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Preamble

The members of the College Faculty of the State University of New York at New Paltz do hereby enact these Bylaws for the purpose of establishing organization and procedures by which this faculty exercises its rights and fulfills its responsibilities within the framework set forth by the Board of Trustees of the State University of New York.

Article I. Context and Role of Faculty Governance

A. Overview

These Bylaws define the ways in which the College Faculty at SUNY New Paltz shall exercise its rights and responsibilities and function within the framework of the *Policies of the Board of Trustees* and in accordance with the guiding principles and values outlined below.

The *Policies of the Board of Trustees of the State University of New York* document defines the roles of the College Officers and Organizations (Article IX) and the Faculty (Article X) in the governance of the college and defines the parameters for bylaws and consultation.

Within this framework, these Bylaws are grounded in principles set forth in a statement from the SUNY Chancellor and informed by recommendations from the Middle States Commission on Higher Education (MSCHE), the American Association of University Professors (AAUP), and the SUNY Faculty Senate.

These Bylaws embody, insofar as possible, the governance values articulated by the College Faculty of SUNY New Paltz.

B. Framework

According to the *Policies (Article IX)*, the chief administrative officer of the college, the President, "shall be responsible to the Chancellor and the board of Trustees for, and shall administer, the college for which [the President] serves, and shall promote its development and effectiveness." Some of the responsibilities of the President are as follow:

- Supervision of the members of the professional and non-academic staff (i.e., the Academic and Professional Faculty)
- Appointment or recommendation for appointment of members of the professional staff
- Preparation of annual budget requests
- Recommendations regarding the operation, plans, and development of the college

According to the *Policies*, the faculty, "Shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program" of the University (Article X, Section 4), and shall have responsibility for the University's "instruction, research, and service programs" (Article VI, Section 3). In addition, the *Policies* require the College Faculty at SUNY New Paltz to prepare and adopt bylaws:

(a) The faculty of each college shall prepare and adopt bylaws which shall contain: (1) Provisions for committees and their responsibilities; (2) Procedures for the calling and conduct of faculty meetings and elections; and (3) Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities.

The *Policies* also define the parameters for these Bylaws, in that they “shall be consistent with and subject to the *Policies of the Board of Trustees of the State University of New York*, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law” (Article X, Section 5(b)).

Furthermore, the *Policies* include two key points about the ways in which the Bylaws address consultation between the faculty and the administration:

Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college. All actions under bylaws shall be advisory upon the Chancellor and the chief administrative officer of the college (Article X, Section 5(b)).

To remain viable, these Bylaws must be dynamic. The SUNY Chancellor issued a statement on 9 April 1973 that reaffirms the "validity of governance as the appropriate and organic process for the involvement of constituent groups in campus decision-making" (UFS Governance Handbook, June 2013, Appendix 6). This statement outlines the need for bylaws to be reviewed and updated on a regular basis:

In order for governance to operate effectively, provisions must exist in each set of Bylaws to permit the campus President and any constituent included in the governance vehicle to initiate review and modification when Bylaws fail to command the confidence of those who are expected to observe them.

C. Guiding Principles

1. Shared Governance

A statement by the American Association of University Professors (AAUP) calls for “appropriately shared responsibility and cooperative action among the components of the academic institution” (“Statement on Government of Colleges and Universities,” *Policy Documents and Reports*, 9th ed. [2001], p. 217). Because the “variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among their governing boards, administration, faculty, students, and others, “the AAUP calls for “adequate communication among these components” and “full opportunity for appropriate joint planning and effort” (218). The AAUP suggests that “two general conclusions regarding joint effort seem clearly warranted:” “(1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and “(2) differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand” (218).

A similar view of shared governance is described in the most recent edition of the MSCHE document, *Characteristics of Excellence in Higher Education*, 12th ed. [2006], p. 12):

The Commission on Higher Education expects a climate of shared collegial governance in which all constituencies (such as faculty, administration, staff, students and governing board members, as determined by each institution) involved in carrying out the institution's mission and goals participate in the governance function in a manner appropriate to that institution. Institutions should seek to create a governance environment in which issues concerning mission, vision, program planning, resource allocation, and other functions, as appropriate, can be discussed openly by those who are responsible for each activity. Within any system of shared governance, each major constituency must carry out its separate but complementary roles and

responsibilities. Each must contribute to an appropriate degree so that decision-makers and goal-setters consider information from all relevant constituencies.

In a system of shared governance, the administration engages in consultation with the faculty on matters that fall under faculty purview and will generally accept the recommendations of the faculty on those matters. On matters that fall outside the faculty purview, the governance structures should support communication between the administration and the faculty, and include efficient mechanisms for the administration to seek input and/or feedback from faculty as appropriate.

A clear process of governance is an expectation of the Middle States Commission on Higher Education. MSCHE Standard VII, *Governance, Leadership, and Administration*, states: "The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituencies it serves...." The first criterion for this standard is "a clearly articulated and transparent governance structure that outlines roles, responsibilities, and accountability for decision making by each constituency, including governing body, administration, faculty, staff and students."

The Bylaws define the structures of faculty governance and the mechanisms of formal consultation for addressing matters that are within the purview of the faculty. The bylaws also define some of the means by which administration may communicate with the faculty and seek input and/or feedback on matters that fall outside the faculty purview.

2. *The Purview of the Faculty*

The AAUP defines the areas for which the faculty has "primary responsibility" as curriculum, faculty status (reappointment, tenure, and promotion), research, and "those aspects of student life which relate to the educational process." Furthermore, the AAUP defines the role of the faculty in decision-making on matters within that purview:

On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, personnel limitations, the time element, and policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits on the realization of faculty advice.... The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons, which should be stated in detail. (221)

Thus, the structures of faculty governance must provide the means by which the faculty arrives at recommendations and engages in formal consultation with the administration on those matters that fall within the faculty's purview. The process of consultation involves specific steps and responsibilities on the part of both faculty and administration. In 2002, the SUNY Faculty Senate passed a resolution asking all SUNY faculty governance bodies to include the following statement in their bylaws:

Meaningful faculty consultation can only occur when direct communication of the issue needing resolution exists between the administration and the elected faculty representatives of the faculty governance organization or the entire faculty. This communication should occur as soon as an issue is identified. In all cases, the faculty representatives should have time to provide a meaningful response. Normally, a minimum of 30 days should be allowed. In special circumstances, a shorter time for faculty response may be required. Ongoing,

complete communication of important issues between the administration and the faculty governance body will help improve decision making in the university.

These Bylaws define the faculty governance structures and mechanisms by which the faculty arrives at its recommendations and engages in formal consultation with the administration on matters that are within the faculty purview.

3. *The Purview of the Administration*

The AAUP identifies the “framing and execution of long-range plans,” “decisions regarding existing or prospective physical resources,” and “the allocation of resources among competing demands” as “crucial internal operations of the institution that demand joint communication and effort from those with differing responsibility and authority” (“Statement on Government of Colleges and Universities,” 219). These matters are outside the purview of the faculty. However, the hallmarks of a shared governance system include communication between administration and faculty about these matters, and mechanisms by which the administration may seek input and/or feedback from faculty as appropriate as it engages in these operations.

These Bylaws define the faculty governance structures and mechanisms that promote communication between the administration and the faculty on matters that are not within the faculty purview. They also define some of the means by which the administration may seek input and/or feedback from faculty, particularly on the matters within the purview of the administration that may have a significant impact on the faculty, the academic and research programs of the college, and/or the general institutional direction and welfare.

D. Governance Values

As part of its work during 2015-17, the *ad hoc* Committee on Governance identified foundational principles for the design of governance systems in order to promote meaningful consultation:

Ensure that faculty time is valued and is used in the most productive manner possible.

Design committee structures that support efficient processes of faculty governance and timely consultation with faculty.

Build channels for consultation and communication into the governance structures.

Have the relevant stakeholders present when key recommendations are made.

Adopt principles for committee structure, representation, and voting rights that are consistent with each committee’s purpose.

The ultimate goal of the Bylaws is to support our governance values, which include:

- Transparency
- Equity
- Faculty engagement
- Strong faculty voice in curriculum, academic policies, faculty hiring, reappointment, tenure, and promotion
- Effective collaboration between administration and faculty
- Convergent flow of recommendations from College Faculty to faculty governance bodies to Administration
- Collective trust and action
- Timely response to demographic, economic, and other challenges

- Advancement of the mission of the College
- Academic freedom

Ideally, these Bylaws not only embody the principles defined above, but also conform to and promote these values.

Article II. Definitions

A. Faculty

College Faculty

College faculty shall consist of the Chancellor of the State University of New York, the President of the College, the Academic Faculty, and the Professional Faculty.

Voting Members of the College Faculty

Voting members shall include the Chancellor, President of the College, members of the Academic Faculty of the College having academic rank and term or continuing appointments, Professional Faculty with professional title and term or permanent appointments, Lecturers, and part-time Academic Faculty who have been granted term appointments. Part-time Academic and Professional Faculty without term appointments and Research Foundation employees are not eligible to vote.

Academic Faculty are members of the College Faculty whose primary responsibilities are instruction and research. Academic Faculty include part-time teaching faculty with term appointments, Lecturers, and faculty holding any academic rank or qualified academic rank (see Policies, Article II).

Academic Rank is attributed to college employees as follows: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Sr. Assistant Librarian, and Assistant Librarian.

Professional Faculty are members of the United University Professions Unit other than the members of the Academic Faculty.

Professional Title is attributed to employees with the Professional Rank designation, other than those designated as Management Confidential.

B. Additional Terms

Chancellor refers to the Chancellor of the State University of New York.

College refers to the State University of New York at New Paltz.

Consultation refers to the process whereby the President and/or the Administration seek, consider, and respond to the recommendations of the College Faculty through its governance mechanisms; or the College Faculty, through its governance mechanisms, seeks, considers, and responds to the recommendations of the President and/or the Administration on matters that are under primary faculty purview. The process of consultation at SUNY New Paltz is defined in Article III of these Bylaws.

Department refers to both academic departments and recognized organizational units of the Professional Faculty that are no larger than the divisions of which they are a part.

Division refers to a major constituency of the College Faculty, including academic divisions (schools or colleges), the library, and the Professional Faculty as a whole.

The divisions of the College Faculty are:

- 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 Faculty
- The Professional Faculty

Ex-officio refers to membership on a governance body by virtue of the position or office held by that member. *Ex-officio* seats may or may not have voting rights.

Policies refers to the [Policies of the Board of Trustees of the State University of New York, 2009](#) (or subsequent revisions).

President refers to the Chief Administrative Officer of the College.

Quorum is the minimum number of present members of a deliberative body necessary to conduct the business of that group.

The quorum for committee meetings shall be a simple majority of the voting members who are elected or appointed to the committee (more than 50 percent). The quorum for the Senate shall be the simple majority of voting members (more than 50 percent). The quorum for voting by the College Faculty electronically in a referendum shall be a simple majority of the eligible voting faculty (more than 50 percent).

Unfilled vacancies shall not be considered in determining the number required for a quorum.

SUNY New Paltz Faculty Senate (or "Senate") refers to the campus-based representative Senate, charged with representing the College Faculty for the conduct faculty of governance business. The senate is defined in Article V of these Bylaws.

SUNY University Faculty Senate refers to the University Faculty Senate, which has representatives from each campus within the SUNY system. Per Article 7 of the *SUNY Policies of the Board of Trustees*, the SUNY Faculty Senate "shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University."

Term of Office refers to the span of time during which a member of the College Faculty, or that member's alternate or replacement, serves on the Senate or on a governance committee. Terms of office for the Senate and for governance committees vary and are stated in the sections of the bylaws that define those bodies.

Trustees refers to the Board of Trustees of the State University of New York.

Article III. Governance Processes and Structures

A. Shared Governance

The President has the authority to establish effective, efficient administrative structures, management practices, and communication processes. The recommendations of faculty governance are advisory to the President. In a system of shared governance, all relevant campus constituencies engage in systematic efforts to exchange information and, where appropriate, encourage input and consultation about decisions in a climate of mutual support and respect. The Administration consults with the College Faculty and will generally accept its recommendations on matters that are within the traditional purview of faculty governance. The Administration may choose, in addition, to seek input and/or feedback from the College Faculty, via its governance mechanisms, on matters that are within the purview of the Administration but have a significant impact on the College Faculty, the academic and research programs of the college, and/or the general direction and welfare of the institution.

B. Consultation

Consultation is the process whereby the President and/or the Administration seek, consider, and respond to the recommendations of the College Faculty through its governance mechanisms; or the College Faculty, through its governance mechanisms, seeks, considers, and responds to the recommendations of the President and/or the Administration on matters that are under primary faculty purview.

The Executive Committee of the Senate shall meet regularly with the President and/or the Provost to discuss issues of mutual concern and to share information. The Administration shall consult formally with the Senate or the appropriate faculty governance body on issues defined within these Bylaws. The President and the College Faculty agree that, for matters that fall within the purview of the faculty, precedence or priority in consultation should reside in formal structures and processes of faculty governance via the Executive Committee, the SUNY New Paltz Faculty Senate, its Central and Joint Committees, its ad hoc committees (if any), and the processes of faculty governance consultation which have been delegated to departments and/or divisions.

Formal consultation requires direct communication between the Administration and the Executive Committee of the College Faculty as soon as is practicable, once issues of concern are identified. Issues may be raised at the regular meetings of the Executive Committee with the President and Provost, or forwarded to the Executive Committee by the Administration via written communication. The Senate shall have a minimum of 30 days to respond.

The Executive Committee shall determine which Central or Joint Committee(s), if any, shall deliberate and forward a recommendation to the Senate. Insofar as these Bylaws define areas of responsibility for the Central or Joint Committees, the consultation process shall be initiated through the appropriate committees. Any ad hoc committees of the Senate formed for special purposes shall follow the same process.

Upon receiving a motion, the Senate shall deliberate and vote on its formal recommendation to the President, Provost, or other designee. In response, the President, Provost, or other designee, within 30 days after receiving written notification of the Senate's recommendation, shall either:

- adopt the Senate's formal recommendation,
- request that the Senate revise and resubmit its recommendation, identifying points of concern or objection,

- propose an alternative recommendation to the Senate and seek its formal response,
- reject the Senate’s formal recommendation, provide a substantive explanation of the rationale for rejecting it, and announce his/her/their own decision or policy.

In the unlikely circumstance that a delay would render consultation moot or have deleterious consequences to the College Faculty and/or the College, as determined by either the Administration or the Executive Committee, the Executive Committee may act on behalf of the Senate. In such cases, the Executive Committee shall have a minimum of three business days to respond.

C. Levels of Governance

1. Division and Department-Level Governance

Although all institutional decisions require presidential approval, some decision processes take place primarily within a division, department, or other unit. To the extent that these decision processes involve consultation with College Faculty, they may be considered components of the faculty governance system at their respective levels.

Division-Level governance: This includes faculty governance processes and procedures engaged in by divisions via division councils, senates, or committees (e.g., curriculum revisions, personnel reviews), according to their respective, approved bylaws. Each division of the College Faculty is hereby empowered to create its own Bylaws with provisions for adoption and amendment consistent with those specified in **Article VIII**.

Department-level governance: For academic divisions that have departments, departmental-level governance includes the faculty governance processes and procedures in which academic departments engage (e.g., curriculum revisions, personnel reviews), as outlined in departmental bylaws and other documents. Each academic department of the College Faculty is hereby empowered to create its own Bylaws with provisions for adoption and amendment consistent with those specified in **Article VIII**.

Division and department-level governance processes typically do not require consultation with or approval by the Senate and/or its Central and Joint Committees, unless explicitly stated otherwise in these Bylaws, or requested by the Dean, the Chair or supervisor, or the Chair of the division senate or council. The Bylaws and Elections Committee (**see Article VI**) is responsible for ensuring that division and department bylaws are congruent with the Bylaws of the College Faculty.

2. Senate and Committees

The Senate and its Central and Joint Committees are the preferred means for engaging in faculty governance. Senate committees provide the usual and preferred means for developing motions (whether at the behest of the Senate, the Executive Committee, the Administration, or on the committee’s own initiative). All such motions must ultimately be approved by the Senate in order to be referred to the President or designee as part of the process of formal consultation. **Article V** describes the charge, composition, and procedures of the Senate.

The College Faculty recognizes four types of committees including two types of faculty governance committees and two types of shared governance committees.

Faculty governance committees are concerned with matters that fall within the purview of the College Faculty: curriculum, academic policies, student standing, personnel (reappointment, tenure, and promotion), and the organization of faculty governance. They consist of Central Committees of faculty governance and Standing Committees of the College Faculty.

- The Central Committees of faculty governance report to the Senate and perform essential faculty governance functions. Their purview includes curriculum, academic assessment, academic policies, student standing and appeals, personnel policies, personnel actions (reappointment, tenure, promotion, and discretionary salary increase), and the organization of faculty governance (bylaws and elections).
- The Standing Committees of the College Faculty such as the Honors Advisory Committee, the Writing Board, and the Student Research Committee, are not formally part of faculty governance. The creation or dissolution of a Standing Committee does not require approval of the Senate. Standing Committees function according to their own bylaws and/or procedures. If they so request, faculty governance mechanisms shall be used to elect their members. Standing Committees may interact directly with Central and/or Joint Committees to support their work in a manner that is consistent with the charges of those Central and/or Joint committees. Should the work of a Standing Committee result in recommendations (e.g., for changes to academic policies or curriculum), those recommendations shall be forwarded to the Executive Committee for referral to the appropriate body (i.e., a Central Committee, a Joint Committee, or directly to the Senate).

Shared governance committees include Joint Committees and Administrative Committees. Shared governance committees have a scope that extends beyond the purview of faculty governance. They are concerned with strategic planning, budgeting, institutional assessment, diversity and inclusion, and similar issues at the institutional level.

- Joint Committees such as the Sustainability Committee and the Educational Technology committee are primarily driven by the College Faculty and they may make substantive contributions to the work of the faculty governance. These committees may provide input and/or feedback to the President or designee on matters that are within the purview of the Administration. They may also generate recommendations on matters that are within the purview of the faculty, which shall be reviewed via faculty governance mechanisms. Therefore, Joint Committees report both to the President (or designee) and to the Senate. The charge, composition, and terms of service of Joint Committees are defined in these Bylaws. Their members are elected via governance mechanisms.
- Administrative Committees provide input and/or feedback to the President or designee on matters that are outside the purview of the College Faculty. The President or designee determines the composition, charge, and terms of service of Administrative Committees. It is recommended that the College Faculty who serve on these committees be chosen according to the “elected-selected” process outlined in [Article VII](#).

Should the work of Joint or Administrative Committees result in a recommendation that would fall under the purview of faculty governance (e.g., a change to academic policies or curriculum), the recommendation shall be forwarded to the Executive Committee for referral to the appropriate governance body. Central Committees and Joint Committees are committees of the Senate. The composition and charges of the Central and Joint Committees of the Senate are defined in [Article VI](#).

3. *Ad Hoc Committees and Task Forces*

a. *Ad hoc Committees of the Senate.*

The College Faculty may create an *ad hoc* committee either on its own, for faculty governance purposes, or jointly with the President or designee, to gain faculty input on matters that are of primarily administrative purview. To ensure that *ad hoc* committees are not used to bypass faculty governance mechanisms, these committees of the College Faculty shall be created only by vote of the Senate (see [Article V](#)) and shall report to the Senate. The continued need for such a committee shall be reviewed periodically by the Senate. The membership of such committees shall be elected in accordance with the regular election procedures specified in [Article VII Section E](#).

The following principles shall be adhered to in the implementation of *ad hoc* committees of the Senate:

College Faculty governance committees and mechanisms shall be utilized before establishing *ad hoc* committees.

when *ad hoc* committees are formed to address an issue that falls within the purview of the College Faculty, the *ad hoc* committees shall have a College Faculty majority.

In carrying out their charge and developing recommendations, College Faculty members serving on *ad hoc* committees or task forces shall consult the College Faculty.

draft conclusions or reports of *ad hoc* committees or task forces shall be presented in a timely manner to the Senate and other committees as deemed appropriate by the Senate.

b. *Administrative Task Forces*

Prior to appointing an administrative task force, the President or designee shall seek the advice of the Executive Committee regarding whether the purpose of the task force could be accomplished via existing faculty governance structures. It is recommended that the College Faculty who serve on an administrative task force be chosen according to the “elected-selected” process outlined in [Article VII](#).

4. *Graduate Faculty and Graduate Council*

a. *Graduate Faculty.*

The Graduate Faculty is a subset of the College Faculty that is involved in teaching and/or research supervision at the graduate level. The purview of the Graduate Faculty includes graduate admissions, curriculum (new graduate programs or major and minor revisions to existing graduate programs), graduate academic standards, graduate appeals, matters pertaining to Graduate Faculty membership, and faculty research and service functions at the graduate level.

b. *Graduate Council.*

Just as the Senate serves as the representative governance body of the College Faculty as a whole, the Graduate Council serves as a representative governance body of the Graduate Faculty. The Graduate Council reviews and makes recommendations to the Assistant Vice President for Graduate and Extended Learning regarding matters that are within the purview of the Graduate Faculty. When requested by the Assistant Vice President for Graduate and Extended Learning, the Graduate Council also shall consider and make recommendations on administrative and general policy matters.

The Graduate Faculty is hereby empowered to create its own bylaws that govern the Graduate Faculty, the Presiding Officer of the Graduate Faculty, and the Graduate Council. Primary responsibilities in the area of graduate academic affairs, graduate curricula, and graduate student standing and appeals are delegated to the Graduate Faculty and shall be exercised according to the [Bylaws of the Graduate Faculty](#). The [Bylaws of the Graduate Faculty](#) shall be reviewed by the Bylaws and Elections Committee for consistency with the bylaws of the College Faculty.

The Graduate Council reports to the Graduate Faculty, but it shall also consult with the Central and/or Joint Committees of the Senate on any matters that concern both graduate and undergraduate programs. The Presiding Officer of the Graduate Faculty shall serve as a voting ex-officio member of the Senate and as a member of the Executive Committee.

D. Shared Governance Processes

In a shared governance system, there will be numerous situations in which the Administration and the College Faculty will engage in consultation, as described in [Article III Section B](#), above. This section provides more detailed guidance about the process for consultation in particular circumstances that may arise, including the appointment of key administrators, the appointment of College Faculty, the evaluation of academic administrators, changes to the organizational structure of the academic units (including creation, division, merger, or elimination of departments, programs, or divisions), and the de-registration of academic programs.

1. Appointments

In constituting the search committee for a position in Academic Affairs at or above the level of Director, the President shall include at least one member of the College Faculty. If the search is for an Associate Provost, Provost, or similar position, at least 50 percent of the members of the search committee or at least six members, whichever is the larger number, shall be full-time College Faculty, at least half of whom shall be Academic Faculty. If the search is for a Dean, Assistant Vice President for Graduate and Extended Learning, or similar position, there shall be at least two full-time Professional Faculty and five full-time Academic Faculty. In the case of a search for a Dean of a division, at least half of the selected Academic Faculty shall be members of the division for which the Dean is being sought.

It is recommended that the faculty on such search committees be chosen via the “elected-selected” process defined in Article VII. In constituting search committees in administrative divisions other than Academic Affairs for positions at the level of Vice President, the President shall include at least one member of the College Faculty. In consultation with the Executive Committee, the President may include College Faculty representation on search committees for positions at the level of Assistant Vice President and Associate Vice President, and for other positions at the President's discretion.

For any searches that have College Faculty representation on the search committee, all members of the College Faculty shall have the opportunity to review the application materials of the finalists who are interviewed on campus, to participate in open sessions with those candidates, and to provide feedback about them to the search committee.

Prior to appointing a Director or Chair of an academic department, the President or designee shall, except in unusual circumstances, consult with the members of the division or department concerned (or their committee elected for that purpose) in accordance with the policies of the office of the Dean of that division.

In the recruitment and selection of prospective appointees to the Academic Faculty of the College, the President or designee shall consult with the Chair and the members of the department or their search committee elected for that purpose. All members of the department shall have the opportunity to review application materials and participate in open sessions with all candidates who are interviewed on campus, and to provide feedback about those candidates to the Chair and/or the search committee.

2. Evaluation of Administrators

The College Faculty shall participate in the review of the following college administrators: the Provost/Vice President for Academic Affairs, the Associate Provost for Strategic Planning and Assessment, The Assistant Vice President for Graduate and Extended Learning, the academic Deans, and the Dean of the Library. The reviews shall be conducted during the third year of an initial appointment and every five years thereafter, or more frequently at the discretion of the supervisor.

If the review process involves a faculty committee convened by the Administration, the Bylaws and Elections Committee shall, if requested, provide nominees for review committees using the “elected-selected” process (see [Article VII](#)).

The review shall include an opportunity for input from the entire campus via a survey. The Bylaws and Elections Committee shall have the opportunity to contribute questions to the survey prior to distribution. The results of the survey, which shall be held in confidence, shall be forwarded to the immediate supervisor. If a review committee has been convened, the survey results shall also be forwarded to the Chair of the review committee so that they may be summarized in the committee’s report.

3. Changes to the Organizational Structure of Existing Academic Units

Changes to the organizational structure of the academic units that involve the creation, division, or merger of departments or divisions shall include consultation at multiple levels, and culminate in review and a recommendation by the Senate. Whether the proposal is originated by College Faculty or by the Administration, all College Faculty directly affected by the proposed change shall be given the opportunity to discuss its implications and provide feedback. The proposal shall be presented to the Executive Committee and shall include a description of the proposed organizational change and an analysis of the potential impact on budget, staffing, enrollments, facilities (space and equipment), and faculty governance. Evidence of consultation with affected faculty should be included in the proposal, including the results of any votes at the department or division level.

If the proposal also involves modifications to the curriculum, those revisions shall be submitted separately according to the process for curriculum review. The nature and status of those revisions should be summarized in the proposal for the reorganization.

4. Deregistration of Programs and/or Elimination of Departments, Programs, or Divisions

If a proposal to deregister or suspend admissions to a program arises from faculty, there shall be consultation at multiple levels that culminates in review and a recommendation by the Senate. The faculty shall submit a proposal to the Executive Committee that includes a description of the proposed change and a detailed rationale that outlines the long-range impact in terms of the mission and vision of the college. Evidence of consultation with affected faculty should be included in the proposal, including the results of any votes at the department or division level. If the Administration determines the need to suspend admissions to a program, the Administration shall seek input from the affected College Faculty and others prior to implementation. Suspension of admissions is most often regarded as temporary, for example, while a program is redefined or restructured to meet current needs better or to increase financial viability.

If the Administration determines the need to retrench a program, department, or division, the Administration shall consult and share the rationale for the decision with the affected faculty and with the Executive Committee.

Article IV. College Faculty

A. Membership

College faculty shall consist of the Chancellor of the State University of New York, the President of the College, the Academic Faculty, and the Professional Faculty. Voting members shall include the Chancellor, President of the College, members of the Academic Faculty of the College having academic rank and term or continuing appointments, Professional Faculty with professional title and term or permanent appointments, Lecturers, and part-time Academic Faculty who have been granted term appointments. Part-time Academic and Professional Faculty without term appointments and Research Foundation employees are not eligible to vote. Voting members of the College Faculty have the right to vote in elections for college-wide positions, for the representatives of their constituencies, in accordance with these Bylaws, and in referenda.

B. Functions

Section C of this article defines the roles and responsibilities of the officers of the College Faculty. Section D of this article delineates the procedures for regular and special meetings of the College Faculty. Section E outlines the procedures for referenda by the College Faculty to challenge a decision of the Senate.

The College Faculty delegates its matters of business, including the academic and research programs of the college, bylaws and elections, organization of academic units, personnel recommendations (reappointment, tenure, promotion, and discretionary salary increase), and the welfare and grievances of the College Faculty, to the SUNY New Paltz Faculty Senate (hereafter, "the Senate"), which shall be its agent. The Senate receives reports from its Central, Joint, and *ad hoc* committees, the President of the College, the Provost/Vice President for Academic Affairs, the SUNY University Faculty Senators, and the Presiding Officer of the College Faculty and, where necessary, acts upon them. A decision of the Senate stand as the decision of the College Faculty unless challenged by a petition signed by 15 percent or more of the voting members of the College Faculty (see Section E. of this Article and Article V, Section J) The composition and functions of the Senate are described in Article V.

C. Officers of the College Faculty

1. *Presiding Officer of the College Faculty*

The Presiding Officer of the College Faculty shall:

- a. be a full-time voting member of the Academic Faculty with term or continuing appointment, a minimum of five years of experience on campus, and a minimum of one year of service on the SUNY New Paltz Faculty Senate.
- b. be elected by the College Faculty.
- c. serve a two-year term, with a limit of three consecutive full terms.
- d. perform the following duties:
 - i. schedule and preside over the meetings of the College Faculty. Prepare the agenda of these meetings in consultation with the President.
 - ii. schedule meetings of the SUNY New Paltz Faculty Senate (hereafter, "the Senate") and prepare the agenda for those meetings.

- iii. chair meetings of the Senate and perform the duties of the Chair described in the section on Officers' Responsibilities (**Article V Section C**). In the event that the Presiding Officer is not available, the Vice Presiding Officer shall act as Chair of the Senate.
- iv. schedule meetings of the Executive Committee of the College Faculty and prepare the agenda for those meetings.
- v. chair meetings of the Executive Committee of the College Faculty. In the event that the Presiding Officer is not available, the Vice Presiding Officer of the College Faculty shall act as Chair of the Executive Committee.
- vi. in consultation with the Executive Committee, refer issues that come before the Faculty to appropriate Joint, Central, and/or ad hoc committees of the College Faculty.
- vii. receive recommendations from the Joint, Central, and/or ad hoc committees of the College Faculty for the Senate's consideration and action.
- viii. transmit the Senate's recommendations to the College Faculty and to the President and the Provost/Vice President for Academic Affairs.
- ix. represent the College Faculty of SUNY New Paltz as the campus governance leader at SUNY University Faculty Senate meetings.
- x. meet with the College President, the Provost/Vice President for Academic Affairs, and the Cabinet as needed. In general, these meetings shall be attended by the entire Executive Committee.
- xi. represent the College Faculty at campus and community events.
- xii. serve as the College Faculty representative (ex officio member) of the College Council in accordance with New York State Statutes.
- xiii. attend the meetings of the College Foundation and report on its activities.
- xiv. report to the College Faculty regularly regarding the meetings of the Senate, the College Council, and the Executive Committee.

2. *Vice-Presiding Officer of the College Faculty*

The Vice-Presiding Officer of the College Faculty shall:

- a. be a full-time voting member of the Academic Faculty with term or continuing appointment, a minimum of five years of experience on campus, and a minimum of one year of service on the SUNY New Paltz Faculty Senate.
- b. be elected by the College Faculty.
- c. serve a two-year term, with a limit of three consecutive full terms.
- d. perform the following duties:
 - i. serve as a voting ex-officio member of the SUNY New Paltz Faculty Senate.
 - i. serve as a voting ex-officio member of the Executive Committee.
 - ii. assist the Presiding Officer in the conduct of his/her/their duties.
 - iii. perform the duties of the Presiding Officer at such times as the Presiding Officer may be unavailable.
 - iv. assume the office of Presiding Officer should the current Presiding Officer become unable to complete his/her/their term.

3. *Secretary of the College Faculty*

The Secretary of the College Faculty shall:

- b. be a full-time voting member of the Academic Faculty with term or continuing appointment, a minimum of five years of experience on campus, and a minimum of one year of service on the SUNY New Paltz Faculty Senate.
- b. be elected by the College Faculty.
- c. serve a two-year term, with a limit of three consecutive full terms.
- d. perform the following duties:
 - i. serve as a voting ex-officio member of the SUNY New Paltz Faculty Senate.
 - ii. serve as a voting ex-officio member of the Executive Committee of the Senate.
 - iii. record minutes of the meetings of the College Faculty, the Senate, and the Executive Committee.
 - iv. Post minutes of the end-of-semester College Faculty meetings by the end of the first week of the next regular semester.
 - v. include in the minutes of Senate meetings a list of Senators attending, summaries of actions taken at the meeting, recommendations received from campus committees, actions taken on those recommendations, and the tabulated results of all votes.
 - vi. electronically post and/or distribute draft minutes of Senate meetings within one week after the meeting.
 - vii. electronically post and/or distribute draft minutes of Executive committee meetings within one week after the meeting.
 - viii. electronically post and/or distribute approved minutes of Senate and Executive Committee meetings within one week after the meeting at which they are approved
 - ix. Post the minutes of the meetings of the Senate, the Executive Committee, and any special meetings of College Faculty within two weeks after those meetings.
 - x. Forward the text of all motions passed at meetings of the Senate to the Administration within 48 hours after the conclusion of the meeting as part of the process of formal consultation (Article III Section B).
 - xi. serve as a non-voting ex-officio member of the Bylaws and Elections Committee (Article VI Section I) to assist with the organization and conduct of elections.

4. *Presiding Officer of the Graduate Faculty*

The Presiding Officer of the Graduate Faculty shall

- a. be elected in accordance with the Bylaws of the Graduate Faculty.
- b. perform the following duties:
 - i. serve as a voting ex-officio member of the SUNY New Paltz Faculty Senate.
 - ii. serve as a voting ex-officio member of the Executive Committee

5. *Parliamentarian*

The Parliamentarian of the College Faculty shall:

- a. be appointed by the Presiding Officer.
- b. serve for the duration of the term of the Presiding Officer.
- c. attend meetings of the College Faculty and the Senate and provide consultation on parliamentary procedures in accordance with *Robert's Rules of Order*.

6. *Ombudsperson*

The Ombudsperson of the College Faculty shall:

- a. be a full-time member of the College Faculty with academic rank of at least Associate Professor or Librarian, and have a minimum of five years of experience on campus.
- b. be elected by the College Faculty.
- c. serve a two-year term, with a limit of three consecutive full terms.
- d. hear and investigate complaints from individual College Faculty members in areas not covered by the collective bargaining agreement with the United University Professions (UUP).
- e. Report findings of any such investigations to the Executive Committee of the Senate.

7. *SUNY University Faculty Senators and Alternates*

The SUNY University Faculty Senator(s) shall:

- a. be full-time members of the College Faculty with term or continuing appointment, and a minimum of one year of service on the SUNY New Paltz Faculty Senate.
- b. be elected in accordance with the Bylaws and Procedures of the SUNY University Faculty Senate. If the size of the College Faculty qualifies the campus for two or more representatives on the University Faculty Senate, one representative shall be a member of the Professional Faculty, and the other(s) shall be Academic Faculty. If there are no professional faculty candidates on the ballot, then all representatives may be academic faculty, and vice versa.
- c. represent the College Faculty at the meetings and in other actions of SUNY University Faculty Senate.
- d. report the actions of the SUNY University Senate to the SUNY New Paltz Faculty Senate and/or the College Faculty.
- e. Serve a three-year term, with a limit of two consecutive terms, per the Bylaws and Procedures of the SUNY University Faculty Senate.
- f. serve as ex-officio members of SUNY New Paltz Faculty Senate.
- g. serve on the Executive Committee of the College Faculty.

The SUNY University Faculty Senator Alternate(s) shall:

- a. be full-time members of the College Faculty with term or continuing appointment, and a minimum of one year of service on the SUNY New Paltz Faculty Senate.
- b. be elected in accordance with the Bylaws and Procedures of the SUNY University Faculty Senate.
- c. be members of the same sector of the College Faculty as the senators for whom they serve as alternates (i.e. a senator who is a member of the professional faculty shall have a professional faculty alternate, and a senator who is a member of the Academic Faculty shall have an Academic Faculty Alternate.)
- d. have terms of office commensurate with those of the senator(s) for whom they serve as alternates.
- e. substitute for the senator(s) at plenary meetings and other actions of SUNY University Faculty Senate should the senator(s) be unable to participate.
- f. serve as alternate(s) for the senator(s) on the SUNY New Paltz Faculty Senate and the Executive Committee.

8. *Replacement Rules*

College Faculty who are on non-disciplinary leave are eligible to run for and be elected to serve as Officers of the College Faculty provided that their term of service would normally begin at or after the time of their expected return from leave.

If the Presiding Officer becomes unable to perform the duties of that office, the Vice Presiding Officer shall complete the remainder of the former Presiding Officer's term.

If the Presiding Officer fails to perform the duties of that office appropriately, a member of the Senate may introduce a motion of *no confidence*. Upon introduction of a motion of *no confidence*, the Vice Presiding Office shall preside over the debate and shall vote in the event of a tie vote. If the motion is passed by a simple majority, the Presiding Officer shall resign immediately. The Vice Presiding Officer shall complete the remainder of the former Presiding Officer's term.

If the Vice Presiding Officer becomes unable to perform the duties of that office, a Vice Presiding Officer *pro tempore* shall be elected in a special election (see Article VII section E) and shall complete the remainder of the former Vice Presiding Officer's term.

If the Secretary becomes unable to perform the duties of that office, a Secretary *pro tempore* shall be elected in a special election (see Article VII section E) and shall complete the remainder of the former Secretary's term.

Under extraordinary circumstances, departments or faculty may petition the Executive Committee for a waiver of any of the replacement rules outlined in this section.

D. Executive Committee of the College Faculty

The Executive Committee shall consist of the following ex-officio members:

- Presiding Officer of the College Faculty, who shall chair the committee
- Vice Presiding Officer of the College Faculty, who shall serve as deputy chair of the committee
- Secretary of the College Faculty, who shall serve as secretary of the committee
- Presiding Officer of the Graduate Faculty
- Chair of the Professional Faculty Council
- SUNY University Faculty Senator(s)

All members shall have voting rights except for the Presiding Officer of the College Faculty, who shall only vote in the event of a tied vote. A member who holds two of the positions listed above shall only have one vote.

The Executive Committee shall:

- a. meet regularly to coordinate the activities of the Senate and its committees and to ensure orderly and timely conduct of business (See Article III Section B).
- b. meet regularly with the President and Provost to exchange information, discuss governance issues, and facilitate consultation.
- c. meet once per semester with the Chairs of the Central and Joint committees. Additional meetings with the Chairs of the Central and Joint committees may be called if needed.
- d. approve the agenda for Senate meetings

- e. approve the agenda for special meetings of the College Faculty.
- f. review cases of College Faculty who are being declared as having resigned from the Senate or its committees due to lack of attendance and to determine whether extenuating circumstances exist.
- g. act on behalf of the Senate in emergency situations, as per **Article III Section B.**

E. Meetings of the College Faculty

1. Attendance

Meetings of the College Faculty are open to all members of the college community including current employees, retirees, and students. Guests who are not members of the college community may be invited by the President and/or the Presiding Officer. Attendees who are not members of the College Faculty may not participate in discussion unless approved by vote of a simple majority of the College Faculty in attendance.

2. Regular Meetings of the College Faculty

a. Schedule

There shall be two regular meetings of the College Faculty during the academic year, one towards the end of each semester. Specific dates and times shall be determined by the Presiding Officer in consultation with the President. The College Faculty shall be notified of the next semester's meetings via electronic means within the first two weeks of each semester. A written agenda shall be distributed electronically to the faculty no fewer than five business days prior to each meeting.

b. Purpose

The primary purpose of the regular meetings of the College Faculty shall be presentation of the reports of the President, the Provost, the Presiding Officer, of the Senate and/or its Central, Joint, and/or *ad hoc* committees. Additional items may be added to the agenda by the Presiding Officer in consultation with the Executive Committee.

c. Presiding Officer

The Presiding Officer shall preside over the regular meetings of the College Faculty.

d. Order of Business

The order of business for the regular meetings of the College Faculty shall be:

- i. Call to order.
- ii. Approval of the minutes of the previous meeting.
- iii. Announcements.
- iv. Report of the President (and/or Provost/Vice President for Academic Affairs). Questions from the floor.
- v. Report of the Presiding Officer. Questions from the floor.
- vi. Optional presentation of awards.

- vii. Optional reports of the Senate and/or its central, joint, and/or *ad hoc* committees.
- viii. Adjournment.

3. *Special Meetings of the College Faculty*

a. Introduction of New Employees.

Early in the fall semester, a special meeting of the College Faculty shall be called by the Presiding Officer in consultation with the President for the purpose of introductions of new employees and the presentation of awards. The President shall determine the agenda.

b. Other Special Faculty Meetings

Other special meetings of the College Faculty may be called by the Presiding Officer under any of the following conditions:

- at the request of the President
- with the approval of the Executive Committee
- by vote of the Senate
- upon receipt of a petition signed by at least 15 percent of the College Faculty

The agenda shall be distributed to the College Faculty and posted electronically at least five business days prior to the meeting.

If the special meeting is requested by the President, the date and time shall be determined by the Presiding Officer in consultation with the President. The President (or designee) shall provide the agenda and preside over the meeting. If the meeting is called by the Presiding Officer, with the approval of the Executive Committee, the meeting shall be scheduled as deemed appropriate by the Executive Committee, which shall approve the agenda. The Presiding Officer shall preside over the meeting. If the meeting is requested by vote of the Senate, the meeting shall be scheduled within 20 business days following the vote. The Senate shall determine the agenda. The Presiding Officer shall preside over the meeting.

If the meeting is requested by petition of at least 15 percent of the College Faculty, the meeting shall be scheduled within 10 business days following receipt of the petition. If the petition does not involve a challenge to a decision by the Senate, the petitioners shall submit an agenda with the petition. If the petition is to challenge a decision by the Senate (see Section E. of this Article and Article V, Section J), the petitioners shall provide the text of a resolution to reverse the decision of the Senate. The Presiding Officer shall preside over the meeting. The order of business of a meeting of the College Faculty to challenge a decision by the Senate shall be:

- i. Call to order.
- ii. Report of the petitioners regarding the Senate decision and the rationale for the challenge to this decision.
- iii. Motion to approve the resolution
- iv. Discussion and debate.
- v. Adjournment.

F. Referendum Provisions

1. Procedure

A decision by the Senate may be challenged via referendum. To initiate a referendum, a petition that has been signed by at least 15 percent of the College Faculty shall be submitted to the Presiding Officer within 15 business days following the original vote by the Senate. The Presiding Officer shall call a special meeting of the College Faculty, to be held within 10 business days following receipt of the petition, to debate the resolution. The meeting shall be recorded, and the College Faculty shall be notified electronically of the availability of the recording. Between five and 10 business days following this meeting, a referendum shall be conducted by secure electronic ballot in accordance with the procedures in [Article VII Section G](#).

2. Quorum

A quorum for a referendum via electronic ballot shall consist of a simple majority of the Faculty (more than 50 percent). If the quorum is not achieved, the referendum fails and the original decision by the Senate shall stand. If more than 50 percent of the College Faculty vote in the referendum, a simple majority of those voting shall be required for the referendum to pass and the original decision by the Senate to be overturned.

Article V: The SUNY New Paltz Faculty Senate

The SUNY New Paltz Faculty Senate (“the Senate”) shall serve as the representative governance body of the College Faculty. College Faculty who serve on the Senate and/or as members of the Senate’s Central and Joint committees, as specified in these Bylaws, shall act with consideration of the interests of the College Faculty as a whole.

A. Overview

1. Scope

The Senate is the primary mechanism for decision-making by the College Faculty and for formal consultation with the Administration, as defined in Article 3. In general, the Senate makes recommendations on matters that are within the purview of the faculty, including the academic and research programs of the college, academic policies, and personnel policies. The Senate engages regularly in formal consultation with the Administration on those matters. The Senate may also provide input and/or feedback to the Administration on matters that are outside the purview of the College Faculty but may have a significant impact on the faculty, the academic and research programs of the college, and/or the general direction and welfare of the institution.

2. Responsibilities

The Senate, in concert with its Executive Committee, has overarching responsibility for ensuring an orderly flow of business and timely consultation with the College Faculty, the Graduate Faculty, the Graduate Council, the Student Association, and the Administration. It also has overarching responsibility for the maintenance and approval of bylaws and the conduct of elections, via the Bylaws and Elections Committee. The Senate acts on behalf of the faculty in making recommendations on matters that are before the University Faculty Senate via its liaisons, the University Faculty Senators.

The Senate shall oversee the responsibilities and operations of all Central and Joint Committees specified under these Bylaws **in Article VI**, be regularly informed by Chairs of the business of these committees, receive and act upon the recommendations of these committees, and may initiate recommendations for consideration by such committees where appropriate.

3. Voting Rights.

Members of the Senate with voting rights shall have the right to vote on all matters before the Senate with the exception of personnel policies for Academic Faculty. Professional Faculty and student representatives shall not vote on motions concerning personnel policies for Academic Faculty.

B. Representation

The Senate shall be composed of elected representatives of the College Faculty, students, and *ex officio* members (both voting and non-voting) as specified in below. Seats for elected representatives shall be filled in accordance with the election procedures in **Article VII Section x** of these Bylaws.

1. College Faculty

a. Eligibility

College Faculty, as defined in section **Article II** above, are eligible to serve as Senate representatives under the following conditions:

- i. They shall be voting members of the College Faculty (**as defined in Article II**).
- ii. They shall be members of the departments and/or divisions they represent.

b. Terms of Office

Terms shall be three years, with a limit of two consecutive full terms. Terms shall be staggered such that approximately one-third of the representatives shall be elected each year. The Bylaws and Elections Committee shall shorten terms as needed to ensure a balanced rotation.

c. Membership

The membership of the Senate shall be determined annually based on the composition of all eligible College Faculty according to the rules specified below.

i. Elected Representatives with Voting Rights

a) Academic Faculty.

For Academic Faculty, as defined in section **Article II**, representation in the Senate shall be based upon a hybrid departmental-divisional model that ensures proportional representation of academic divisions, to be recomputed annually. For academic divisions with departmental structure (the Schools of Education, Fine and Performing Arts, Science and Engineering, and the College of Liberal Arts and Sciences,) there shall be one Senator per academic department, and the number of at-large representatives required to assure proportional representation of the divisions. Divisions with no departmental structure (the School of Business and the Library) shall have at-large representatives only, in a number that ensures their proportional representation in the Senate.

The number of departmental and at-large representatives shall be determined at the beginning of each fall semester. The Bylaws and Elections Committee shall obtain a list of all eligible College Faculty from the Department of Human Resources. For each division, the ratio of the number of FTE (full-time equivalent) voting faculty to the number of departments shall be computed. The lowest value of this ratio, "N" shall be the target ratio of FTE faculty to representatives.

After assigning one representative per department, additional seats for at-large divisional representatives shall be assigned where required to bring the ratio of FTE faculty to representatives as close as possible to N. For divisions with no departmental structure (the School of Business and the Library), all seats shall be at-large, and the number of seats needed to bring the ratio of FTE faculty to representatives as close as possible to N shall be assigned.

If an academic division gains an at-large seat, that seat shall be added on the current election cycle. If an

academic division loses an at-large seat but there is no at-large representative of that division whose term is expiring, the seat shall be retained and reviewed during the next election cycle.

Departments with an FTE of less than two-thirds the average number of voting College Faculty per department may, by majority vote of all voting faculty in that department, forego a departmental representative in favor of the election of an additional at-large divisional representative, so long as the Bylaws and Elections Committee is notified of this decision one month prior to the fall elections.

Part-time Faculty and Academic Faculty who are assigned to multiple departments may be elected representative for any department to which they are assigned, but they may not represent more than one department at a time.

Additionally, the Part-time Faculty shall elect one at-large representative from among their members across all divisions.

b) Professional Faculty

All Senate seats for Professional Faculty shall be at-large. The total number will be determined annually to achieve a ratio of represented Professional Faculty to representatives as close as possible to half of that of the ratio for the Academic Faculty (N/2). If the Professional Faculty division gains a seat, the seat shall be added on the current election cycle. If the Professional Faculty division loses a seat but there is no Professional Faculty representative whose term is expiring, the seat shall be retained and reviewed during the next election cycle.

2. Students

a. Eligibility

Any matriculated undergraduate student who is enrolled at least half-time (minimum of 6 credits) shall be eligible to serve as a Senate representative.

b. Terms of Office

Student representatives shall serve a one-year term, with no more than three consecutive terms. Membership. There shall be a total of four voting student representatives on the Senate:

- i. The Vice President of the Student Association, or designee.
- ii. Three at-large, undergraduate student representatives, to be elected from the student body.

3. Ex-officio members

a. Voting Ex-officio Members

The voting *ex officio* members of the Senate shall be:

- The Presiding Officer of the Faculty*
- The Presiding Officer of the Graduate Faculty
- The Vice Presiding Officer of the College Faculty
- The Secretary of the College Faculty
- The Chair of the Professional Faculty Council

- The SUNY University Faculty Senator(s)

A voting *ex officio* member of the Senate who is also elected as a departmental or at-large divisional representative shall have only one vote.

*The Presiding Officer of the Faculty shall only vote in the event of a tied vote.

b. Non-Voting Ex-officio Members

The non-voting *ex officio* members of the Senate shall be:

- Chairs or Co-Chairs of all Central and Joint Committees of the Senate. Deputy Chairs of Central or Joint Committees shall be Senate Alternates.

An elected member of the Senate shall not lose the right to vote by virtue of serving as the Chair or Vice Chair of a Central or Joint Committee.

- Administrators who are designated Management-Confidential (MC) and/or have faculty rank and serve above the level of department Chair, as follows:

- Assistant Vice President for Graduate and Extended Learning
- Assistant Vice President for Institutional Research
- Assistant Vice President for Technology and Information Services
- Associate Provost for Strategic Planning and Assessment
- Associate/Assistant Dean(s), College of Liberal Arts and Sciences
- Associate/Assistant Dean(s), School of Business
- Associate/Assistant Dean(s), School of Education
- Associate/Assistant Dean(s), School of Fine and Performing Arts
- Associate/Assistant Dean(s), School of Science and Engineering
- Chief of Staff/Vice President for Communication
- Dean of the College of Liberal Arts and Sciences
- Dean of the Library
- 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
- President of the College
- Provost/Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Development and Alumni Relations
- Vice President for Enrollment Management
- Vice President for Student Affairs

- One member of the College Faculty representing each of the following areas. Representatives shall be designated annually by the directors of their areas. These appointments are not subject to term limits.

- Academic Advising and Student Success

- Academic Computing
- Assistant Provost
- Benjamin Center
- Career Resource Center
- Communications and Marketing
- Dean of Students
- Disability Resource Center
- Educational Opportunity Program
- Faculty Development Center
- Instructional Media Services
- International Programs
- Records and Registration
- Residence Life
- Samuel Dorsky Museum
- Staff Assistant for Curriculum
- Student Accounts
- Student Activities and Union Services
- Undergraduate Admissions
- Veteran and Military Services

An elected member of the Senate shall not lose the right to vote by virtue of appointment to a non-voting, ex-officio seat.

Revision of the list of non-voting, ex-officio members of the Senate to reflect changes to academic or professional titles shall be the responsibility of the Bylaws and Elections committee and does not require formal amendment of these Bylaws.

C. Senate Officers

1. Presiding Officer

The responsibilities of the Presiding officer of the Faculty, as defined in **Article IV**, include the following responsibilities with respect to the Senate. The Presiding Officer of the Faculty shall:

- a. schedule meetings of the Senate.
- b. chair the meetings of the Senate.
- c. in consultation with the Executive Committee, refer issues that come before the Senate to its Central and Joint Committees as appropriate.
- d. vote on Senate business in the event that there is a tie vote.

2. Vice Presiding Officer

The responsibilities of the Vice Presiding officer of the College Faculty, as defined in **Article IV**, include the following responsibilities with respect to the Senate. The Vice Presiding Officer of the Senate and Faculty shall:

- a. assist the Presiding Officer.
- b. chair the meetings of the Senate when the Presiding Officer is not available.

3. Secretary of the College Faculty

The responsibilities of the Secretary of the College Faculty, as defined in **Article IV**, include the following responsibilities with respect to the Senate. The Secretary of the College and Faculty shall:

- a. submit a record of all approved motions to the Administration within 48 hours following the meeting as part of the process of formal consultation.
- b. record minutes of all Senate meetings.
- c. include in the minutes of Senate meetings a list of Senators attending, summaries of actions taken at the meeting, recommendations received from campus committees, actions taken on those recommendations, and the tabulated results of all votes.
- d. distribute drafts of Senate meeting minutes promptly to the Executive Committee for review.
- e. electronically distribute final draft minutes at least two weeks prior to the next Senate meeting.
- f. publish final minutes on the official electronic Senate site(s) within one week after they are approved by the Senate.
- g. Maintain a database of Senate motions and their outcomes.

D. Executive Committee

As stated in **Article IV**, The Executive Committee is composed of the Presiding Officer of the Faculty, the Vice Presiding Officer of the Faculty, the Secretary of the Faculty, the Presiding Officer of the Graduate Faculty, and the University Faculty Senators. The complete responsibilities of the Executive committee are defined in **Article IV Section D**. The responsibilities of the Executive committee with respect to the Senate shall be to:

- a. meet regularly to coordinate the activities of the Senate and its committees and to ensure orderly and timely conduct of business (See **Article III Section B**.)
- b. approve the agenda for Senate meetings.
- c. act on behalf of the Senate in emergency situations, as per **Article III section B**.

E. Senate Procedures

1. Senators

Senators who are voting representatives of the College Faculty shall be elected via the process specified in **Article VII Section X**.

The term of office for elected College Faculty Senators shall be three years, with a limit of two consecutive full three-year terms. After serving two full consecutive terms, an elected College Faculty Senator must wait one year before serving on the Senate again in any representative capacity (departmental or at-large). Senate terms begin on July 1 of the year following the election and end on June 30 of the following year.

The term of office for student Senators shall be one year, with a limit of three consecutive full one-year terms. Terms for student Senators begin at the start of the Academic Year for which they are elected.

Senators shall:

- a. attend Senate meetings.
- b. regularly report to and communicate with their constituents about Senate actions, deliberations, and the issues before the Senate.
- c. solicit from their constituents matters to place before the Senate.

2. Senate Alternates

Senate Alternates shall be elected via the process specified in **Article VII Section X**. The term of office for a Senate Alternate shall be commensurate with that of the representative for whom the alternate is serving. Senate Alternates shall be allowed to stand for reelection without any term limits.

An Alternate may attend and participate in discussion at any meeting of the Senate, and shall have voting rights at meetings from which the regular member for whom the alternate serves is absent. In the event that a Senator is unable to meet the duties of that position, the Senator's Alternate shall serve instead as per the replacement procedures outlined in **Section F**, below.

3. Parliamentarian

A Parliamentarian, not necessarily a member of the Senate, shall be appointed by the Presiding Officer at the start of the Presiding Officer's term, and shall serve for the duration of that term **(see Article IV section C)**. The responsibilities of the parliamentarian as defined in **Article IV**, include the following responsibilities with respect to the Senate. The Parliamentarian shall:

- a. attend meetings of the Senate and provide consultation on parliamentary procedures in accordance with *Robert's Rules of Order*.
- b. be prepared to advise the Presiding Officer, any individual Senator, or the Senate as a whole.

F. Replacement Rules

An elected College Faculty Senator who takes a leave of absence for one or two semesters shall be considered to have resigned from the Senate unless the Senator petitions the Bylaws and Elections Committee to appoint the seat's Alternate to serve for the duration of the leave.

An elected College Faculty Senator who takes a leave of absence or is otherwise unable to serve for a period of his/her/their term that exceeds two semesters shall be considered to have resigned from the Senate. In this case, the Bylaws and Elections Committee shall appoint the Senator's Alternate to the Senate seat for the rest of the resigning Senator's term.

If an elected College Faculty Senator is absent from regularly scheduled Senate deliberations for two consecutive meetings or a total of three meetings in the academic year, the Executive Committee, after holding a prompt review to determine whether any extenuating circumstances exist, shall be empowered to declare the seat vacant, whereupon the Bylaws and Elections Committee shall appoint the Faculty Alternate to that seat.

College Faculty who are on non-disciplinary leave are eligible to run for and be elected to serve on the Senate provided that their term of service would normally begin at or after the time of their expected return from leave.

Under extraordinary circumstances, departments or faculty may petition the Executive Committee for a waiver of any of the replacement rules outlined in this section.

G. Meetings of the Senate

The Senate shall have a minimum of four meetings during each fall semester and each spring semester. Meetings shall not be held during the summer session and/or when the College is not in regular session. The Presiding Officer may call special meetings of the Senate with the approval of the Executive Committee.

Meetings of the Senate are open to all members of the college community including current and former employees, students, and alumnae. Guests who are not members of the college community may be invited by the President and/or the Presiding Officer.

Members of the College Faculty and/or students who are not members of the Senate may be recognized by the Presiding Officer to speak during the “open comment” period of the meeting. Attendees who are neither members of the College Faculty nor students may speak during the “open comment” period if this is approved by vote of a simple majority of the Senate. The Senate may vote to allow members of the College Faculty and students who are not members of the Senate to speak during debate.

Meetings shall be conducted in accordance with [Robert's Rules of Order](#), unless explicitly stated otherwise in these Bylaws.

H. Quorum

A quorum of the Senate shall consist of a simple majority of the voting members (more than 50 percent).

I. Voting

Electronic voting shall be used for all motions with the exception of the approval of minutes and the motion to adjourn. The record of how each Senator votes on each resolution shall be included in the minutes.

J. Challenge to Senate Decisions

Decisions of the Senate may be challenged by the College Faculty. A challenge to a Senate decision shall be initiated by a petition signed by at least 15 percent of the voting College Faculty, which shall be submitted to the Executive Committee. The Presiding Officer shall then call a special meeting of the College Faculty, followed by an electronic referendum vote of the College Faculty, as per the procedures defined in [Article IV Section E and Article VII Section G](#).

K. Agenda

The agenda for each meeting of the Senate shall be formulated and approved by the Executive Committee. It shall include all items requested by the President, the Senate, the Executive Committee, and Senate’s Central and Joint Committees, as well as any matters stated in a petition signed by 15 percent or more of the voting

College Faculty. Requests for inclusion of items on the agenda shall that are received by the Executive Committee at least 15 business days prior to the meeting shall be placed on the agenda. Items received after that time will be deferred to the next meeting.

The agenda shall be posted and distributed electronically at least 10 business days prior to the meeting.

The Order of Business for regular meetings of the Senate shall be:

- a. Call to Order
- b. Reading and approval of the minutes of the previous meeting
- c. Announcements
- d. Community Comments
- e. Report of President and/or the Provost/Vice President for Academic Affairs. Questions and action items from the floor
- f. Report of the Presiding Officer of the College Faculty. Questions and action items from the floor
- g. Action items from Senate Officers
- h. Action items from Senate committees. Questions and action items from the floor
- i. Unfinished (old) Business
- j. New Business
- k. Optional reading of reports of officers and committees of the Senate
- l. Adjournment

Article VI. Committees of the Senate

A. Overview

The Committees of the Senate shall be the following Central and Joint Committees:

1. *Central Committees*

- Academic Affairs
- Academic Standing and Appeals
- Bylaws and Elections
- Curriculum
- GE Board
- Reappointment, Tenure, and Promotion
- Research and Leaves
- Salary Increase

Central Committees report to the Senate. The composition and charges of the Central Committees are defined in **Section I** of this Article.

2. *Joint Committees.*

- Educational Technology
- Sustainability

Joint Committees report jointly to the Senate and the President or designee. The composition and charges of the Joint Committees are defined in **Section J** of this Article.

3. *Standing Committees.*

Standing Committees of the College Faculty do not report to the Senate. The creation or dissolution of a Standing Committee does not require approval of the Senate. Standing Committees function according to their own bylaws and/or procedures. If they so request, faculty governance mechanisms shall be used to elect their members. Standing Committees may interact directly with Central and/or Joint Committees to support their work in a manner that is consistent with the charges of those Central and/or Joint committees. Should the work of a Standing Committee result in recommendations (e.g., for changes to academic policies or curriculum), those recommendations shall be forwarded to the Executive Committee for referral to the appropriate body (i.e., a Central Committee, a Joint Committee, or directly to the Senate).

Some of the current Standing Committees of the College Faculty include:

- Diversity Board
- Honors Advisory Committee
- Scholarships and Chancellor's Awards Committee
- Student Research and Creative Projects Committee
- Writing Board

B. Eligibility

College Faculty, as defined in section **Article II** above, are eligible to serve as representatives on committees of the Senate under the following conditions:

- They shall be voting members of the College Faculty (**as defined in Article II**).
- They shall be members of the departments, divisions, and/or other constituencies that they represent.

All College Faculty meeting the above criteria shall be eligible to serve on the following Central Committees: Academic Affairs, Bylaws and Elections, Curriculum, GE Board, Research and Leaves, and Student Appeals and Standing, and the following Joint Committees: Educational Technology and Sustainability.

All College Faculty meeting the above criteria who have academic rank and continuing appointment shall be eligible to serve on the Committee on Salary Increase and the Committee on Reappointment, Tenure, and Promotion (RTP).

C. Terms of Office

The elected membership of all Central and Joint Committees shall be elected accordance with the provisions of **Section E of Article VII**.

Election to all Central and Joint Committees, with the exception of the GE Board, shall be for a two-year term, unless a vacancy exists for a shorter period of time, with approximately half of the representatives elected each year. For all central and joint committees with the exception of the Central committee on RTP and the GE Board, members may not serve more than three consecutive full two-year terms. These terms of office and terms limits also apply to College Faculty representatives elected to serve on the Campus Auxiliary Services (CAS) Board.

Election to the Central Committee on RTP shall be for a two-year term, unless a vacancy exists for a shorter period of time, with approximately one half of the representatives elected each year. Members may not serve more than two consecutive full two-year terms.

Election to the GE Board shall be for a three-year term, unless a vacancy exists for a shorter period of time, with approximately one third of the representatives elected each year. GE Board members may not serve more than two consecutive full three-year terms.

Committee representatives may take a one- or two- semester leave of absence so long as the representative has an alternate or the Bylaws and Elections Committee approves a temporary replacement representative.

All elected committee representatives and officers shall assume their offices on July 1 of the year for which they were elected.

Student members, if any, are elected each year in accordance with the bylaws of the Student Association that governs them. Students may serve up to three consecutive full-year terms. They shall assume their offices at the start of the academic year.

D. Alternates

2. Officers' Responsibilities

a. Chair (or Co-Chair for committees that have an ex-officio Co-Chair)

The Chair or Co-Chair's responsibilities include, but are not limited to, convening all regularly scheduled meetings, setting agendas, serving as an ex-officio member of the Senate, and attending all such other meetings as may be beneficial to the committee or the College.

b. Deputy Chair

The Deputy Chair's responsibilities include, but are not limited to, working with the Chair (or Co-Chair for committees that have an ex-officio Co-Chair) to ensure that all duties of the Chair are met in a timely and effective manner; and to prepare for taking on the Chair's duties.

c. Secretary

The Secretary's responsibilities include, but are not limited to, ensuring minutes are taken at each meeting, posting approved minutes electronically, enabling members' access to the committee's electronic sites, and assisting the Chair and Deputy Chair in the smooth running of the committee.

G. Procedures

Each committee Chair (or Co-Chair), upon stepping down from that office, shall meet with the succeeding Chair(s) to transfer all committee documents, discuss ongoing issues, and otherwise ensure that the new Chair is familiar with all aspects of the state and continuing business of the committee.

Committee representatives shall provide reports to their constituencies as appropriate.

Committees may solicit the assistance and counsel of individual College Faculty members and/or other committees of the College Faculty including Central, Joint, *ad-hoc*, and/or Standing committees, as appropriate.

Lists of committee Chairs, Deputy Chairs, and Secretaries, and regularly scheduled meetings shall be posted electronically before the beginning of the Fall semester and shall be simultaneously submitted to the Secretary of the College Faculty.

Chairs of Central Committees and Joint Committees shall report to the Senate at least once per year. Where recommendations regarding individual faculty members or individual students are concerned, confidentiality must be maintained. Reports containing such recommendations shall not refer to the specifics of individual cases. College Faculty serving on the Campus Auxiliary Services (CAS) Board shall report to the Senate at least once per year.

H. Meetings

All committee meetings, except where otherwise noted (i.e., Reappointment, Tenure, and Promotion, Salary Increase, Research and Leaves, and Academic Standing and Appeals), shall be open to all members of the College Faculty, unless permission for a closed "executive session" is granted by the Executive Committee.

Students may attend any committee meeting held by committees which have elected student representatives (Academic Affairs, Curriculum, Educational Technology, and Sustainability). These committees reserve the right to meet without the student members should an issue arise for discussion that would not be appropriate to discuss in front of students.

All decisions are made on the basis of a majority of the votes cast by members present at a particular meeting. Individual members may not vote in absentia. However, if the committee votes to allow electronic voting of the entire committee as a general policy, this means may be used for matters that cannot wait until the next regular meeting.

A quorum for committee meetings shall be a simple majority of the voting members elected or appointed to the committee (more than 50 percent). An unfilled vacancy shall not be included in determining the number required for a quorum.

Committee Chairs, in consultation with their Deputy Chairs, shall set the committee's meeting day and time by the fourth (4th) week of the Fall semester for the following academic year. They shall immediately thereafter submit this schedule to the Secretary of the College Faculty.

No individual with Management Confidential status who does not also have faculty rank shall attend Central Committee or Joint Committee meetings unless that individual is an ex-officio member of that committee or is invited by the committee to a specific meeting. Under no circumstances shall the ex-officio or invited Management Confidential individual have voting rights.

Minutes of all meetings of Central Committees, Joint Committees, and *ad hoc* committees of the Senate shall include an attendance record and the text of all motions passed, and shall be posted electronically within one week following the meeting at which the minutes are approved.

I. Composition and Charges of Central Committees

1. Academic Affairs Committee

The Academic Affairs Committee shall be composed of the following members:

- a. divisionally proportionate elected representation of all divisions including the Professional Faculty
- b. two undergraduate students
- c. one ex-officio representative from Advising and Student Success (non-voting)

The Academic Affairs Committee shall:

- a. address all matters concerning academic standards and policies other than curriculum.
- b. make recommendations concerning the academic calendar.
- c. via the Executive Committee, receive and review proposals from the Senate, the College Faculty Divisions, and/or the Administration. Individual College Faculty and students may bring issues to the Academic Affairs Committee through their representatives on the Senate.
- d. initiate its own proposals as appropriate.

2. Committee on Academic Standing and Appeals

The Committee on Academic Standing and Appeals shall be composed of the following members:

- a. One elected academic faculty representative from each of the academic divisions, with the exception of the Library

- b. a voting ex-officio representative of the Library, who shall be appointed by the Library Faculty
- c. A representative from Advising and Student Success, (non-voting ex-officio) who shall co-chair the committee

For review of academic appeals, the committee shall include a representative of the Provost/Vice President for Academic Affairs (non-voting ex-officio). For review of academic standing, the committee shall include non-voting ex-officio members representing the following academic support services:

- Associate Registrar
- Director of Athletics
- Director of the Counseling Center
- Director of the Disability Resource Center
- Director of the Student Health Center
- Student Affairs
- Veteran and Military Services

Each division may have a full-time Professional Faculty advisor serve as non-voting ex-officio member. This does not supersede or replace the Academic Faculty representatives

.The Committee on Academic Standing and Appeals shall:

- a. review the academic records of students who meet the criteria for dismissal, per the college catalog, and make recommendations as to whether those students should be dismissed or conditionally continued.
- b. make recommendations to the Provost/Vice President for Academic Affairs regarding student appeals of alleged violations of academic policy.
- c. arrive at its recommendations independently in closed meetings.
- d. maintain the confidentiality of its proceedings.

3. *Bylaws and Elections Committee*

The Bylaws and Elections Committee shall be composed of the following members:

- a. One representative from each division, including the Professional Faculty
- b. The Secretary of the College Faculty, who shall be non-voting ex-officio

The Bylaws and Elections Committee shall:

- a. consult with faculty governance committees, division faculty governance units, and the Senate on issues of faculty governance, including constituency bylaws.
- b. study issues related to College Faculty governance, and make recommendations related to these issues.
- c. assume continuing responsibility for the maintenance of effective bylaws, and undertake a major revision of these Bylaws at least every 5 years.
- d. maintain a current copy of the Bylaws on the faculty governance website, with annual updates reflecting all amendments to the Bylaws.
- e. be responsible for interpreting the Bylaws.
- f. receive and make recommendations regarding proposals for possible amendments to the Bylaws.
- g. Organize and conduct elections for:

- i. the Presiding Officer of the College Faculty
- ii. the Vice-Presiding Officer of the College Faculty
- iii. the Secretary of the College Faculty
- iv. the SUNY University Faculty Senator(s),
- v. the Ombudsperson
- vi. College Faculty representatives on the SUNY New Paltz Faculty Senate
- vii. College Faculty representatives on Central Committees and Joint Committees
- viii. College Faculty representatives on the CAS Board
- ix. College Faculty representatives on Standing Committees, if requested
- x. College Faculty representatives on *ad hoc* committees of the Senate.

- h. In response to a petition signed by 15 percent of the voting College Faculty to challenge a decision of the Senate, conduct a special referendum vote (see Article IV Section E and Article V Section J).
- i. When requested by Administration, conduct elections for College Faculty to serve on administrative committees and task forces, including search committees, as per the “elected selected” procedure defined in Article VII section F.
- j. conduct elections for a college-wide ad hoc committee to work with the Chancellor and the College Council as College Faculty representative in the selection process of a new College President.
- k. Participate in periodic reviews of these College Administrative Officers: Provost/Vice President of Academic Affairs, Associate Provost, Assistant Vice President for Graduate and Extended Learning, Deans of academic units, and the Dean of the Library. Reviews shall be conducted during the third year of an initial appointment and every five years thereafter or more frequently at the discretion of the supervisor. The review shall include an opportunity for input from the entire campus via a survey. The Bylaws and Elections Committee shall have the opportunity to contribute questions to the surveys prior their distribution. (See Article III, Section D2.)

4. Curriculum Committee

The Curriculum Committee shall be composed of the following members:

- a. divisionally proportionate elected representation of all academic divisions with the exception of the Library
- b. a voting ex-officio representative of the Library, who shall be appointed by the Library Faculty
- c. two undergraduate students
- d. Non-voting ex-officio representatives of the following areas:
 - Admissions
 - Advising/Student Success
 - Records and Registration
 - Provost’s office
 - Student Affairs (only for review of micro-credential programs that include non-credit-bearing experiential learning activities.)

The Curriculum Committee shall:

- a. address and make recommendations regarding all matters related to curriculum and educational assessment outside the GE Board’s specific domain.

- b. have jurisdiction over the General Education curriculum, in consultation with the General Education Board.
- c. review curricular proposals that have been approved by the divisions in accordance with their bylaws, and by the Deans of those constituencies. Before forwarding proposals regarding new majors, new minors, new micro-credential programs, changes in existing majors, minors, and micro-credential programs, and new programs to the Curriculum Committee, the Dean's office shall post the proposals in a widely accessible electronic format.
- d. forward proposals regarding new majors, new minors, new academic programs, and new micro-credential programs including nine or more academic credits, as well as changes in existing majors, minors, academic programs, and micro-credential programs including nine or more academic credits, together with its recommendations, to the Senate for consideration. The committee may, at its discretion, refer proposals back to divisions for revision. If a division desires, however, to have the Senate review its original proposals against the advice of the Curriculum Committee, then it can opt to have the proposal forwarded to the Senate along with the committee's recommendations.
- e. recommend for approval to the Provost/Vice President for Academic Affairs all approved proposals for new undergraduate courses to be added to the curriculum and major revisions of courses already in the curriculum, as well as new micro-credential programs with fewer than nine academic credits, and/or revisions to such programs. All minor course revisions are the responsibility of each of the divisions in close consultation with the Provost's office.
- f. initiate its own proposals.
- g. consult with other committees, including Standing Committees, when necessary and when other committees deal with matters that have an impact on curriculum and assessment.
- h. forward the approved minutes of its meetings to the Provost/Vice President for Academic Affairs.

5. *General Education Board*

The General Education (GE) Board shall be composed of the following members:

- a. One elected representative from each of the GE content areas with the exception of Composition. Representatives shall be full-time Academic Faculty who have taught or coordinated a GE course in the area they represent within the previous three years (at the time of the election).
- b. The Coordinator of the Composition Program or designee, who shall be voting ex-officio
- c. A voting ex-officio representative of the Library, who shall be appointed by the Library Faculty
- d. One member of the Curriculum Committee, to be selected by that committee
- e. The Associate Provost for Strategic Planning and Assessment (non-voting ex-officio)
- f. Non-voting ex-officio representatives from the following areas:
 - Academic Advising and Student Success
 - Admissions
 - Institutional Research
 - Records and Registration
 - Provost/Vice President for Academic Affairs.

The General Education Board shall:

- a. be responsible for the program for assessing the GE curriculum.
- b. consult with departments/colleges on assessment plans for their components in the GE curriculum.
- c. review assessment plans for the GE content areas that are being assessed each year, and support and assist faculty in developing plans that reflect best practices in GE curricular assessment.

- d. Independently and/or in collaboration with the Faculty Development Center, create opportunities for GE faculty development and mentoring.
- e. confer monthly with, and propose modifications to GE requirements to the Curriculum Committee.
- f. develop GE course approval guidelines in conjunction with the Curriculum Committee.
- g. Distribute minutes of its meetings to the Chair of the Curriculum Committee and the Provost/Vice President for Academic Affairs.

6. *Committee on Reappointment, Tenure, and Promotion*

The Committee on Reappointment, Tenure, and Promotion shall be composed of the following members:

- a. divisionally proportionate elected representation of all academic divisions.

The Committee on Reappointment, Tenure, and Promotion shall:

- a. make recommendations regarding individual members of the Academic Faculty for reappointment, tenure, and promotion.
- b. 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 shall be accompanied by recommendations from the Dean, the department Chair, the departmental subcommittee, and external referees as required for each individual candidate.
- c. arrive at its recommendations independently in closed meetings.
- d. communicate its recommendations, including the numerical vote of the members, in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the department Chair (if any), the departmental subcommittee, and the Dean.
- e. provide the Senate with a summary of recommendations and their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.

7. *Committee on Research and Leaves*

The Committee on Research and Leaves shall be composed of the following members:

- a. One representative from each academic division

The Committee on Research and Leaves shall:

- a. review the Research & Leaves policies and procedures each fall and bring any recommendations for change to the Executive Committee.
- b. encourage, facilitate, consider, and make recommendations to the President and the Provost/Vice President for Academic Affairs regarding research funding (via the Research and Creative Projects Program) and sabbaticals.
- c. confer with others as deemed necessary in matters concerning research and leaves, but arrive at recommendations independently.
- d. arrive at its recommendations in closed meetings.
- e. communicate its recommendations in writing to the President and the Provost/Vice President for Academic Affairs, with copies to the candidate, the department Chair, the departmental subcommittee (if any), and the Dean.

- f. provide the Senate with a summary of recommendations and report their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.

8. *Committee on Salary Increase*

The Committee on Salary Increase shall be composed of the following members:

- a. divisionally proportionate elected representation of all academic divisions.

The Committee on Salary Increase shall:

- a. review the DSI policy and procedures for full time (academic) faculty each fall and bring any recommendations for change to the Executive Committee by the midpoint of the fall semester.
- b. make recommendations regarding individual members of the Academic Faculty for salary increase.
- c. 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 shall be accompanied by recommendations from the Dean, the department Chair (if any), and the departmental subcommittee (if any).
- d. arrive at its recommendations independently in closed meetings.
- e. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the department Chair (if any), the departmental subcommittee (if any), and the Dean.
- f. provide the Senate with a summary of recommendations and report their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.

J. Composition and Charge of Joint Committees

1. *Educational Technology Committee*

The Committee on Educational Technology shall be composed of the following members:

- a. divisionally proportionate elected representation of all divisions including the Professional Faculty
- b. two undergraduate students
- c. Ex-officio representatives from the following areas:
 - Academic Computing
 - Assistant Vice President for Graduate and Extended Learning
 - Chief Information Officer or Designee
 - Instructional Media Services
 - Instructional Technology (one or two representatives)

These representatives shall have voting rights, with the exception of any representatives that are management-confidential.

The Committee on Educational Technology shall:

- a. develop educational technology priorities and engage in strategic planning for the use of educational technology on campus.
- b. address curricular and policy issues related to educational technology by sponsoring public forums to discuss such issues and refer issues to the relevant committees of College Faculty governance.
- c. evaluate educational technology initiatives and outcomes to insure efficient implementation, coordination, and support of high-priority projects.
- d. promote the appropriate, efficient, and critical use of educational technology and encourage College Faculty to that end.
- e. report annually to the Senate and to the President or designee.

2. *Sustainability Committee*

The Sustainability Committee shall be composed of the following members:

- a. The Campus Sustainability Coordinator, who shall serve as a Co-Chair of the committee
- b. One representative from each division, including the Professional Faculty
- c. Four student representatives:
 - i. Two from the Student Association
 - ii. Two from the Residence Hall Student Association
- d. Ex-officio members representing the following areas:
 - Administration and Finance
 - Campus Auxiliary Services
 - Environmental Health and Safety
 - Facilities Management
 - Student Affairs

These ex-officio representatives shall have voting rights, with the exception of any representatives that are management-confidential.

The Sustainability Committee shall:

- a. 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.
- b. Educate faculty, staff, students, and College offices about sustainability issues and opportunities.
- c. Together with the Division of Student Affairs, encourage and support student leadership on climate neutrality.
- d. Help incorporate environmental issues into the College's curriculum, research profile, and educational outreach.
- e. Promote environmental stewardship as a hallmark of College operations, working with the appropriate administrative units.
- f. Act as a resource for environmentally-affiliated student organizations and efforts campus wide.
- g. Make recommendations/consider items related to administrative and general policy matters related to sustainability issues.
- h. Assist the Co-Chairs in specific sustainability endeavors (e.g., STARS).
- i. Report annually to the Senate and to the President or designee.

Article VII. Elections

A. General Considerations

The Bylaws and Elections Committee shall:

- a. organize and conduct elections for the following governance service positions:
 - i. the Presiding Officer of the College Faculty
 - ii. the Vice-Presiding Officer of the College Faculty
 - iii. the Secretary of the College Faculty
 - iv. the SUNY University Faculty Senator(s),
 - v. the Ombudsperson,
 - vi. College Faculty representatives on the SUNY New Paltz Faculty Senate
 - vii. College Faculty representatives on Central Committees and Joint Committees
 - viii. College Faculty representatives on the CAS Board
 - ix. College Faculty representatives on Standing Committees, if requested
 - x. College Faculty representatives on ad hoc committees of the Senate.
 - xi. faculty referenda as requested in response to an approved petition by the College Faculty (as per Article IV section E)
- b. when requested by Administration, organize elections for College Faculty to serve on administrative committees and task forces, including search committees, as per the “elected selected” procedure defined in **section F, below.**
- c. conduct elections for a college-wide ad hoc committee to work with the Chancellor and the College Council as College Faculty representative in the selection process of a new College President.

B. Scheduling of Elections

Regular elections shall be held no later than three weeks after the mid-point of the Fall semester for positions that begin the following July 1.

College-wide elections for Presiding Officer, Vice Presiding Officer, Secretary of the College Faculty, SUNY University Faculty Senators, Ombudsperson, and College-Faculty representatives for CAS Board shall be conducted according to regular election cycles.

Special elections may be held at any time during the academic year and shall be scheduled in a manner consistent with the purpose of the election.

C. Eligibility

The voting members of the College Faculty, as defined in **Article II**, shall be eligible to serve in faculty governance in accordance with the eligibility requirements specified for each position. The Committee on Bylaws and Elections shall be bound by these eligibility requirements as follows:

- a. Eligibility requirements for positions established by these Bylaws shall be specified in the sections of these Bylaws establishing such positions.

- b. College Faculty who are on leave are eligible to be nominated, elected, and may serve on the Faculty Senate or any governance committee for which they are eligible.
- c. Eligibility requirements for positions on *ad hoc* committees of the Senate shall be specified in the resolution for the creation of the committee as passed by the Senate.
- d. Eligibility requirements for positions on Standing Committees shall be established by the bylaws of those committees.
- e. Eligibility requirements for positions on administrative committees including task forces, councils, and search committees shall be established by the President or designee.
- f. Alternates may be nominated for any positions for which they are eligible, including positions in which they are serving as alternates.

D. Voting List

The Secretary of the College Faculty shall obtain a current, accurate list of all eligible voting College Faculty from the Director of Human Resources or his/her/their designee at the start of each semester. The report shall provide all the information needed to generate lists of eligible voters for the College Faculty and for each constituency: all active permanent and temporary employees, including those on leave, current academic or professional rank and title, year of joining the College (campus date), year in which the current position was assumed (title date), department and mail drop, FTE percentage, and type of appointment: term, continuing, or management confidential. Additional members may not be added to the voting list until the updated list is created the following semester.

E. Election Procedures

1. Vacancies

With the aid of the Secretary of the College Faculty, the Bylaws and Elections Committee shall determine the vacancies on Senate Division and At-Large seats, Central and Joint Committees of the Senate as well as college-wide positions including the Presiding Officer of the College Faculty, the Vice Presiding Officer of the College Faculty, the Secretary of the College Faculty, The SUNY University Faculty Senator(s), the Ombudsperson, and College Faculty representatives on the CAS Board. If a Standing Committee so requests, the vacancies on that committee shall be determined by the Bylaws and Elections Committee.

The Bylaws and Elections Committee shall shorten terms of office as needed to ensure a balanced rotation of returning and new representatives and to ensure that the correct proportion of positions is filled each year.

If a special election is requested by the Administration, the Graduate Council, or the College Council, the requestor shall submit a description of the position(s) to be filled, together with criteria for eligibility, to the Bylaws and Elections Committee. Special elections may be included in the regular election cycle or held at other times of the year as needed.

2. Call for Nominations

The Bylaws and Elections Committee shall inform the entire College Faculty of the vacancies to be filled and their terms through an electronic call for nominations two weeks before the mid-point of the fall semester. The call for nominations shall be distributed electronically to the entire campus and shall be open for a minimum of five business days. Each nomination shall be supported by the nominee's written consent in print or electronic form.

After the close of nominations, the Bylaws and Elections Committee shall prepare election ballots. The committee shall ascertain that every person on the slate of candidates meets the eligibility requirements for the positions for which they have been nominated.

One week prior to the election, the Bylaws and Elections Committee shall post a final ballot listing to all of the voting members of the College Faculty with the names of the candidates, the positions for which they have been nominated, the number of elective vacancies for each position, and the terms of office for each position. The Bylaws and Elections Committee shall omit from this list the names of any nominees who are ineligible for the positions for which they have been nominated.

3. Conduct of Elections

The Secretary of the College Faculty shall prepare electronic ballots for all open positions in accordance with the following rules:

- a. 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.
- b. The order in which candidates' names appear on the ballot shall be alphabetical. Slots for write-ins shall be equal in number to the number of vacancies.
- c. Secure electronic ballots shall be distributed via email for all elections as defined in these Bylaws to all eligible voting members of the represented constituency, as per the current voting list.

At the close of the election, the Bylaws and Elections Committee shall inform the College Faculty of election results, giving numerical tallies for all candidates as well as indicating those elected, any alternates, and the numbers of invalid votes, if any.

The Bylaws and Elections Committee may declare any election invalid for good cause. Such a decision can only be reversed by a majority vote of the Senate. The Bylaws and Elections Committee may repeat an election if there are documented irregularities in the election process.

The Bylaws and Elections Committee shall adopt whichever procedures it deems appropriate in dealing with unusual situations arising in the elections, including tie votes. Run-off elections for tie votes shall only include the candidates who received the tie votes.

Elective positions shall be filled in order of the number of votes received, beginning with the candidate who received the highest number of votes and continuing until all positions available have been filled. The candidate who receives the highest numbers of votes shall be the Alternate representative. If there is no alternate, an alternate may be selected according to the process for filling vacancies, below.

4. Filling Vacancies

In cases when the election fails to fill all vacancies, the Bylaws and Elections Committee shall issue another call for nominations via electronic means to all eligible voting members of the constituency. The deadline for submission of nominations shall be at least five business days after the distribution date. If one individual is nominated, that individual shall be appointed by the Bylaws and Elections Committee. If two or more individuals are nominated, an election shall be held according to the procedures in these Bylaws. The candidate with the most votes shall fill the position. The candidate with the next highest number of votes shall become the

alternate. If no individual is nominated by the deadline, the position shall remain vacant until the next election cycle.

In the case of a member's resignation or when the Executive Committee determines that a member has resigned due to non-attendance or other reasons (see article V section F and Article VI section D), the seat shall be determined to be vacant. The Bylaws and Elections Committee shall appoint the alternate to that seat, and the person from that constituency with the next highest number of votes shall become the alternate for the remainder of the unexpired term.

Committee vacancies for unexpired terms for which alternates are not available shall be filled by election or appointment as follows: The Bylaws and Elections Committee shall issue a call for nominations via electronic means to all eligible voting members of the constituency. The deadline for submission of nominations shall be at least five business days after the distribution date. If one individual is nominated, that individual shall be appointed by the Bylaws and Elections Committee and shall complete the remainder of the unexpired term. If two or more individuals are nominated, an election shall be held according to the procedures in these Bylaws. The candidate with the most votes shall fill the position for the remainder of the unexpired term. The candidate with the next highest number of votes shall become the alternate for the remainder of the unexpired term. If no individual is nominated by the deadline, the position shall remain vacant until the next election cycle.

F. Elected-Selected Process

The Elected-Selected process is a means by which a pool of representatives is created, from which the President or designee may select College Faculty to serve on administrative committees, special task forces, search committees, or other specially convened bodies. The President or designee shall determine the eligibility requirements for representatives. The Bylaws and Elections Committee shall announce the criteria for these positions and issue calls for nominations as for other elections. Nominees may be asked to submit statements of intent. The list of nominations shall be forwarded to the President or designee. Depending on the number of responses, representatives may be selected at this stage, or the President or designee may request a special election to narrow the pool to the requested size. Such an election shall be conducted according to the procedures for regular elections, except that there shall not be alternates.

G. Referendum

In the event that the College Faculty challenge a decision of the Senate, the Bylaws and Elections Committee shall conduct an electronic referendum of the entire voting College Faculty, as per the procedures in Article IV Section E and Article V Section J. The committee shall prepare a secure electronic ballot that states the full text of the resolution to reverse the decision of the Senate. The ballot shall be distributed to the entire College Faculty within five to ten business days after the College Faculty is notified of how to view the recording of the special meeting of the College Faculty at which the debate of the resolution took place. The referendum shall be open for at least five business days.

The Bylaws and Elections committee shall verify the number of votes tallied to ensure that the requirement for the quorum has been met (at least 50 percent of voting College Faculty). If more than 50 percent of the College Faculty vote in the referendum, a simple majority of those voting shall be required for the referendum to pass and the original decision by the Senate to be overturned. The Bylaws and Elections Committee shall inform the Presiding Officer, the Administration, and the College Faculty of the outcome of the referendum.

Article VIII. Amendments to the Bylaws

Amendments to these Bylaws may be proposed by any voting member of the College Faculty. Proposed amendments shall be submitted via print or electronic means to the Bylaws and Elections Committee. Major revisions to the Bylaws shall be proposed by the Bylaws and Elections Committee.

The Bylaws and Elections Committee shall report proposed amendments or revisions, including the committee's vote, to the Senate.

Proposed amendments or revisions to the Bylaws shall be read at two successive meetings of the Senate. The first reading shall be for informational purposes. At the next meeting of the Senate, the proposed amendments shall be read again, followed by debate and vote on such amendments. A two-thirds majority vote of the voting members present in a meeting of the Senate at which a quorum of the voting membership is present shall be required to adopt amendments or major revisions to the Bylaws.

| Committee Composition | | | | | | | | | | |
|--------------------------------------|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-------------|---------|
| | BUS | ED. | FPA | LAS | SSE | LIB | PRO | STU | EX-OFFICIO | TOTAL |
| CENTRAL COMMITTEES | | | | | | | | | | |
| Academic Affairs | 1 | 1 | 2 | 3 | 2 | 1 | 3 | 2 | 1 | 15 |
| Academic Standing and Appeals | 1 | 1 | 1 | 1 | 1 | 1 | | | 1/8+up to 5 | 7/15-20 |
| Bylaws and elections | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 8 |
| Curriculum | 1 | 1 | 2 | 3 | 2 | 1 | 3 | 2 | | 15 |
| GE Board | 10 (one from each GE content area) | | | | | 1 | | | 6 | 17 |
| Reappointment, Tenure, and Promotion | 1 | 1 | 2 | 3 | 2 | 1 | | | | 10 |
| Research and Leaves | 1 | 1 | 1 | 1 | 1 | 1 | | | | 6 |
| (Salary Increase) | 1 | 1 | 2 | 3 | 2 | 1 | | | | 10 |
| JOINT COMMITTEES | | | | | | | | | | |
| Educational Technology | 1 | 1 | 2 | 3 | 2 | 1 | 3 | 2 | 5-6 | 20-21 |
| Sustainability | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 4 | 6 | 17 |
| STANDING COMMITTEES | | | | | | | | | | |
| Scholarships and Chancellors Awards* | 1 | 1 | 1 | 1 | 1 | 1 | 6 | 1 | 2 | 5/15 |

* As per guidelines issued by the Chancellor's office. Scholarship applications will be reviewed by the academic faculty on the committee.