

FACULTY BYLAWS
Proposed changes
Submitted to Faculty Senate March 2021

Introduction

To address the below items, the FSEC has approved amendments to the Faculty ByLaws as recommended by the Faculty Senate Bylaws Review Committee:

- Name change of Decker School of Nursing to Decker College of Nursing and Health Sciences.
- Name change of Thomas J. Watson School of Engineering and Applied Science to Thomas J. Watson College of Engineering and Applied Science.
- With the dissolution of Graduate School of Education, reapportioning seats for the following Faculty Senate committees:
 - Faculty Senate Executive Committee
 - All University Personnel Committee and University Personnel Committee
 - Budget Review Committee
 - Educational Policy and Priorities Committee
 - Evaluation Coordinating Committee
 - University Undergraduate Curriculum Committee

* As of the spring semester of ~~2016~~2021, the constituent schools of the State University of New York at Binghamton include: ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences; ~~Graduate School of Education~~; College of Community and Public Affairs; Harpur College of Arts and Sciences; School of Management; ~~Thomas J. Watson School of Engineering and Applied Science~~Thomas J. Watson College of Engineering and Applied Science; School of Pharmacy & Pharmaceutical Sciences; and the Graduate School.

ARTICLE II

POWERS AND RESPONSIBILITIES

Title A. Legislative Powers

The voting faculty shall have the power to legislate as necessary for performance of its responsibilities as determined by the Board of Trustees.

The voting faculty is responsible, individually and collectively, for the maintenance of academic standards, including requirements for admission subject to the State University of New York at Binghamton's obligation to SUNY, recommendations for granting degrees, the development of the educational program, and the conduct of the instructional, research, and service programs of the State University of New York at Binghamton. The faculty shall have the power to review administrative actions affecting matters within the area of its responsibilities.

The faculty shall participate in the process of appointment of senior-level academic administrators, such participation normally to be in the form of membership on search committees.

In general the Bylaws, policies, and procedures established by the Faculty Senate shall be binding on the legislative bodies of academic subdivisions. Similarly, the Bylaws, policies and procedures of the legislative bodies of schools and colleges shall be binding on any academic subdivision within them.

ARTICLE III

ORGANIZATION AND PROCEDURES

Title A. Faculty Meetings

1. **Regular and Special Meetings.** The President shall call and preside over a meeting of the faculty once a semester and, at his/her discretion, may call other meetings. He/she shall call special meetings if petitioned to do so in writing by at least 15 percent of the faculty in residence.
2. **Agenda.** Agenda for each regular or special faculty meeting must be announced and proposals for action must be distributed to the faculty at least 72 hours before the meeting.
3. **Quorum.** A quorum for regular or special meetings shall consist of two-fifths of the voting faculty in residence.
4. **Secretary of the Faculty.** The Secretary of the Senate shall serve as Secretary of the Faculty.
5. **Procedures Committee.** The Procedures Committee of the Faculty Senate shall also serve as the Procedures Committee of the Faculty and shall assist the President in developing the agenda for meetings of the Faculty. In general its responsibilities shall be the same as outlined in Article III, Title B. 9. a. of these Bylaws.
6. **Faculty Minutes.** Under the direction of the Secretary of the Faculty, minutes of each faculty meeting shall be prepared and distributed to the faculty. In addition, permanent files will be kept by the President, the ~~Director~~ Dean of Libraries (file housed in the University Archives), and the Secretary of the Senate.
7. **Procedures.** Procedures of the faculty meetings shall conform to the most recent edition of Robert's Rules of Order and may be amended by the voting faculty.

Title B. Faculty Senate

1. **Powers and Functions.** There shall be a Faculty Senate empowered to act for and to represent the voting faculty of the State University of New York at Binghamton. The faculty recognizes the Professional Staff Senate as the appropriate representative body for the professional employees of the State University of New York at Binghamton. *(Approved by faculty in mail ballot in March 1993)*
2. **Qualifications of Elected Members.** All voting faculty having at least one year of full-time faculty experience at this institution at any time they take office shall be eligible for election to the Faculty Senate.
3. **Representation.** Representation shall be by academic unit and by academic sub-unit.

5. **Executive Committee.** There shall be an Executive Committee of the Faculty Senate.

a. **Duties.**

- i. To report to the Faculty Senate on matters of concern to the faculty that have come to its attention. The Executive Committee shall have the discretion to:
 - (a) Refer questions or requests it may receive for consideration to the appropriate faculty committee.
 - (b) Make recommendations to the Faculty Senate on pending legislation.
 - (c) Consider matters in confidence when appropriate.
 - (d) Establish and maintain communication with appropriate policy making individuals and groups.
- ii. To present faculty interests and views, and strengthen the role of the faculty in university policy making.

b. **Composition.** The Executive Committee shall consist of ~~seventeen~~sixteen *(Approved by faculty May 2016)* members of the State University of New York at Binghamton voting faculty. Administrative officers with concurrent academic rank are not eligible for election to the Executive Committee nor may they serve as an observer on the Executive Committee. These include but are not limited to: the president, the provost, vice presidents, vice provosts, the deputy to the president, and the deans and associate deans. *(Approved by faculty in mail ballot in October 2013)*. Voting faculty will be distributed as follows:

- i. Nine from Harpur College of Arts and Sciences, distributed as equally as possible among the divisions of the School; such distribution to be determined by the Committee on Committees. Each division shall be considered a separate constituency for the purpose of this Article.
- ii. Two from the ~~Thomas J. Watson School of Engineering and Applied Science~~Thomas J. Watson College of Engineering and Applied Science. *(Approved by faculty in mail ballot in March 2006)*
- iii. ~~Six~~Five *(approved by faculty May 2016)*, distributed one each from the Library; ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences; ~~Graduate School of Education~~; College of Community and Public Affairs; School of Management, and School of Pharmacy & Pharmaceutical Sciences.
- iv. The Chairperson and Vice Chairperson of the Senate and the Faculty Senator representing the faculty to the SUNY Faculty Senate shall be ex officio voting members of the Executive Committee and, if not already a member of the Executive Committee, the size of the Executive Committee shall be (temporarily) increased. *(Approved by faculty in mail ballot in March 2006)*

iii. **Secretary of the Senate.** The Secretary of the Senate shall be elected from among the returning members of the Senate. The duties of the Secretary of the Senate shall be:

- (a) To be responsible for the minutes and the records of the Senate.
- (b) To send out notices of meetings and agenda.
- (c) To perform such duties as the Senate may prescribe.

10. **Nominating Committee.**

- a. The members of the Executive Committee whose terms are expiring will serve as the Nominating Committee of the Senate.
- b. The Nominating Committee shall prepare, for the succeeding academic year, a slate of nominees for Chairperson, Vice Chairperson, and Secretary of the Senate.
- c. The Committee shall submit its slate of nominees in writing to all Senators at least 10 days before the May meeting of the Senate. Additional nominations may be made by a petition of five members of the Senate and shall be submitted to the Chairperson of the Nominating Committee at least five days before the May meeting. The complete slate shall be circulated with the agenda for the May meeting. If there is more than one nominee for an office, voting for that office shall be by secret ballot.

11. **Meetings.**

- a. The Senate shall hold regular meetings in September, December, February, and May of each academic year. Additional meetings shall be called by the Procedures Committee as agenda items warrant. Special meetings may be called by the Chairperson of the Senate or Vice Chairperson, or by petition of at least 15 percent of the Senate. Written notice of all Senate meetings shall be given to all members of Faculty Senate constituencies at least 72 hours in advance. If 72-hour notice has not been given, a waiver of this requirement may be moved and passed by a two-thirds vote at the meeting.
- b. Members of Faculty Senate constituencies have the right to attend all meetings of the Faculty Senate as observers. Upon recognition by the Chair, any faculty member may address the Senate.
- c. No provision here abrogates the right of the faculty to meet as a full faculty.

12. **Minutes.** Under the direction of the Secretary, minutes of each Senate meeting shall be prepared and distributed to members of Faculty Senate constituencies. In addition, permanent files shall be kept by the President, the ~~Director~~ Dean-of Libraries (file housed in the University Archives), and the Secretary of the Senate.

3. Composition.

- a. **All-University Personnel Committee (AUPC).** Twenty-~~six-four~~ *(Approved by faculty May 2016)* faculty members consisting of twelve members elected from Harpur College of Arts and Sciences apportioned equally among the Divisions of Arts and Sciences; two members each from the Library; ~~Thomas J. Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science; ~~Graduate School of Education~~; College of Community and Public Affairs; ~~Decker School of Nursing~~ Decker College of Nursing and Health Sciences; School of Management, and the School of Pharmacy & Pharmaceutical Sciences. *(Approved by faculty in May 2016)*
- b. **University Personnel Committee: Arts and Sciences.** ~~Twelve-Eleven~~ *(Approved by faculty in May 2016)* faculty members, appointed by the Provost in consultation with outgoing members of the AUPC from the membership of the newly formed AUPC, consisting of: seven faculty members from the faculty of Arts and Sciences including at least one member from each of its divisions; ~~four-three~~ faculty members from among the Professional Schools, and one from the Library. No more than one member of this UPC shall come from any one department of Harpur College of Arts and Sciences, school other than Arts and Sciences, or the Library. When any member of the Arts and Sciences UPC resigns or can no longer serve, a new member shall be appointed from the AUPC for the remainder of the appointee's elected term of service on the latter committee. The chairperson and secretary shall be elected annually by the Committee from its own members.
- c. **University Personnel Committee: Professional Schools; and the Library.** ~~Ten-Nine~~ *(approved by faculty May 2016)* faculty members appointed by the Provost from the membership of the AUPC consisting of one faculty member each from: the Library; ~~Thomas J. Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science; ~~Graduate School of Education~~; College of Community and Public Affairs; School of Management; ~~Decker School of Nursing~~ Decker College of Nursing and Health Sciences; School of Pharmacy & Pharmaceutical Sciences *(approved by faculty May 2016)* and three faculty members from the Harpur College of Arts and Sciences. No more than one member of this UPC shall come from any one department of Arts and Sciences. When any member of this UPC resigns or can no longer serve, a new member shall be appointed from the AUPC for the remainder of the appointee's elected term of service on the latter committee. The chairperson and secretary shall be elected annually by the Committee from among its own members.
- d. **University Personnel Committee: Interpretations & Procedures.** Four faculty members appointed by the Provost from the membership of the AUPC consisting of two faculty members from: the Library, ~~Thomas J. Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science; ~~Graduate School of Education~~; College of Community and Public Affairs; School of Management; ~~Decker School of Nursing~~ Decker College of Nursing and Health Sciences; School of Pharmacy & Pharmaceutical Sciences; and two faculty members from the Harpur College of Arts and Sciences.
- e. In instances where a School does not have a sufficient number of faculty members meeting the stipulated criteria to provide representation, the AUPC shall elect members, as necessary, from a slate offered from that School's existing faculty.

APPENDIX TO FACULTY BYLAWS

Title A. Faculty Senate Committees

In accordance with Article IV. Title B. of the Faculty Bylaws, following are the charges of all currently authorized Faculty Senate committees:

BUDGET REVIEW COMMITTEE

Charge:

1. to review on a regular basis all institutional budgets *prior* to the presentation of such budgets to SUNY Central, and *prior* to implementing campus budgetary policies; to report its findings to the Executive Committee of the Faculty Senate. The explicit intention of this charge is to have faculty involvement in budgetary planning *prior* to policy or budgetary implementation, including midstream budget changes;
2. to reflect, in their recommendations on the budget, the academic priorities and policies established by the Faculty Senate;
3. to seek advice as necessary from other faculty with expertise in the budgetary process;
4. to report periodically on the budget process to the Faculty Senate.

Composition:

Membership shall be representative of all schools and the Library. (*approved by faculty March 2012*) There shall be ~~twelve~~ eleven (*approved by faculty May 2016*) faculty (five (*approved by faculty May 2016*) from Harpur College of Arts and Sciences and one each from ~~Thomas J. Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science, ~~Graduate School of Education~~, College of Community and Public Affairs, School of Management, ~~Decker School of Nursing~~ Decker College of Nursing and Health Sciences, and the School of Pharmacy & Pharmaceutical Sciences (*approved by faculty May 2016*), and the Library) and two students (one undergraduate and one graduate). Additional non-voting members whose expertise would contribute to the committee's function may be added at the discretion of the committee chair, subject to the approval of the Executive Committee. The term of office of such appointees shall be the same as that of the committee's elected members.

EDUCATIONAL POLICY AND PRIORITIES COMMITTEE

Charge:

1. to review existing educational objectives and recommend to the Faculty Senate such modifications as will assure a rational and coherent body of policy and educational objectives for the programs, schools, colleges, or departments;
2. to recommend new programs compatible with the educational objectives of the State University of New York at Binghamton;
3. when questions are raised concerning the relation of an existing or proposed program to the State University of New York at Binghamton's objectives, to consider such questions and recommend appropriate action to the Faculty Senate, including where necessary a recommendation that priority of support be granted to a program, school, or college, to meet the University's objectives;
4. along with the Executive Committee (and when appropriate, the Budget Review Committee) review administrative proposals requiring expeditious action. Such review shall include but not be limited to the creation or elimination of, or significant increases or decreases, in the funding and/or personnel of programs, schools, colleges, or departments.

Guidelines for approval of academic programs and departments through Faculty Senate

(approved by Faculty Senate May 8, 2012)

There are various types of curricular matters that must be reviewed or approved by the faculty:

New degree programs, suspension or elimination of degree programs, new majors, and new certificate-for-licensure programs that are registered with the state – must follow the procedures for New Degree Programs below.

Proposals for Combined Degree Programs (bachelor-master, colloquially referred to as 3+2, 4+1), Dual Degree Programs (master-master), , new minors, and all new “local”(cluster of courses already offered) certificate programs – are submitted to the EPPC and Faculty Senate Executive Committee for information and to the Graduate Council for information and advice if graduate degrees are involved. The EPPC may decide to undertake additional review or the FSEC may ask the EPPC to undertake additional review.

All proposals for certificates, majors, minors or any other form of curricular program that do not go through curricular review at the school level (Harpur College, the ~~Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science, the School of Management, ~~the Graduate School of Education, Decker College of Nursing and Health Sciences~~ the School of Nursing, the College of Community and Public Affairs, School of Pharmacy & Pharmaceutical Sciences *(approved by faculty May 2016)*, the Graduate School) must be reviewed by the EPPC. This EPPC review may apply to interdisciplinary programs or programs under the auspices of the Provost’s office when there is no review by the appropriate school or college listed above. In these cases, the EPPC will act as the curriculum committee reviewing and approving these proposals.

Composition:

Seven faculty, all tenured, distributed as follows:

1. four from Harpur College of Arts and Sciences, with a minimum of one from Humanities and Fine Arts, one from Social Sciences, and one from Science and Mathematics
2. three from the Professional Schools (~~Thomas J. Watson School of Engineering and Applied Science~~Thomas J. Watson College of Engineering and Applied Science, ~~Graduate School of Education~~, College of Community and Public Affairs, School of Management, ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences, School of Pharmacy & Pharmaceutical Sciences, and the Library) *(approved by faculty May 2016)*
3. two undergraduate students
4. one graduate student

Additional non-voting members whose expertise would contribute to the committee's function may be added at the discretion of the committee chair, subject to the approval of the Executive Committee. The term of office of such appointees shall be the same as that of the committee's elected members.

EVALUATION COORDINATING COMMITTEE *(Approved by Faculty Senate May 10, 2011)*

Charge:

1. To coordinate or conduct regular evaluations of those senior administrators who have significant responsibilities involving them in the academic program. These positions currently include, but are not limited to: the President, the Provost, the Vice President for Research, all Deans, the Vice Provost and Dean of the Graduate School, the Vice Provost for Undergraduate Education, the Vice Provost for International Education, the Associate Vice President for Information Technology Services, and the Director of Continuing Education and Summer Programs.
2. To prepare confidential reports for distribution only to the administrator being evaluated; that administrator's immediate supervisor; and the Faculty Senate Executive Committee.

Composition:

The Evaluation Coordinating Committee (ECC) will consist of ~~ten~~nine *(approved by faculty May 2016)* full-time Faculty Senate members chosen by the Committee on Committees and confirmed by the Faculty Senate Executive Committee, including one representative from each of the following units: the ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences, the School of Management, ~~the Graduate School of Education~~, the College of Community and Public Affairs, the ~~Watson School of Engineering and Applied Science~~ Thomas J. Watson College of Engineering and Applied Science, School of Pharmacy & Pharmaceutical Sciences *(approved by faculty May 2016)*, the Library, and three representatives from Harpur College of Arts and Sciences, including one member from each of the following Divisions: Humanities, Science and Mathematics, and Social Sciences. ECC members will serve one year terms renewable for the duration of their Faculty Senate terms.

EXECUTIVE COMMITTEE

Functions:

1. Report to the Faculty Senate on matters of concern to the faculty that have come to its attention. The Executive Committee shall have the discretion to:
 - a. refer questions or requests it may receive for consideration to the appropriate faculty committee;
 - b. make recommendations to the Faculty Senate on pending legislation;
 - c. consider matters in confidence when appropriate;
 - d. establish and maintain communication with appropriate policy-making individuals and groups.
2. to represent faculty interests and views, and strengthen the role of the faculty in University policy-making.

Composition:

The Executive Committee shall consist of ~~seventeen~~sixteen *(approved by faculty May 2016)* members of the State University of New York at Binghamton voting faculty distributed as follows:

1. Nine from Harpur College of Arts and Sciences, distributed as equally as possible among the divisions of the School; such distribution to be determined by the Committee on Committees. Each division shall be considered a separate constituency for the purpose of this Article;
2. Two from the ~~Thomas J. Watson School of Engineering and Applied Science~~Thomas J. Watson College of Engineering and Applied Science; *(Approved by faculty in mail ballot in March 2006)*
3. ~~Six~~Five *(approved by faculty May 2016)* distributed one each from the Library, ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences, ~~Graduate School of Education~~, College of Community and Public Affairs, and School of Management, and School of Pharmacy & Pharmaceutical Sciences;
4. The Chairperson and Vice Chairperson of the Senate and the Faculty Senator(s) *(approved by faculty March 2012)* representing the faculty to the SUNY Faculty Senate shall be ex officio voting members of the Executive Committee and, if not already a member of the Executive Committee, the size of the Executive Committee shall be (temporarily) increased. *(Approved by faculty in mail ballot in March 2006)*
5. If one of the academic units listed above *(Approved by faculty in mail ballot in March 2006)* has fewer than 8 voting faculty, that unit will not have a member on the Executive Committee and the size of the Executive Committee will be reduced accordingly. Such a unit may send a non-voting observer from among its voting faculty to Executive Committee meetings. *(Approved by faculty in mail ballot in December 2004)*
6. Officers: The Executive Committee shall elect its own chairperson, who shall serve for a two-year term. *(Approved by faculty in mail ballot in May 2000)*

LIBRARY COMMITTEE

Charge:

1. advise the Faculty Senate and the ~~Director~~ Dean of Libraries on matters of Library policy and budget priorities;
2. serve as liaison between the faculty and Library;
3. consult with student representatives when appropriate.

Composition:

Seven faculty members including a minimum of three from Harpur College of Arts and Sciences, two undergraduate students, one graduate student. Additional non-voting members whose expertise would contribute to the committee's function may be added at the discretion of the committee chair, subject to the approval of the Executive Committee. The term of office of such appointees shall be the same as that of the committee's elected members.

PROFESSIONAL STANDARDS COMMITTEE

Charge:

1. to consider all sides of issues involving professional conduct and to seek a resolution or to recommend appropriate action to assure high standards of professional conduct;
2. to report annually on the number of issues raised, the nature of the issues raised, and the procedures used in recommending resolution of redress.
3. the committee will not consider cases which are matters of grievance or discipline under provisions of the Collective Bargaining Agreement or aspects of promotion, tenure, and renewal cases related to the substantive issues to be considered by the University Personnel Committees, such as composition of initiating personnel committees, adherence to proper procedures, the fairness of presentation of the case, or the weighing of factors by parties at the various stages of the personnel process. The committee may be concerned with the unprofessional conduct of faculty in the context of personnel cases. *(Approved by Faculty Senate May 10, 2011)*

Composition:

Five tenured voting faculty. Additional non-voting members whose expertise would contribute to the committee's function may be added at the discretion of the committee chair, subject to the approval of the Executive Committee. The term of office of such appointees shall be the same as that of the committee's elected members.

UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE

Charge:

1. to receive or devise proposals for all-university or inter-school curricular initiatives, including but not limited to proposals for all-university graduation requirements;
2. to review, refine, and report to the Senate on such proposals, with recommendations for Senate action.

Composition:

Nine *(approved by faculty March 2012)* faculty (four from Harpur College of Arts and Sciences, with one each from Fine Arts, Humanities, Science and Mathematics, and Social Sciences; and one each from School of Management, College of Community and Public Affairs, ~~Thomas J. Watson School of Engineering and Applied Science~~Thomas J. Watson College of Engineering and Applied Science, ~~Decker School of Nursing~~Decker College of Nursing and Health Sciences, and the Library), one undergraduate student, one graduate student (who must carry a Teaching Assistantship). Additional non-voting members whose expertise would contribute to the committee's function may be added at the discretion of the committee chair, subject to the approval of the Executive Committee. The term of office of such appointees shall be the same as that of the committee's elected members.

PROCEDURES COMMITTEE

The Procedures Committee is described in Article III, Title B. 9. of the Faculty Bylaws.