

## Section 150.01 College Faculty Defined

### Section 150.01 SUNY Cortland Faculty

The faculty of SUNY Cortland comprises the SUNY Chancellor, the SUNY Cortland President, campus officers defined by Article IX of the SUNY Board of Trustees' Policies to include Management/Confidential employees, all members of the academic staff with academic and qualified academic rank, and members of the professional faculty occupying unclassified service positions as defined by the Board of Trustees.

## Section 150.02 Definitions

### 150.02 Definitions

For clarification purposes, the following terms and definitions used by SUNY are adapted for use in these bylaws:

**Management/Confidential:** those employees with significant managerial responsibilities or duties including the president, vice presidents, deans and associate deans, human resources and budget officers and some administrative support having a confidential relationship to policy-making positions.

**Faculty with academic rank:** employees with the titles of professor, associate professor, assistant professor, instructor, librarian, associate librarian, senior assistant librarian, and assistant librarian whose time in rank counts toward meeting continuing appointment requirements.

**Faculty with qualified academic rank:** employees with the title of lecturer or whose titles are preceded by such designations as "clinical" or "visiting." These faculty are not eligible for continuing appointment.

**Professional Faculty or "Unclassified Service":** United University Professions (UUP)-represented employees without academic or qualified academic rank.

**Classified staff:** employees represented by the Civil Service Employees Association (CSEA) and the Agency Police Services Unit (APSU) and by the Public Employees Federation (PEF). These employees are not members of the SUNY Cortland Faculty.

**Consult with Faculty:** The phrase "consult with the faculty" shall be interpreted as follows:

To meet with the Faculty Senate, or with that portion of the faculty directly concerned with the matter under consideration, for the purpose of determining what the will of the faculty may be. With the approval of the Senate, the opinions of the faculty may be solicited by means other than by a meeting. Meetings for consultation shall be held only after proper notice of time, place, and agenda has been given to all persons concerned. Votes may be taken by secret ballot.

## Section 150.03 Chair and Presiding Officer of the Faculty

### Section 150.03

The SUNY Cortland President shall be the chair of the SUNY Cortland faculty. The Faculty elects a presiding officer to serve as Chair of the Faculty Senate according to the process prescribed in Section 150.04 Article IX. Both the Chancellor and the chief administrative officer shall be empowered to call meetings of the college faculty or the governance body of that faculty and of its executive committee. The agenda of each meeting of these bodies shall provide, as a priority

order of business, an opportunity for both the Chancellor and the chief administrative officer to present their reports. (BOT Policies: Article X, Section 2)

### **Section 150.04 SUNY Cortland Faculty Bylaws**

These bylaws identify faculty responsibilities and obligations within the administrative and academic structures of the University and provide a process through which consultation with faculty and shared governance is ensured.

#### **150.04 Article I Name**

The name of this organization shall be: The SUNY Cortland Faculty.

#### **150.04 Article II Responsibilities**

##### **Section A.**

The SUNY Cortland Faculty “shall have the obligation to participate significantly in the initiation, development and implementation of the educational program.” (BoT Policies, Art. X, Sec. 4)

##### **Section B.**

The faculty shall carry out its responsibility through significant involvement at the departmental, school and university levels as described below. To ensure adequate faculty involvement at the departmental and school levels, the following specifications shall in all cases be met:

##### **Departmental Organization**

Each academic department and the library shall elect or appoint a personnel committee to deal with reappointments, continuing appointment and promotions, as well as other personnel matters specifically delegated to it by the department’s personnel policies and procedures per the criteria in the SUNY Cortland Handbook Chapter 220.06. Academic departments shall also establish a curriculum committee. Departments may establish other committees as deemed necessary.

##### **School Organization**

The members of each of the three academic schools and the professional faculty of the university shall elect or appoint school or divisional committees to deal with personnel matters. In the academic schools, a school curriculum committee shall also be elected or appointed. Committees to deal with any other matters of concern to the school as a whole shall be selected through procedures approved by the members of the respective area and shall report to the school faculty. School committees shall receive and act upon recommendations from departments and shall transmit such recommendations to relevant stakeholders.

#### **150.04 Article III Membership**

The voting faculty of the university shall be defined as the individuals listed in Chapter 150.01 excluding those with qualified academic rank.

For voting within areas, each faculty member shall be identified with the area where the individual's primary assignment of responsibility lies. Each member of the voting faculty shall have one vote.

#### **150.04 Article IV Officers of the SUNY Cortland Faculty**

##### **Section A.**

The SUNY Cortland President is the chief executive officer of the university and chair of the SUNY Cortland Faculty. The presiding officer of the SUNY Cortland faculty shall be the elected chair of the

Faculty Senate. Other officers of the SUNY Cortland Faculty include the Faculty Senate vice chair, the past presiding chair of the Faculty Senate and the treasurer.

## **Section B.**

The duties of the officers of the SUNY Cortland Faculty are:

The president of the university shall carry out those duties as prescribed by the Policies of the Board of Trustees of the State University of New York.

### **The chair of the Senate shall:**

Preside over any meetings of the SUNY Cortland Faculty, the Faculty Senate and the Steering Committee.

Propose agenda for Senate meetings and refer matters to faculty committees. The chair shall report to the Senate at its next meeting all matters referred to committees.

Appoint, with the advice and consent of the Senate, committee members not otherwise provided for in these bylaws.

Carry out the directives of the faculty and Senate regarding time of meetings, programs, activities and business of the faculty.

Ensure the proper conduct of elections and voting on proposed amendments to these bylaws.

Confer with the president of the university or the president's delegated representative as the chair sees fit, or as directed by the Senate or by the faculty.

Supervise the administrative assistant to the senate.

Monitor the work of senate standing and ad-hoc committees.

Stay current with University Faculty Senate communications and distribute to campus as appropriate.

Serve as a member of select presidential committees.

Participate in designated campus events as the representative of the senate.

Appoint, with the concurrence of the campus president, committee members for the selection of SUNY Chancellor's Awards and Distinguished Faculty ranks and participate in the selection process as delineated in the CAE and DFR procedures.

Serve as a member of the Resource Advisory Council.

Assume the office of past presiding chair for one academic year following the last term of service as chair. These duties shall be assumed at the close of the spring semester.

Serve as a member of the College Council.

**The vice chair of the Senate shall:**

Serve as chair of the Senate in the absence of the chair and in case of a vacancy shall act as chair *pro tem* for the remainder of the chair's term. This shall not be a violation of Article IX.

Discharge other duties assigned by the chair with the advice and consent of the Senate.

Ensure the proper administration of all elections (including vacancies) for Faculty Senate elected positions (officers, senators, committees, and USF representatives) per procedures in Article IX section 06.

Confirm with Human Resources that candidates are eligible for the position.

Present recommendations to the Faculty Senate for all appointed Faculty Senate committees no later than six weeks before the last day of classes of the spring semester.

Ensure the publication of the above elective slate not later than one week in advance of the Faculty meeting at which further nominations will be received from the floor.

Ensure that the above elections are conducted not later than four weeks before the end of the spring semester each year.

Submit names to the Senate to fill the unexpired term for any elected or appointed office during the academic year except for those representatives to the Senate elected by and from their area.

Seek nominees for and conduct special elections.

Report to the Faculty Senate concerning appointments and elections.

Serve as the contact person for elections and committee placement.

**The treasurer of the Senate shall:**

Submit, at the end of the academic year, a financial statement of all funds under control.

Manage Faculty Senate scholarship programs including collaboration with the Joint Committee on Student Interests, promote fundraising, and acknowledge gifts.

**The past presiding chair of the Senate shall:**

Serve for one academic year following the last term of service as an advisor to the Chair of the senate to ensure continuity of efforts.

Serve as a member of the Senate Steering Committee.

Attend Senate meetings as ex-officio, non-voting member upon request of the current chair of the Senate during the one academic year of service.

#### **150.04 Article V Faculty Senate**

##### **Section A. Composition**

The Faculty Senate of the SUNY Cortland faculty shall be composed of:

The officers of the faculty: chair of the Senate, vice chair, treasurer, and past presiding chair (ex-officio without vote).

Seven elected representatives from the School of Arts and Sciences, elected by the voting members in each area:

One elected representative from the mathematics and science division (departments of mathematics, biological sciences, chemistry, geology, and physics),

One elected representative from the social and behavioral sciences division (departments of Africana studies, economics, geography, history, political science, psychology, and sociology/anthropology),

One elected representative from the fine arts and humanities division (departments of art and art history, communication studies, English, modern languages, performing arts, and philosophy),

Four elected at-large representatives from the School of Arts and Sciences, whose terms shall be staggered with those of the three division representatives.

Four elected at-large representatives from the School of Professional Studies, elected by and from the departments of communication disorders and sciences, health, kinesiology, physical education, recreation, parks and leisure studies and sport management.

Three elected at-large representatives from the School of Education, elected by and from the departments of childhood/early childhood education, foundations and social advocacy, and literacy. (Approved by President Bitterbaum January 2004)

Two elected seats representing the interests of full-time lecturers, one to be elected at large from full-time lecturers in the School of Arts and Sciences, and one elected at large from the full-time lecturers or tenure track faculty from the School of Professional Studies or Education. (Approved by President Bitterbaum, June 2009. Updated XXXX 2024)

Four elected at-large representatives from the professional faculty, elected by and from the voting members in this area.

One elected representative from the library, elected by and from the voting members in this area.

One elected representative from the management/confidential area, elected by and from the voting members in this area.

The elected faculty representative to the State University Senate. (See Chapter 110.04 for information on the alternate.)

Three members of the student body, elected under procedures determined by the Student Senate.

The elected representative of the classified staff, elected under procedures determined by members of the classified staff.

The elected representative of the graduate faculty, elected under procedures determined by members of the graduate faculty.

The elected representative of the part-time faculty, elected under procedures determined by members of the part-time faculty.

Each chair of a policy committee, or a designated representative.

The provost and vice president for academic affairs, ex officio without vote unless this person is the elected representative of management/confidential.

The vice president for student affairs, ex officio without vote unless this person is the elected representative of management/confidential.

The vice president for finance and management, ex officio without vote unless this person is the elected representative of management/confidential.

The vice president for institutional advancement, ex officio without vote unless this person is the elected representative of management/confidential.

The president of the university, ex officio without vote.

The parliamentarian of the faculty, ex officio without vote.

The chief diversity officer of the university, ex officio without vote.  
(Approved by President Bitterbaum May 2004, updated September 2020.)

## **Section B. Duties and Powers of the Senate**

To serve as deliberative body for organizing and carrying out the faculty's business.

To determine those issues which should be taken to the entire faculty and to forward these to the faculty.

To conduct a referendum on a question not contrary to local, state or federal law, or to provisions of these bylaws, at the formal request of at least 25% of the voting faculty.

To carry out those directives of the faculty which are within the jurisdiction of the Senate and not otherwise delegated in these bylaws.

To assume responsibility for:

The formulations of the programs of the business and special meetings of the faculty.

The initiation of studies and investigations relative to the achievement of the purpose of this organization.

The advisement and support of the chair of the Senate in such of the latter's responsibilities as are specified in this Chapter 150.04.

The determination of procedures of secret balloting in the elections of the faculty.

The publishing of the annual reports of faculty committees.

The approval and periodic review of the organizational structure and operating procedures of the graduate faculty.

The approval and periodic review of the organizational structure and operating procedures of the part-time faculty.

The changing of a provision of any policy or statement passed by the faculty which is discovered to be null and void because of a conflict with a University policy or statement which must take precedence (e.g., The Board of Trustees Policies or the Bargaining Agreement). The Senate shall have the power to change the provision to make it conform to all necessary University policies or statements.

### **Section C. Attendance**

Any faculty member has the right to attend meetings of the Faculty Senate and participate in the discussion when the floor has been yielded by a senator.

### **Section D. Quorum**

A quorum of the Senate necessary for the conduct of business shall be a majority of its voting membership.

### **Section E. Open Meeting Standards**

The Faculty Senate and its committees shall operate according to New York State's open meeting standards, and these standards shall apply as well to any activity in which the Senate or its designees decide to involve themselves. Any meeting of any committee or entity of the Senate for which a quorum is required to conduct business, and which consists of two or more members, shall be open to any employee of SUNY Cortland. Such attendance does not extend to the right of non-committee members to speak during such meetings or activities.

Committees or entities in question may elect to not apply the open meeting principle when information is being discussed that would imperil public safety, would disclose the identity of a law enforcement agent or informer, might impede law enforcement efforts, relates to litigation,

involves confidential records specific to an individual, or involves matters that must be confidential under federal or state law.

Any disputes concerning the applicability of this resolution shall be resolved by the Faculty Senate.

(Approved by President Taylor July 19, 2002)

## **150.04 Article VI Committees**

### **Section A. Duties of Committees**

The general duties of every committee of the faculty, and especially of each committee chair, shall be:

To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as appropriate.

To enlist the participation or advice of the teaching faculty, administrative and professional faculty and students to improve the committee's judgment or expedite its recommendations.

To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.

To explore such issues as the Faculty Senate may delegate to it.

To report to the Faculty Senate according to the schedule established at the first regular meeting of the Faculty Senate at the beginning of the academic year.

To submit a written annual report to the Faculty Senate at the end of the academic year.

To schedule the first committee meeting for the following academic year. The meeting date shall be determined after spring elections and prior to the last day of instruction in the current academic year.

### **Section B. Policy Committees**

#### **1. There shall be four standing policy committees:**

##### **a. The Education Policy Committee**

Membership shall be as follows:

two members representing arts and sciences

two members representing education

two members representing professional studies

one member representing library



one member representing professionals

one at large member from the academic faculty

two student members

provost, (ex officio, non-voting)

registrar, (ex officio, non-voting)

**b. The Academic Faculty Affairs Committee**

Membership shall be as follows

one member representing mathematics/sciences

one member representing social/behavioral sciences

one member representing fine arts/humanities

one member representing professional studies

one member representing education

one member representing library

(the chair should be tenured wherever possible)

**c. The Joint Committee on Student Interests**

Membership shall be as follows:

one Faculty-At-Large

two members of the teaching faculty/library

one member from the professional faculty

three members from the Student Senate Representatives to Faculty Senate

This committee shall elect the following positions from their membership:

Faculty Chair of the Joint Committee on Student Interests, who shall serve on the Senate Steering Committee

Student Chair of the Joint Committee on Student Interests

Faculty representative to the Student Senate

**d. The Professional Faculty Affairs Committee**

Membership shall be as follows:

one representative from institutional advancement

one representative from finance and management

two representatives from student affairs

two representatives from academic affairs

one representative from information resources

three representatives at-large from the professionals

one ex-officio non-voting UUP vice president for professionals or their designee

**2. Membership:**

Members shall be appointed to these committees by action of the Senate. The Senate vice chair, along with support from the Senate administrative assistant, shall prepare the nominees for Senate action. The members on each committee shall be appointed for staggered two-year terms. The members of each committee will elect a chair of the committee for a one-year term. When determining the slate of nominees, the Senate vice chair shall consider representation by areas and divisions as well as the major responsibility of the committee, with help from Human Resources, as needed.

The Student Senate shall be entitled to select voting members of the Faculty Senate committees as follows: one member of the Educational Policy Committee. The provost and vice president for academic affairs shall serve on the Educational Policy Committee as ex-officio without vote. The president may appoint consultants as non-voting members of the Academic Faculty Affairs Committee. These members are in addition to student members.

**3. Duties:**

**a. Education Policy Committee:**

To consider and make recommendations to the Senate on matters related to educational policy, major curricular changes and other areas designated to it by the Senate.

To determine the procedures governing change of academic programs and curricula. The committee shall report to the Senate any procedural changes proposed. If no objection is raised by a member of the Senate within one Senate meeting of the committee's report on the changes, the changes shall be sent to the provost and vice president for academic affairs for approval. If objection is raised, then the Senate will vote on the reported procedural changes.

**b. Academic Faculty Affairs Committee:**

To regularly review the policies and procedures of academic departments and of the library that affect faculty with academic rank for renewal of term appointment, for granting of continuing appointment, and for promotion as fully described in Chapters 220.06 and 220.07 of the SUNY Cortland Handbook.

To conduct a review of Chapters 220.06 and 220.07 of the SUNY Cortland Handbook at least once every three years, and upon completing any such review to recommend needed changes to the Faculty Senate (or to certify that no changes are currently recommended to the Faculty Senate).

To provide guidance to any individual faculty member with academic rank regarding the departmental, school, or sub-school personnel review process or problems deriving from it. (See paragraph 220.06, H.5 of the SUNY Cortland Handbook.)

To investigate the review process used during a personnel action of a faculty member if formally requested by that individual.

The faculty member requesting the review should submit all pertinent materials related to the review to the chair of the Academic Faculty Affairs Committee. The individual need not submit a portfolio of supporting documents to the Academic Faculty Affairs Committee, since this material typically would not be reviewed, unless there appeared to have been violations directly involving the evaluation of these materials. It is important to note that disagreements between the candidate and reviewers regarding the weighting of materials do not in and of themselves represent procedural violations. The Academic Faculty Affairs Committee should avoid making judgments regarding subjective evaluations by the reviewers.

The Academic Faculty Affairs Committee may request additional materials from the individual requesting assistance. If appropriate, the Academic Faculty Affairs Committee also may interview members of personnel committees involved in the process, as well as the department chair and dean, or for librarians, the supervisor, director of libraries and the associate provost for information resources. However, cooperation by these individuals is strictly voluntary.

The investigation may be conducted by the Academic Faculty Affairs Committee as a whole, or by a review sub-committee consisting of at least three members of the Academic Faculty Affairs Committee appointed by the chair of the Academic Faculty Affairs Committee. If a sub-committee is appointed, the chair of the Academic Faculty Affairs Committee should serve on the sub-committee, and all members of the sub-committee should have tenure whenever possible. A committee member must recuse themselves in a situation in which a reasonable question might arise as to their impartiality, or if they are already involved in the personnel process for the faculty member requesting the investigation, provided that at least three other members are serving on the investigation.

A letter reporting the committee's conclusions will be issued to the individual and to the assistant vice president for human resources. This letter should include a description of the process used during the investigation and detailed descriptions of any violations of policies described in the Departmental Personnel Policies, the SUNY Cortland Handbook, and the SUNY Board of Trustees

policies, or as unwritten but consistently followed procedures of the candidate's department, that may have occurred.

Except for the four duties specified above, all other faculty matters to be considered by the committee will be designated to it in writing by the Faculty Senate Steering Committee. This includes recommendations by departmental, school or sub-school personnel committees, administrators or individuals.

**c. Joint Committee on Student Interests:**

To consider and recommend to the Faculty and Student Senates, and their committees, matters related to policies and procedures, academic services, and other such matters that directly concern students. Further, this committee may also make recommendations for new policies and procedures, or other such student related matters designated to it by the Faculty or Student Senates.

To work collaboratively to address joint resolutions that pertain to both governing bodies.

The individual(s) selected to represent the faculty or student senates on the Joint Committee on Student Interests shall attend all Faculty and Student Senate meetings and report on the work of the governing body they represent. If these individuals cannot attend a meeting, they will designate another member of similar classification (faculty or student) to appear in their absence.

The Joint Committee on Student Interests shall be responsible for recruiting applicants, reviewing applications, and selecting winners for the Faculty Senate and the Faculty Memorial Scholarships.

**d. Professional Faculty Affairs Committee**

To consider and recommend to the Senate matters related to professional faculty, their welfare, and other related subjects designated to it by the Senate. The committee will review requests from professional faculty regarding issues that are not addressed and/or resolved by existing formal processes and will consider such matters as the committee deems appropriate.

To conduct periodic review of procedures and policies related to the employment of professionals, including mechanisms for advancement, rank, permanent appointment, et al, as outlined in the SUNY Cortland Handbook and contained in the current Agreement between the State of New York and United University Professions, including pertinent Memoranda of Understanding. To propose any changes in language or policy related to the above, as agreed upon by the committee, to the appropriate organization through the appropriate liaison or committee.

To communicate important Senate matters to professional faculty, at the discretion of the committee.

**Section C. Faculty Research Committee**

**Membership:**

Membership shall be appointed to this committee by action of the Faculty Senate. The Senate Vice Chair, along with support from the Senate administrative assistant, shall prepare the nominations for Senate action. When determining the slate of nominees, the Senate Vice Chair, along with support from the Senate Steering Committee, shall give due consideration to the major responsibilities of the nominees for reviewing proposals and advocating for faculty interests in university policy regarding research. Those nominated should either have been successful at obtaining funding for their own research or have had experience in reviewing proposals for an agency outside of SUNY Cortland.

In addition, where possible the Senate vice chair, with support from the Senate administrative assistant and Human Resources, should attempt to provide proportional representation by areas of the university. The appointed members of the committee shall serve three-year staggered terms and shall elect a chair for a one-year term. The administrative officers of the university who are primarily responsible for the research function shall serve as ex officio members of the committee without vote.

**Duties:**

To collaborate with the university's director of sponsored programs to provide interested faculty with information about, and assistance with, obtaining support for their research funding proposals.

To make recommendations to the Faculty Senate regarding research funding policies and to advocate for policies which may improve the research function of the faculty.

To provide faculty information on, review proposals, and select awardees of the Faculty Research Program and the Outstanding Achievement in Research Award.

To consult with the appropriate officers and organizations in advocating for faculty interests in university policy regarding research.

To make periodic reports and file a written annual report of committee activities at the end of the academic year.

To engage in activities to improve the fundability of research funding proposals in collaboration with the university's director of sponsored programs.

**Section D. Steering Committee of the Senate**

**Membership:**

The four elected officers of the Senate (chair, vice chair, treasurer, and past presiding chair); the four policy committee chairs (Educational Policy, Academic Faculty Affairs, Joint Committee on Student Interests, and Professional Faculty Affairs committees); the state senator; and the parliamentarian ex officio shall comprise the membership of the Steering Committee.

**Duties:**

To receive and prepare agenda items for the Senate and Faculty meetings.

To act on matters referred to it by the Senate.

To identify and initiate proposals for Senate action.

To act for the Faculty Senate during periods when the university is not in session and it is not possible to call a Senate meeting, with such action to be reported to the Senate at the earliest opportunity.

## **Section E. University Curriculum Review Committee**

### **Membership:**

A committee of 11 members shall be nominated by the Senate vice chair and appointed by action of the Faculty Senate.

Membership shall be as follows:

one member representing mathematics/science

one member representing social/behavioral sciences

one member representing fine arts/humanities

two members representing education

two members representing professional studies

one member representing professionals from academic affairs

one member representing the library

two student members

dean of arts and sciences or designee (ex officio, non-voting)

dean of education or designee (ex officio, non-voting)

dean of professional studies or designee (ex officio, non-voting)

registrar (ex officio, non-voting)

vice provost for academic affairs (ex officio, non-voting)

curriculum coordinator, (ex-officio, non-voting)

Terms of office shall be two years and shall be staggered. Faculty and student representatives shall be restricted to a maximum of three consecutive terms of office and shall not also serve on a school curriculum committee.

**Duties:**

To consider curriculum changes that affect the three schools of the university and make recommendations to the provost in a timely and efficient manner.

To make recommendations to the Educational Policy Committee on policy changes that may be necessary.

**Section F. General Education Committee**

**Membership:**

A committee of 14 members shall be nominated by the Senate vice chair and appointed by action of the Faculty Senate.

Membership shall be as follows:

one member representing mathematics/science

one member representing social/behavioral sciences

one member representing fine arts/humanities

one member representing education

one member representing professional studies

one member representing the library

two at-large members from the academic faculty

one member representing the professional faculty

one student member

dean of arts and sciences or designee (ex officio, non-voting)

director of Institutional Research and Analysis Office or designee (ex officio, non-voting)

provost or designee (ex officio, non-voting)

curriculum coordinator in the Academic Affairs Office (ex officio, non-voting)

Terms of office shall be two years and shall be staggered.

**Duties:**

To be responsible for coordinating all aspects of the General Education Program. This includes, but is not limited to:

Faculty advisement in general education course development.

Development of tools and methodologies for assessment of the program.

To make recommendations to the provost regarding approval of general education courses.

To make recommendations to the Faculty Senate regarding changes in the structure and content of the General Education Program.

In consultation with the Education Policy Committee, to make recommendations to the Faculty Senate regarding changes in general education policies.

**Section G. Committee on Teaching Effectiveness****Membership:**

A committee of seven members shall be nominated by the Senate vice chair and appointed by action of the Faculty Senate.

Membership shall be as follows:

one member representing the School of Arts and Sciences

one member representing the School of Education

one member representing the School of Professional Studies

one member representing the library

two at-large members from the academic faculty

one student member with at least a junior standing, 60 or more credit hours, and at least one year of full-time attendance at SUNY Cortland

Terms of office shall be three years and shall be staggered, except for student terms, which shall be one year.

**Duties:**

To be responsible for the development and review of a standard CTE form to be utilized by faculty for the evaluation of their teaching.



To approve individual department procedures for the collection of CTE data and to assure departmental compliance with the procedures outlined in Chapter 260.02 of the SUNY Cortland Handbook.

To approve alternative time schedules for the evaluation of teaching utilized by departments, due to exceptional circumstances, in keeping with the principle of regular, systematic, longitudinal evaluation of faculty.

To make recommendations to the Faculty Senate regarding changes in the procedures and instruments utilized in the evaluation of teaching.

In collaboration with the Faculty Development Center, to promote excellence in teaching through on-campus programming and seminars, which focus on issues related to teaching.

To make recommendations to the administration regarding resources that faculty can use to improve teaching.

(Approved by President Bitterbaum Dec. 7, 2010)

#### **Section H. Ad Hoc Committees**

The Senate, in consultation with the Senate Chair, may appoint such other temporary committees as are needed to facilitate the business of the faculty.

A written report of the work of the committee shall be submitted to the Senate.

#### **150.04 Article VII Graduate Faculty**

There shall be a graduate faculty for the purpose of accepting responsibility for graduate curricula and associated graduate academic affairs of the university. The graduate faculty shall provide a direct advisory mission to the administrative officers designated for graduate studies and related affairs.

The organizational structure and operating procedures of the graduate faculty shall be subject to ongoing review and approval by the Faculty Senate. A representative of the graduate faculty shall represent it on the Faculty Senate.

The graduate faculty shall provide the Senate with a written annual report at the end of the academic year.

#### **150.04 Article VIII Meetings of the Faculty as a Whole**

##### **Section A. Calling Meetings**

Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of the Senate.

Meetings of the faculty may also be called as provided in the Policies of the Board of Trustees of the State University of New York.

Upon formal request of at least 15% of the faculty, a meeting of the faculty shall be called and presided over by the chair of the Senate. Such formal request shall include a statement of the business to be considered at the meeting.

There shall be one plenary session of the faculty each academic year to be held during the afternoon of the president's opening address at the beginning of the fall semester or at another time designated by the chair of Senate that will accommodate the largest possible group of faculty. The purpose of this plenary of the faculty shall be decided by the faculty senate steering committee.

### **Section B. Agenda**

The agenda for each meeting shall be published one week in advance, except that in emergencies less notice may be given.

Proposed items for the agenda may be submitted to the Senate at any time.

New business not on the agenda may be taken up on a motion passed by two-thirds of those present providing the quorum requirement is met.

### **Section C. Minutes**

Minutes of each meeting shall be recorded and published.

### **Section D. Quorum**

Quorum of the faculty necessary for the conduct of business shall be 15% of the faculty eligible to vote.

#### **150.04 Article IX Elections**

1. Offices of the faculty to be filled by election by the voting faculty:

Chair of the Senate (past presiding chair designate)

Vice Chair

Treasurer

Representative(s) and alternate representative(s) to the State University Faculty Senate (also known as UFS)

Elected representatives of the faculty to other organizations.

2. Offices to be filled by election by the professional faculty:

Members of the College Review Panel and the Committee on Professional Evaluation will be chosen in elections conducted by the professionals, not in conflict with the bargaining contract.

3. Offices of the faculty to be filled by election within areas:

Policy committees, as provided in Chapter 150.04, Article VI, Section B

Representatives to the Faculty Senate, as provided in Chapter 150.04, Article V.

#### 4. Terms of Office:

At the regular election each odd-numbered year the Faculty Senate chair will be elected for a two-year (academic) term. The Chair shall serve for not more than two terms consecutively. Upon the end of service, the chair shall serve as past-presiding chair for one academic year.

At the regular election each year, a candidate shall be elected to the offices of vice chair and treasurer. The terms of office of the vice chair and of the treasurer shall be for one year.

A new Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.

The terms of office for the three elected representatives of the Schools of Arts and Sciences, Professional Studies and Education, the professional faculty, library, and management/confidential shall be two years.

At each regular election, one or two Senators shall be elected from each of these areas as needed to ensure a full representation for each area. The term of office for representatives to the Student Senate shall be one year.

#### 5. Eligibility for Election: Every member of the voting faculty is eligible for any position, except that:

A nominee shall not be elected if the nominee has not accepted the nomination.

No member may be elected to more than two successive terms in one elective office of the Senate, as defined in Chapter 150.04, Article IX section one.

Members elected to the offices of vice chair, treasurer or serving as representative to the University Faculty Senate, shall be ineligible to hold, concurrently, any other elective office of the Senate.

Members elected from a particular area of the university must be members of that area and shall be ineligible to continue in office in the event they cease to be a member of that area.

#### 6. Elective Procedures:

The Senate vice chair, along with support from the Senate administrative assistant shall conduct all elections, regular or special, for officers and members of the Senate. Voting shall be by secret ballot, using written or electronic means. Persons receiving a plurality of the votes cast shall be considered elected.

A regular election shall take place on or before April 15 each year. The Senate shall establish the time of any special elections that may be required.

The Senate vice chair, along with support from the Senate administrative assistant shall prepare and publish the slate of nominees at least one week prior to any election. A regular election shall

take place on or before the date of the Undergraduate Commencement each year. The Senate shall establish the time of any special elections that may be required. Additional elections may be held as needed during the academic year to fill vacancies.

The chair of the Senate shall ask for the report of the Senate vice chair at a Faculty Senate meeting, after which the chair shall ask for nominations from the floor. Any candidate so nominated must consent to run for the office before their nomination is proposed. When the number of candidates is equal to the number of openings for a given position, the Senate may immediately direct the vice chair to cast a single ballot on behalf of the faculty to elect those candidates. When the number of candidates exceeds the number of openings for a given position, the final slate shall be posted at least one week in advance of the balloting.

#### 7. Installation of Officers:

Newly elected officers and representatives of the SUNY Cortland Faculty shall be installed at a faculty meeting called by the chair of the Senate in consultation with the Senate, prior to the last day of classes of the spring semester. They shall assume their duties at the end of the spring semester.

#### 8. Vacancies:

A vacancy in an elective position shall exist when a person completes the term of office, resigns from the position, takes leave for one semester or longer and is not available to serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by a two-thirds vote of the Senate.

Any vacancy occurring among the elected officers or members of the Senate shall be filled, for the remainder of the vacated term, by a special election conducted among the appropriate voting constituency, within one month from the date that the vacancy occurs.

Filling of vacancies shall follow procedures prescribed in Article IX, section 6 on elective procedures.

#### **150.04 Article X Conduct of Business**

Business of the faculty, at the discretion of the chair of the Senate and with the consent of the Senate, may be conducted by distribution of information and ballots through the mail or electronically, providing that all other requirements of this constitution are met.

Business shall be conducted by "Robert's Rules of Order, Newly Revised," except where otherwise specified in these bylaws.

#### **150.04 Article XI Faculty Fees**

No fees for voting membership in the SUNY Cortland Faculty may be assessed.

#### **150.04 Article XII Review of Governance Structure**

##### **Section A**

There shall be a mandatory review of the governance structure at least every five years after these bylaws' adoption.

(The last such review took place during the-2023-2024 academic year.)

## **Section B**

A committee shall be elected by the Faculty Senate from nominees prepared by the Senate vice chair, along with support from the Senate administrative assistant. This committee shall conduct the review and present recommendations to the Faculty Senate. Included in the review shall be the specific recommendations of the policy committee chairs with regard to procedures affecting their specific area.

### **150.04 Article XIII Amendments**

#### **Article XIII: Amendments**

This constitution or its bylaws may be amended as follows:

Proposals for changes or amendments to these bylaws shall be made in writing to the chair of the Senate who, with the advice and consent of the Senate, shall submit them to the faculty for a vote.

Notice of the time and place of voting on proposed amendments to these bylaws must be announced to, and the text of the proposed amendments must be circulated among the membership at least one week prior to the voting.

Voting on amendments to this constitution or its bylaws shall be by mail or electronic ballot and shall be approved by a two-thirds vote.

Each proposed amendment shall state the time at which it is proposed to take effect.

With the approval of the president of the university this constitution, with any amendments thereto, shall be in effect.

(Amended by the Faculty Senate April 29, 1996, and approved by President Taylor June 20, 1996)

**(Extra Header row)**

**(Break row)**

### **Section 150.05 Bylaws of the SUNY Cortland Graduate Faculty**

These bylaws define the role of the graduate faculty in the governance of the university, in accordance with the legal requirements of the State University of New York, **the Policies of the Board of Trustees of the State University of New York**, and the local College Council. They identify faculty responsibilities and obligations within the administrative and academic structures of the university and provide a plan within which the objectives of graduate study may be pursued.

The purpose of graduate study is directed towards the fulfillment of the following objectives:

The expansion, deepening, and strengthening of professional knowledge as a scholarly and creative activity;

The improvement of techniques for the dissemination and application of existing knowledge and the generation of new knowledge;

The development of a greater understanding of the theories and findings underlying individual disciplines; and

The fostering of a critical ability to deal analytically and insightfully with the problems, methods, and instruments of research in a given area of study.

### **Article I: Name**

The name of this organization shall be the Graduate Faculty of the State University of New York College at Cortland, herein designated as the graduate faculty.

### **Article II: Object**

#### **A. General Responsibility**

The graduate faculty has major responsibility for all aspects of graduate study and post-baccalaureate education of the university and shall be responsible for instructional programs, research activities, and service functions at the graduate level. It shall administer its own affairs with its bylaws subject to review by the Senate of the SUNY Cortland Faculty, or its elected successor.

#### **B. Specific Responsibilities**

The objectives of graduate study require the graduate faculty to assume the following specific responsibilities:

To introduce students to levels of existing advanced scholarship beyond those characterizing undergraduate work and to encourage a spirit of scholarly inquiry;

To guide students in achieving an understanding of, and proficiency in, productive scholarship and research;

To provide advanced training and educational opportunities leading to professional skill and knowledge of high quality;

To define and maintain academic standards and requirements for advanced degrees and post-baccalaureate education at a high level of quality, consistent with the objectives of graduate study.

### **Article III: Members**

The qualifications for membership require that the nominee meet the following criteria:

#### **Experience**

The minimum experience requirement is three years of instruction at the graduate level at any institution of higher education, or three years of library service involving graduate programs.

### **Education**

An earned doctorate in the field of specialization, or the highest terminal degree in the field of specialization, or special training and experience which are acceptable as judged by the particular faculty member's field.

### **Demonstrated Scholarly Ability**

Evidence of interest in the scholarly nature of his/her field as demonstrated by research or publication or the judgment of his/her colleagues in the department concerned.

### **Rank**

Holds the rank of assistant professor or above, assistant librarian or above, or administrative position of school dean or above.

### **Involvement in Graduate Programs**

Has, in the opinion of his/her department, an ongoing involvement in, and commitment to, graduate studies at Cortland.

All applications for membership shall be reviewed and acted upon by the executive committee. An application shall consist of a letter of interest describing how the applicant meets the criteria outlined in Article III. A. and a copy of the applicant's vita.

A member may resign by submitting a written letter of resignation to the presiding officer. The presiding officer shall report all resignations to the executive committee.

Should the need arise, as determined by a two-thirds majority vote of the executive committee, membership fees may be levied. The proposed fee schedule must be submitted to the general membership of the graduate faculty for approval by a two-thirds majority.

## **Article IV: Executive Committee**

The graduate faculty shall be represented by and function chiefly through a thirteen-member executive committee that includes eight voting members of the graduate faculty elected by the graduate faculty. Important matters of policy shall be taken to the entire graduate faculty through meetings and ballot votes as hereinafter provided.

### **A. Composition of the Executive Committee**

The executive committee shall be composed of 16 members, as follows:

One member of the graduate faculty elected by and from the departments of biological sciences, chemistry, geology, mathematics and physics.

One member of the graduate faculty elected by and from the departments of English, history and modern languages.

One member of the graduate faculty elected by and from the departments of childhood/early childhood education and foundations and social advocacy.

One member of the graduate faculty elected by and from the departments of literacy.

One member of the graduate faculty elected by and from the departments of communication disorders and sciences, health, and recreation, parks and leisure studies.

One member of the graduate faculty elected by and from the departments of kinesiology, physical education and sport management.

One member of the graduate faculty elected at large from the library and departments having no graduate programs.

One member of the graduate faculty at large.

One graduate student.

One administrator appointed by the provost (ex officio, nonvoting).

One representative of the Registrar's Office (ex officio, nonvoting).

One representative of the Admissions Office (ex officio, nonvoting).

Associate dean of arts and sciences (ex officio, nonvoting).

Associate dean of education (ex officio, nonvoting).

Associate dean of professional studies (ex officio, nonvoting).

One graduate student support representative from Advisement and Transition (ex officio, nonvoting)

## **B. Elections and Term of Office**

Elections for membership on the executive committee shall be run by the executive committee each year during the period April 1 through May 1. Prior to elections, nominations shall be solicited from the entire Graduate Faculty.

Only members of the Graduate Faculty shall be eligible to vote for executive committee positions.



Following the nomination period and elections, if any of seats one (1) through eight (8) on the executive committee remain unfilled, the chair of the executive committee may nominate a graduate faculty member with their consent to fill the open seat. Each nomination must be approved by majority vote of the executive committee. After the vote, the committee will appoint the member for the remainder of the vacated term. The chair should consider the following when choosing graduate faculty to fill an open seat:

If an unfilled seat is seat one (1), two (2), three (3), four (4), five (5) or six (6), the appointee should be from the same school that the open seat represents.

If there is more than one nominee for other seats, a nominee who was not elected should be considered for appointment to an open seat.

The term of office for members of the executive committee shall be staggered two-year terms, commencing at the close of the spring semester.

No person may serve more than three consecutive terms on the executive committee, except for position #7 (Article IV.A.).

### **C. Duties of the Executive Committee**

The executive committee shall perform the following duties:

Elect a chair of the executive committee, and such other committee officers as may be necessary. The chair of the executive committee shall also be the presiding officer of the graduate faculty.

Elect a member of the executive committee to serve as the representative of the graduate faculty on the Faculty Senate.

Call for applications for graduate faculty status throughout the academic year while reviewing and acting on these applications as part of the regular business of the executive committee.

Keep an updated list of membership of the graduate faculty.

Call meetings of the graduate faculty, as necessary.

Refer matters, as appropriate, to a vote of the graduate faculty.

Review, on behalf of the graduate faculty, all new graduate courses, programs, and degrees, and submit recommendations to the provost and vice president for academic affairs.

Consider matters of general policy and practice affecting graduate affairs and programs, formulate recommendations, and forward such recommendations to the appropriate academic departments and/or member of the university administration.

Conduct a referendum vote of the graduate faculty on any matter that has been petitioned by 25% of the members of the graduate faculty.

Conduct nominations and mail or electronic ballot elections for membership on the executive committee, as specified in Article IV.B.

Conduct mail or electronic ballot votes on amendments to these bylaws as specified in Article V.

In the event of a resignation from the executive committee, appoint a replacement from the appropriate constituency for the remainder of the unexpired term.

Carry out such other duties as may be assigned by the graduate faculty.

#### **D. Quorums**

A quorum for the executive committee shall be any five of the nine voting members listed in Article IV.A.

A quorum for meetings of the graduate faculty shall be 25% of the members of the graduate faculty.

#### **E. Vacancies**

A vacancy in an elective position shall exist when a person completes the term of office, resigns from the position, takes leave for one semester or longer and is not available to serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by a two-thirds vote of the executive committee in response to excessive absences by an elected member.

Any vacancy occurring among the elected members of the executive committee shall be filled for the remainder of the vacated term by a special election conducted among the appropriate voting constituency within one month from the date that the vacancy occurs.

#### **Article V: Amendment of the Bylaws**

The executive committee shall submit a mail or electronic ballot to the graduate faculty of any proposed amendment put forth by the executive committee or petitioned in writing by at least ten members of the graduate faculty.

Amendments to these bylaws must be approved by at least two-thirds of the votes cast.

Proposed amendments shall be mailed or emailed to all members of the graduate faculty at least one week prior to the ballot.

Each proposed amendment shall state the time at which the proposed amendment shall take place.

**END OF DOCUMENT SECTION**