BYLAWS OF THE UTICA COLLEGE
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, Provost, 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

Voting Members:

All full-time tenured and tenure-eligible faculty members; full-time non-tenured faculty members employed under terminal contracts who are appointed to at least a half-time teaching load; Librarians I, II, and III; and all full-time non-tenure eligible faculty members who are appointed to at least a half-time teaching load.

Non-Voting Members:

Visiting and exchange faculty and librarians; faculty and others in the roles of Dean, Associate Dean, Associate Provost, Provost and President.

Standing Committee and Executive Council Membership:

Only voting members may be elected. Terms commence on August 1, and unless otherwise indicated, are for two (2) years. Members may serve no more than two (2) terms consecutively. If a member is elected to fill an expired term, such member will be entitled to two (2) additional full terms. No member shall serve on more than one standing committee simultaneously. Members are expected to promptly resign from the remainder of their term if unable to serve to allow quick formulation of a full committee or officer position. 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. These members must resign from the remainder of their term.

ARTICLE III – MEETINGS

Regular Meetings
The Faculty Senate shall convene for at least three meetings each semester.

Special Meeting(s)

1. Special meetings may be convened at the call of the Provost or the Executive Council, or:
2. Special meeting(s) may be convened by a call of the Faculty, and:
   a. Require petition of twenty-five percent (25%) of the voting membership, exclusive of members on authorized leave
   b. The petition must be delivered to the Secretary of the Executive Council of Faculty Senate
   c. The meeting must be scheduled and convened by the Executive Council within 10 days of receipt of the petition

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 Provost 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 for one (1) year terms. The Executive Council Senators will serve for two (2) year terms. The Presiding Officer shall preside at all meetings. The Executive Council shall also elect from its members a Vice-Presiding Officer for a one (1) year term 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 as prepared by the Office of Academic Affairs, maintaining an accurate and current copy of these Bylaws, as officially maintained by the Office of the College President, 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 Provost;
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 Bylaws.

Membership: shall consist of the Provost, 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 Provost 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

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, 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 and 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.
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; minimally one (1) undergraduate student with the ideal being two (2) undergraduate students appointed by the Student Government Association; and one (1) graduate student appointed by the Dean of Graduate Studies. One representative from each of the following offices will serve in an advisory role on the committee and will be non-voting: Office of Academic Affairs, Office of the Registrar, and the Center for Student Success.

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 continuous 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, continuous 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 continuous 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 two representatives from each of the following: the School of Health Professions and Education, the School of Business and Justice Studies, and the School of Arts and Sciences. The above-described representatives from the School of Arts and Sciences shall consist of at least one representative from each of the two Divisions in the School of Arts and Sciences. 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 Provost shall be a non-voting member.

**Officers:** shall be chaired by the Provost. The Committee shall elect each year a Chair pro tem from its membership who shall preside in the Provost’s absence and make reports to the Faculty Senate. The Provost’s Administrative Assistant 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.

**Function and Authority:** shall consider applications for, and recommend to the Provost 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) tenured or tenure-eligible 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 Provost (or a representative of the Provost) 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 Provost.
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 Provost.

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 Provost 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) 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 Honorary Degrees Committee 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 Provost (or a representative of the Provost), and an appointee from the Division of Advancement staff may attend as non-voting members.

I) Joint Conference Committee:

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.

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.

J) 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 Provost.

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) 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.
3) 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.
4) 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.
5) 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, 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
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Amended October 20, 2017
Amended April 3, 2018 (perfunctory amendments approved by President of College)
Amended October 19, 2018
Amended February 21, 2019
Amended April 12, 2019 (perfunctory amendments approved by President of College)