

1 **Fredonia University Senate**
2 **Bylaws**
3 **Preamble**
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5 The Faculty of the State University of New York at Fredonia enacts the following bylaws to provide
6 for the organization and procedures by which this faculty may effectively exercise its rights and
7 fulfill its responsibilities within the framework established by the Policies of the Board of Trustees of
8 the State University of New York (Policies, Article X, Sections 4 and 5).

9 **Article I: Definitions**

10 As used in these bylaws, unless otherwise specified, the following shall mean:

- 11 a. "Trustees" refers to the Board of Trustees of the State University of New York.
12 b. "Policies" refers to the *Policies of the Board of Trustees, 2006* (and/or subsequent revisions).
13 c. "Chancellor" refers to the Chancellor of the State University of New York.
14 d. "University" refers to the State University of New York at Fredonia.
15 e. "President" refers to the Chief Administrative Officer of the University.
16 f. "Academic Staff" refers to those members of the Staff holding academic rank (although "librarian"
17 is a title denoting academic rank, the librarians shall be grouped with the professional staff for the
18 purposes of local governance).
19 g. "Professional Staff" refers to the members of the Library **Faculty**, those members in the
20 Professional Services Negotiating Unit other than members of the Academic Staff, and those
21 members of the Professional and Academic Staff holding Management Confidential appointments.
22 h. "Faculty" (1) the Chancellor; (2) the President; (3) the Vice Presidents, Associate Vice Presidents,
23 Assistant Vice Presidents, Academic Deans, and Directors; (4) the Academic Staff; (5) the
24 Professional Staff; and (6) those members of the Professional and Academic staff holding
25 Management Confidential appointments.
26 i. "Senator" refers to the voting constituency of the University Senate: Academic Staff, Professional
27 Staff, and Student representatives.
28 j. "Consultation" refers to the process wherein the President, as a matter of record, seeks, considers,
29 and responds to the recommendations of the faculty through its governance **units**; or the faculty,
30 through its governance units as a matter of record, seeks, considers, and responds to the
31 recommendations of the President.

32 **Article II: Powers and Functions**

33 The senators, "Shall have the obligation to participate significantly in the initiation, development, and
34 implementation of the educational program" (Policies, Article X, Section 4) of the University; they
35 will be responsible for the conduct of the University's "instruction, research, and service programs"
36 (Policies, Article VI, Section 3). The senators shall exercise their powers and

37 functions through Faculty Meetings (see Article III below), the University Senate (see Article IV
38 below) and through committees (see Articles V and VI.)

39 **Article III: Faculty Meetings**

40 **Section 1: Stated Faculty Meetings**

41 **a.** At the discretion of the Executive Committee of the University Senate, there shall be two stated
42 meetings of the faculty, the first toward the beginning of the **F**all semester and the second toward the
43 beginning of the **S**pring semester. The Executive Committee shall set the dates for these meetings. **A**
44 written agenda shall be distributed to the faculty no fewer than five days prior to each meeting by the
45 President's Office.

46 **b. Quorum.** A quorum shall consist of a simple majority of the faculty. If such a majority is not
47 present, members may vote to suspend the quorum provisions by a two thirds vote of those present.

48 **c. Voting.** Adoption of any motion shall require an affirmative vote of a majority of those present and
49 voting. A written ballot shall be used when requested by at least ten members of the faculty.

50 **d. Presiding Officer.** The Chair of the University Senate, or in the absence of the Chair, the Vice
51 Chair of the University Senate, shall preside at stated faculty meetings.

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53 **Section 2: Special Faculty Meetings**

54 **a.** Special faculty meetings shall be called by the President when he/she deems them necessary. The
55 President shall also call a special faculty meeting within two weeks of a request for such a meeting
56 by the University Senate or by a petition signed by at least ten percent of the faculty. **A** written
57 agenda shall be prepared by (1) the President, or (2) the University Senate, or (3) the petitioners and
58 submitted to the President with the request. Such **an** agenda shall be distributed to the faculty at least
59 five days prior to the meeting unless such advance notification is precluded by emergency conditions.

60 **b. Quorum.** A quorum shall consist of a simple majority of the faculty. If such a majority is not
61 present, members may vote to suspend the quorum provisions by a two-thirds vote of those present.

62 **c. Voting.** Adoption of any motion shall require an affirmative vote of a majority of those present and
63 voting. A written ballot shall be used when requested by at least ten members of the faculty.

64 **d. Presiding Officer.** The Chancellor or the President shall preside over those meetings called by the
65 President and those meetings in which a petition by the faculty challenges a resolution passed by the
66 University Senate (Article IV, Section 12). The Chairperson of the University Senate shall preside
67 over those meetings requested by the University

68 Senate and those meetings which have been petitioned by the faculty except as noted above.

69 **Section 3: Conduct of Meetings**

70 Faculty meetings and University Senate meetings shall be conducted according to *Robert's Rules of*
71 *Order*.

72 **Article IV: University Senate**

73 **Section 1: Composition, Function, and Responsibilities**

74 **a.** The University Senate shall be composed of representatives of the Academic staff, the
75 Professional staff, and the **Students**, as well as *ex officio* members.

76 **b.** The University Senate functions as the representative body of the Faculty acting on behalf of the
77 faculty in carrying out the responsibilities of the Faculty as specified in Article II of these bylaws.
78 Members of the University Senate and of all Faculty committees, even when selected as delegates of
79 their representational areas, shall act in the interests of the University as a whole. Senators are to
80 attend all Senate meetings, to report Senate business and issues to their constituents, and to solicit
81 Senate business and issues from their constituents.

82 **c.** In exercising its general powers and responsibilities, the University Senate shall, among other
83 things, monitor the responsibilities of all committees specified under these bylaws and be informed
84 of the operations of all such committees, receive policy change recommendations from such
85 committees and act on them, and initiate recommendations to such committees where appropriate.

86 **d.** In its capacity as the governance body for the institution, the University Senate shall also be kept
87 informed of the proceedings of all other University-wide committees (except Labor-Management
88 Committees) and shall receive from such committees notice of actions and recommended changes
89 prior to their implementation.

90 **Section 2: Representation**

91 **a.** All faculty (full-time or part-time) are eligible to serve as representatives. Any member of the
92 University Senate whose campus duties change, involving at least half that person's time, shall be
93 reviewed by the Executive Committee to determine the appropriate constituency of that member, and
94 may be relieved of his/her seat on the University Senate because of change of constituency.

95 **b.** Within the academic areas, there shall be five electoral units: the Arts (consisting of the School of
96 Music, Theatre and Dance, and Visual Arts and New Media), Education (consisting of Curriculum
97 and Instruction and Language, Learning and Leadership), the Humanities (consisting of
98 Communication; English; History; Philosophy; Health, Wellness and Recreation; and Modern
99 Languages and Literature), the Natural Sciences

100 (consisting of Biology, Chemistry and Biochemistry, **Computer and Information Science,**
101 Geosciences, Mathematical Sciences, Physics, **and SportsManagement and Exercise Science**) and
102 Social Sciences (consisting of the School of Business, Political Science, Psychology, Speech
103 Pathology and Audiology and Sociology, Anthropology, Social Work and Criminal Justice). There
104 shall be one senator for each department/school and also one Senator from the Interdisciplinary
105 Studies Program.

106 Those departments/schools which have 25 or more FTE faculty members shall have two senators.
107 When a department/school has two senators, each must be from a different program/department.
108 Departments/schools and the Interdisciplinary Studies Program shall choose by their own processes,
109 their representative(s) on the Senate. They shall serve three year terms. Senators shall be limited to
110 two consecutive terms. The selection process shall be completed and the results reported to the
111 Governance Officer no later than **May 15** for the Senate term which begins in September. Each of
112 those five electoral units shall also elect two at large senators. The at large representatives shall be
113 elected from the electoral unit as a whole in elections to be held in May. The at large representatives
114 shall serve three year terms. Senators shall be limited to two consecutive terms. Within each area, the
115 at large terms shall be staggered.

116 **c.** Within the Professional Staff/Management area, there shall be five electoral units: Library,
117 Academic Affairs (other than the Library), Administration, Student Affairs, and University
118 Advancement. Each unit shall elect one representative to the Senate. Those units with 25 or more
119 FTE professional staff shall elect two representatives to the Senate. When a unit has two senators,
120 each must be from a different program/department/office. Units shall choose by their own processes,
121 their representative(s) on the Senate. They shall serve three year terms. Senators shall be limited to
122 two consecutive terms. The selection process shall be completed and the results reported to the
123 Governance Officer no later than **May 15** for the Senate term which begins in September. In
124 addition, the Professional Staff/Management area shall elect two at large senators. The at large
125 representatives shall be elected from the electoral unit as a whole in elections to be held in May. The
126 at large representatives shall serve three year terms. Senators shall be limited to two consecutive
127 terms. Within each area, the at large terms shall be staggered.

128 **d.** There shall be six undergraduate student members, including the President of the Student
129 Association.

130 **e.** *Ex officio* members of the University Senate are:

- 131 1. President
- 132 2. Vice President for Academic Affairs
- 133 **3. Associate Vice President for Academic Affairs**
- 134 4. Vice President for Administration
- 135 5. Vice President for University Advancement
- 136 6. Vice President for Student Affairs
- 137 7. Associate Vice President of Research and Graduate Studies
- 138 8. Dean of the College of Arts and Humanities

- 139 9. Dean of the College of Education
140 10. Dean of the College of Natural & Social Sciences
141 **11. Dean of the School of Business**
142 12. Chairperson of the University Senate
143 13. Vice Chairperson of the University Senate
144 14. University Senate Secretary
145 15. SUNY Faculty Senator
146 16. Governance Officer

147 **17. University Senator**

148 **f.** If and when administrative changes alter an electoral unit or a component of an electoral unit (i.e.,
149 a new department is created, departments merge, departments **split**, etc.), the Executive Committee
150 of the Senate will recommend to the Senate a representational plan and appropriate language to alter
151 this section to reflect those changes. The Senate shall approve a plan and appropriate language for
152 this section. A two-thirds affirmative vote shall be required to pass the plan and to revise the
153 language. These changes shall not require a separate vote by the faculty as a whole.

154 **Section 3: Elections**

155 **a.** As vacancies on the Senate occur within the departments of the academic electoral units or within
156 the Professional Staff/Management electoral units, each of those departments/electoral units shall be
157 responsible for choosing the senator(s) who will represent it.

158 **b.** Each **Spring** semester, the Governance Officer shall determine the number of at large positions
159 open for the subsequent academic year and shall conduct the necessary elections in those electoral
160 units in **May** to assure full at large representation. If an at large vacancy occurs during the elected
161 term of a senator, the candidate with the next largest number of votes in the most recent election for
162 that area shall represent that area, completing the term of elected senator.

163 **c.** The six student representatives on the University Senate shall consist of the President of the
164 Student Association and five full-time registered undergraduate students to be chosen for a term of
165 one year by the Student Association.

166 **Section 4: Terms of Office**

167 **a.** The normal term of office of all elected senators, except student representatives, shall be three
168 years. The normal term shall begin with the first University Senate meeting of the fall semester.

169 **b.** When on leave of at least a semester's duration, an elected member of the University Senate shall
170 be considered to have resigned from the University Senate unless that senator has indicated in writing
171 to the Governance Officer that he/she will continue to meet the obligations of the University Senate
172 during the leave. The vacancy will be filled as described in Article IV, Section 3 (elections).

173 c. Academic or professional staff who are on leave are eligible to be nominated for and elected to
174 service on the University Senate provided that their term of service would normally begin at or after
175 the time of their expected return from leave.

176 d. In the event an elected member of University Senate shall be absent from regularly scheduled
177 University Senate deliberations for two consecutive meetings or a total of three meetings for the
178 academic year, the Executive Committee, after holding a prompt review to determine if any
179 extenuating circumstances exist, shall be empowered to declare the seat vacant and to order a
180 replacement.

181 **Section 5: Officers**

182 a. *Chairperson.* The position of Chairperson of the University Senate is a result of the previous
183 election of the Vice Chairperson. The Vice Chairperson serves one year as Vice Chairperson, and
184 then serves one year in the position of Chairperson of the University Senate. Written ballots may be
185 used for this election. The Chairperson shall assume office on July 1. The Chairperson calls
186 University Senate meetings, presides at the meetings, and appoints the Parliamentarian. The
187 Chairperson represents the faculty and the University Senate in regular meetings with the President
188 and represents the faculty at University Council meetings. The Chairperson also chairs the University
189 Senate's Executive Committee (see Section 6 below) and presides at its meetings. The Chairperson
190 shall monitor the disposition of actions taken by the University Senate. The Chairperson shall serve a
191 one-year term and may be re-elected to the sequence at a later date. (see current Release Time policy)

192 b. *Vice Chairperson.* The Vice Chairperson shall be elected by the University Senate during a
193 meeting in April. Candidates for the position may be nominated at any time prior to the election by
194 any member of University Senate or by the Executive Committee. Written ballots may be used for
195 this election. The Vice Chairperson shall assume office on July 1. The Vice Chairperson may serve
196 as a non-voting *ex officio* member of any University Senate committee or subcommittee at the
197 discretion of the Executive Committee. The Vice Chairperson substitutes for the Chairperson when
198 necessary. The Vice Chairperson serves as Chairperson of the University Senate during the following
199 academic year.

200 c. *University Senate Secretary.* As a member of the University Senate, the University Senate
201 Secretary shall:

- 202 1. Be a member of the Faculty. When more than one candidate has been nominated, the Secretary
203 shall be elected by the University Senate during a meeting in April and assume office on July 1.
- 204 2. Distribute summaries of the minutes promptly to all voting and *ex officio* members of the Senate,
205 and shall post minutes on the University Senate official electronic sites.
- 206 3. Send to the University Archives two copies of all senate standing committee minutes and two
207 copies of the minutes of all University Senate and all stated and special Faculty meetings.

208 4. Prepare a listing of substantive actions taken by the University Senate after each meeting for the
209 campus President. Add copies of this list to the University Senate Official electronic sites, and send
210 two hard copies to the Archives and Special Collections in Reed Library. Once a signed
211 approval/disapproval copy has been received from the campus President, either a copy or appropriate
212 annotations will be appended to the copies on the University Senate official electronic sites and two
213 hard copies to the Archives and Special Collections in Reed Library.

214 5. Be responsible for informing all appropriate parties of actions taken by the University Senate.

215 6. Act as teller when secret ballots are called for, designating assistant tellers as necessary.

216 7. In the Secretary's absence, the presiding officer shall appoint a secretary *pro tempore*. The term of
217 office of the University Senate Secretary shall be one year with eligibility for re-election.

218 **d. SUNY Faculty Senator.** The SUNY Faculty Senator shall serve as the faculty's representative on
219 the SUNY Faculty Senate and, as such, serves as a liaison between the University and the SUNY
220 Faculty Senate. The SUNY Faculty Senator shall be elected to a three-year term in an election
221 conducted by the Governance Officer, and assume office as of July 1. The SUNY Faculty Senator
222 shall be eligible for re-election to a second consecutive term, but will then not be eligible to serve
223 again as a member of the SUNY Faculty Senate until the expiration of one year from the end of the
224 last preceding term. In the event that the SUNY Faculty Senator shall be unable to meet the duties of
225 that position, the SUNY Faculty Senator Alternate shall serve in his/her stead.

226 **e. Governance Officer.** The Governance Officer is an *ex officio* member of the Executive Committee
227 of the University Senate. The Governance Officer shall be nominated by the Executive Committee of
228 the University Senate and shall be elected by the University Senate during its meeting in **May** and
229 assume office July 1. The Governance Officer shall serve a one-year term ending June 30 of the
230 subsequent year. The Governance Officer is not required to be a member of the University Senate.

231 **Responsibilities.** The Governance Officer shall be responsible for reviewing the operations of these
232 bylaws and for accepting and initiating proposed amendments to these bylaws.

233 **■The Governance Officer shall prepare slates of candidates and conduct elections for at large**
234 **senators, the SUNY Faculty Senator, the SUNY Faculty Senator Alternate, the faculty**
235 **representatives to the Faculty Student Association, and representatives on various standing**
236 **committees. An election for SUNY Faculty Senator and SUNY Faculty Senator Alternate shall be**
237 **conducted on one ballot, with the SUNY Faculty Senator Alternate being the individual with the**
238 **second highest number of votes.**

239 ■The Governance Officer shall notify all candidates and the appropriate electorate of the election
240 results.

241 ■The Governance Officer shall regularly review the responsibilities, actions or **lack thereof Senate**
242 **Standing Committees.**

243 **f. *Parliamentarian.*** A Parliamentarian, not necessarily a member of the University Senate, shall be
244 appointed by the University Senate Chairperson at the first meeting of each academic year. The
245 Parliamentarian shall be prepared to advise the University Senate or any senator. The Parliamentarian
246 shall also be prepared to advise the presiding officer or any faculty member at stated and special
247 faculty meetings

248 **Section 6: Planning and Budget Advisory Committee**

249 The Executive Committee shall nominate and the University Senate shall approve the membership of
250 a Planning and Budget Advisory Committee. The Committee shall have one representative from each
251 area: Arts, Humanities, Natural Sciences, Social Sciences, and Education. There shall further be two
252 representatives of the Professional Staff. Committee members shall serve three year terms. The terms
253 shall be staggered. Members of the committee shall be elected in the **S**pring of the academic year.
254 They may be re-nominated and re-elected. The Executive Committee shall nominate its slate of
255 committee members on the basis of their leadership experience and/or expertise in fiscal matters.

256 **Section 7: By-Election of Officers**

257 **a.** If the University Senate Chairperson is unable to perform the duties of that office, the Vice
258 Chairperson shall complete the Chairperson's term of office. In such a case the Executive Committee
259 shall serve as a nominating committee for Vice Chairperson *pro tempore*. The Vice Chairperson *pro*
260 *tempore* shall complete the remainder of the former Vice Chairperson's term. Until a Vice
261 Chairperson *pro tempore* is elected, the Governance Officer shall serve as Vice Chairperson of the
262 University Senate.

263 **b.** If the University Senate Vice Chairperson is unable to perform the duties of that office (except as
264 indicated in paragraph A above), the Executive Committee shall serve as a nominating committee
265 and shall report its slate for Vice Chairperson no later than the University Senate meeting after the
266 inability of the former Vice Chairperson to perform the duties of that office has been determined. The
267 newly elected Vice Chairperson shall complete the term of the former Vice Chairperson. Until a Vice
268 Chairperson is elected, the Governance Officer shall serve as Vice Chairperson of the University
269 Senate.

270 **c.** If the University Senate Secretary is unable to perform the duties of that office, the Executive
271 Committee shall serve as a nominating committee and report its slate for University Senate Secretary
272 no later than the University Senate meeting after the inability of the former Secretary has been
273 determined. The newly elected University Senate Secretary shall complete the term of the former
274 Secretary.

275 **d.** If the University Senate Governance Officer is unable to perform the duties of that office, the
276 Executive Committee shall serve as a nominating committee and report its slate for University Senate
277 Governance Officer no later than the University Senate meeting after the inability of the former
278 Governance Officer has been determined. The newly elected University Senate Governance Officer
279 shall complete the term of the former Governance Officer.

280 **Section 8: Meetings**

281 The University Senate shall have monthly meetings during the academic year. Meetings need not be
282 held when the University is not in regular session. The Chairperson of the University Senate may call
283 special meetings and shall call a special meeting at the written request of five University Senate
284 members. All meetings of the University Senate shall be open to all members of the campus
285 community.

286 **Section 9: Quorum**

287 A quorum shall consist of a simple majority of the voting members of the University Senate.

288 **Section 10: Voting**

289 Adoption of any main motion shall require an affirmative vote of a majority of those present and
290 voting. A written ballot shall be used when required by the bylaws or when requested by at least five
291 members.

292 **Section 11: Agenda**

293 The agenda for the University Senate shall be formulated by the Executive Committee. It shall
294 include all items requested by the President, the University Senate, and the Standing Committees of
295 the University Senate; and those matters stated in a petition signed by ten or more of the voting
296 academic or **Professional Staff**. Requests for inclusion of items on the agenda shall be in the hands of
297 the Executive Committee not less than **one** week prior to the meeting. The agenda shall be **posted** to
298 the faculty no fewer than three days prior to the meeting.

299 **Section 12: Decision and Challenge**

300 University Senate minutes shall be distributed to each senator and *ex officio* member by the
301 University Senate Secretary as soon as possible after each University Senate meeting. During the ten
302 instructional days after the date of mailing of the minutes of the University Senate meeting, a special
303 faculty meeting to challenge a University Senate decision may be called (see Article III, Section 2).
304 If the stipulated petition is not received by the President during that time period, the action of the
305 University Senate becomes the official action of the faculty.

306

307 **Article V: Standing Committees of the Faculty**

308 **Section 1: Responsibility**

309 **a.** There shall be standing committees of the faculty whose functions are to recommend policies or
310 policy changes to the University Senate in a timely manner and perform such other functions as
311 specified by these bylaws and/or further delineated by the University Senate. Standing committees
312 appoint *ad hoc* subcommittees, as working committees on an as needed basis.

313 **b.** Each standing committee is responsible for keeping the University Senate informed of the
314 committee's activities by:

315 1. Submitting a copy of the minutes of each meeting of the committee to the Secretary of the
316 University Senate.

317 2. The Committee will post their minutes in their Committee folder on the University Senate
318 electronic site.

319 3. **Submit** an annual report of all activities to the University Senate according to a schedule
320 established by the Executive Committee.

321 4. Each standing committee is responsible for preparing and following its own Policies and
322 Procedures Manual. Changes and additions to such manuals shall be sent to the Governance Officer
323 for his/her records. The Governance Officer shall give new members of standing committees a copy
324 of the appropriate manual upon election.

325 **Section 2: Service on Standing Committees**

326 **a.** Members of all standing committees, although selected as delegates of their representational areas,
327 shall act in the interests of the University as a whole.

328 **b.** Except where divisional representation limits standing committee membership, all faculty
329 members are eligible to serve on any standing committee or subcommittee.

330 **c.** Student members of standing committees and their subcommittees shall be chosen according to
331 procedures developed by the Student Association and approved by the University Senate. Except
332 where otherwise noted, student terms on all standing committees and subcommittees shall be one
333 year.

334 **d.** If a committee member fails to attend two consecutive meetings without due excuse, the
335 Chairperson of that committee shall report the absences to the Governance Officer, who, after
336 holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to
337 declare the seat vacant and to order a replacement.

338 **e.** When on a leave of at least a semester's duration, an elected member of a standing committee shall
339 be considered to have resigned from the standing committee unless the member has indicated to the
340 Governance Officer in writing that the member will continue to meet the obligations of membership
341 on the standing committee during the leave. If the member has indicated the desire to continue
342 service but does not meet the obligations of membership on the standing committee during the leave,
343 the Governance Officer is empowered to rule the member's seat vacant and order a replacement.

344 **f.** Faculty members who are on leave are eligible to be nominated for and elected to or appointed to
345 service provided that their term of service would normally begin at or after the time of the return
346 from leave.

347 **g.** Any committee member whose campus duties change, involving at least half that person's time,
348 shall be reviewed by the Executive Committee to determine the appropriate constituency of that
349 member and may be relieved of his/her seat on the committee because of change of constituency.

350 **h.** A standing committee vacancy occurring due to death, retirement, resignation, or the occurrence
351 of situations as described in paragraphs **d** and **e** of this section, shall be filled by the runner-up in the
352 most recent election in the appropriate representational area. If there is no runner-up of record, the
353 Governance Officer may appoint a replacement from that representational area. The length of term
354 for such a replacement shall be the completion of the original term.

355 **Section 3: Standing Committees**

356 **a.** Academic Affairs Committee

357 1. *Membership and Terms.* This Committee shall have one representative elected by and from the
358 Professional Staff, one representative elected by and from each area: Arts, Humanities, Natural
359 Sciences, Social Sciences and Education. These representatives shall serve staggered three-year
360 terms. The Committee shall have two student members and if no representative is currently serving
361 as a department chairperson, one elected by the chairpersons. These latter members shall serve one-
362 year terms.

363 2. *Officers.* By the third week of the Fall semester **of** each academic year there shall have been
364 elections for officers as deemed appropriate by the committee. Such officers will be reported to the
365 Governance Officer, the Faculty Secretary and the Chairperson of the University Senate. Officers
366 may be re-elected.

367 3. *Responsibilities.* The Academic Affairs Committee is responsible for policy development and
368 oversight of all academic matters on campus such as curricula and the establishment and scrutiny of
369 procedures for course and program changes. It recommends programs, program changes, and policies
370 and policy changes to the University Senate. The Academic Affairs Committee serves as the Senate's
371 liaison to the administration on Academic matters. The committee also serves as an advisory board
372 for the Vice President for Academic Affairs, who shall be informed of all forthcoming agenda items.

373 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
374 establish subcommittees by its own procedures. The responsibilities, size and composition of
375 subcommittees are left to the discretion of the Academic Affairs Committee subject to review and
376 consultation with the Governance Officer. The Committee shall cause an adequate record of each
377 subcommittee's activities to be included with the Committee's annual report to University Senate as
378 provided in Article V, Section 1, Paragraph B, part 2.

379 5. *Report.* Following each meeting of the Committee, a report of all (1) actions taken (2) policies
380 recommended, and (3) future agenda items, shall be sent to the Executive Committee of the
381 University Senate, the President, the Vice Presidents, each Dean, **Associate Vice President**, and
382 Department chairperson, the President of the Student Association, and such others as the Committee
383 may designate.

384 **b. Faculty and Professional Affairs Committee**

385 1. *Membership and Terms.* The Committee shall be composed of two representatives elected by and
386 from the Professional Staff, one representative elected by and from the Arts, Humanities, Natural
387 Sciences, Social Sciences and Education. They shall serve staggered three-year terms. If none of the
388 elected members is a part-time employee, the Governance Officer shall appoint an additional
389 member who is a part-time employee. This appointed member may be from either academic or
390 professional staff, and shall serve a one-year term. There shall be no student members.

391 2. *Officers.* By the third meeting of the Fall semester of each academic year there shall have been
392 elections for officers as deemed appropriate by the committee. Such officers will be reported to the
393 Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers
394 may be re-elected.

395 3. *Responsibilities.* The Faculty and Professional Affairs Committee is responsible for recommending
396 policy on all matters on campus relating to the welfare of the faculty and professional staff except for
397 those matters which contractually are the responsibility of the union representing the faculty and
398 professional staff. This committee also serves as an advisory board for the President of the
399 University.

400 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
401 establish subcommittees by its own procedures. The responsibilities, size and composition of the
402 subcommittees are left to the discretion of the Faculty and Professional Affairs Committee, subject to
403 review by and consultation with the Governance Officer. The Committee shall cause an adequate
404 record of each subcommittee's activities to be included with the Committee's annual report as
405 provided in Article V, Section 1, Paragraph B, part 2.

406 **c. Student Affairs Committee**

407 1. *Membership and Terms.* The Committee shall be composed of five members of the faculty and
408 professional staff elected at large and serving staggered three-year terms and five student members
409 serving staggered two-year terms.

410 2. *Officers.* At the Committee's first meeting of each academic year, there shall be elections for a
411 Chairperson, a Vice Chairperson, and a Secretary who shall serve until their successors are chosen.
412 Officers may be re-elected.

413 3. *Responsibilities.* The Student Affairs Committee is responsible for recommending policy to the
414 University Senate on all campus matters relating to student welfare. This committee also serves as an
415 advisory board for the Vice President of Student Affairs who shall be informed of all forthcoming
416 agenda items.

417 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
418 establish subcommittees by its own procedures. The responsibilities,

419 size, and composition of subcommittees are left to the Student Affairs Committee subject to review
420 by and consultation with the Governance Officer. The Committee shall cause an adequate record of
421 each subcommittee's activities to be included with the Committee's annual report as provided in
422 Article V, Section 1, Paragraph B, part 2.

423 5. *Report.* Following each meeting of the Committee, a report of all (1) actions taken, (2) policies
424 recommended, and (3) future agenda items, shall be sent to the Executive Committee of the
425 University Senate, the President, the Vice Presidents, each Dean, the President of the Student
426 Association, and such others as the Committee may designate.

427 **d. College Core Curriculum Committee**

428 1. *Membership and Terms.* This Committee shall have one representative elected by and from each
429 area: Arts, Humanities, Natural Sciences, Social Sciences and Education. The Committee shall
430 include the Director of the College Core Curriculum. These representatives shall serve staggered
431 three-year terms.

432 2. *Officers.* By the third week of the Fall semester of each academic year there shall have been
433 elections for officers as deemed appropriate by the committee. Such officers will be reported to the
434 Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers
435 may be re-elected.

436 3. *Responsibilities.* The Committee shall receive, consider and approve courses proposed for
437 inclusion in the College Core Curriculum. Further, the Committee shall be responsible for
438 recommending to the University Senate any changes to the requirements of the College Core
439 Curriculum.

440 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
441 establish subcommittees by its own procedures. The responsibilities, size and composition of
442 subcommittees are left to the discretion of the College Core Curriculum Committee subject to review
443 and consultation with the Governance Officer. The Committee shall cause an adequate record of each
444 subcommittee's activities to be included with the Committee's annual report to University Senate as
445 provided in Article V, Section 1, Paragraph B, part 2.

446 **e. Graduate Council**

447 1. *Membership and Terms.* The Graduate Council shall consist of one appointed faculty member
448 representing each department with a graduate program; two elected members from the faculty-at-
449 large; one graduate student recommended by the Council members and appointed by the Student
450 Association; and the Associate Vice President for Research and Graduate Studies. Appointed
451 members serve at the discretion of their departments. Elected representatives shall serve three-year
452 terms.

453 2. *Officers.* The presiding officer of the Council is the Associate Vice President for Research and
454 Graduate Studies, and the Graduate secretary will attend meetings and prepare reports on
455 proceedings. The Associate Vice President of Research and Graduate Studies will organize an
456 agenda for each meeting, and each member may propose agenda items for the Council's
457 consideration. All members will cast equal votes whenever decisions are made.

458 3. *Responsibilities.* The Graduate Council is charged to act as an advisory body to the Associate Vice
459 President for Research and Graduate Studies responsible for overseeing program quality and support
460 master's degree programs that provide a sound education for graduate students, lead to advanced
461 qualification in the professions and disciplines, and generate new knowledge through the research
462 and publication of its faculty and students. The Council's primary functions are to approve graduate
463 course additions and deletions, to develop standards for admission, to oversee matriculation and
464 graduation standards, and to recommend new and/or revised graduate programs and policies to the
465 Vice President for Academic Affairs and the University Senate.

466 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
467 establish subcommittees by its own procedures. The responsibilities, size and composition of
468 subcommittees are left to the discretion of the Graduate Council subject to review and consultation
469 with the Executive Committee. The Council shall cause an adequate record of each subcommittee's
470 activities to be included with the Council's annual report to University Senate as provided in Article
471 V, Section 1, Paragraph B, part 2.

472 5. *Report.* Following each meeting of the Council, a report of all actions taken and policies
473 recommended shall be sent to the Vice President for Academic Affairs and the Executive Committee
474 of University Senate.

475 **Article VI: *Ad Hoc* Committees of the Faculty**

476 **Section 1: Ad Hoc Committees**

477 **a. Selection of the President.**

478 Representatives and/or committees of the academic and professional staff to participate in the
479 selection and recommendation of a candidate for President shall be elected by their respective
480 constituencies in an election to be supervised by the Governance Officer.

481 **b. Committees for the Selection of Certain Administrative Officers.**

482 Committees to participate in the recruitment and selection of a Vice President, Associate Vice
483 President or Dean shall be established by the University Senate as soon as its normal meeting
484 schedule permits after the announcement of an impending vacancy, or the existence of a vacancy in
485 any of these offices, or after the announcement that such an office is newly established.

486 In the case of all other administrative offices at the level of director or above, the Executive
487 Committee shall be informed immediately by the President or divisional Vice President of an
488 impending vacancy or the existence of a vacancy or after the decision that such an office is to be
489 newly established. Upon such notification, the Executive Committee shall consult with the President
490 regarding the vacancy. If the Executive Committee recommends to the University Senate that there
491 be a selection Committee appointed by the University Senate and if the Senate approves that
492 recommendation, a selection committee shall be appointed. Such

493 committees are not necessary when the position in question is a temporary, faculty-development
494 position.

495 After consulting with the President, the Executive Committee of the University Senate shall
496 nominate the members and the chairperson of such committees with the approval of the University
497 Senate. Committee representation shall be appropriate for the area of responsibility of the office in
498 question.

499 These Selection committees shall function in accordance with guidelines adopted by the University
500 Senate and published in the Faculty Handbook.

501 These selection committees shall have the opportunity to:

- 502 1. Suggest Candidates;
- 503 2. Have access to all candidates' papers;
- 504 3. Request that invitations to visit be extended to selected candidates;
- 505 4. Interview all appropriate candidates;
- 506 5. Transmit their recommendations to the appropriate authority.

507 **c. Administrative Review Committees**

508 Administrative review committees shall be created no more **than** every three years and no less often
509 than every five years for the office of the President and the offices of the Vice Presidents. The
510 University Senate Chairperson shall nominate the members of such committees with the approval of
511 the University Senate. Administrative review committees may be established for other offices as the
512 University Senate sees fit.

513 These committees shall review the activities of the office over the past three to five years, the
514 problems and challenges it faces, the current issues facing the office, and the immediate future needs
515 of the office. These committees shall endeavor to work closely with the person directly responsible
516 for the operation of the office. Each committee shall produce a summary evaluation and
517 recommendations which shall be presented to the office. A copy of these committee reports shall be
518 available in the Library and the University Senate shall be notified.

519 **d. Screening Committees**

520 These committees shall receive nominations for such special University awards as may be designated
521 by the Chancellor's Office. From the names furnished, these committees may recommend, campus
522 nominees for these awards to the campus President, in accordance with procedures established by the
523 Office of the Chancellor. Membership, terms, and officers of such committees may be designated by
524 the Chancellor's Office or, when options are available, shall be determined by the University Senate.

525 **Section 2: Other Ad Hoc Committees**

526 The University Senate shall establish such committees as are necessary to assist in carrying out its
527 responsibilities and shall designate the size, composition and function of these ad hoc

528 committees. Members of these ad hoc committees shall be nominated by the University Senate
529 Chairperson with the approval of the University

530 **Article VII: Amendment Procedures**

531 **Section 1: Proposal**

532 Amendments to these bylaws may be recommended to the University Senate by one of the following
533 methods:

534 a. The Governance Officer may initiate the proposal for a change.

535 b. The Governance Officer may transmit, with his/her recommendations, a proposal for a change
536 presented to him/her by one or more faculty members.

537 c. The University Senate may propose amendments to these bylaws on its own initiative.

538 **Section 2: Ratification**

539 At the discretion of the University Senate, proposed amendments shall be ratified either by mail
540 ballot, where ratification is to occur upon receipt of affirmative votes equal to two-thirds of the
541 number of faculty who return the ballots, provided that at least one-quarter of the faculty return their
542 ballots; or at a meeting of the faculty, provided that at least one-third of the faculty is in attendance,
543 ratification to occur with an affirmative vote equal to two-thirds of those present and voting. Changes
544 to the language of these bylaws to reflect current divisional structure should be ratified with a
545 majority vote of University Senate provided that such changes preserve correct proportion of
546 representation by Division.

547 **Section 3: Amendment by Petition and Special Meeting**

548 a. Faculty members may petition for a special faculty meeting to consider amendments proposed in
549 petition (see Article III, Section 2, Paragraph A). Such a petition requires the signatures of at least
550 10% of the faculty.

551 b. The amendment is to be adopted upon an affirmative vote by written ballot of two-thirds of those
552 present and voting, a quorum being present.

553 **Section 4: Implementation**

554 Proposed amendments to these bylaws shall be categorized by the Governance Officer in one of two
555 classes: those that affect provisions concerning consultation between the President and the Faculty
556 and those that do not.

557 Amendments that affect consultation between the President and the Faculty will, upon ratification by
558 the Faculty, be transmitted to the President by the Chairperson of University Senate. Within ten [10]
559 business days, the President will submit a written statement of veto or approval to the Chair of
560 University Senate. Failing this written response, amendments will become effective ten [10] business
561 days after transmittal to the President.

562 Amendments that do not affect consultation between the President and the Faculty will go into effect
563 upon ratification by the Faculty and written notice of voting results by the Chairperson of University
564 Senate to the President.
565 ***(Revised 5/2007)***

566 **(Editorial Revisions 2/2009)**