

Proposed revisions to the Appendix of the Bylaws – Committee Charges
April 2021

Proposed new committee charges:

Previous language:

<p>BUDGET REVIEW COMMITTEE Charge: 1. to review the President's Annual Financial Report with the President on an annual basis; to review the budget and financial situation of each Division with the appropriate Vice Presidents on an annual basis; to review admissions, student retention, and student success with appropriate administrators on an annual basis; to review the university's capital plan on an annual basis, to review the budget, financial situation, and strategic priorities of each School and College with the appropriate Deans on a regular basis; 2. to reflect, in their recommendations to the President, Vice Presidents, Deans and other administrators, 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 to the Faculty Senate on matters of concern to the faculty that have come to its attention; 5. to review academic business plans for new programs concurrently with the PRC review and report to the Faculty Senate Executive Committee; 6. to advise the administration on new funding proposals and initiatives on behalf of the Faculty Senate.</p> <p>Composition: no change</p>	<p>BUDGET REVIEW COMMITTEE Charge: 1. to review on a regular basis all institutional budgets <i>prior</i> to the presentation of such budgets to SUNY Central, and <i>prior</i> 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 <i>prior</i> 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.</p> <p>Composition: Membership shall be representative of all schools and the Library. (<i>approved by faculty March 2012</i>) There shall be twelve (<i>approved by faculty May 2016</i>) faculty (five (<i>approved by faculty May 2016</i>) from Harpur College of Arts and Sciences and one each from Thomas J. Watson School of Engineering and Applied Science, Graduate School of Education, College of Community and Public Affairs, School of Management, Decker School of Nursing, and the School of Pharmacy & Pharmaceutical Sciences (<i>approved by faculty May 2016</i>), 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.</p>
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Proposed new committee charges:

Previous language:

<p>PROGRAM REVIEW COMMITTEE</p> <p>Charge:</p> <ol style="list-style-type: none">1. along with the Executive Committee (and when appropriate, the Budget Review Committee) to review administrative proposals including, but not be limited to, the creation or elimination of programs, schools, colleges, or departments.2. to serve as the curriculum committee for curriculum proposals for undergraduate and graduate programs that do not have a unit level curriculum committee, and to serve as the curriculum committee for graduate course proposals from programs that do not have a unit curriculum committee. <p>Composition:</p> <p>Ten faculty, all tenured, distributed as follows:</p> <ol style="list-style-type: none">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 Mathematics2. six from the Professional Schools (Thomas J. Watson College of Engineering and Applied Science, College of Community and Public Affairs, School of Management, Decker College of Nursing and Health Sciences, School of Pharmacy & Pharmaceutical Sciences) and the Library.3. two undergraduate students4. two graduate students <p>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.</p>	<p>EDUCATIONAL POLICY AND PRIORITIES COMMITTEE</p> <p>Charge:</p> <ol style="list-style-type: none">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. <p>Composition:</p> <p>Seven faculty, all tenured, distributed as follows:</p> <ol style="list-style-type: none">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 Mathematics2. three from the Professional Schools (Thomas J. Watson School of Engineering and Applied Science, Graduate School of Education, College of Community and Public Affairs, School of Management, Decker School of Nursing, School of Pharmacy & Pharmaceutical Sciences, and the Library) (<i>approved by faculty May 2016</i>)3. two undergraduate students4. one graduate student <p>Additional non-voting members whose expertise would contribute to the committee's function may</p>
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	<p>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.</p>
<p>Guidelines for approval of academic programs and departments through Faculty Senate</p> <p>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 PRC and Faculty Senate Executive Committee for information. The PRC may decide to undertake additional review or the FSEC may ask the PRC to undertake additional review.</p> <p>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 College of Engineering and Applied Science, the School of Management, the Decker College of Nursing and Health Sciences, the College of Community and Public Affairs, School of Pharmacy & Pharmaceutical Sciences and the Graduate School) must be reviewed by the PRC. This PRC 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 PRC will act as the curriculum committee reviewing and approving these proposals.</p> <p>No notification or review is required for routine changes to existing majors, minors, certificates and degree programs. The PRC and FSEC review</p>	<p>Guidelines for approval of academic programs and departments through Faculty Senate <i>(approved by Faculty Senate May 8, 2012)</i></p> <p>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.</p> <p>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, the School of Management, the Graduate School of Education, the School of Nursing, the College of Community and Public Affairs, School of Pharmacy & Pharmaceutical Sciences (<i>approved by faculty May 2016</i>), 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.</p> <p>No notification or review is required for routine changes to existing majors, minors, certificates and degree programs. The EPPC must be notified</p>

<p>any changes that require State Education Department approval.</p> <p>All proposals for establishment of new departments and other academic units or elimination of existing units require review by the Faculty Senate (including those mandated by the Board of Trustees). Proposal review should follow the same procedures outlined above for degree programs (including the routing hierarchy) including the additional information listed below.</p> <p>New Degree Programs Degree proposals submitted to SUNY System Administration and the State Education Department must follow specific guidelines and provide specific kinds of information. In addition, a local template in current use, called “The Academic Business Plan” guides proposals through a series of topics designed to make comprehensive sense of the feasibility, benefit, cost, and ongoing viability of each new degree proposal. Program proposals submitted to the faculty will be accompanied by the more detailed Academic Business Plans. All proposals need to address the following issues:</p> <p>a. Justification for the program. This should include the pedagogical need for the program and how it fits within the University’s mission and goals.</p> <p>b. Curriculum for the program. This should include a summary of courses, exam structure, and other program requirements, distinguishing those that exist and those that need to be created; how the curriculum compares with similar programs at peer institutions and plans for diversity and inclusion in the curriculum.</p> <p>c. Diversity plans for student and faculty hiring and retention.</p> <p>d. Projected income and resources needed for the program. This should include a summary of necessary resources (such as faculty, graduate student, and staff positions and other financial support) and the short- and long-term institutional costs and revenue from the program. Sources of necessary short-term costs need to be identified.</p>	<p>of any changes that require State Education Department approval.</p> <p>All proposals for establishment of new departments and other academic units or elimination of existing units require review by the Faculty Senate (including those mandated by the Board of Trustees). Proposal review should follow the same procedures outlined above for degree programs (including the routing hierarchy) including the additional information listed below.</p> <p>New Degree Programs Degree proposals submitted to SUNY System Administration and the State Education Department must follow specific guidelines and provide specific kinds of information. In addition, a local template in current use, called “The Academic Business Plan” guides proposals through a series of topics designed to make comprehensive sense of the feasibility, benefit, cost, and ongoing viability of each new degree proposal. Program proposals submitted to the faculty will mainly consist of the more detailed Academic Business Plans. All proposals in either form need to address the following issues:</p> <p>a. Justification for the program. This should include the pedagogical need for the program and how it fits within the University’s mission and goals.</p> <p>b. Curriculum for the program. This should include a summary of courses, exam structure, and other program requirements, distinguishing those that exist and those that need to be created; how the curriculum compares with similar programs at peer institutions.</p> <p>c. Resources needed for the program. This should include a summary of necessary resources (such as faculty, graduate student, and staff positions and other financial support) and the short- and long-term institutional costs and revenue from the program. Sources of necessary short-term costs need to be identified.</p> <p>d. Evidence of consultation with related units across campus and commentary from programs that might be affected.</p>
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<p>d. Evidence of consultation with related units across campus and commentary from programs that might be affected.</p> <p>e. Evidence of support from any off campus programs or other entities that will participate.</p> <p>The normal procedure would be:</p> <ol style="list-style-type: none"> 1. For Graduate programs, the proposing unit prepares a Letter of Intent (LOI) for submission to SUNY Systems Administration. The LOI must be approved by the Dean of the unit, the Graduate School and the Provost. If approved, it would be sent by the Provost's Office to SUNY. A draft of letter is sent to Faculty Senate Executive Committee (FSEC) for informational purposes. SUNY System approval of the LOI is required before a Formal Proposal can be submitted to the campus approval process. 2. Formal Proposals are approved at the school or college level before submission to the PRC for initial action on behalf of the Faculty Senate. 3. PRC and BRC review the proposal and makes recommendation to Faculty Senate Executive Committee. PRC's principal role isto ensure that the proposal is "compatible with the educational objectives of the State University of New York at Binghamton" and that it is pedagogically sound. The BRC role is to ensure that the proposal is fiscally viable. PRC will seek input from all relevant academic units. PRC's recommendation could include requests for additional information, and PRC retains the option of returning a proposal to the originating department for further work before it is forwarded to the Executive Committee. 4. The Faculty Senate Executive Committee considers the recommendation of the PRC and makes a recommendation to the Faculty Senate. This recommendation could include a request for additional information, and the FSEC retains the 	<p>e. Evidence of support from any off campus programs or other entities that will participate.</p> <p>The normal procedure would be:</p> <ol style="list-style-type: none"> 1. For Graduate programs, the proposing unit prepares a Letter of Intent (LOI) for submission to SUNY Systems Administration. The LOI must be approved by the Dean of the unit, the Graduate School and the Provost. If approved, it would be sent by the Provost's Office to SUNY. A draft of letter is sent to Faculty Senate Executive Committee (FSEC) for informational purposes at least one week prior to submission to System Administration. SUNY System approval of the LOI is required before a Formal Proposal can be submitted to the campus approval process. 2. The Formal Proposal for undergraduate degree is approved at the school level before submission to the Educational Policy and Priorities Committee (EPPC) for initial action on behalf of the Faculty Senate. The Formal Proposal for a graduate degree is approved at the school level and by the Graduate Council before submission to the EPPC. 3. EPPC reviews the proposal and makes recommendation to Faculty Senate Executive Committee. EPPC's principal role is, in the words of the committee's charge, to ensure that the proposal is "compatible with the educational objectives of the State University of New York at Binghamton" and that it is pedagogically and fiscally viable. EPPC will announce its agenda to the campus and seek input from all relevant academic units. EPPC's recommendation could include requests for additional information, and EPPC retains the option of returning a proposal to the originating department for further work before it is forwarded to the Executive Committee. If possible, external review documents, if any, should be submitted to EPPC together with the proposal. 4. The Faculty Senate Executive Committee considers the recommendation of the EPPC and makes a recommendation to the Faculty Senate.
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<p>option of returning a proposal to the originating department for further work before it is forwarded to the Faculty Senate.</p> <p>5. The Faculty Senate makes a recommendation to the Provost regarding the proposed degree program.</p> <p>6. Degree proposals may undergo revision between the time they are initially developed and approved internally on campus and when they are submitted to System Administration, in response to recommendations from external reviewers. The Provost will submit the final version of the degree proposal to the Faculty Senate Executive Committee prior to planned submission to System Administration if there have been substantial changes after approval. The FSEC reviews the final proposal and may decide to seek additional endorsement by the full Faculty Senate if substantive changes have been made to the initial proposal approved by the Senate.</p> <p>7. The PRC may re-review new programs within 3-5 years, using information gathered through the assessment process and/or additional reasonable data requested from the program. In the event of such a re-review, PRC will inform the FSEC of any concerns that arise.</p> <p>Additional required information for review of proposals for New Departments and Other Academic Units:</p> <p>a. Need for a new department structure. This could include addressing the need to change from an existing program to a department or the justification for starting a new department.</p> <p>b. Relationship of proposed department to existing programs. This should include supporting documentation from existing departments/academic units that may be affected by creation of the new department.</p> <p>c. Resources necessary to develop new department. This should include summary of new positions needed (faculty, staff, etc.), sources of funding for new positions and/or possible</p>	<p>This recommendation could include a request for additional information, and the FSEC retains the option of returning a proposal to the originating department for further work before it is forwarded to the Faculty Senate.</p> <p>5. The Faculty Senate makes a recommendation to the President regarding the proposed degree program.</p> <p>6. Degree proposals may undergo revision between the time they are initially developed and approved internally on campus and when they are submitted to System Administration, in response to recommendations from external reviewers. The Provost will submit the final version of the degree proposal to the Faculty Senate Executive Committee at least two weeks prior to planned submission to System Administration. The FSEC reviews the final proposal and may decide to seek additional endorsement by the full Faculty Senate if substantive changes have been made to the initial proposal approved by the Senate.</p> <p>7. The EPPC may re-review new programs within 3-5 years, using information gathered through the assessment process and/or additional reasonable data requested from the program. In the event of such a re-review, EPPC will inform the FSEC of any concerns that arise.</p> <p>8. The EPPC will be copied on the final report to the President for the seven year reviews mandated by SUNY.</p> <p>Additional required information for review of proposals for New Departments and Other Academic Units:</p> <p>a. Need for a new department structure. This could include addressing the need to change from an existing program to a department or the justification for starting a new department.</p> <p>b. Relationship of proposed department to existing programs. This should include supporting documentation from existing departments/academic units that may be affected by creation of the new department.</p> <p>c. Resources necessary to develop new department. This should include summary of new</p>
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<p>replacement of existing positions in other programs that may get transferred to the new unit.</p>	<p>positions needed (faculty, staff, etc.), sources of funding for new positions and/or possible replacement of existing positions in other programs that may get transferred to the new unit.</p>
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Proposed new committee charges:

Previous language:

<p>UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE</p> <p>Charge: The UUCC deals with undergraduate curricular initiatives and policies that are not determined at the college/unit level, including such things as:</p> <ol style="list-style-type: none">1. to implement and assess General Education and other undergraduate curriculum initiatives.2. to review, approve and evaluate General Education courses and decide on student appeals and petitions regarding General Education.3. to approve and supervise University-wide courses from programs that do not have a unit curriculum committee.4. to discuss and provide recommendations on policies affecting undergraduate studies across the whole University. <p>Composition: no change</p>	<p>UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE</p> <p>Charge:</p> <ol style="list-style-type: none">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. <p>Composition: Nine (<i>approved by faculty March 2012</i>) 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, Decker School of Nursing, 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.</p>
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Proposed new committee charges:

Previous language:

<p>ADVISORY COMMITTEE FOR SCHOLARSHIP AND RESEARCH (JOINT)</p> <p>Charge:</p> <ol style="list-style-type: none">1. To advise the Vice President for Research on any matters requested relating to research activities.2. To advise the Vice President for Research with respect to allocations of funds supporting Organized Research Centers and Institutes, travel, publications, and other forms of internal support. <p>Composition:</p> <p>The Advisory Committee for Scholarship and Research (ACSR) is a Joint Committee between the Provost and the Faculty Senate as described by Article IV. Title B. 2. of the Faculty Bylaws. ACSR consists of 12 voting members:</p> <p>Six faculty members representing each of the Schools and Colleges</p> <p>Six additional faculty members appointed by the Provost</p> <p>The Associate Deans for Research serve as ex-officio non-voting members</p> <p>The Chair of the committee is appointed by the Provost.</p> <p>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 Faculty Senate Executive Committee.</p>	<p>New joint committee proposal</p>
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