

1 **APPROVED REVISIONS (5/13/08)**

2

3 **BY-LAWS OF THE FACULTY SENATE**

4

5 **ARTICLE I - STATEMENT OF PURPOSE**

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7 The Faculty Senate shall represent the faculty in college governance and shall be a forum  
8 of the faculty for the collective deliberation of, and action on, those issues and concerns  
9 relevant to faculty responsibilities. The functions of the Senate shall include, but not be  
10 limited to: reviewing and making recommendations on all matters referred to the Faculty  
11 Senate from the Board of Trustees, President, Dean of the Faculty, and other college  
12 officials and assemblies; reviewing and making the final recommendations to the  
13 President on all matters relating to the academic calendar, academic standards,  
14 curriculum and faculty development policies; reviewing and making recommendations on  
15 all matters relating to the academic mission of the college, student life and other matters  
16 of concern to faculty; and establishing and overseeing operating procedures and the  
17 selection of officers.

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20 **ARTICLE II – MEMBERSHIP**

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22 All tenured and tenure-track faculty members organized under the Office of Academic  
23 Affairs, all full-time professional librarians, all non-tenure track faculty members who are  
24 appointed to at least a half-time teaching position shall be voting members. The President  
25 of the College, the Dean of the Faculty, and the Registrar shall be non-voting members.  
26 The Assistant Vice Presidents for Academic Affairs who are neither tenured nor tenure-  
27 track faculty shall be non-voting members.

28

29 **ARTICLE III – MEETINGS**

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31 The Faculty Senate shall convene for at least three meetings each semester. Other special  
32 meetings may be convened at the call of the Dean of the Faculty, the Executive Council,  
33 or within ten days of a call by faculty when twenty-five percent (25%) of the voting  
34 membership exclusive of members on authorized leave petitions for such a meeting and  
35 so informs the Secretary of the Faculty Senate.

36

37 All meetings of the Faculty Senate, and its committees, shall be conducted according to  
38 Roberts Rules of Order, Newly Revised, except that a quorum shall consist of a majority  
39 of voting members, exclusive of voting members on authorized leave.

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41 **ARTICLE IV – OFFICERS**

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43 The Dean of the Faculty shall be the Permanent President of the Faculty Senate and shall  
44 have the authority to call meetings.

46 The Faculty Senate shall annually elect from its voting membership a Presiding Officer  
47 and a Vice-Presiding Officer-Secretary. The Presiding Officer shall preside at all  
48 meetings. The Vice-Presiding Officer-Secretary shall preside on the call of, or in the  
49 absence of, the Presiding Officer, and shall be responsible for recording, maintaining and  
50 distributing the minutes of the Faculty Senate and the Executive Council, maintaining the  
51 official roster of membership, maintaining an accurate and current copy of these By-  
52 Laws, and announcing and distributing the agenda for all meetings of the Faculty Senate  
53 and Executive Council. In the absence of the Presiding and the Vice-Presiding Officers,  
54 the Executive Council shall appoint a Presiding Officer for that Faculty Senate meeting  
55 from among its voting members.

56

## 57 **ARTICLE V – EXECUTIVE COUNCIL**

58

59 Function and Authority: shall provide leadership for the Faculty Senate in the  
60 performance of its responsibilities by recommending action, by facilitating  
61 communication within the faculty, and among faculty, administration, and other  
62 campus constituencies in all matters of concern to the faculty, and by carrying out  
63 the directives of the Faculty Senate. Its responsibilities shall include but are not  
64 limited to:

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- 66 1) dealing with all matters of urgency to the college community that cannot  
67 await disposition by the Faculty Senate;
- 68 2) initiating and/or receiving proposals, reviewing and making recommendations  
69 to one or more faculty committees and/or to the Faculty Senate on any matters of  
70 concern;
- 71 3) calling meetings and setting the agenda for the Faculty Senate in consultation  
72 with the Dean of the Faculty;
- 73 4) appointing the Faculty Senate’s Parliamentarian for a two year term;
- 74 5) recommending to the Faculty Senate a three-year College Calendar at least 18  
75 months in advance, including changes to the class schedule;
- 76 6) initiating a review of faculty governance at least once every five years;
- 77 7) overseeing and coordinating the work of Faculty Senate committees, and;
- 78 8) resolving disputes that may arise over the interpretation of these by-laws.

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80

81 Membership: shall consist of the Dean of the Faculty, Presiding Officer and Vice  
82 Presiding Officer-Secretary of the Faculty Senate, and four (4) Senators elected  
83 by members of the Faculty Senate. The Dean of the Faculty may appoint one  
84 non-voting representative.

85

86 Officers: shall be the Presiding Officer and the Vice-Presiding  
87 Officer-Secretary of the Faculty Senate.

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91 **ARTICLE VI - COMMITTEES**

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93 In addition to the Executive Council, there shall be the following standing committees,  
94 and such other standing and/or special committees as the Faculty Senate shall establish:  
95 Academic Standards Committee, Curriculum Committee, Faculty Affairs Committee,  
96 Faculty Resources Committee, Nominating Committee, Professional Development  
97 Committee, Academic Technology Committee, Graduate Studies Committee, Honorary  
98 Degrees Committee, Syracuse University Senate Committee, and Distinguished Teaching  
99 Award Committee. Each Senate Committee is responsible for making available an  
100 annually updated set of policies & procedures, as well as maintaining minutes on the  
101 College server (with the exception of minutes of personnel related discussions by  
102 committees such as FAC, PDC, and FRC).

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104  
105 A) Academic Standards Committee:

106  
107 **Contractual agreement:**

108 The Academic Standards Committee shall review and recommend on matters  
109 related to academic standards, including but not limited to, academic credit,  
110 grading, and academic standing of students. The Faculty Senate may establish a  
111 separate committee to review and recommend on matters related to graduate  
112 academic standards, including but not limited to, academic credit, grading, and  
113 academic standing of students.

114  
115 Specific Function and Authority: shall initiate, review, and report and recommend  
116 to the Faculty Senate admissions standards and procedures, standards governing  
117 the transfer of credit from other institutions, standards for honors and probation,  
118 regulations affecting any aspect of academic standing such as, but not limited to,  
119 attendance, withdrawal, eligibility and advanced credit; review the records of, and  
120 take appropriate action on, students having academic deficiencies; review and  
121 take action on instances of academic or intellectual dishonesty; and receive, study  
122 and/or initiate action in regard to any academic or pedagogical matters that are of  
123 concern to the College.

124  
125 Membership: shall consist of five (5) faculty or professional librarians elected by  
126 members of the Faculty Senate; two (2) students selected by the Student Senate;  
127 and one (1) graduate student appointed by the Graduate Studies Committee. The  
128 Dean of the Faculty (or a representative of the Dean), the Registrar, and the  
129 Director of Student Development shall be non-voting members.

130  
131 Officers: shall elect a chair and a secretary.

132  
133 B) Curriculum Committee:

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135 **Contractual agreement:**

136 The Curriculum Committee shall consider, study and make recommendations  
137 regarding any matters related to the curriculum of the College.

138

139 Function and Authority: shall receive, consider and/or initiate all requests for, or  
140 studies of, new or revised curriculum changes, including the general education  
141 program, majors, minors, special programs, courses, course credit, descriptions,  
142 numbers, titles, methods of instruction, graduation requirements and all standards  
143 and policies pertaining to the same; consider what changes are academically wise,  
144 financially practicable and within the mission of the college; and report and  
145 recommend the same to the Faculty Senate.

146  
147 Membership: shall consist of five (5) faculty, including at least one representative  
148 from each academic school, and one (1) professional librarian elected by members  
149 of the Faculty Senate; and three (3) including two undergraduate students selected  
150 by the Student Senate, and one (1) graduate student appointed by the Graduate  
151 Studies Committee. The Dean of the Faculty (or a representative of the Dean),  
152 Chair of the Graduate Studies Committee (or a representative), and the Registrar  
153 shall be non-voting members.

154  
155 Officers: shall elect a chair and a secretary.

156  
157 C) Faculty Affairs Committee:

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159 **Contractual agreement:**

160 The Faculty Affairs Committee shall receive, consider, and recommend to the  
161 President on all matters related to permanent appointment, tenure, promotion, and  
162 emeritus status of faculty members or librarians.

163  
164 Function and Authority: shall receive, consider, and recommend to the President  
165 on all applications for faculty tenure, permanent appointment of librarians, faculty  
166 and librarian promotions, appeals of negative decisions concerning the  
167 reappointment of probationary faculty, and requests for emeritus status.

168  
169 Membership: shall be composed of nine (9) voting members with tenure or  
170 permanent appointment, including at least three (3) Professors and three (3)  
171 Associate Professors or Librarians II or III, who shall be elected by members of  
172 the Faculty Senate. There shall be at least one (1) representative from each  
173 academic school. Members will not serve in the year they are candidates for  
174 promotion or in the year in which they will be on sabbatical. Members will  
175 excuse themselves when any matters concerning them are before the Committee.  
176 The Grievance Officer of the AAUP-UC may not serve on the Faculty Affairs  
177 Committee. The Dean of the Faculty shall be a non-voting member.

178  
179 Officers: shall be chaired by the Dean of the Faculty. The Committee shall elect  
180 each year a Chair pro tem from its membership who shall preside in the Dean's  
181 absence and make reports to the Faculty Senate. The Dean's Executive Secretary  
182 shall serve as the secretary of the Committee.

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D) Faculty Resources Committee:

**Contractual agreement:**

The Faculty Resources Committee shall consider and recommend on matters relating to faculty resources and professional development, including but not limited to sabbaticals and College grants and awards.

Specific Function and Authority: shall consider applications for, and recommend to the Dean of the Faculty the award of, all resources designated for faculty development including, but not limited to: sabbatical leaves, summer fellowships, both faculty and student travel and small grants, and all other awards and grants as available; periodically initiate, in conjunction with the Faculty Affairs and Professional Development Committees, a review of the criteria applicable to their respective functions to ensure consistency; and review the resources available for faculty development and report to the Faculty Senate on the allocation or initiation of such resources.

Membership: shall consist of five (5) faculty or professional librarians elected by members of the Faculty Senate, including at least three (3) tenured faculty. The Dean of the Faculty (or a representative of the Dean) shall be a non-voting member. Members may not serve in the year in which they are applicants for sabbatical, and will excuse themselves when any other matters concerning them are before the committee.

Officers: shall elect a chair and a secretary.

E) Nominating Committee:

Function and Authority: shall have nominating authority and shall conduct elections for officers of the Faculty Senate, members of the standing committees of the Faculty Senate, and such other elections as directed by the Faculty Senate.

The process for elections is as follows: Prior to the election, the Committee shall make an effort to solicit the names of, and nominate, at least two (2) persons willing to serve in each position, and will consider diversity and school representation in its selection of nominees. The call for nominations shall be made at least two weeks before the election. Following the call for nominations, a list of nominees will be circulated to all voting Senators. Additional nominations may be made by delivering to any member of the Nominating Committee a petition, which may be obtained from any Nominating Committee member and which is signed by twelve (12) voting Senators, no more than five (5) working days after the announcement of nominations. Upon receipt of that petition, the Committee shall add the petition nominee to the ballot provided that nominee is eligible and consents to serve. The ballot shall be distributed to all voting members not less than seven (7) working days before the election date.

231 Membership: shall consist of one (1) faculty member from each academic school  
232 elected by the faculty members of that school.

233  
234 Officers: shall elect a chair and a secretary.

235  
236 F) Professional Development Committee:

237  
238 **Contractual agreement:**

239 The Professional Development Committee shall review tenured faculty members  
240 periodically and make summative and formative recommendations to the  
241 candidate and the Dean of the Faculty.

242  
243 Function and Authority: shall review every tenured faculty member five (5) years  
244 after tenure and at subsequent intervals no greater than five (5) years, which shall  
245 reset with a promotion, and make summative and formative recommendations to  
246 the candidate and the Dean of the Faculty.

247  
248 Membership: shall consist of five (5) tenured faculty members, including at least  
249 two (2) Professors and no more than two (2) members from any one academic  
250 school, elected by members of the Faculty Senate. In addition, there may be one  
251 (1) non-voting associate member selected by the faculty member under review.  
252 Such associate member must be tenured and serves only for the consideration of  
253 the candidate. The Dean of the Faculty shall be a non-voting member.

254  
255 Officers: shall elect a chair and a secretary.

256  
257 G) Academic Technology Committee:

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259 Function and Authority: shall help guide the development and evaluation of the  
260 college's academic uses of technology, including recommending and evaluating  
261 academic-related technologies, academic computing support, and other  
262 technologies that impact faculty, including but not limited to instructional  
263 technology for classrooms, laboratories, the library, and faculty offices, distance  
264 education and online learning technologies, web presence for academic programs,  
265 connectivity, access, and security issues impacting faculty use of technology, and  
266 administrative technology impacting teaching and advising. Responsibilities  
267 include evaluating the overall effectiveness of such technology and providing  
268 input to the chief technology officer or his or her designee.

269  
270 Membership: shall consist of six (6) faculty, with at least one from each school,  
271 and one professional Librarian, all elected by members of the Faculty Senate.

272  
273 Officers: shall elect a chair and a secretary.

274  
275 H) Graduate Studies Committee:

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277 Function and Authority: shall initiate and/or receive, review, and make  
278 recommendations to the appropriate body on any prospectus for new graduate  
279 programs, including a concern for mission-relatedness and academic and financial  
280 viability; shall review and recommend to the appropriate bodies policies and  
281 procedures related to graduate studies including, but not limited to, curriculum,  
282 graduate research requirements, grading, recruitment and admissions, graduate  
283 financial aid, student employment, assessment procedures, eligibility of  
284 candidates for degrees, and graduation procedures.

285  
286 Membership: shall consist of the directors and coordinators of graduate programs  
287 or their designees, one faculty representative from each school elected by  
288 members of the Faculty Senate, and two graduate students from different  
289 programs appointed by the Committee. The Assistant Vice President for  
290 Academic Affairs in the Office of Graduate and Extended Studies, the Registrar,  
291 the Director of Student Development, and the Director of the Library shall be  
292 non-voting members.

293  
294 Officers: The Committee shall elect a Chair and a Secretary.

295  
296 (I) Honorary Degrees Committee:

297  
298 Function and Authority: shall have exclusive responsibility for recommending  
299 (with supporting documentation) to the Faculty Senate candidates for Honorary  
300 Degrees. Nominations for degrees will be invited from all members of the  
301 College community.

302  
303 After the last regular Senate meeting of an academic year, the Executive Council  
304 shall be empowered to act in place of the full Senate for the approval of honorary  
305 degrees. At the first business meeting of the Senate in the fall, the Executive  
306 Council will report any such action taken.

307  
308 Approved candidates for Honorary degrees shall remain on the active list for a  
309 period of two years. After two years, if they have not been invited or it has not  
310 been possible to award such degrees in person, the names will be dropped from  
311 the list of approved candidates. Such persons may be re-nominated. Except in  
312 extraordinary circumstances, no Honorary Degree will be awarded in absentia  
313 although a posthumous degree may be conferred if the award was approved prior  
314 to the candidate's death.

315  
316 The final selection of Senate-endorsed Honorary Degree recipient(s) will be made  
317 from the active list by the President of the College for recommendation to the  
318 Board of Trustees (or an appropriate committee thereof). The President of the  
319 College will inform the Committee on Honorary degrees of the final selection(s).

320  
321 Membership: voting membership shall consist of three (3) faculty or professional  
322 librarians elected by members of the Faculty Senate. The President of the College  
323 (or a representative of the President), the Dean of the Faculty (or a representative

324 of the Dean), and an appointee from the Office for Institutional Advancement  
325 staff may attend as non-voting members.

326

327 (J) Syracuse University Senate Committee:

328

329 Function and Authority: shall represent Utica College on the Syracuse University  
330 Senate, and shall give a formal report at least once each academic year to the  
331 Faculty Senate.

332

333 Membership: shall consist of one member elected by members of the Faculty  
334 Senate.

335

336 (K) Distinguished Teaching Award Committee:

337

338 Function and Authority: shall determine the recipient of the Crisafulli  
339 Distinguished Teaching Award for the academic year.

340

341 Membership: shall consist of one tenured faculty member elected by members of  
342 the Faculty Senate, the two most recent recipients of the award, the current  
343 Valedictorian, and the Dean of the Faculty.

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## 346 **ARTICLE VII – ELECTIONS**

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348 Elections shall be conducted according to the following provisions, and such additional  
349 provisions as adopted by the Faculty Senate:

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- 351 1) Each voting member of the Faculty Senate shall have one vote per vacancy on  
352 a ballot;
- 353 2) Only voting members may be elected. Committee terms commence on August  
354 1 and unless otherwise indicated, are for two years. Members may serve no  
355 more than two terms consecutively. If a member is elected to a committee to  
356 fill an unexpired term, such member will be entitled to two additional full  
357 terms. No member shall serve on more than one standing committee  
358 simultaneously. Committee members are expected to promptly resign if  
359 unable to serve on a committee to allow quick formulation of a full  
360 committee. Members awarded a sabbatical are expected to inform the  
361 nominating committee within one week of being informed of the award so that  
362 a replacement may be found.
- 363 3) Elections to standing committees shall be staggered with no more than a  
364 simple majority of the committee membership being elected in any one  
365 general election.
- 366 4) All elections shall be determined by a simple plurality with tie votes being  
367 resolved by run-off elections between the candidates who received the most  
368 votes.
- 369 5) The Nominating Committee will hold elections in the academic semester  
370 preceding the expiration of the term of the committee member. All vacancies

371 occurring between regular elections shall be filled by special election for the  
372 remainder of the term. In order to facilitate the replacement of committee  
373 members, special elections shall be conducted at an accelerated rate, twice as  
374 quickly as that prescribed in the Nominating committee procedures. In the  
375 event of a single candidate for a vacant position in a special election, the  
376 Executive Council may appoint that person to the vacant committee position  
377 on an interim basis, pending the outcome of the election. Results of all  
378 elections will be made available to the Senate, or its membership, before the  
379 end of the semester in which the election took place.

380 6) The order of elections shall begin as follows, and proceed as needed:  
381 Presiding Officer of the Faculty Senate, Vice Presiding Officer-Secretary of  
382 the Faculty Senate; Executive Council; Faculty Affairs Committee,  
383 Professional Development Committee, Curriculum Committee, Faculty  
384 Resources Committee, Academic Standards Committee, Academic  
385 Technology Committee, Graduate Studies Committee, Honorary Degrees  
386 Committee, Syracuse University Senate Committee, and Distinguished  
387 Teaching Award Committee.

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### 389 **ARTICLE VIII – AMENDMENTS**

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391 Proposals to amend these bylaws may be made by the Executive Council or by a motion  
392 from the floor of the Senate. A motion to consider a bylaws change requires a majority  
393 vote of those present and voting. No amendment shall be considered adopted until  
394 recommendation is announced in writing, discussion occurs at the next meeting of the  
395 Faculty Senate, and the proposed change is ratified by a simple majority vote of the full  
396 voting membership of the Faculty Senate, conducted as a paper ballot by the Vice  
397 Presiding Officer-Secretary of the Senate within two weeks.

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399 *Originally approved by the Utica College Board of Trustees on June 10, 2000*

400 *Amended February 11, 2005*

401 *Amended May 21, 2005*

402 *Amended October 14, 2005*

403 *Amended June 9, 2006*

404 *Amended October 14, 2008*