BY-LAWS OF THE FACULTY SENATE

ARTICLE I - STATEMENT OF PURPOSE

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

ARTICLE II – MEMBERSHIP

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

ARTICLE III – MEETINGS

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

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

ARTICLE IV – OFFICERS

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

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

**ARTICLE V – EXECUTIVE COUNCIL**

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

1) dealing with all matters of urgency to the college community that cannot await disposition by the Faculty Senate;

2) initiating and/or receiving proposals, reviewing and making recommendations to one or more faculty committees and/or to the Faculty Senate on any matters of concern;

3) calling meetings and setting the agenda for the Faculty Senate in consultation with the Dean of the Faculty;

4) appointing the Faculty Senate’s Parliamentarian for a two year term;

5) recommending to the Faculty Senate a three-year College Calendar at least 18 months in advance, including changes to the class schedule;

6) initiating a review of faculty governance at least once every five years;

7) overseeing and coordinating the work of Faculty Senate committees, and;

8) resolving disputes that may arise over the interpretation of these by-laws.

**Membership:** shall consist of the Dean of the Faculty, Presiding Officer, Vice-Presiding Officer, Secretary of the Faculty Senate, and four (4) Senators elected by members of the Faculty Senate, one of whom will be selected by the Executive Council to serve as Vice-Presiding Officer. The Dean of the Faculty may appoint one non-voting representative.

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

**ARTICLE VI - COMMITTEES**

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

A) Academic Standards Committee:

**Contractual agreement:**
The Academic Standards Committee shall review and recommend on matters related to academic standards, including but not limited to, academic credit, grading, and academic standing of students. The Faculty Senate may establish a separate committee to review and recommend on matters related to graduate academic standards, including but not limited to, academic credit, grading, and academic standing of students.

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

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

**Officers:** shall elect a chair and a secretary.

B) Curriculum Committee:

**Contractual agreement:**
The Curriculum Committee shall consider, study and make recommendations regarding any matters related to the curriculum of the College.

**Function and Authority:** shall receive, consider and/or initiate all requests for, or studies of, new or revised curriculum changes, including the general education program, majors, minors, special programs, courses, course credit, descriptions, numbers, titles, methods of instruction, graduation requirements and all standards and policies pertaining to the same; consider what changes are academically wise, financially practicable and within the mission of the college; and report and recommend the same to the Faculty Senate.
Membership: shall consist of ten (10) faculty members and one (1) professional librarian elected by members of the Faculty Senate. At least two (2) elected faculty member representatives shall be from each academic school. The Provost (or a representative of the Provost), and a representative from the Registrar’s Office shall be non-voting members. The work of the Curriculum Committee will be managed by two co-committees of five (5) faculty each, with a member from each school on each co-committee. When the Committee meets as a whole, a quorum will be six (6) voting members. When the Committee meets in co-committee, a quorum will be three (3) voting members.

Officers: shall elect a chair and a secretary.

C) Faculty Affairs Committee:

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

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

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

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

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.
Representation on the Faculty Resources Committee shall include a minimum of
one faculty member per school (Health Professions and Education, Business and
Justice Studies, and Arts and Sciences). 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.

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

Officers: shall elect a chair and a secretary.

F) Professional Development Committee:


**Contractual agreement:**

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

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

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

**Officers:** shall elect a chair and a secretary.

G) **Academic Technology Committee:**

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

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

**Officers:** shall elect a chair and a secretary.

H) **Graduate Studies Committee:**

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

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

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

(I) Honorary Degrees Committee:

Function and Authority: shall invite nominations for an honorary degree from the faculty, and working in conjunction with the Utica College Honorary Degree Committee as described in the Policies and Procedures document, will review nominations and select honorary degree candidates. The Faculty Senate Honorary Degrees Committee shall have exclusive responsibility for recommending (with appropriate documentation) to the Faculty Senate candidates for Honorary Degrees.

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

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

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

Membership: voting membership shall consist of three (3) faculty or professional librarians elected by members of the Faculty Senate, and at least two (2) faculty members must come from different Schools. The President of the College (or a representative of the President), the Dean of the Faculty (or a representative of the Dean), and an appointee from the Office for Institutional Advancement staff may attend as non-voting members.
(J) Joint Conference Committee:

1) **Function and Authority:** shall be responsible for representing the membership of the Faculty Senate at three annual meetings of the Joint Conference of Trustees, Administrators, and Faculty to discuss matters of common concern, to exchange views on important issues confronting the College and the higher education sector, and to share our various perspectives on the current state of the College and its future.

2) **Membership:** shall consist of the President of the AAUP-UC, the Presiding Officer of the Faculty Senate, one (1) additional member of the Executive Council to be selected by the Executive Council annually, and one (1) representative from each academic school elected by the Faculty members of that school.

(K) Distinguished Teaching Award Committee:

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

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

**ARTICLE VII – ELECTIONS**

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

1) Each voting member of the Faculty Senate shall have one vote per vacancy on a ballot;

2) Only voting members may be elected. Committee terms commence on August 1 and unless otherwise indicated, are for two years. Members may serve no more than two terms consecutively. If a member is elected to a committee to fill an unexpired term, such member will be entitled to two additional full terms. No member shall serve on more than one standing committee simultaneously. Committee members are expected to promptly resign if unable to serve on a committee to allow quick formulation of a full committee. Members awarded a sabbatical are expected to inform the nominating committee within one week of being informed of the award so that a replacement may be found.

3) Elections to standing committees shall be staggered with no more than a simple majority of the committee membership being elected in any one general election.

4) All elections shall be determined by a simple plurality with tie votes being resolved by run-off elections between the candidates who received the most votes.
5) The Nominating Committee will hold elections in the academic semester preceding the expiration of the term of the committee member. All vacancies occurring between regular elections shall be filled by special election for the remainder of the term. In order to facilitate the replacement of committee members, special elections shall be conducted at an accelerated rate, twice as quickly as that prescribed in the Nominating committee procedures. In the event of a single candidate for a vacant position in a special election, the Executive Council may appoint that person to the vacant committee position on an interim basis, pending the outcome of the election. Results of all elections will be made available to the Senate, or its membership, before the end of the semester in which the election took place.

6) The order of elections shall begin as follows, and proceed as needed:

- Presiding Officer of the Faculty Senate, Secretary of the Faculty Senate;
- Executive Council; Faculty Affairs Committee, Professional Development Committee, Curriculum Committee, Faculty Resources Committee, Academic Standards Committee, Academic Technology Committee, Graduate Studies Committee, Honorary Degrees Committee, Joint Conference Committee, and Distinguished Teaching Award Committee.

ARTICLE VIII – AMENDMENTS

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

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

Amended February 11, 2005
Amended May 21, 2005
Amended October 14, 2005
Amended June 9, 2006
Amended October 14, 2008
Amended May 3, 2012
Amended September 13, 2013 (perfunctory amendments approved by President of College)
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