

SUNY Plattsburgh Campus Handbook - SECTION II

FACULTY GOVERNANCE

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Plattsburgh State Faculty Senate

Overview

Roles and Responsibilities include:

- Consult and/or make recommendations to the College President regarding any matters affecting Faculty or the College except matters exclusive to UUP
- Formulate or review all major statements (existing or proposed) of philosophy and objectives of the College
- Receive and/or approve/reject reports
- Formulate and review all academic policies
- Participate in initiation, development and implementation of the College's instructional, research and service programs
- Approves changes to existing academic programs and approves new academic programs
- Consult with College Council on appointment of the College President
- Meet once a month during the academic year

Duties include:

- Meet with President
- Appoint faculty to standing or ad-hoc committees
- Appoint individuals for faculty representation on non-senate committees when requested
- Act for Faculty Senate when senate is not in session

Composition of the Faculty Senate

(35) Academic Governance Units:

- Accounting
- Anthropology
- Art & Art Museum
- Biological Science
- Chemistry
- Communications
- Communication Disorders & Sciences
- Computer Science
- Counselor Education
- Earth & Environmental Science/Geography
- Economics & Finance
- Education: Adolescence Education & Health Education
- Education: Childhood Education
- Education: Literacy Education
- Education: Special Education
- English
- Foreign Languages & Literature
- History
- Hotel, Restaurant, Tourism Management
- Journalism
- Library
- Management & International Business

- Marketing & Entrepreneurship
- Mathematics
- Music
- Nursing & Nutrition
- Philosophy
- Physics
- Political Science
- Psychology
- Social Work
- Sociology & Criminal Justice
- Sports & Wellness
- Theatre
- Other Academic Units

(7) Professional Governance Units

- Academic Group 1
- Academic Group 2
- Academic Group 3
- Academic Group 4
- Business Affairs
- Institutional Advancement
- Student Affairs

(10) At Large & Ex-Officio Members

- At-Large
- University Faculty Senator
- University Faculty Senator (Alternate)
- Supervisor of Faculty Elections
- Presiding Officer (Non-Voting)
- President (Non-Voting)
- Provost (Non-Voting)
- VP for Business Affairs (Non-Voting)
- VP for Student Affairs (Non-Voting)
- SA Representative (Non-Voting)

The term "Faculty" is

- Used for both academic faculty and professional employees
- Senators are elected for three-year terms
- A senator may miss only three meetings before being replaced

The Faculty Senate Consultation Role

- Consults and/or makes recommendations to the College President regarding any matters affecting Faculty or the College except matters exclusive to UUP
- All items passed by the Faculty Senate are recommendations to the College President and not in effect until approved by the President
- Formulates or reviews all major statements (existing or proposed) of philosophy and objectives of the College
Receives and/or approves/rejects reports
- Formulates and reviews all academic policies
Participates significantly in initiation, development and implementation of the College's instructional, research and service programs
- Approves changes to existing academic programs and approves new academic programs

- Through Senate committees, reviews and approves courses submitted for General Education and Writing Across the Curriculum
- Consults with College Council on appointment of the College President
Meets once a month during the academic year

Faculty Senate Executive Committee Composition

- FS Chair
- Vice-Chair
- Secretary
- Chairs of the Five Standing Committees
- Two Additional Senators
- Supervisor of Faculty Elections
- University Faculty Senator
- Ex-Officio: Presiding Officer of the Faculty

Faculty Senate Executive Committee Duties

- All proposed business for the Senate must be submitted to the FS Executive Committee via the Senate Chair. Academic items would normally have been approved by faculty committees, the appropriate Dean, Provost/VPAA prior to submission
- Business may originate in the Senate or its committees, but must be referred to the Executive Committee for routing assignment
- Reviews the general functioning of the FS and recommends ways to improve its operation
- Prepares the agenda for meetings of the Faculty Senate and provides reports of all official actions
- Refers requested agenda items to standing committees or forms an ad-hoc committee to review as appropriate
- Agenda items may be for information, discussion, and/or for Senate action
- Agenda is to be distributed at least one week prior to the FS meeting
- Items not included on agenda maybe placed on agenda by two-thirds vote of the Faculty Senate
- Meets with President
- Appoints faculty to standing or ad-hoc committees
- Appoints individuals for faculty representation on non-senate committees when requested
- Acts for Faculty Senate when senate is not in session
- May call emergency Faculty Senate meetings

Faculty Senate Standing Committee Duties

- Responsible to Senate and bring their recommendations to Senate
- Composition: Chair elected annually by Faculty Senate
- Members of Committees appointed by Faculty Senate Executive Committee
- Agenda items referred to committee by Faculty Senate Executive Committee
- All committees submit written reports to the Faculty Senate

FACULTY SENATE BYLAWS (Approved 3/15/05)

ARTICLE 1

THE FACULTY

1.1 DEFINITION

The Faculty of SUNY Plattsburgh shall consist of the Chancellor of the State University, the Chief Administrative Officer of the College, and all members, both full and part-time, of the academic staff, administrative staff, and professional staff, including de facto professional staff members who are officially employed by the Research Foundation of the State University of New York and faculty and professional staff members employed on temporary contracts.

1.2 VOTING FACULTY

The following provisions apply to these Bylaws only; academic departments or other administrative units can use different rules for determining their members' voting status. For all-college purposes, Voting Faculty shall consist of persons appearing on the Faculty Roster with the following exceptions:

1.2.1 Any assistant instructor or other Faculty member who has primarily a training status.

1.2.2 Any retired member, unless on special term appointment for teaching or research.

1.2.3 Any person having a full-time temporary appointment during the first year of appointment.

1.2.4 Any person employed full time by the Research Foundation of the State University of New York during the first year of such appointment.

1.2.5 Any person having less than full-time appointment except for (1) non-teaching faculty with term appointments who are serving in at least the third year of such appointments; and (2) part-time teaching faculty with term appointments.

1.2.6 Voting Procedures for meetings of the general faculty shall be determined in accordance with Robert's Rules of Order.

1.3 POWERS AND RESPONSIBILITIES OF THE FACULTY

1.3.1 The Faculty shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program: (Board of Trustees Policies, Article X, Section 4) of the College; they will be responsible for the conduct of the College's instruction, research, and service programs (Policies, Article VI, Section 3). The Faculty shall exercise their powers and functions through Faculty Meetings (Article 1.6), the Faculty Senate (Article III), and through committees (Articles 3.6).

1.3.1.1 Shall consult (see Definitions) with and/or make recommendations to the Chief Administrative Officer, or the Chief Administrative Officer's designee, as appropriate, on the administrative organization of the College or its components; the designation of administrative officers; the formulation, interpretation or revision of college policy; and any other matters requiring consultation as called for in the Trustees Policies .

1.3.1.2 Shall consult with the College Council concerning the appointment of the Chief Administrative Officer of the College.

1.3.1.3 Shall formulate or review all major statements, existing or proposed, of the philosophy and objectives of the College, wherever such statements appear, as in master plans, budget proposals, etc. In this capacity, appropriate participation may be through consultation with the Chief Administrative Officer.

1.3.1.4 Shall have the obligation to participate significantly in the initiation, development, and implementation of the instructional, research, and service programs of the College.

1.3.1.5 Shall formulate and review all policies which directly affect the implementation of the instructional programs, such as, but not limited to, admission requirements, general degree and graduation requirements, student affairs policies, and policies relating to support services.

1.3.1.6 May make recommendations to the Chief Administrative Officer of the College regarding any matters affecting the Faculty or the College, except matters exclusive to a collective bargaining agent.

1.3.1.7 Shall formulate and review proposed courses, new programs, and changes in substance or status (including termination) of existing programs of instruction.

1.3.1.8 Shall select a Presiding Officer of the Faculty.

1.3.1.9 Shall have the primary responsibility of making recommendations to the Chief Administrative Officer as described in Trustees Policies Article XI , Title A and Article 3.1.7 of these Bylaws.

1.3.1.10 Shall elect its State University Senator(s) and Alternate(s), and through them shall participate in the University Faculty Senate.

1.3.1.11 Shall prepare and adopt Bylaws, as required by the Trustees Policies.

1.3.1.12 May create a committee, as it deems necessary to exercise its powers and responsibilities.

1.3.1.13 May remand any issue to the Faculty Senate and may remand any matter from the agenda of the Faculty Senate to its own agenda.

1.4 OFFICERS AND REPRESENTATIVES OF THE FACULTY

1.4.1 The Chief Administrative Officer of the College has the responsibilities detailed in the Trustees Policies , Article IX, Section A.

1.4.2 A Presiding Officer of the Faculty shall be elected by the Voting Faculty for a three-year term.

1.4.2.1 Responsibilities: The Presiding Officer of the Faculty shall serve as the representative of the Faculty to the College Council and shall preside over meetings of the Faculty as provided for in Articles 1.6, 4.1, and 5.2.

1.4.2.2 The Presiding Officer of the Faculty may not concurrently serve as a voting member of the Faculty Senate.

1.4.3 The Faculty Senate shall elect the Supervisor of Faculty Elections for a three-year term. The responsibilities of the Supervisor of Faculty Elections shall include:

1.4.3.1 Conducting College-wide elections (Article 1.5), notifying governance units of pending elections, maintaining official faculty roster, and carrying out additional responsibilities (Article 1.5.3, 1.5.4).

1.4.3.2 Maintaining a list of such persons, which shall serve as the official Faculty Roster. This roster shall be available to all Senators and Heads of Governance Units at the beginning of each semester. Individuals excluded from the Faculty Roster may appeal to the Supervisor of Faculty Elections, who shall appoint an ad hoc committee of faculty to resolve the appeal.

1.4.3.3 Notifying the Faculty or Governance Units of the impending election(s).

1.4.4 A State University Faculty Senator (and Alternate), shall be elected by the Voting Faculty as the representative of the Faculty to the University Faculty Senate (Trustees Polices , Article VII).

1.5 ELECTION OF OFFICERS AND REPRESENTATIVES

1.5.1 The eligibility requirement for Faculty Officers and Representatives is Voting Faculty status (Article 1.2)

1.5.2 The terms of the Presiding Officer, the State University Faculty Senator (and Alternate), and the Supervisor of Faculty Elections is three years.

1.5.3 Election for the Presiding Officer of the Faculty, and the State University Faculty Senator (and Alternate).

1.5.3.1 The Supervisor of Faculty Elections shall notify the Faculty of the impending election(s) by February 15. The Supervisor of Faculty Elections will invite nominations signed by ten or more Voting Faculty; then prepare and publish a slate of nominees and conduct the election(s) so as to be completed by March 15. Election shall be by secret ballot and require a majority of those voting. Exception: The Alternate State University Faculty Senator will be the runner-up in the election of Senator.

1.5.4 Vacancies: If the post of Presiding Officer of the Faculty, or State University Faculty Senator (or Alternate) becomes vacant, the Supervisor of Faculty Elections shall conduct a new election to fill the unexpired term, within three weeks of the date the vacancy occurs, in a manner consistent with Article 1.5.3.

1.6 FACULTY MEETINGS

1.6.1 Meetings of the Faculty may be called by the Chief Administrative Officer of the College, by the Chief Administrative Officer's designee, or by the Presiding Officer of the Faculty.

1.6.2 Types of Meetings:

1.6.2.1 Meetings called by the Chief Administrative Officer of the College, or the Chief Administrative Officer's designee, shall be informational meetings. The Chief Administrative Officer shall prepare an agenda of those matters upon which the Chief Administrative Officer wishes to consult with or inform the Faculty.

1.6.2.2 Meetings called by the Presiding Officer of the Faculty may be either informational meetings (including those required in Articles 4 and 5, below), or business meetings (i.e., involving resolutions, debate, and voting). The Presiding Officer of the Faculty shall call meetings if requested to do so by the Faculty Senate, or if petitioned to do so by at least twenty Voting Faculty. The Presiding Officer may also call meetings at that officer's discretion. The agenda for any meeting shall be prepared and published by the Presiding Officer at least one week in advance of the meeting, except in an emergency, and the meeting notice shall specify whether it is an informational or business meeting.

1.6.3 Conduct of Meetings:

1.6.3.1 All Faculty members, whether voting or nonvoting, and members of the College Council may attend Faculty meetings and speak before the assembly. Other guests may be invited at the discretion of the convening officer.

1.6.3.2 Informational Faculty meetings shall have no quorum requirement. For a Faculty business meeting, one-third of the Voting Faculty shall constitute a quorum, and minutes shall be recorded by a Secretary pro-tempore appointed by the Presiding Officer of the Faculty. The latest edition of Robert's Rules of Order shall govern Faculty business meetings in all cases to which they are not inconsistent with these Bylaws or special rules of order of the Faculty.

ARTICLE 2

ORGANIZATION AND FUNCTIONS OF THE FACULTY

2.1 GOVERNANCE UNITS

2.1.1 A governance unit is a subdivision of the College that is either an Academic unit or a Professional unit from Academic Support, Business Affairs, Institutional Advancement, and Student Affairs .

2.1.2 Faculty Senate Representation:

2.1.2.1 Any governance unit having three or more Faculty members from the official Faculty Voting Roster are entitled to a Faculty Senate Senator.

2.1.2.2 A Faculty Senator's term will end at the time the administrative organizational structure eliminates an existing governance unit, or a unit falls below the required three voting members.

2.1.3 Each governance unit shall be responsible for the conduct, evaluation, and improvement of those programs under its jurisdiction, and for initiating appropriate action within the Faculty Senate.

2.1.4 In accordance with the provisions of Article 3.2.3, each governance unit shall elect its Faculty Senator. Elections must be completed six weeks prior to the end of the academic year. A vacancy shall be filled by a new election held within three

weeks of the date the vacancy occurs.

2.1.5 The Supervisor of Elections shall solicit each governance unit to nominate individuals from its membership for appointment by the Executive Committee to the standing committees of the Faculty Senate. Nominations shall be sent to the Executive Committee by April 15.

2.1.6 Members of each governance unit shall, as members of their administrative unit, participate, as appropriate, in peer appointment (Trustees Policies , Article XI, Title A) and in selection of their administrative officer (Trustees Policies , Article IX, Title C).

2.2 GOVERNANCE UNITS FACULTY VOTING STATUS

The voting status of each faculty member shall be indicated on the Faculty Roster, and determined as follows:

2.2.1 Full-time voting faculty who are assigned entirely or primarily to one governance unit shall be entitled to one vote as a member of that governance unit.

2.2.2 Full-time voting faculty with evenly split assignments shall be entitled to one vote as a member of the governance unit they select, from those units in which they have assignments.

2.2.3 Part-time voting faculty who are assigned entirely or primarily to one governance unit shall be entitled to one vote as a member of that governance unit.

2.2.4 Part-time voting faculty with evenly split assignments shall be entitled to one vote as a member of the governance unit they select, from those units in which they have assignments.

2.3 FACULTY AFFAIRS COMMITTEE

2.3.1 Academic Governance units shall organize themselves so as to establish a Faculty Affairs Committee within each of these bodies: the Faculty of Arts and Science; the Faculty of Education, Health & Human Services; the Faculty of Business and Economics, and the Library. Each such Faculty Affairs Committee shall consist of at least three members, elected for two-year staggered terms, with elections for the next academic year to be completed and the results reported in writing to the Supervisor of Faculty Elections by May 1. The Chair of each Faculty Affairs Committee will be elected from and by its members. The incumbent Chair will conduct elections as needed, including those to fill vacated seats.

2.3.2 Responsibilities:

2.3.2.1 To advise and consult (at the level of the governance unit) with the appointing officer of the administrative unit concerning candidates for administrative appointments and reappointment.

2.3.2.2 To evaluate a dean during every third year of the appointment. The means of evaluation shall be developed jointly between the Dean and the appropriate Faculty Affairs Committee.

2.4 FACULTY COURSE AND PROGRAM REVIEW COMMITTEE

2.4.1 Governance units shall organize themselves so as to establish a Faculty and Program Review Committee within each of these bodies: the Faculty of Arts and Science; the Faculty of Education, Health & Human Services; the Faculty of Business and Economics; and the Library. Each such Faculty Course and Program Review Committee shall consist of at least three members, elected for two-year staggered terms, with elections for the next academic year to be completed and the results reported in writing, to the Supervisor of Faculty Elections by May 1. The Chair of each Faculty Course and Program Review Committee will be elected from and by its members. The incumbent Chair will conduct elections as needed, including those to fill vacated seats.

2.4.2 Responsibilities:

2.4.2.1 To consult with and advise the appropriate administrative officer(s) regarding all proposed credit-bearing courses and programs, including those not clearly associated with a governance unit.

2.4.2.2 To review all proposed divisional credit-bearing courses and programs. Courses and programs generated from within and approved by a governance unit must be submitted to the Faculty Course and Review Committee representing that governance unit. All other courses and programs must be submitted to at least one of the Faculty Course and Program Review Committees. Any Faculty Course and Program Review Committee may refer the proposal to a more appropriate Faculty Course and Program Review Committee(s).

ARTICLE 3

THE FACULTY SENATE

3.1 POWERS AND RESPONSIBILITIES OF THE FACULTY SENATE

3.1.1 The Faculty Senate shall participate with the other duly constituted units of the College in fulfilling the responsibility to participate significantly in the initiation, development and implementation of the instructional, research, and service programs of the College.

3.1.2 The Faculty Senate may suggest items for the agenda of a Faculty meeting, may propose a referendum by the Faculty on any question, and may propose amendments to these Bylaws.

3.1.3 Certain Standing Committees of the Faculty Senate are prescribed hereinafter. The Faculty Senate may create ad hoc committees. It may refer to any of its committees those matters, which it deems appropriate as represented by the Executive Committee or by action from the floor.

3.1.4 The Faculty Senate shall distribute copies of the Senate minutes and agenda to all Faculty members, members of the College Council and the Student Association President.

3.1.5 The Faculty Senate Standing Committees and ad hoc committees created by the Senate will provide annual reports of actions taken.

3.2 COMPOSITION OF THE FACULTY SENATE

3.2.1 Voting members of the Faculty Senate are the governance unit Senators, and the State University Faculty Senator. For the election process, refer to Article 1.6.

3.2.2 Ex-officio, non-voting members of the Faculty Senate are the Chief Administrative Officer of the College, the Chief Academic Officer, the Chief Student Affairs Officer, the Chief Business Affairs Officer, the President of the Student Association or designee, and the Presiding Officer of the Faculty. They will receive agendas, minutes and other materials that Senators receive.

3.2.3 Faculty Senators shall be elected representatives of governance units. "Governance units" are groups established by the Faculty for purposes of effecting provisions of the Bylaws. These groups will ordinarily, but not necessarily, correspond to "administrative units" established by the Chief Administrative Officer of the College (Article 2.1.1).

3.2.3.1 The official Faculty Roster shall designate governance units and their membership. No governance unit shall have fewer than three Voting Faculty.

3.2.3.2 Each governance unit shall elect one Faculty Senator from its membership.

3.2.4 Only Voting Faculty shall be eligible for membership in the Faculty Senate.

3.2.5 The elected Senators shall serve three-year terms, one-third being elected each year.

3.2.6 Terms of office of all Senators shall begin at the designated commencement of the Senate year.

3.2.7 The Executive Committee shall annually appoint a Senate Parliamentarian.

3.2.8 Senators who undertake leaves of absence shall cease to be Senators at the commencement of any such leave. The Chief Administrative Officer of the College shall immediately notify the Supervisor of Faculty Elections as soon as such a leave is approved so that special election(s) can be held. Should a special election be held for a seat, which, due to the cancellation of a leave, does not become vacant, that election shall be null and void.

3.2.9 An elected Senator who is absent from three Senate meetings in a Senate year ceases to be a Senator. The Recording Secretary of the Faculty Senate shall notify such Senators in writing, with copies to the head of the governance unit, and the Supervisor of Faculty Elections.

3.3 OFFICERS OF THE FACULTY SENATE

3.3.1 The officers of the Faculty Senate elected from among its own voting members shall be Chair, Vice-Chair, Supervisor of Faculty Elections, and Recording Secretary, and such additional officers as the Senate may designate.

3.3.2 Officers shall be elected at the organizational meeting of the Faculty Senate (Article 3.4.2). If there are multiple nominations, voting shall be by secret ballot. Election shall require a majority of the votes cast. Absentee or proxy nominations and ballots shall not be accepted.

3.3.3 The term of elected officers shall coincide with the Faculty Senate year (Article 3.4.1). Any officer who ceases to be a Senator ceases to be an officer. No elected officer shall serve more than three successive terms.

3.3.4 If an office becomes vacant between regular elections, the Faculty Senate shall elect a replacement to complete the term in the manner prescribed in Article 3.3.2.

3.4 CALENDAR AND MEETINGS OF THE SENATE

3.4.1 The Faculty Senate year shall begin at the beginning of the fall semester of one academic year and continue to the beginning of the fall semester of the next academic year.

3.4.2 The newly elected Faculty Senate shall be convened by the incumbent Chair within, but not more than three weeks before the end of the spring semester for the purpose of organizing itself and completing necessary elections.

3.4.3 Meetings of the Faculty Senate shall normally be held once each month during the regular academic year. Additional meetings may be convened at the discretion of the Executive Committee or the Chair of the Faculty Senate, or upon receipt of a petition to the Chair of the Faculty Senate for a special meeting signed by five Senators.

3.4.4 The Chair of the Faculty Senate, Vice-Chair or an alternate designated by the Chair, or if none has been designated, a chair pro tempore elected by the Faculty Senate, shall preside at meetings of the Faculty Senate.

3.4.5 The Faculty Senate shall keep minutes of all its meetings. The Faculty Senate secretary shall be responsible for distributing copies of these as its official reports to all faculty, to all members of the College Council, and to the President of the Student Association. The Secretary shall keep permanent files of the minutes.

3.4.6 Faculty members, members of the College Council and appropriate students (Article 3.2.2) may attend meetings of the Faculty Senate. The Chair may invite guests to attend a meeting, and may permit any person present to take part in discussions.

3.4.7 Notice and Agenda:

3.4.7.1 The agenda for each meeting of the Faculty Senate shall be sent at least five days prior to the meeting by the Faculty Senate Secretary to all Senate members, to the College Council and to the President of the Student Association and posted on the Faculty Senate web site.

3.4.7.2 Agenda items for the Faculty Senate may be suggested by any member of the Faculty as defined in Article 1.1 or the President of the Student Association.

Such suggested items must be submitted in writing to the Chair of the Faculty Senate for proper channeling by the Executive Committee.

3.4.7.3 Informational matters not included on the published agenda may be brought before the Faculty Senate when the Chair determines that their inclusion is in order; all other matters not included on the published agenda shall be in order only upon a two-thirds vote of the Faculty Senators present and voting.

3.4.8 A quorum of the Faculty Senate shall be two-thirds of its voting membership. The rules contained in Robert's Rules of Order , latest edition, shall govern meetings of Faculty Senate in all cases in which they are not in conflict with these Bylaws or special rules of order of the Faculty Senate.

3.5 EXECUTIVE COMMITTEE OF THE SENATE

3.5.1 The Executive Committee of the Faculty Senate shall consist of the Chair, the Vice-Chair, the Recording Secretary, the Supervisor of Elections , the University Senator(s), the Chair of the Senate Standing Committees on Academic Policies, Curricula and Programs, Resources and Planning, General Education, Writing Across the Curriculum, and two additional Senators elected annually by the Senate at its organizational meeting, and one student member appointed by the Student Association (ex-officio, non-voting). The Presiding Officer of the Faculty is an ex-officio, non-voting member. When a member is unable to attend an Executive Committee meeting, the Chair of the Committee may appoint an alternate.

3.5.2 The Chair of the Faculty Senate shall be the Chair of the Executive Committee.

3.5.3 Responsibilities - The Executive Committee shall:

3.5.3.1 Review the general functioning of the Faculty Senate and recommend ways to improve its operation.

3.5.3.2 Prepare the agenda for meetings of the Faculty Senate and provide reports of all official actions to the Faculty Senate.

3.5.3.3 Appoint members of the Senate Standing Committees as prescribed in these Bylaws and Ad Hoc Committees as appropriate.

3.5.3.4 Act as the steering committee for the routing of proposals for consideration to the Faculty, the Faculty Senate, or any of its committees, to units of the College, or to the Chief Administrative Officer, as appropriate.

3.5.3.5 Act for the Faculty Senate on urgent matters at such times as it is clearly impractical or impossible to convene the Faculty Senate. Such action shall be reported to the Faculty Senate at its next meeting and shall require the official endorsement of the Senate.

3.5.3.6 Act as the committee of the Faculty to consult with the College Council on the method of selection of the Chief Administrative Officer of the College, and to consult with the Chief Administrative Officer of the College on the method of selection of Vice-Presidents, Deans, and others with similar responsibilities. Such consultation in each case to include both the selection process itself and faculty representation in the process.

3.5.3.7 Meet on a monthly basis, as needed, with the Chief Administrative Officer **or** designee.

3.5.3.8 Upon receiving an appropriate request from a non-faculty source (e.g., an administrative committee, the Student Association) for Faculty representation on matters of mutual interest shall designate such representation.

3.6 STANDING COMMITTEES OF THE FACULTY SENATE -- GENERAL

3.6.1 In order to enable the Faculty Senate to carry out its functions, it shall establish the following standing committees: Academic Policies; Curricula and Programs; Resources and Planning, General Education; and Writing Across the Curriculum.

3.6.2 The Faculty Senate or the Executive Committee may refer to its committees such matters as it deems appropriate. The committees shall be responsible to the Faculty Senate and shall bring their recommendations to the Faculty Senate except where otherwise specified.

3.6.3 The faculty members of Standing Committees, except for the committee Chairs, shall be appointed by the Executive Committee of the Faculty Senate and may be replaced at that Committee's discretion. Committees may include Senators, members of the Faculty who are not Senators, and students. In the selection of personnel for committees, provisions shall be made, as far as it is practical, for gradual rotation of membership among directly interested governance units.

3.6.4 The term of office of members of Senate Standing Committees shall be three years unless otherwise specified by these Bylaws. Should a vacancy occur on a Standing Committee, the vacancy shall be filled within two weeks of the vacancy for the remaining term by Executive Committee appointment.

3.6.5 The Faculty Senate shall elect each Standing Committee chair annually from the Senate's voting membership at the Senate's organization meeting.

3.6.6 The Secretary of a committee shall be appointed from among its membership by the committee chair. The Secretary shall provide members of the committee with an agenda at least one day in advance of each meeting and shall maintain records and minutes of its proceedings.

3.6.7 A quorum of a committee shall be a majority of its membership of filled seats.

3.6.8 Committees may create such subcommittees, as they deem necessary unless otherwise specified in these Bylaws. The personnel of the subcommittee shall be selected by the parent committee, which shall inform the Chair of the Senate of its selections.

3.7 STANDING COMMITTEE ON ACADEMIC POLICIES

3.7.1 MEMBERSHIP: This committee shall consist of a Chair (Article 3.6.5), at least six faculty members appointed by the Executive Committee of the Faculty Senate,

one student selected by the Student Association, and the Chief Academic Officer or designee.

3.7.2 RESPONSIBILITIES: This committee shall formulate, review, and make recommendations concerning academic policies of a College-wide nature such as those concerning admissions, graduation requirements, academic standards, and institutional assessment.

3.8 STANDING COMMITTEE ON CURRICULA AND PROGRAMS

3.8.1 MEMBERSHIP: This committee shall consist of a Chair (Article 3.6.5), at least six faculty members appointed by the Executive Committee of the Faculty Senate (Article 3.6.3), one student selected by the Student Association, the Registrar of the College, and the Chief Academic Officer or designee.

3.8.2 RESPONSIBILITIES: This committee shall review and make recommendations concerning proposed changes in the substance or status (including termination) of existing programs and proposed new programs of instruction, research, and service offered by the College. Prior to submitting these recommendations to the Faculty Senate, it shall consider a judgment of the financial implications of the recommendations by the Standing Committee on Resources and Planning.

3.9 STANDING COMMITTEE ON RESOURCES AND PLANNING

3.9.1 MEMBERSHIP: This committee shall consist of a Chair (Article 3.6.5), at least nine broadly representative faculty members appointed by the Executive Committee of the Faculty Senate (Article 3.6.3), and **nine** ex-officio, non-voting members: the Provost and V.P. for Academics, the V.P. of Student Affairs, the V.P. of Business Affairs; the V.P. of Institutional Advancement, the Associate V.P. of Academic Affairs and Research, the campus Budget Officer, the Director of Facilities, one classified staff member, and the Student Association V.P. for Finance.

3.9.2 RESPONSIBILITIES: This committee shall be the College-level body through which the Faculty participates significantly in the areas specified below. It is the responsibility of the members of this committee to study the college budget and planning documents and become thoroughly familiar with the structure, provisions and development of these documents. This Committee shall advise or consult with the College President (or his/her designee) directly, or review or formulate policy for Faculty Senate consideration, or both as appropriate to its charge by the Senate and shall provide the Senate matters under consideration. The committee shall provide the Senate with a written report of its advice to or consultation with the College President (or his/her designee) as soon as practical. The specific responsibilities of the committee as follows:

3.9.2.1 Advise, review, and consult on the preparation of the College's budget requests, master plan, strategic plan, and other similar documents.

3.9.2.2 Advise, review, and consult on the distribution of funds and other resources, including personnel, to departments and other major units.

3.9.2.3 Advise, review, and consult on the administrative organization or reorganization of the College and its components.

3.9.2.4 Advise, review, and consult on the College's philosophy and mission.

3.9.2.5 Advise, review, and consult on development and utilization of the College's physical plant.

3.9.2.6 Advise, review, and consult on budgetary implications of proposed new academic programs or specializations, and of proposed new services, research, or support programs, or proposed changes in all such programs. In this capacity, the committee shall render advice to other appropriate Standing Committees charged with reviewing such proposals.

3.9.2.7 Provide, upon request, information and advice concerning the College's resources, objectives, or plans to any other Committee established or authorized under these Bylaws.

3.10 STANDING COMMITTEE ON GENERAL EDUCATION

3.10.1 MEMBERSHIP: This committee shall consist of a Chair (Article 3.6.5), at least twelve faculty members appointed by the Executive Committee of the Faculty Senate (Article 3.6.3), one student member selected by the Student Association, and the Chief Academic Officer or designee. All members of the committee shall be appointed for three years, with the exception of the Chair and student member (be to selected in January) who will serve for one-year terms.

3.10.2 RESPONSIBILITIES: This committee shall be responsible for leadership in developing the General Education curriculum, for implementing policies, monitoring the administration of the General Education curriculum, and recommending policies on General Education in order to realize the goals and objectives of the program. The committee shall supervise the formation of subgroups of faculty offering courses within the same component of the General Education Program to monitor and report on the effectiveness of each category of the curriculum. The committee shall have access to the resources of the Chief Academic Officer's office for support of its work. The specific responsibilities of the committee are to:

3.10.2.1 Formulate and distribute procedures to be followed in receiving and acting upon proposed courses.

3.10.2.2 Sponsor or solicit and select courses suitable for meeting the guidelines of the General Education Program.

3.10.2.3 Designate courses that may be taken to fulfill General Education requirements.

3.10.2.4 Coordinate the development of courses suitable for satisfying the General Education requirements.

3.10.2.5 Recommend modification in the General Education requirements to accommodate transfer and advance standing students.

3.10.2.6 Conduct a periodic evaluation of the General Education Program.

3.10.2.7 Make recommendations to the Senate Executive Committee for significant revisions and changes in the General Education program such as addition or deletion of components, or a change in the credit hour requirements.

3.10.2.8 Consult, when necessary, with the Standing Committee on Resources and Planning to insure the availability of needed resources to staff, fund, and support General Education experiences.

3.11 STANDING COMMITTEE ON WRITING ACROSS THE CURRICULUM

3.11.1 MEMBERSHIP: The committee shall consist of a Chair (Article 3.6.5), at least nine faculty members appointed by the Executive Committee of the Faculty Senate (Article 3.6.3), one student member appointed by the Student Association, and one ex-officio member, the Chief Academic Officer or designee.

3.11.2 RESPONSIBILITIES: The committee shall be responsible for leadership in monitoring the administration of this program and recommending policies on Writing Across the Curriculum in order to realize the goals and objectives of the program. The committee shall:

3.11.2.1 Review and approve courses to meet the AWR requirement.

3.11.2.2 Review AWR criteria and make recommendations for any changes.

3.11.2.3 Maintain a list of approved courses, and dates approved.

3.11.2.4 Create and implement a staggered five-year review of all AWR courses.

3.11.2.5 Monitor compliance with approved criteria and policies and remove any courses that fail to comply.

ARTICLE 4

PROVISIONS FOR REFERENDA

4.1 REFERENDA

4.1.1 Questions may be submitted to the Voting Faculty for referendum by the Faculty Senate or by ten percent of the Voting Faculty upon submission of a written petition to the Presiding Officer of the Faculty.

4.1.2 Proposed questions shall be submitted, in writing, through the Presiding Officer of the Faculty to the Voting Faculty. At least one week but not more than three weeks after the question has been circulated, the Presiding Officer of the Faculty shall convene a meeting of the Voting Faculty to consider the issue. The Supervisor of Faculty Elections shall conduct the referendum. Such balloting shall be carried out within one week of the adjournment of the meeting. A deciding vote on the question shall require that at least two-thirds of the Voting Faculty casting ballots or an absolute majority of the total Voting Faculty support to the issue.

ARTICLE 5

REVIEW, AMENDMENT, AND MINOR CHANGE PROCEDURES

5.1 REVIEW

An Ad Hoc Bylaws Review Committee shall review these Bylaws every fifth year. The committee will be appointed by the Executive Committee of the Faculty Senate, in the year previous to the actual review.

5.2 AMENDMENT

Amendment of these Bylaws may be proposed by the Faculty Senate or by ten percent of the Voting Faculty upon submission of a written petition. Proposed amendments must be submitted in writing to the Presiding Officer of the Faculty who shall circulate them to the Voting Faculty. The amendment proposal must include an effective date of implementation. At least one week but not more than three weeks after the proposal has been circulated, the Presiding Officer of the Faculty shall convene an informational meeting of the Voting Faculty, the purpose of such meeting being to inform the Voting Faculty of the rationale and intent of the proposed amendment. If, as a result of this meeting, the Presiding Officer of the Faculty determines that the proposed amendment requires revision before going to a ballot, the Presiding Officer shall so direct the sponsor of the proposed amendment. Such revision must be completed within two weeks and be presented to another informational faculty meeting. The Supervisor of Faculty Elections will conduct balloting within one week. A deciding vote on the amendment or its revision shall require either an absolute majority of the total Voting Faculty or a two-thirds majority of those casting ballots.

5.3 MINOR CHANGES

Minor changes in these Bylaws (see Definition 21) may be recommended by the Executive Committee of the Faculty Senate for consideration by the Senate. It shall require a three-fourths majority of the total Senate membership to rule that any such proposed change is a minor change, and it shall require a subsequent three-fourths majority of the total Senate membership to adopt the proposed minor change. Such changes are to be reported to the Faculty by the agenda and minutes of the Faculty Senate meetings.

ARTICLE 6

INTERPRETATION

6.1 CONFLICTING INTERPRETATION

It shall be understood that in any matter specifically covered or interpreted to be covered in an agreement between SUNY and a bargaining agent of a negotiating unit, the agreement shall take precedence.

DEFINITIONS/REFERENCE

1. **University:** State University of New York.
2. **Trustees:** The Board of Trustees of the State University of New York.
3. **Policies:** The Policies of the Board of Trustees, 1987 and/or subsequent revisions.
4. **Chancellor:** The Chancellor of the State University of New York.
5. **College:** The State University of New York College at Plattsburgh
6. **President:** The Chief Administrative Officer at Plattsburgh.
7. **Faculty:** Consists of the Chancellor of the State University, Chief Administrative Officer of the College and all members, both full and part-time, of the academic, administrative and professional staff including professional staff members who are officially employed by the Research Foundation of the State University of New York and faculty and professional staff members on temporary contracts.
8. **Faculty Roster:** List provided by Human Resources of Governance unit's faculty members and eligible voting faculty.
9. **Voting Faculty:** Refer to Article 1.2.
10. **Presiding Officer:** An individual elected by voting faculty from its membership Refer to responsibilities of Presiding Officer Article 1.4.2
11. **Supervisor of Faculty Elections:** An individual elected by the Faculty Senate. Refer to responsibilities of Supervisor of Faculty Elections Article 1.4.3 and Article 2.1.5.
12. **Recording Secretary:** Refers to a Senator elected by Senate to take minutes of Faculty Senate meetings.
13. **Faculty Senate Secretary:** Refers to the secretary hired by the Faculty Senate to maintain records, forward Senate paperwork to appropriate individuals, and provide for clerical work for Senate.
14. **Faculty Senate:** Refer to Article 3.
15. **Senator:** The voting constituency of the Faculty Senate.
16. **Governance Units:** Groups established by Faculty for purposes of effecting provisions of these Bylaws.
17. **Governance Units Faculty Voting Status:** Refer to Article 2.2.
18. **Student Representation:** Refer to Article 3.2.2 and Composition of each Faculty Senate Standing Committee.
19. **Consultation:** The process wherein one party, as a matter of record, seeks, considers and responds to the recommendations of a second party. To advise or consult is to offer information, opinion or recommendations; to exchange attitudes and proposals; to raise questions. The parties are: (1) an individual or group authorized to make a decision, and (2) a group with a legitimate interest in that decision and a perspective deserving consideration. Each party shall have the opportunity and obligation to express its views candidly and have them made as a matter of record, at a time sufficiently prior to decision making to allow the decision to be influenced. The ends sought, although not always achieved, are understanding, agreement, and decisions satisfactory to both parties.
20. **Ex officio:** Serving by virtue of an office held. Ex-officio members may vote unless the Bylaws stipulate otherwise.
21. **Minor changes in the Bylaws:** Changes intended to improve the clarity and consistency of the Bylaws, or to keep the terminology of the Bylaws current in view of the College organization, the Trustees Policies , etc. Excluded from this category are changes that would alter the powers and responsibilities assigned within these Bylaws to the Faculty, the Faculty Senate, or its Committees, or would alter the composition of those groups.