

1 **Fredonia University Senate**
2 **Bylaws**

3
4 **Preamble**

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

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

- 13 a. "Trustees" refers to the Board of Trustees of the State University of New York.
14 b. "Policies" refers to the *Policies of the Board of Trustees*, 2006 (and/or subsequent revisions).
15 c. "Chancellor" refers to the Chancellor of the State University of New York.
16 d. "University" refers to the State University of New York at Fredonia.
17 e. "President" refers to the Chief Administrative Officer of the University.
18 f. "Academic Staff" refers to those members of the Staff holding academic rank.
19 g. "Professional Staff" refers to those members in the Professional Services Negotiating Unit
20 other than members of the Academic Staff, and those members of the Professional and Academic
21 Staff holding Management Confidential appointments.
22 h. "Faculty" refers to (1) the Chancellor; (2) the President; (3) the Vice Presidents, Associate
23 Vice Presidents, Assistant Vice Presidents, Academic Deans, and (4) Directors; (5) the
24 Academic Staff; (6) the Professional Staff; and (7) those members of the Professional and
25 Academic staff holding Management Confidential appointments.
26 i. "Senator" refers to the voting constituency of the University Senate: Academic Staff,
27 Professional Staff, and Student representatives.
28 j. For the University Senate and its standing committees, "*ex officio*" refers to a non-voting
29 member who is a member due to the position or office held by that member.
30 k. "Consultation" refers to the process wherein the President or his/her designee, as a matter of
31 record, seeks, considers, and responds to the recommendations of the faculty through its
32 governance units; or the faculty, through its governance units, as a matter of record, seeks,
33 considers, and responds to the recommendations of the President or his/her designee.
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35 **Article II: Powers and Functions**

36 The faculty "shall have the obligation to participate significantly in the initiation, development,
37 and implementation of the educational program" (Policies, Article X, Section 4) of the
38 University; they will be responsible for the conduct of the University's "instruction, research, and
39 service programs" (Policies, Article VI, Section 3). The faculty shall exercise their powers and
40 functions through Faculty Meetings (see Article III below), the University Senate (see Article IV
41 below) and through committees (see Articles V and VI.)

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Article III: Faculty Meetings

Section 1: Stated Faculty Meetings

a. At the discretion of the Executive Committee of the University Senate, there shall be two stated meetings of the faculty, the first toward the beginning of the Fall semester and the second toward the beginning of the Spring semester. The Executive Committee shall set the dates for these meetings. A written agenda shall be distributed to the faculty no fewer than five days prior to each meeting by the President's Office.

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

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

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

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Section 2: Special Faculty Meetings

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

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

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

d. *Presiding Officer*. The Chancellor or the President shall preside over those meetings called by the President and those meetings in which a petition by the faculty challenges a resolution passed by the University Senate (Article IV, Section 12). The Chairperson of the University Senate shall preside over those meetings requested by the University Senate and those meetings which have been petitioned by the faculty except as noted above.

Section 3: Conduct of Meetings

Faculty meetings shall be conducted according to *Robert's Rules of Order*.

Article IV: University Senate

Section 1: Composition, Function, and Responsibilities

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

b. The University Senate functions as the representative body of the faculty acting on behalf of the faculty in carrying out the responsibilities of the faculty as specified in Article II of these bylaws. Members of the University Senate and of all faculty committees, even when selected as delegates of their representational areas, shall act in the interests of the University as a whole.

87 Senators are to attend all Senate meetings, to report Senate business and issues to their
88 constituents, and to solicit Senate business and issues from their constituents.
89 **c.** In exercising its general powers and responsibilities, the University Senate shall, among other
90 things, monitor the responsibilities of all committees specified under these bylaws and be
91 informed of the operations of all such committees, receive policy change recommendations from
92 such committees and act on them, and initiate recommendations to such committees where
93 appropriate.
94 **d.** In its capacity as the governance body for the institution, the University Senate shall also be
95 kept informed of the proceedings of all other University-wide committees (except Labor-
96 Management Committees) and shall receive from such committees notice of actions and
97 recommended changes prior to their implementation.

98 **Section 2: Representation**

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

104 **b.** Within the Academic Area, there shall be five electoral units: (1) Arts; (2) Education; (3)
105 Humanities; (4) Natural Sciences, and (5) Social Sciences. Within the Professional
106 Staff/Management Area, there shall be four electoral units: (1) Academic Affairs; (2)
107 Administration; (3) Student Affairs; and (4) University Advancement. Each February, the
108 Executive Committee shall report to the Senate the number of FTE faculty and professional staff
109 in each academic and administrative electoral unit (by department, school, and administrative
110 division). It shall also propose any changes in how departments, schools, and administrative
111 divisions are assigned to the various electoral units. This proposal shall be subject to amendment
112 and approval by the University Senate.

113 In elections to be held annually in May, each electoral unit in the Academic Area shall elect two
114 at-large Senators from its members, while each electoral unit in the Professional
115 Staff/Management Area shall elect one at-large Senator from its members. Within each electoral
116 unit or area, the terms shall be staggered. Also annually in May, each department, school, and
117 administrative division shall select one Senator from its members; any department, school, or
118 division with 25 or more FTE members shall select an additional Senator from its members (for a
119 total of two). In addition, the Library Faculty shall select one Senator, and there shall be one
120 Senator from Interdisciplinary Studies. Each department, school, and administrative division
121 must determine its own selection procedures, and, by May 15, report its procedure and
122 representative(s) to the Governance Officer.

123 **c.** There shall be six undergraduate student members, including the President of the Student
124 Association.

125 **d.** *Ex officio* members of the University Senate are:

- 126 1. President
- 127 2. Vice President for Academic Affairs
- 128 3. Vice President for Administration
- 129 4. Vice President for Student Affairs
- 130 5. Vice President for University Advancement
- 131 6. Associate Vice President and FSA Executive Director

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- 133 7. Associate Vice President for Academic Affairs
- 134 8. Associate Vice President for Administration
- 135 9. Associate Vice President for Enrollment Services
- 136 10. Associate Vice President for Graduate Studies & Research
- 137 11. Associate Vice President for Information Technology
- 138 12. Associate Vice President for University Development
- 139 13. Dean of the College of Arts & Humanities
- 140 14. Dean of the College of Education
- 141 15. Dean of the College of Natural & Social Sciences
- 142 16. Dean of the School of Business
- 143 17. Registrar
- 144 18. Chairperson of the University Senate
- 145 19. Vice Chairperson of the University Senate
- 146 20. University Senate Secretary
- 147 21. SUNY Faculty Senator
- 148 22. Governance Officer

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

156 **Section 3: Elections**

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

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

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

168 **Section 4: Terms of Office**

169 a. The normal term of office of all Senators, except student representatives and *ex officio*
170 members, shall be three years. Terms begin on July 1 and end on June 30. Each Senator shall be
171 limited to two consecutive terms.

172 b. When on leave of at least a semester's duration, an elected member of the University Senate
173 shall be considered to have resigned from the University Senate unless that senator has indicated
174 in writing to the Governance Officer that he/she will continue to meet the obligations of the
175 University Senate during the leave. The vacancy will be filled as described in Article IV, Section
176 3 (elections).

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

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

185 **Section 5: Officers**

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

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

205 c. *University Senate Secretary*. As a member of the University Senate, the University Senate
206 Secretary shall:

- 207 1. Be a member of the faculty. When more than one candidate has been nominated, the Secretary
208 shall be elected by the University Senate during a meeting in April and assume office on July 1.
- 209 2. Distribute summaries of the minutes promptly to all voting and *ex officio* members of the
210 Senate, and shall post minutes on the University Senate official electronic sites.
- 211 3. Send to the University Archives two copies of all senate standing committee minutes and two
212 copies of the minutes of all University Senate and all stated and special Faculty meetings.
- 213 4. Prepare a listing of substantive actions taken by the University Senate after each meeting for
214 the campus President. Add copies of this list to the University Senate Official electronic sites,
215 and send two hard copies to the Archives and Special Collections in Reed Library. Once a signed
216 approval/disapproval copy has been received from the campus President, either a copy or
217 appropriate annotations will be appended to the copies on the University Senate official
218 electronic sites and two hard copies to the Archives and Special Collections in Reed Library.
- 219 5. Be responsible for informing all appropriate parties of actions taken by the University Senate.
- 220 6. Act as teller when secret ballots are called for, designating assistant tellers as necessary.
- 221 7. In the Secretary's absence, the presiding officer shall appoint a secretary *pro tempore*. The
222 term of office of the University Senate Secretary shall be one year with eligibility for re-election.

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

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

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

240 ■The Governance Officer shall prepare slates of candidates and conduct elections for at large
241 senators, the SUNY Faculty Senator, the SUNY Faculty Senator Alternate, the faculty
242 representatives to the Faculty Student Association, and representatives on various standing
243 committees. An election for SUNY Faculty Senator and SUNY Faculty Senator Alternate shall
244 be conducted on one ballot, with the SUNY Faculty Senator Alternate being the individual with
245 the second highest number of votes.

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

248 ■The Governance Officer shall regularly review the responsibilities and actions, or lack thereof,
249 of Senate Standing Committees.

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

255 **Section 6: Executive Committee**

256 The Executive Committee is composed of the University Senate's Chairperson (who presides at
257 its meetings), Vice Chairperson (who substitutes for the Chairperson as necessary), Secretary,
258 SUNY Faculty Senator, and Governance Officer. The Committee shall be responsible for
259 coordinating University Senate activities, shall meet regularly with the President and/or his
260 designees, and shall act on behalf of the University Senate in emergency situations. The
261 Committee shall serve as the nominating committee for the election of the University Senate
262 Vice Chairperson, Governance Officer, and Secretary. It shall prepare a list of at least one
263 candidate for each position and shall report its slate to the University Senate in time for election
264 of officers. The Committee shall perform a census each February of faculty and professional
265 staff in departments, schools, and administrative division in preparation for the selection of their
266 representatives (see Section 4 above). The Committee shall conduct an orientation for Senators,
267 give advice and feedback to each officer as requested (see Section 5 above), work collaboratively

268 with Standing Committees, and formulate the agenda for University Senate meetings (see
269 Section 11 below).

270 As needed, the Committee shall call stated faculty meetings (see Article III, Section 1), initiate
271 bylaws revision processes (see Article VII, Section 2 below), and serve as a nominating
272 committee if any University Senate officers are unable to perform the duties of their offices (see
273 Section 7 below).

274 After consultation with the President and/or his or her designee(s), the committee shall nominate
275 the members of the Planning and Budget Advisory Committee as vacancies arise, nominate the
276 members and chairperson of selection committees for certain administrative positions as
277 vacancies arise (see Article VI, Section 1, Part b), and nominate the members of administrative
278 review committees (see Article VI, Section 1, Part c).

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

280 **a.** If the University Senate Chairperson is unable to perform the duties of that office, the Vice
281 Chairperson shall complete the Chairperson's term of office. In such a case the Executive
282 Committee shall serve as a nominating committee for Vice Chairperson *pro tempore*. The Vice
283 Chairperson *pro tempore* shall complete the remainder of the former Vice Chairperson's term.
284 Until a Vice Chairperson *pro tempore* is elected, the Governance Officer shall serve as Vice
285 Chairperson of the University Senate.

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

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

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

303 **Section 8: Meetings**

304 The University Senate shall have monthly meetings during the academic year. Meetings shall be
305 conducted in accordance with Robert's Rules of Order, unless explicitly stated otherwise in these
306 bylaws. Meetings need not be held when the University is not in regular session. The
307 Chairperson of the University Senate may call special meetings and shall call a special meeting
308 at the written request of five University Senate members. All meetings of the University Senate
309 shall be open to all members of the campus community.

310 **Section 9: Quorum**

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

312 **Section 10: Voting**

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

316 **Section 11: Agenda**

317 The agenda for the University Senate shall be formulated by the Executive Committee. It shall
318 include all items requested by the President, the University Senate, and the Standing Committees
319 of the University Senate; and those matters stated in a petition signed by ten or more of the
320 voting Academic or Professional Staff. Requests for inclusion of items on the agenda shall be in
321 the hands of the Executive Committee not less than one week prior to the meeting. The agenda
322 shall be posted to the faculty no fewer than three days prior to the meeting.

323 **Section 12: Decision and Challenge**

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

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

332 **Section 1: Responsibility**

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

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

339 1. Submitting a copy of the minutes of each meeting of the committee to the Secretary of the
340 University Senate.

341 2. Posting their minutes in their Committee folder on the University Senate electronic site.

342 3. Submitting an annual report of all activities to the University Senate according to a schedule
343 established by the Executive Committee.

344 4. Preparing and following its own Policies and Procedures Manual. Changes and additions to
345 such manuals shall be sent to the Governance Officer for his/her records. The Governance
346 Officer shall give new members of standing committees a copy of the appropriate manual upon
347 election.

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

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

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

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

357 **d.** If a committee member fails to attend two consecutive meetings without due excuse, the
358 Chairperson of that committee shall report the absences to the Governance Officer, who, after

359 holding a prompt review to determine if any extenuating circumstances exist, shall be
360 empowered to declare the seat vacant and to order a replacement.

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

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

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

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

381 **Section 3: Standing Committees**

382 **a. Academic Affairs Committee**

383 1. *Membership and Terms.* This Committee shall have one representative elected by and from the
384 Professional staff, by and from the Library Faculty, and by and from the following areas: Arts,
385 Education, Humanities, Natural Sciences, and Social Sciences. These representatives shall serve
386 staggered three-year terms. Members of the Committee shall be elected in the spring of the
387 academic year. The Committee shall have two student representatives, and the Vice President for
388 Academic Affairs or his or her designee shall be an *ex officio* member of the Committee. These
389 latter members shall serve one-year terms.

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

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

401 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
402 establish subcommittees by its own procedures. The responsibilities, size and composition of
403 subcommittees are left to the discretion of the Academic Affairs Committee subject to review
404 and consultation with the Governance Officer. The Committee shall cause an adequate record of

405 each subcommittee's activities to be included with the Committee's annual report to University
406 Senate as provided in Article V, Section 1, Paragraph B, part 3.

407 5. *Report*. Following each meeting of the Committee, a report of all (1) actions taken (2) policies
408 recommended, and (3) future agenda items, shall be sent to the University Senate Executive
409 Committee, the President of the Student Association, and such others as the Committee may
410 designate.

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

412 1. *Membership and Terms*. The Committee shall be composed of two representatives elected by
413 and from the Professional Staff, one representative elected by and from the Arts, Humanities,
414 Natural Sciences, Social Sciences, Education, and Library Faculty. They shall serve staggered
415 three-year terms. Members of the Committee shall be elected in the spring of the academic year.
416 If none of the elected members is a part-time employee, the Governance Officer shall appoint an
417 additional member who is a part-time employee. This appointed member may be from either
418 academic or professional staff, and shall serve a one-year term. There shall be no student
419 members.

420 2. *Officers*. By the end of the Spring semester of each academic year, there shall have been
421 elections for officers as deemed appropriate by the committee. Such officers will be reported to
422 the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
423 Officers may be re-elected.

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

429 4. *Subcommittees*. In order to discharge its responsibilities more effectively, the Committee may
430 establish subcommittees by its own procedures. The responsibilities, size and composition of the
431 subcommittees are left to the discretion of the Faculty and Professional Affairs Committee,
432 subject to review by and consultation with the Governance Officer. The Committee shall cause
433 an adequate record of each subcommittee's activities to be included with the Committee's annual
434 report as provided in Article V, Section 1, Paragraph B, part 3.

435 **c. Student Affairs Committee**

436 1. *Membership and Terms*. The Committee shall be comprised of seven members of the faculty
437 and professional staff and seven student members. The seven faculty and professional staff
438 (three faculty, three professional staff, and one member of the library faculty) shall be elected by
439 the faculty, staff, and library faculty and serve staggered three-year terms. The seven student
440 members shall be as follows: the President and Vice President of the Student Association, the
441 Freshman, Sophomore, Junior and Senior Class Presidents, and the Graduate Student
442 Representative. If for some reason the elected officers, class presidents, or representative cannot
443 serve, the Student Association will appoint their replacements to serve on the Committee. The
444 student members will become committee members at the start of the semester of their election or
445 upon their appointment. Non-student members of the Committee shall be elected in the spring of
446 the academic year. The Vice President for Student Affairs and the Assistant Vice President for
447 Student Affairs will serve as *ex-officio* members.

448 2. *Officers*. By the end of the Spring semester of each academic year, there shall have been
449 elections for a Chairperson, a Vice Chairperson, and a Secretary. Such officers will be reported

450 to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
451 Officers may be re-elected.

452 3. *Responsibilities.* The Committee shall act as an advisory committee to the Vice President for
453 Student Affairs upon matters related to Student Affairs, student governance, campus life and
454 student welfare. In many cases, the Committee recommendations can be considered and
455 addressed administratively by the Student Affairs Division. More formal Committee
456 recommendations may be advanced to University Senate or to the President of the University by
457 the Committee Chairperson or the Vice President for Student Affairs.

458 4. *Functions.* The Committee is responsible for recommending policy to the University Senate
459 on all campus matters related to student welfare. This committee also serves as an advisory
460 board for the Vice President for Student Affairs, who shall be informed of all forthcoming
461 agenda items. The Vice President may also bring forward agenda items for committee
462 consideration.

463 5. *Subcommittees.* In order to discharge its responsibilities more efficiently, the Committee may
464 establish subcommittees by its own procedures. The responsibilities, size and composition of the
465 subcommittees are left to the discretion of the Committee, subject to review and consultation
466 with the Governance Officer. Subcommittees shall report to the parent committee at its regular
467 meetings. The Committee shall cause an adequate record of each subcommittee's activities to be
468 included with the Committee's annual report to University Senate as provided in Article V,
469 Section 1, Paragraph B, part 3.

470 5. *Reports.* The committee shall send reports on its activities and proposals to the University
471 Senate. A summary of each meeting shall be posted on the University Senate website. The
472 Committee shall present a written annual report to the University Senate at the end of the
473 academic year and an oral report during the fall semester.

474 **d. College Core Curriculum Committee**

475 1. *Membership and Terms.* This Committee shall have one representative elected by and from
476 each area: Arts, Humanities, Natural Sciences, Social Sciences, and Education. These elected
477 representatives shall serve staggered three-year terms. Representatives may serve for only two
478 consecutive three-year terms (6 years), but may seek re-election in the future. Members of the
479 Committee shall be elected in the spring of the academic year. The Committee shall also include
480 the following non-voting members appointed annually by their group: the Chair (or designate)
481 from the University Assessment Committee, and a student representative. Further, the
482 Committee shall include the Director of the College Core Curriculum as an *ex officio* member.

483 2. *Officers.* All voting Committee members shall be eligible to serve as an officer. Each
484 academic year, the Committee shall elect the officers of Chairperson and Secretary by the end of
485 the Spring semester. The duties of the Chair and Secretary shall be those normally associated
486 with such titles, with the exception that the Secretary shall also serve as Vice-Chair in the
487 absence of the Chair. Each officer will serve a one-year academic term and may be re-elected.
488 The slate of elected officers shall be reported to the Governance Officer, the University Senate
489 Secretary, and the Chairperson of the University Senate. The Director of the CCC shall not serve
490 as an officer of the Committee.

491 3. *Responsibilities.* The Committee is responsible for the integrity of the General Education
492 Program and its implementation. The Committee shall receive, consider and approve courses
493 proposed for inclusion in the College Core Curriculum. The Committee shall also be responsible
494 for recommending to the University Senate any changes to the requirements of the College Core

495 Curriculum. Further, the Committee shall engage in and actively share in assessment of the
496 General Education Program.

497 4. *Subcommittees*. In order to discharge its responsibilities more effectively, the Committee may
498 establish subcommittees by its own procedures. The responsibilities, size and composition of
499 subcommittees shall be left to the discretion of the CCC Committee, subject to review and
500 consultation with the Governance Officer. The Committee shall cause an adequate record of each
501 subcommittee's activities to be included with the Committee's annual report to University Senate
502 as provided in Article V, Section 1, Paragraph B, part 3.

503 5. *Report*. The Chair of the Committee shall submit an annual report to the University Senate for
504 the Senate's May meeting.

505 e. Graduate Council

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

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

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

525 4. *Subcommittees*. In order to discharge its responsibilities more effectively, the Council may
526 establish subcommittees by its own procedures. The responsibilities, size and composition of
527 subcommittees are left to the discretion of the Graduate Council subject to review and
528 consultation with the Executive Committee. The Council shall cause an adequate record of each
529 subcommittee's activities to be included with the Council's annual report to University Senate as
530 provided in Article V, Section 1, Paragraph B, part 3.

531 5. *Reports*. Following each meeting of the Council, a report of all actions taken and policies
532 recommended shall be sent to the Vice President for Academic Affairs and the Executive
533 Committee of University Senate.

534 **Section 4: Advisory Committee**

535 a. Planning and Budget Advisory Committee

536 1. *Membership and Terms*. The Executive Committee shall nominate and the University Senate
537 shall approve the membership of a Planning and Budget Advisory Committee. The Committee
538 shall have one representative each from the Arts, the Humanities, the Natural Sciences, the
539 Social Sciences, and Education. There shall further be one representative of the Professional
540 Staff and one of the Library Faculty. Committee members shall serve staggered three-year terms.

541 Members of the Committee shall be appointed in the spring of the academic year. They may be
542 re-nominated and re-appointed. The Executive Committee shall nominate its slate of members on
543 the basis of their leadership experience and/or expertise in fiscal matters.

544 2. *Officers.* By the end of the Spring semester of each academic year, there shall have been
545 elections for a Chairperson, a Vice Chairperson, and a Secretary. Such officers will be reported
546 to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
547 Officers may be re-elected.

548 3. *Responsibilities.* The Committee shall act as an advisory committee to the President upon
549 matters relating to the long-range plans and budget of the University. The Committee shall assist
550 the President or his/her designees in preparing the annual University budget and shall be
551 consulted regarding all major resource decisions. The Committee shall initiate and develop goals
552 and long-range plans for the University, as embodied in the University Mission and Vision
553 Statements. These shall be submitted to the University Senate for consideration. Confidential
554 matters shall be excluded from the minutes of the Committee.

555 4. *Functions.* The Committee shall monitor and make recommendations on budget decisions
556 during the decision-making process in accordance with the calendar of the University budget
557 processes. The Committee shall recommend changes in budget formulation and allocation
558 procedures necessary to achieve the short- and long-term goals of the academic programs of the
559 University. The Committee shall provide systematic thought about the evolving educational
560 mission and educational needs of the University, and their present and future budgetary
561 implications, as well as useful early warnings of potential problems and early information on
562 potential opportunities. The Committee shall consult on an *ad hoc* basis with the Strategic
563 Planning Committee, Enrollment Management Committee, the Professional Development
564 Center, the Graduate Council, Deans, Directors and Chairs, and appropriate University Senate
565 committees as needed to prepare for regular meetings of the Long Range Planning
566 Subcommittee.

567 5. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee
568 may establish subcommittees by its own procedures. The responsibilities, size and composition
569 of subcommittees are left to the discretion of the Committee, subject to review and consultation
570 with the Governance Officer. Subcommittees shall report to the parent committee at its regular
571 meetings. The Committee shall cause an adequate record of each subcommittee's activities to be
572 included with the Committee's annual report to University Senate as provided in Article V,
573 Section 1, Paragraph B, part 3.

574 6. *Reports.* The Committee shall send reports of its activities and proposals for action to the
575 University Senate. The Committee shall present a written annual report to the University Senate
576 at the end of the academic year and an oral report at the end of the fall semester.

577

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

579 **Section 1: Ad Hoc Committees**

580 **a. Selection of the President**

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

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

585 Committees to participate in the recruitment and selection of a Vice President, Associate Vice
586 President or Dean shall be established by the University Senate as soon as its normal meeting

587 schedule permits after the announcement of an impending vacancy, or the existence of a vacancy
588 in any of these offices, or after the announcement that such an office is newly established.
589 In the case of all other administrative offices at the level of director or above, the Executive
590 Committee shall be informed immediately by the President or divisional Vice President of an
591 impending vacancy or the existence of a vacancy or after the decision that such an office is to be
592 newly established. Upon such notification, the Executive Committee shall consult with the
593 President regarding the vacancy. If the Executive Committee recommends to the University
594 Senate that there be a selection Committee appointed by the University Senate and if the Senate
595 approves that recommendation, a selection committee shall be appointed. Such committees are
596 not necessary when the position in question is a temporary, faculty-development position.
597 After consulting with the President, the Executive Committee of the University Senate shall
598 nominate the members and the chairperson of such committees with the approval of the
599 University Senate. Committee representation shall be appropriate for the area of responsibility of
600 the office in question.

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

603 These selection committees shall have the opportunity to:

- 604 1. Suggest candidates;
- 605 2. Have access to all candidates' papers;
- 606 3. Request that invitations to visit be extended to selected candidates;
- 607 4. Interview all appropriate candidates;
- 608 5. Transmit their recommendations to the appropriate authority.

609 c. Administrative Review Committees

610 Administrative review committees shall be created no more often than every three years and no
611 less often than every five years for the offices of the Vice Presidents. After consultation with the
612 President, the Executive Committee of the University Senate shall nominate the members of such
613 committees with the approval of the University Senate. Administrative review committees may
614 be established for other offices as the University Senate sees fit.

615 These committees shall review the activities of the office since the last review, the problems,
616 challenges, and current issues it faces, and its immediate future needs. These committees shall
617 endeavor to work closely with the person directly responsible for the operation of the office.
618 Each committee shall produce a summary evaluation and recommendations, which shall be
619 presented to the office and the President. The President shall summarize these reports and make
620 them available to the Senate Executive Committee and in the Library.

621 When the Chancellor of the State University of New York decides to review the campus
622 President and officially notifies him or her, the University Senate Executive Committee should
623 be notified of the decision and the guidelines to be used six to eight weeks (excluding breaks and
624 intersession) before the actual campus visit. The Senate Executive Committee should be given a
625 copy of the President's self-evaluation at the same time it is transmitted to the Chancellor. The
626 Senate Executive Committee shall notify the campus of the forthcoming review of the President
627 and shall organize a process to focus the campus effort on appropriate modes of eliciting from
628 the campus informed views of the performance of the President. The Senate Executive
629 Committee shall review all the material received in this process, evaluate it, and use it to
630 formulate a comprehensive, constructive, and objective response for the Chancellor's review of
631 the President. The Senate Executive Committee shall discuss this response with the President
632 prior to the Chancellor's visit. During the visit, the Senate Executive Committee should be

633 afforded the opportunity to meet separately with the Chancellor and jointly with the Chancellor
634 and the President. The Chancellor should forward to the Senate Executive Committee a copy of
635 the evaluation at the same time as it is transmitted to the President. The President shall report the
636 results of the evaluation and the meeting with the Chancellor to the Senate Executive Committee
637 and to the campus community.

638 **d. Screening Committees**

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

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

646 The University Senate shall establish such committees as are necessary to assist in carrying out
647 its responsibilities and shall designate the size, composition and function of these ad hoc
648 committees. Members of these ad hoc committees shall be nominated by the University Senate
649 Chairperson with the approval of the University Senate.

650

651 **Article VII: Amendment Procedures**

652 **Section 1: Proposal**

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

- 655 a. The Governance Officer may initiate the proposal for a change.
- 656 b. The Governance Officer may transmit, with his/her recommendations, a proposal for a change
657 presented to him/her by one or more faculty members.
- 658 c. The University Senate may propose amendments to these bylaws on its own initiative.

659 **Section 2: Ratification**

660 At the discretion of the University Senate Executive Committee, proposed amendments shall be
661 ratified either by mail ballot, where ratification is to occur upon receipt of affirmative votes equal
662 to two-thirds of the number of faculty who return ballots, provided that at least one-quarter of the
663 faculty return their ballots; or at a meeting of the faculty, provided that at least one-third of the
664 faculty is in attendance, ratification to occur with an affirmative vote equal to two-thirds of those
665 present and voting. Changes to the language of these bylaws to reflect minor editorial
666 corrections, or changes in the current departments or other structure of the University, or changes
667 in the current unit structure of Senate representation, shall be ratified only by an affirmative vote
668 of two-thirds of the University Senate.

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

- 670 a. Faculty members may petition for a special faculty meeting to consider amendments proposed
671 in petition (see Article III, Section 2, Paragraph A). Such a petition requires the signatures of at
672 least 10% of the faculty.
- 673 b. The amendment is to be adopted upon an affirmative vote by written ballot of two-thirds of
674 those present and voting, a quorum being present.

675 **Section 4: Implementation**

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

679 Amendments that affect consultation between the President and the Faculty will, upon
680 ratification by the Faculty, be transmitted to the President by the Chairperson of University
681 Senate. Within ten [10] business days, the President will submit a written statement of veto or
682 approval to the Chair of University Senate. Failing this written response, amendments will
683 become effective ten [10] business days after transmittal to the President.
684 Amendments that do not affect consultation between the President and the Faculty will go into
685 effect upon ratification by the Faculty and written notice of voting results by the Chairperson of
686 University Senate to the President.

687

688 *(Editorial revisions approved in Senate, 4/2009)*

689 *(Substantive revisions approved in Senate, 5/2009 and 9/2009)*

690 *(All revisions ratified by Voting Faculty, 10/2009)*