

BY LAWS OF THE GRADUATE FACULTY OF SUNY NEW PALTZ

Article 1 - Membership, Responsibilities and Organization of the Graduate Faculty

A. Membership

Members of the Graduate Faculty shall be teaching faculty who hold the academic rank of full professor, associate professor, or assistant professor and have earned a doctoral degree in the field of their major teaching responsibilities; or have other terminal degrees in the field in which they teach. At the recommendation of the Graduate Council and the Dean of the Graduate School, other teaching faculty or professional staff who have demonstrated in other widely recognized ways, their special competency in the field in which they direct graduate students also may be granted membership with the approval of the Provost/VP for Academic Affairs and the President of SUNY New Paltz.

B. Responsibilities of the Graduate Faculty

The Graduate Faculty shall establish and maintain the graduate education programs of SUNY New Paltz which include admissions criteria, graduate curriculum, academic standards, and research programs.

C. Officers of the Graduate Faculty

The Graduate Faculty shall have two officers: the Dean of the Graduate School and the Presiding Officer of the Graduate Faculty. The Presiding Officer shall preside at meetings of the Graduate Faculty, and shall prepare the agenda for these meetings in collaboration with the Dean of the Graduate School and in consultation with the Graduate Council. The Presiding Officer shall be *ex officio* member of the Graduate Council. The Presiding Officer shall vote only in the event of a tie. In the event of the absence of the Presiding Officer, the Dean of the Graduate School shall designate a temporary Presiding Officer.

Article II - Rules of Order

Robert's Rules of Order, except those inconsistent with the By-Laws, shall govern the meetings of the Graduate Faculty.

Article III - Quorum

A quorum shall consist of twenty percent of the members of the Graduate Faculty. The presiding officer shall assume the presence of a quorum unless a quorum count is called from the floor.

Article IV - Meetings

The Graduate Faculty shall meet at least once each academic year. Special meetings may be called at any time by the Dean of the Graduate School or by the President of SUNY New Paltz as needed or on request of 10 percent of the members in residence. A written

announcement of the meeting, together with agenda, shall be sent to members of the Graduate Faculty at least one week in advance of the meeting.

Article V - Order of Business

Meeting Called to Order
Reading of the Minutes
Reports of Committees
Reports of President, Provost, and Deans
Old Business
New Business
Adjournment

Article VI - The Graduate Council

A. Responsibilities of the Graduate Council

There shall be a Graduate Council of the Graduate Faculty which shall assist the Dean of the Graduate School with Graduate Faculty responsibilities. The Graduate Council shall review and make recommendations regarding the following matters: admissions; curriculum (new programs or major alterations to existing programs); academic standards and appeals; matters pertaining to Graduate Faculty membership and research and service functions at the graduate level. When requested by the Dean of the Graduate School, the Graduate Council also shall consider and make recommendations on administrative matters and matters of general policy.

B. Membership

The Graduate Council shall consist of the following members:

1. The Dean of the Graduate School, who shall preside.
2. The Presiding Officer of the Graduate Faculty
3. Eight faculty members shall be elected by the members of the Graduate Faculty by ballot. These members shall be distributed from the academic units in the following numbers: Business 1, Education 3, Fine and Performing Arts 1, Liberal Arts & Sciences 2, and Science and Engineering 1.
4. In addition, up to three professional staff members may serve ex officio at the recommendation of the Dean of the Graduate School and with the approval of the President. All ex officio members will have full voting privileges.

C. Membership Terms

The terms of all members shall be three years, except the terms of elected members shall be arranged by the Graduate Council to secure and maintain a pattern of rotating membership with the purpose of electing approximately one-third of the elected members each year.

D. Attendance

Any faculty member who is absent from three consecutive meetings, without cause, as determined by the membership of the Graduate Council, shall be considered as having resigned. The Graduate Faculty shall elect a new member from the same school to fill the unexpired term. Notice of such termination shall be sent by the Presiding Officer to the non-attending member. A non-voting proxy may be sent to represent an absent member of the Council.

E. Standing or Ad Hoc Committees

Standing or ad hoc committees may be appointed from the Graduate Faculty by the Dean of the Graduate School. Such committees shall report to the Graduate Council.

Article VII - Nominations and Elections

A. Nominations

1. Nominations, including self nominations, shall be called for in the spring semester.
2. The nominations shall be supported by the written consent of the nominee.

B. Elections

Elections to fill expiring terms of the Presiding Officer and members of the Graduate Council shall be held early in the spring semester by mail ballot.

C. Election of Presiding Officer

The Presiding Officer shall be elected by the members of the Graduate Faculty in the spring semester for a two-year term, and the person receiving the greatest number of votes shall be Presiding Officer. The term shall begin the following fall semester. Any member of the Graduate Council with at least one year of service and of the Graduate Faculty with two years of service and continuing appointment shall be eligible for election and reelection, but cannot serve for more than two consecutive terms.

Article VIII - Amendments

Amendments to these By-Laws may be made at any meeting of the Graduate Faculty by a two-thirds vote of the members present provided the proposed amendment(s) has been presented at a prior meeting (at least two weeks previously), or the Graduate Council has distributed the proposed amendment(s) at least two weeks before the meeting at which the Graduate Faculty would vote on the proposed amendment(s).