

1. be appointed by the Presiding Officer.
2. serve for the duration of the term of the Presiding Officer.

D. Ombudsperson

The Ombudsperson of the College Faculty shall:

1. be any voting member of the College Faculty with a minimum of five years academic experience on campus, having the rank of at least Associate Professor or Librarian and be a tenured Faculty member.
2. be elected by the Faculty.
3. hear and investigate complaints from individual Faculty members in areas not covered by the union contract.

III. COMMITTEES OF THE COLLEGE FACULTY

A. Committee Structure

1. Membership of all committees shall be by election from a constituency in accordance with the provisions of the section titled "Elections" in Section XI contained herein. There shall be no at-large representation. Every committee member shall have an alternate who shall be the runner up in the Constituency election. In case of resignation, the alternate becomes the regular member and the person with the next highest number of votes becomes the alternate.
2. Election to committees shall be for a two-year term unless a vacancy exists for a lesser period of time, with half the number of delegates from each constituency being elected each year. Members may not serve more than two consecutive two-year terms.
3. All elected representatives/officers shall assume their offices on September 1 of the year to which they were elected.
4. Student members are elected each year in accordance with the By-Laws that govern them.
5. Following the Faculty election, the Presiding Officer shall convene the newly elected committee for purposes of organization. The committee should choose its own Chair and Secretary who shall serve in these positions for the remainder of the term for which they were elected to the Committee, unless replaced by a vote of the Committee.
6. Committee representatives are expected to provide status reports to their constituencies as appropriate.

7. Any Faculty member who is absent from three consecutive meetings, without cause, (as determined by majority of the Committee/Academic Senate) shall be considered as having resigned. If no alternate is available, the constituency shall elect a new representative to fill the unexpired term. Notice of such termination shall be sent by the Chair/Presiding Officer to the representative.
8. Lists of Committee Chairs and Secretaries shall be published and distributed.
9. The number of elected representatives serving on the various College committees, by constituency, is identified in Appendix F.
10. Meetings shall be scheduled preferably during the time period(s) used for meetings of the College Faculty with the understanding that the scheduling of a College Faculty meeting shall take precedence over other Faculty meetings scheduled for that time.
11. No Management Confidential (M/C) person shall attend Committee or Departmental meetings of the Faculty unless invited to a specific meeting by the Department or Committee and under no circumstances shall the M/C person have voting rights.
12. Committees may solicit the assistance of individual Faculty members and may secure the benefit of College Faculty counsel and advice as needed.
13. Minutes of all meetings of the Academic Senate, committees of the Academic Senate, ad hoc committees, and Committees of the College Faculty shall include an attendance record and the text of all motions passed and be placed in the College archives in the Sojourner Truth Library.
14. Committee Chairs shall report to the College Academic Faculty at least once a year; but, should individual Faculty members be involved, such report shall not refer to the facts of individual recommendations.

B. Eligibility Requirements

1. All College faculty are eligible to serve on the Executive Committee, the Organization Committee, the Research, Awards, and Leaves Committee, and the Educational Technology Committee.
2. All College faculty with academic rank and continuing appointment are eligible to serve on the Committee on Tenure and Reappointment and the Committee on Promotion and Salary Increases.

C. Executive Committee

The Executive Committee shall:

1. be composed of the Presiding Officer of the College Faculty[,]; the SUNY Senator[,]; the Chairs of the Organization Committee, one of the three personnel committees - Tenure and Reappointment, Promotion and Salary Increase, Research, Awards and Leaves - (on a rotating basis), and the Educational Technology Committee; and the Chairs of the Committees of the Academic Senate

2. meet regularly to coordinate the activities of various committees. (See Consultation, V.A.3.)

D. Organization Committee

The Organization Committee shall:

1. report its recommendations to the College Faculty.
2. consult with faculty governance committees, constituent faculty governance units and the Academic Senate on issues of faculty governance and organization.
3. study issues related to faculty governance and organization and make recommendations related to these issues.
4. keep a current copy of the By-Laws on file in the library.
5. assume continuing responsibility for maintenance of effective By-Laws and be responsible for interpreting the By-Laws.
6. receive and make recommendations regarding proposals for possible amendments to the By-Laws.
7. consider problems and possible changes in the organizational structure of the College Faculty and, after due consultation with the College President, Vice-President of Academic Affairs, and the Dean(s) and appropriate governance constituencies, make recommendations to the College Faculty.
8. conduct elections for the Presiding Officer, the SUNY Senator, the Ombudsperson, the College Faculty's representatives to the Campus Auxiliary Service Board, and any other special elections of the faculty.
9. conduct elections for a college-wide ad hoc committee to work with the Chancellor and the College Council as Faculty representatives in the selection process of a new College President
10. conduct periodic evaluations of the incumbent management/confidential administrators and make reports of findings to the President, and appropriate faculty constituencies according to a schedule and procedures developed by the Organization Committee.

E. Committee on Tenure and Reappointment

The Committee on Tenure and Reappointment shall:

1. recommend individual members of the Academic Faculty for reappointment and continuing appointment.
2. base its recommendations on a review of the dossier submitted by the candidate according to the criteria established by the Board of Trustees. The dossier should be accompanied by recommendations from the dean, the department chair, the departmental subcommittee, and external referees as required for that candidate.

3. arrive at its recommendations independently in closed meetings.
4. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the departmental chair, the departmental subcommittee and the Dean.
5. provide the College Faculty with a summary of recommendations and their congruence with administrative decisions. The confidentiality of individual recommendations and decisions should be protected in presenting these summaries.
6. seek the approval of the Academic faculty regarding any changes in the procedures of the committee.

F. Committee on Promotion and Salary Increases

The Committee on Promotion and Salary Increase shall:

1. recommend individual members of the Academic Faculty for promotion and salary increase.
2. base its recommendations on a review of the dossier submitted by the candidate according to the criteria established by the Board of Trustees. The dossier should be accompanied by recommendations from the dean, the department chair, the departmental subcommittee, and external referees as required for that candidate.
3. arrive at its recommendations independently in closed meetings.
4. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the departmental chair, the departmental subcommittee and the Dean.
5. provide the College Faculty with a summary of recommendations and their congruence with administrative decisions. The confidentiality of individual recommendations and decisions should be protected in presenting these summaries.
6. seek the approval of the Academic Faculty regarding any changes in the procedures of the committee.

G. Research, Awards, and Leaves Committee

The Committee on Research, Awards and Leaves shall:

1. encourage, facilitate, consider and make recommendations to the Vice President for Academic Affairs and the President regarding research, awards and sabbaticals.
2. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the departmental chair, the departmental subcommittee and the Dean.
3. provide the College Faculty with a summary of recommendations and their congruence with administrative decisions. The confidentiality of individual recommendations and decisions

should be protected in presenting these summaries.

4. confer with others as they deem necessary in matters concerning research, awards and leaves, but arrive at recommendations independently.
5. seek the approval of the Academic Faculty regarding any changes in the procedures of the committee.

H. Educational Technology Committee

The committee on Educational Technology shall:

1. develop educational technology priorities and engage in strategic planning of the use of educational technology on campus.
2. address curricular and policy issues related to educational technology by sponsoring public forums to discuss such issues and refer issues to the relevant standing committees of faculty governance.
3. evaluate educational technology initiatives and outcomes to insure efficient implementation, coordination, and support of high priority projects.
4. promote the appropriate efficient, and critical use of educational technology and encourage faculty and professional staff to that end.

IV. MEETINGS OF THE COLLEGE FACULTY

- A. There shall be at least two regular meetings in each semester. Specific dates and times shall be determined by the Presiding Officer in consultation with the College President. Written notification shall be made to the Faculty by the second week of each semester.
- B. Additional meetings may be called at the discretion of the Presiding Officer or the College President following the written request of at least five percent of the voting members of the Faculty.
- C. The order of business of regular and special meetings of the Faculty are identified in Appendix C.
- D. Written announcements of all meetings shall be given to the Faculty at least 48 hours in advance of the meetings together with an agenda.
- E. Robert's Rules of Order shall govern the conduct of business, except as otherwise provided by the By-Laws.
- F. Efforts shall be made to reserve adequate weekly time periods for possible Faculty/Committee meetings.

V. CONSULTATION

Administration should formally consult with faculty on university issues defined by the Bylaws, policies or decisions that directly involve or have an impact on faculty. Formal consultation requires direct communication between administration and elected faculty representatives of faculty governance organizations or the entire faculty. This communication should occur as soon as issues needing a resolution are identified. The faculty should have a minimum of 30 days to respond. In unusual circumstances, a minimum of five working days should be allowed. Administration shall not act before such consultation.*

** Adopted by the faculty on February 9, 2001.*

A. General Considerations

1. Consultation is that process wherein the President and his/her administration as a matter of record, seeks, considers and responds to the recommendations of the Faculty through its governance units; or the Faculty through its governance units as a matter of record, seeks, considers and responds to the recommendations of the President and his/her administration.
2. In as much as these By-Laws define areas of responsibilities for the Faculty Committees, the consultation process shall be initiated through the appropriate Faculty Committee. Ad Hoc Committees, formed for a special purpose, shall also make use of the consultation process.
3. The Executive Committee of the Faculty shall meet with the President and the Vice President for Academic Affairs to discuss areas of mutual concern for which no committee has direct responsibility.
4. Insofar as feasible, this formal consultation process, whether initiated by the Faculty or the President, shall take place through the appropriate governance structures. It is understood that the representatives engaged in formal consultation procedures shall inform their constituencies/committees as to the item(s) discussed.
5. Department Chairs and other unit heads shall regularly consult with their respective members in formal/informal meetings.

B. Appointments – Faculty Involvement

1. The President shall request representation from the Organization Committee on search committees for positions designated as management confidential prior to making an appointment.
2. In the case of an appointment of a Dean of a Faculty or a similar appointment in a Faculty, the Council/Senate of that Faculty will follow its procedure to select a search committee. There should be one member chosen by the Organization Committee from among its members to represent the general Faculty interest and report back to the Organization Committee. In making this report to the Organization Committee, the confidentiality of the search proceedings shall be respected.

3. The Faculty Committee will submit a list of preferred candidates to the President.
4. Before appointing a Director of a division or a Department Chair, the President shall consult with the members of the division or department concerned (or their committee elected for that purpose), and with other appropriate persons. The division or department members shall have an opportunity to make nominations, to participate in the interviewing of candidates, and to make recommendations concerning all candidates.
5. In the recruitment and selection of prospective appointees to the academic staff of the College, the President shall consult with the Chair and the members of the division or department concerned (or their committee elected for that purpose). The President shall receive and consider their recommendations concerning all prospective appointees.

VI. MEMBERSHIP AND ORGANIZATION OF THE ACADEMIC SENATE

A. Responsibilities

The Academic Senate deals with all matters relating to the academic program of the college through its committees: Academic Affairs, Curriculum and Budget Goals and Plans. It also deals with all matters regarding faculty and students. It is the College Faculty's advisory body on all the above matters and the Presiding Officer reports all of its recommendations to the faculty. Upon approval by the College Faculty, recommendations of the Academic Senate are sent to the administration via the Presiding Officer of the College Faculty. It meets as needed, and its meetings are open to members of the faculty and the college community. Agenda and minutes of the meetings of the Academic Senate will be placed in the archives of the library and published in an appropriate official college publication.

B. Membership

1. The Academic Senate shall consist of voting and non-voting membership as specified in Appendices A and D and the section titled "Voting Rights" in Section X contained herein.
2. Chairs of the Standing Committees of the Academic Senate shall be voting members of the Academic Senate. Standing Committee Chairs, if also elected to the Academic Senate by their respective Constituency, shall have only one vote in the Senate.
3. Each voting member shall have one alternate who may attend meetings but shall vote only when the regular member is absent.

C. Eligibility Requirements

Faculty members shall be eligible for election to the Academic Senate under the following conditions:

1. They shall be members of the voting Faculty of the College as defined herein, see "Definitions," I.B.
2. They shall be voting members of their Constituency.

D. Organization

After the members of the Academic Senate have been elected, the Presiding Officer of the faculty shall call the first meeting of the Senate. Voting members of the Academic Senate shall elect the Vice-President and the Secretary of the Senate. These officers, who must be voting members of the Senate, shall take office immediately and shall serve the remainder of the elected term.

E. Officers' Responsibilities

1. The Presiding Officer of the faculty shall chair the Academic Senate and the Executive Committee of the Faculty. The Presiding Officer will refer issues that come before the Senate to the appropriate standing committees of the Senate. The Presiding Officer will receive, in writing, recommendations from the standing committees of the Senate and report, in writing, recommendations of the Senate to the College Faculty and the appropriate standing committees.
2. The Vice-President of the Senate shall assist the Presiding Officer and chair the meetings of the Academic Senate and the Executive Committee of the Faculty when the Presiding Officer is not available.
3. The Secretary of the Senate shall be responsible for the minutes and other records of the Senate. The secretary will be responsible for making the minutes and agendas of the meetings available in the library archives and publishing them in an appropriate official College publication.

F. Academic Senate Procedures

1. The Academic Senate shall meet as needed to conduct its business. A special meeting shall be called on petition to the Presiding Officer of 20% of Senate members.
2. The order of business of regular and special meetings of the Academic Senate are identified in Appendix D.
3. Reports to the Academic Senate shall be limited to 10 minutes, unless they contain action items.
4. The Academic Senate shall keep minutes of its meetings, including texts of all motions passed. These shall be made available in the library and published in an appropriate official College publication.
5. Standing committees of the Senate, members of the College Faculty, and students through their Senate representatives may instruct the Presiding Officer to place items on the agenda of the Academic Senate.
6. The Academic Senate, through the Presiding Officer, shall refer issues that come before the Academic Senate to the appropriate standing committees of the Senate.
7. The Presiding Officer will receive recommendations in writing and reports from the standing committees of the Academic Senate and report these to the Academic Senate.

8. Recommendations of the Senate in the form of motions passed by a majority vote will be reported in writing to the College Faculty and the appropriate standing committees by the Presiding Officer.
9. All motions of the Academic Senate will be printed in the agenda announcing the College Faculty meeting at the next feasible meeting following passage of such motions.
10. The College Faculty has the right to amend, approve or reject motions passed by the Academic Senate at the General Faculty meeting whose printed agenda contained the text(s) of those motions, or at the next General Faculty meeting. If the College Faculty chooses not to take action at either of those meetings, the motion will be considered approved.
11. Upon approval by the College Faculty, recommendations of the Academic Senate are sent to the administration via the Presiding Officer.

G. Committees of the Academic Senate

1. General Considerations

- a. The term “Committee” without additional qualification shall designate a Committee of the Academic Senate.
- b. Recommendations and reports of the committees of the Academic Senate shall be governed by the following general guidelines:
 - 1) Committees report to the Academic Senate and to the College Faculty.
 - 2) Recommendations to the Academic Senate, whenever appropriate, should be in the form of a written motion.
 - 3) Recommendations and reports are limited to each committee’s specific areas of responsibilities. The Academic Senate may extend these areas of responsibilities for a limited period of time by vote of a majority of Senators.

2. Ad hoc Committees

Ad hoc committees and task forces of the College Faculty shall be established by vote of the Academic Senate, and the need for the committee or task force shall be reviewed periodically by the Academic Senate. To ensure that ad hoc committees or task forces are not used to bypass faculty/campus governance or traditional faculty prerogatives and responsibilities, the Academic Senate shall consider the following principles when voting to establish ad hoc committees and task forces.

- a. Existing faculty/governance committees and mechanisms should be utilized before the establishment of ad hoc committees or task forces that fall outside the faculty/governance structure.
- b. Campus administration and faculty/campus governance should work together to decide which issues require ad hoc committees or task forces.

- c. When ad hoc committees or task forces are formed to address an issue that falls within the purview of the faculty, the ad hoc committees or task forces should have a faculty majority, and faculty/campus governance mechanisms should select/approve the faculty members.
- d. Faculty members serving on ad hoc committees or task forces should seek faculty input as positions are being developed concerning the work of ad hoc committees and task forces.
- e. Draft conclusions or reports of ad hoc committees or task forces should be presented in a timely manner to the Academic Senate and other committees deemed as appropriate by the Academic Senate.

3. Standing Committees

The three standing committees of the Academic Senate shall be:

- Committee on Academic Affairs
- Committee on Budget, Goals and Plans
- Committee on Curriculum

a. Academic Affairs Committee

1) The Academic Affairs Committee shall:

- a) address all matters concerning academic standards and policies other than curriculum.
- b) have responsibility for policy with regard to educational assessment.
- c) make recommendations concerning the academic calendar.
- d) consult with the Budget Goals and Plans Committee and the Curriculum Committee on the mission of the College and long range plans with regard to their academic impact.
- e) receive and review proposals from the Academic Senate, the College Faculty and faculty constituencies (Individual faculty and students may bring issues to the Academic Affairs Committee through their representatives to the Academic Senate).
- f) initiate its own proposals.
- g) report its recommendations and deliberations to the Academic Senate and the College Faculty.

2) The Academic Affairs Committee shall have three standing committees:

a) Undergraduate Academic Standing Committee

The Undergraduate Academic Standing Committee shall:

- i. review the academic records of students who have a semester or cumulative grade point average that is less than 2.0 and decide whether the student should be dismissed or conditionally continued.
- ii. respond to appeals from students who have been dismissed.
- iii. report to the Academic Affairs Committee and make recommendations regarding policies, procedures, and issues concerning students' academic status.
- iv. be composed of seven members representing academic units and eight members representing academic support services. Representatives of academic units shall serve for renewable six-year terms and are recommended by the deans and confirmed by the Academic Affairs Committee. These members shall be distributed among the academic units as follows: three from the College of Liberal Arts and Sciences, and one each from the School of Business, the School of Education, the School of Fine and Performing Arts, and the School of Science and Engineering. Representatives of academic support services include the Dean of Advising, who shall chair the committee, the College Recorder, Director of the Counseling Center (ex-officio), Director of the Health Center (ex-officio), director of Special Programs (ex-officio), Director of the Disability Resource Center (ex-officio), Director of Athletics (ex-officio), and a representative from Student Affairs (ex-officio). (Ex-officio members serve in advisory capacities.)

b) Undergraduate Academic Appeals Committee

The Undergraduate Academic Appeals Committee shall:

- i. make recommendations to the Provost regarding student appeals of alleged violations of academic policy.
- ii. report to the Academic Affairs Committee and make recommendations regarding policies, procedures, and issues concerning academic appeals.
- iii. be composed of seven members representing academic units, five students, and a representative of the Provost who shall serve as a nonvoting member. Representatives of academic units shall serve for renewable six-year terms and are recommended by the deans and confirmed by the Academic Affairs Committee. These members shall be distributed among the academic units as follows: three from the College of Liberal Arts and Sciences, one each from the School of Business, the School of Education, the School of Fine and Performing Arts, and the School of Science and Engineering. One student member from each of the five academic units shall be recommended by the dean to serve for a one-year term.

c) Scholarship Committee

The Scholarship Committee shall:

- i. review applications for general scholarships, determine recipients and report their names to the Division for Advancement.
- ii. report to the Academic Affairs Committee and make recommendations to the Division for Advancement regarding policies, procedures, and issues concerning scholarship applications and awards.
- iii. Be composed of five members representing academic units: one each from the College of Liberal Arts and Sciences, the School of Business, the School of Education, the School of Fine and Performing Arts, and the School of Science and Engineering. Members shall serve for renewable six-year terms and are selected based upon recommendations by the deans with confirmation by the Academic Affairs Committee.

b. Budget, Goals and Plans Committee

The Budget Goals and Plans Committee shall:

- 1) receive and review the budget from the administration and budget requests from faculty constituencies. Report to the Academic Senate and the College Faculty on the budget. Make recommendations to the Academic Senate and the College Faculty on budgetary allocations.
- 2) initiate its own proposals.
- 3) consult with the Academic Senate, Academic Affairs Committee, Curriculum Committee and the Graduate Council and other relevant faculty committees on the mission of the institution and long range plans with respect to their financial impact.

c. Curriculum Committee

The Curriculum Committee shall:

- 1) report to the Academic Senate and the College Faculty
- 2) deal with and make recommendations regarding all matters related to curriculum and educational assessment
- 3) make recommendations to the Academic Senate and the College Faculty regarding new majors, new minors, new emphases in majors, changes in existing majors and minors and new programs
- 4) have jurisdiction over the General Education Program
- 5) recommend for approval to the Vice President for Academic Affairs all courses added to the curriculum as well as revisions of courses already in the curriculum. It sends copies of

these recommendations to the Academic Senate, the department, the constituent faculty governance body, and the faculty dean.

- 6) initiate its own proposals
- 7) appoint members of the Writing Board
- 8) consult with other committees when necessary and when other committees deal with matters that have an impact on curriculum and assessment.
- 9) review curricular proposals within the constituent Faculties in accordance with the By-Laws of the constituent Faculty, the Faculty Dean and the Academic Vice President. Information copies of each approved proposal shall be forwarded by the faculty Dean at the time of submission to the Academic Vice President, to the other Deans and to the Curriculum Committee.

VII. GRADUATE COUNCIL

The Graduate Council reports to the Graduate Faculty, and for purposes of liaison, to the Academic Senate. It deals with all matters concerning academic affairs, admissions and curriculum at the graduate level. It consults with the standing committees of the Academic Senate on those matters that concern both graduate and undergraduate programs. See Graduate Faculty By-Laws for structure and procedures.

VIII. AMENDMENTS TO THE BY-LAWS

- A. Amendments to these By-Laws may be proposed by any member of the Voting Faculty. Proposed amendments must be submitted in writing to the Organization Committee.
- B. The Organization Committee must report on the proposed amendment, including its vote, at the next meeting of the College Faculty.
- C. An amendment to these By-Laws endorsed by the Organization Committee shall be placed on the agenda of the next meeting of the College Faculty for discussion and action at such meeting. At least two weeks must have elapsed between the introduction of an amendment and vote by a quorum meeting of the College Faculty.
- D. A negative report by the Organization Committee on a proposed amendment may be overruled by a simple majority of a meeting of the College Faculty. In such a case, amendment procedures shall proceed as if endorsed by the Organization Committee.
- E. A two-thirds majority vote of the voting members present in a meeting having a quorum shall be required to adopt an amendment.

IX. CONSTITUENCIES WITHIN THE COLLEGE FACULTY

- A. Each recognized Constituency within the College Faculty, including the Graduate Faculty, is hereby empowered to create its own By-Laws with provisions for adoption and amendment consistent with those specified in the section titled "Amendments to the By-Laws" in Section VII contained herein.
- B. Committees authorized to draft the By-Laws of each Constituency shall consist of Faculty members of the particular Constituency and students (members of the student body whose academic major acknowledges bonds of common interests with the Constituency).
- C. Primary responsibilities in the area of curriculum, personnel and budget are delegated to each recognized Constituency and shall be exercised according to established By-Laws of the College Faculty and of the Academic Senate and its policies and their committees.
- D. Curricular responsibility shall be centered in the Constituency(s) concerned. All curricular proposals generated by a Faculty shall follow the process consistent with the section titled, "Curriculum Committee," in section VI.G.3.d. contained herein.

X. VOTING RIGHTS

A. Departmental Voting Lists

The Director of Human Resources shall provide early each semester, and as needed, to the Organization Committee a report from the Personnel Data System. The report shall be alphabetical by department and include the following: all active permanent and temporary employees, including those on leave, their academic or professional rank and title, year of joining the College, line number, department, FTE percentage, and type of appointment: term, continuing, management confidential, etc. The Organization Committee shall then prepare Faculty and departmental voting lists. Each departmental voting list shall be displayed in the department office during elections for Faculty-wide, constituency or departmental positions.

B. Voting Members of a Department, Division or Constituency

The voting members of any particular department, division, or Constituency within the College Faculty are defined under "Definitions" in section I.B. and shall include:

1. those voting members of the College Faculty who occupy at least one-half of one line in that particular department, division, and/or Constituency.
2. those voting members of the College Faculty who are on leave from the College, and who in the year immediately preceding the leave were voting members of the particular department, division, and/or Constituency

C. Representatives of Departments, Divisions or Constituencies

Voting members of a department, division, or Constituency shall be the only persons eligible to represent that department, division, or Constituency in representative bodies whose Faculty members are elected by departments, division, or Constituencies, such as the committees of the Academic Senate.

D. Departmental and Divisional Committees on Tenure, Reappointment, Promotion and Salary Increase

1. The right to vote for departmental and divisional committees on Tenure, Reappointment, Promotion and Salary Increase, and eligibility to those committees shall be specified in the Structures and Procedures of the Committees on Tenure and Reappointment and on Promotion and Salary Increase. (See attachment.)
2. Whenever specific provisions are missing from those Procedures, the criteria contained herein under "Definitions" and above sections - Voting Members of a Department, Division or Faculty, and Representative of Departments, Divisions, or Faculties, shall apply.

E. Matters of Concern to a Department, Division or Constituency Rather Than to the Whole College Faculty

1. Notwithstanding the previously stated requirements, in matters which are clearly of concern to a Department, Division, or Constituency rather than to the entire College Faculty, members of the Department, Division, or Constituency who are not members of the voting Faculty may be given voting privileges by vote of the Faculty of the Department, Division, or Constituency consistent with the respective By-Laws of the Department, Division, or Constituency.
2. If need be, the Faculty shall adopt procedures to regulate conditions under which such voting privileges shall be extended.

XI. ELECTIONS

A. General Considerations

1. The Organization Committee shall call and conduct elections for college-wide elective positions, including Presiding Officer, SUNY Faculty Senator and alternate, Directors of CAS, and Ombudsperson.
2. The Constituency Elections Committees shall call and conduct elections for constituency elective positions to standing committees of the Academic Senate and the Faculty committees.

B. Scheduling of Elections

1. Regular elections for college-wide positions shall be held no later than April 20 of each year and can be conducted by campus mail. Prior to such election the Organization Committee shall receive nominations and subsequently present them at a regular or special meeting of the Faculty.

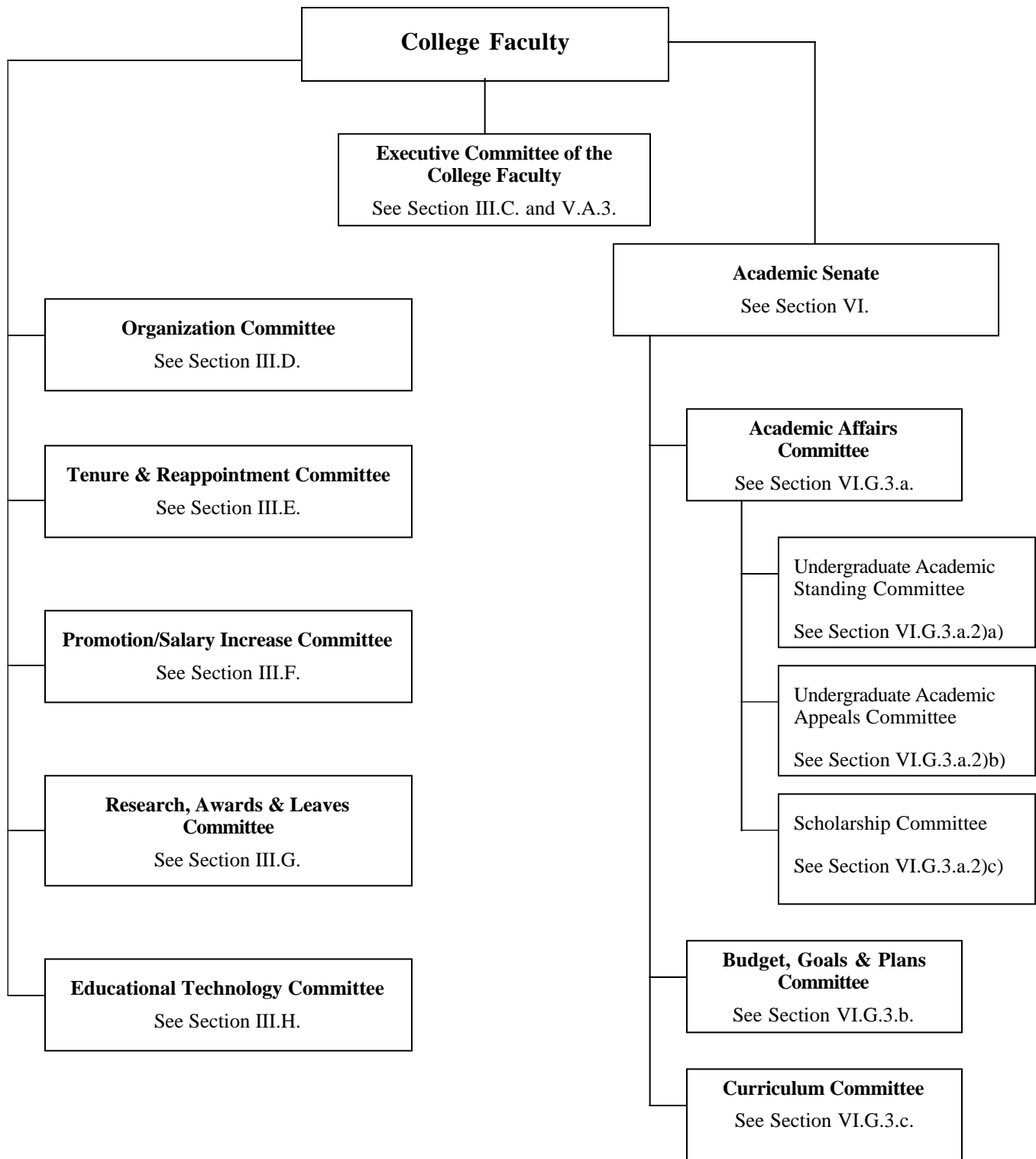
2. The Constituency Elections Committees shall conduct annual elections as specified and in accordance with all stipulations as noted in Constituency By-laws.
3. The schedule of nominations shall include a Faculty meeting, regular or special, at which the Organization Committee shall present the nominees for Presiding Officer, SUNY Faculty Senators, and Directors of the Campus Auxiliary Service. The Organization Committee, in consultation with the Presiding Officer, shall establish a suitable date for such a Faculty meeting.
4. The Constituency Elections Committees shall conduct elections as specified and in accordance with all stipulations as noted in Constituency By-Laws as approved by the Organization Committee.
5. Special elections shall be scheduled in a way consistent with the purpose of the election.

C. Election Procedures

1. Specific election procedures are listed in Appendix F.

APPENDIX A

COMMITTEE RELATIONSHIPS



APPENDIX B

CONSTITUENCY REPRESENTATION ON COLLEGE COMMITTEES:

COMMITTEES OF THE COLLEGE FACULTY	LA&S	F&PA	EDUC.	S&E	BUS.	LIB.	PROF.	STUDENTS ●	TOTAL
Organization	3	2	2	1	1	1	3	-	13
Tenure & Reappointment	3	2	2	1	1	1	-	-	10
Promotion/Salary Increase	3	2	2	1	1	1	-	-	10
Research, Awards & Leaves	1	1	1	1	1	1	1	-	7
Educational Technology	3	2	2	1	1	1	2	6 (2,1,1,1,1)	18 [♯]
COMMITTEES OF THE ACADEMIC SENATE:									
	LA&S	F&PA	EDUC.	S&E	BUS.	LIB.	PROF.	STUDENTS ●	TOTAL
Academic Senate	7	4	4	2	1	1	6	5 (1,1,1,1,1)	30
COMMITTEES OF THE ACADEMIC SENATE:									
Academic Affairs	5	2	2	1	1	1	2	6 (2,1,1,1,1)	20
Academic Appeals	3	1	1	1	1	-	-	5 (1,1,1,1,1)	12 + 1 [▲]
Academic Standing	3	1	1	1	1	-	-	-	7 + 8 [◆]
Scholarship	1	1	1	1	1	-	-	-	5 [✧]
Budget, Goals & Plans	3	2	2	1	1	1	2	6 (2,1,1,1,1)	18
Curriculum	5	2	2	1	1	1 [■]	2	6 (2,1,1,1,1)	20

LA&S–Liberal Arts and Sciences F&PA–Fine and Performing Arts EDUC.–Education

S&E – Science and Engineering BUS.–Business LIB.–Library PROF.–Professional Staff

- Student distribution among LA &S, F&PA, Education, S & E and Business, respectively

- Acquisitions librarian will be a permanent member

- ▲ Academic Appeals:

Be composed of seven members representing academic units, five students, and a representative of the Provost who shall serve as a nonvoting member. Representatives of academic units shall serve for renewable six-year terms and are recommended by the deans and confirmed by the Academic Affairs Committee. These members shall be distributed among the academic units as follows: three from Liberal Arts and Sciences, one from the School of Education, and one each from the School of Fine and Performing Arts, the School of Business, and the School of Science and Engineering. One student member from each of the five academic units shall be recommended by the dean to serve for a one-year term.

- ◆ Academic Standing:

Be composed of seven members representing academic units and eight members representing academic support services. Representatives of academic units shall serve for renewable six-year terms and are recommended by the deans and confirmed by the Academic Affairs Committee. These members shall be distributed among the academic units as follows: Three from the College of Liberal Arts and Sciences, and one each from the School of Business, the School of Education, the School of Fine and Performing Arts, and the School of Science and Engineering. Representatives of academic support services include the Dean of Advising, who shall chair the committee, the College Recorder, Director of the Counseling Center (ex-officio), Director of the Health Center (ex-officio), Director of Special Programs (ex-officio), Director of the Disability Resource Center (ex-officio), Director of Athletics (ex-officio), and a representative from Student Affairs (ex-officio). (Ex-officio members serve in advisory capacities.)

- ❖ Scholarship Committee:

Be composed of five members representing academic units: one each from the School of Liberal Arts and Sciences, the School of Education, the School of Fine and Performing Arts, the School of Business, and the School of Physical Science & Engineering. Members shall serve for renewable six-year terms and are selected based upon recommendations by the deans with confirmation by the Academic Affairs Committee.

- ▮ Educational Technology:

Membership also includes ex-officio members from relevant areas such as Computer Services, Center for Instructional and Telecommunications Resources.

APPENDIX C

ORDER OF BUSINESS FOR FACULTY MEETINGS

Order of Business for Regular Faculty Meetings

1. Call to order.
2. Reading and approval of minutes.
3. Announcements.
4. Reports of Chancellor and/or Chief Administrative Officer. Questions and action items from the floor.
5. Action items from Officers, Standing Committees, Ad hoc Committees and other agencies of the College Faculty. Questions and action items from the floor.
6. Unfinished business.
7. New business.
8. Optional reading of reports of Officers, Committees and other agencies of the College Faculty.
9. Adjournment.

Order of Business for Special Faculty Meetings

1. Call to order.
2. Reading and approval of the minutes.
3. Report of the Chief Administrative Officer/Presiding Officer.
4. Consideration of the purpose for which the special meeting was called.
5. Adjournment.

The Order of Business in Regular and Special Meetings may be suspended at a particular meeting by a two-thirds vote of the voting members present.

In the event that the business of the Faculty is not completed at the time a regular meeting is adjourned, the Presiding Officer of the Faculty shall, within two weeks, announce a time and date for an additional meeting at which the said business shall be completed.

The Presiding Officer of the Faculty shall report to the College Faculty. Such a report shall be included in the order of business of regular meetings of the College Faculty.

APPENDIX D

ORDER OF BUSINESS FOR THE ACADEMIC SENATE

Order of Business of Regular Meetings of Academic Senate

1. Reading and approval of minutes.
2. Announcements.
3. Report of President of the College.
Questions and action items from the floor.
4. Report of the Presiding Office of the Academic Senate.
Questions and action items from the floor.
5. Action items from Academic Senate Officers.
6. Action items from Academic Senate Committees.
Questions and action items from the floor.
7. Unfinished Business.
8. New Business.
9. Optional reading of reports of Officers and Committees of the College Faculty.
10. Adjournment.

Order of Business of Special Meetings of Academic Senate

1. Call to order.
2. Consideration of the purpose for which the meeting was called.
3. Adjournment.

Reports to the Academic Senate shall be limited to ten minutes unless they contain action items.

APPENDIX E

Non-Voting Ex-Officio Members of the Academic Senate

Chancellor of SUNY

President of the College

Provost/Vice President for Academic Affairs

Vice President for Student Affairs

Vice President for Administration and Finance

Vice President for Enrollment Management

Vice President for Advancement

Graduate Council Presiding Officer

Dean of The Graduate School

Dean of the College of Liberal Arts and Sciences

Dean of the School of Business

Dean of the School of Education

Dean of the School of Fine and Performing Arts

Dean of the School of Science and Engineering

Director of the Library

Director of Computer Services

Director of the Center for Instructional Resources (CIR)

SUNY Faculty Senators (two)

APPENDIX F

ELECTION PROCEDURES

Eligibility

- All Election Committees and all election procedures shall be bound by the eligibility requirements specified for each position.
- Eligibility requirements for positions established by these By-Laws shall be specified in the sections of these By-Laws establishing such positions.
- Alternates may be nominated for any regular position for which they are eligible, including the regular positions for which they serve as alternates.

Terms of Office

- Terms of office for positions established by these By-Laws shall be specified in the sections of these By-Laws establishing such positions and under sections titled "College Faculty" and "Committees of the College Faculty" in sections II and III.
- Constituency committee vacancies for unexpired terms, for which alternates are not available, may be filled by election or appointment as deemed appropriate by the Election Committee of that Constituency.

Nominations

- The Organization Committee shall determine what positions have to be filled for both College-wide and Constituency vacancies and the dates at which each term of office begins and ends.
- Each member of the Organization Committee shall be responsible for informing the member's Constituency of vacancies to be filled.
- The Organization Committee and the Constituency Elections Committees shall not include in its slates of candidates the names of any of its own members.
- The Organization Committee and the Constituency Elections Committees shall ascertain that every person on its slate of candidates meets the eligibility requirements for the position for which the person is nominated.
- The inclusion of the persons on each slate of nominees shall be supported by their written consent.

- The minimum number of candidates on the Organization Committee slate for SUNY Faculty Senator(s) shall be twice the total number of vacancies. The minimum number of candidates on the Organization Committees slate for Presiding Officer shall be three.
- The Organization Committee shall send to Faculty members ten days before the meeting the slate of candidates that shall be included in its report to the Faculty.
- The Constituency Elections Committees shall establish procedures for soliciting nominees for Constituency committee vacancies in consort with their respective Constituencies with approval from the Organization Committee.
- The Constituency Elections Committees' slates of candidates shall be sent to each voting member of that Constituency at least ten days prior to any meeting for which nominations from the floor will be received.

Nominations from the floor

- Following presentation of nominations by the Organization Committee at a Faculty meeting, members of the Organization Committee and other qualified members may be nominated from the floor. Nominations from the floor shall be supported by the written consent of the nominee. Nominators and nominees shall be responsible for verifying that the nominees meet eligibility requirements.
- Floor nominations for SUNY Faculty Senator(s) shall be secret. Such secret nominations can be made by bringing to the Secretary of the Faculty meeting the nominee's written consent folded in such a manner that the nominee's name is not visible.
- Floor nominations for Constituency committee vacancies shall be established by each Constituency with approval by the Organization Committee.

Final Listing of Nominees

- The Organization Committee shall review the eligibility of all nominees and shall strike off the names of those ineligible for the position for which they have been nominated.
- Within one week following the Faculty meeting and the Constituency meeting at which nominations have been made, the Organization Committee shall proceed to send to each appropriate voting member a list of names of the candidates for which they are eligible to vote, the positions for which they have been nominated, the number of elective vacancies for each position and the terms of office for each position.

Balloting

- The Organization Committee shall prepare the ballots for Presiding Officer, SUNY Faculty Senator, and Directors of the Campus Auxiliary Service.
- Constituency Elections Committees (CEC) shall prepare the ballots for their respective constituencies.
- For each office appearing on the ballot, the voter shall be instructed to vote for a number of names no greater than the total number of regular positions to be filled.
- The order in which candidates' names appear on the ballot shall be alphabetical.
- Polling stations shall be established at Departmental offices. Departmental secretaries shall receive lists of eligible voters from the Organization Committee. Voting Faculty shall sign the list in a space next to their names before receiving a validated ballot and envelopes which must be used according to procedures established by the American Arbitration Association.
- Ballots for Presiding Officer, SUNY Faculty Senator, and Directors of Campus Auxiliary Services shall be forwarded together with the voting lists to the Organization Committee. Ballots for Academic Senators and Constituency committee representatives shall be forwarded together with the voting list to the Chair of the CEC.
- The Organization Committee shall inform the Faculty of the election results as quickly as possible, giving numerical tallies for all candidates as well as indicating those elected. The CEC shall inform their respective Constituency of the election results as quickly as possible, giving numerical tallies for all candidates as well as indicating those elected. A copy of each report, the ballots, and the written consent forms shall be sent to the Organization Committee immediately upon tallying of ballots.
- The Organization Committee shall retain all ballots for inspection for a period of six months.
- The Organization Committee may declare any balloting invalid for good cause. Such a decision can only be reversed by majority vote of the Faculty at the first Faculty meeting at which the matter can be considered.

Election on First Ballot

- SUNY Faculty Senator: The candidate with the highest number of votes shall be Senator and the candidate with the second highest number of votes shall be Alternate Senator.
- Presiding Officer: The candidate with the highest number of votes shall be Presiding Officer and the candidate with the second highest number of votes shall be Alternate Presiding Officer.
- Campus Auxiliary Service Board of Directors: The candidate with the highest number of votes shall be Director and the candidate with the second highest number of votes shall be Alternate Director.

- Academic Senate and Committees: Candidates for elective positions who receive the highest numbers of votes equal to the number of positions available shall be elected to those vacancies in order of the highest number of votes received.
- The Organization Committee shall adopt whatever procedures it deems appropriate and feasible in dealing with unusual situations arising in the first ballot, including ties votes.

Run-Off

- If the available positions are not all filled on the first ballot, there shall be a run-off ballot.

Tie Votes

- Run-off ballots for tie votes shall only include the candidates who received the tie votes.
- The Organization Committee shall adopt whatever procedures it deems appropriate and feasible in dealing with unusual situations arising in the run-off, including tie votes and in the case when the run-off fails to fill all vacancies.

ATTACHMENT

STRUCTURES AND PROCEDURES OF FACULTY TENURE, REAPPOINTMENT, PROMOTION AND SALARY INCREASE

This document is NOT PART OF THE BYLAWS.

It is included for ease of reference only.

www.newpaltz.edu/acadaff/structures.pdf