

CHAPTER 150: Cortland College Governance

- [150.01 College Faculty Defined](#)
- [150.02 Chair and Presiding Officer of the Faculty](#)
- [150.03 SUNY Cortland Faculty Bylaws](#)
- [150.04 Bylaws of the SUNY Cortland Graduate Faculty](#)

150.01 COLLEGE GOVERNANCE DEFINED

The Governance of each college shall be comprised of the chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the academic staff of the college, and such nonvoting administrative officers and professional staff as may be designated by the faculty bylaws of the college.

([Board of Trustees \(BOT\)](#) Policies: Article X, Section 1)

150.02 CHAIR AND PRESIDING OFFICER OF THE FACULTY

The president of the College is the chair of the faculty. The faculty elects a presiding officer as specified by the constitution and bylaws of the faculty. ([BOT](#) Policies: Article X, Section 2)

150.03 SUNY CORTLAND FACULTY BYLAWS

These bylaws define the role of the faculty in the governance of the College, in accordance with the legal requirements of the State University of New York, the [Policies of the Board of Trustees of the State University of New York](#), and the local College Council. They identify faculty responsibilities and obligations within the administrative and academic structures of the College, and provide a plan within which the ideals of academic freedom, intellectual honesty, and social justice may be pursued.

ARTICLE I: NAME

The name of this organization shall be: The SUNY Cortland Faculty.

ARTICLE II: RESPONSIBILITY

Section A.

The SUNY Cortland Faculty shall assume the major responsibility for the development of the educational program of the College, and shall be responsible for the conduct of the College's instruction, research and service program.

Section B.

30 The faculty shall carry out its responsibility through significant involvement at the departmental,
31 school, and College levels. The bylaws outline the extent and manner of faculty participation at
32 the College level. In order to ensure adequate faculty involvement at the departmental and
33 school levels, the following specifications shall in all cases be met:

34 1. Departmental Organization

35 Each department shall elect/appoint a committee to deal with curriculum development
36 and a personnel committee to deal with reappointments, continuing appointment and
37 promotions, as well as other personnel matters specifically included in the department
38 personnel policies and procedures as the responsibility of the department personnel
39 committee appointments, promotions, merit increments, sabbatical leaves, leaves of
40 absence, and continuing appointments and a committee to deal with curriculum
41 development. Chairs of departments may be elected to these committees as the
42 individual departments see fit. The personnel committee shall be operative by ~~Oct.~~
43 September 1 of each year and shall elect one of its members to serve as chair. These
44 committees shall transmit their recommendations to the appropriate people, school or
45 College committee, with informational copies to the school dean. The committee shall
46 also transmit their recommendations to the department chair if the chair is not a
47 committee member. If the department chair is not a member of these committees, s/he
48 shall also receive copies of the recommendations.

49 2. School Organization

50 The members of each of the three academic schools and the professional staff of the
51 College shall elect/appoint school or divisional committees to deal with personnel
52 matters. In the academic schools, a school curriculum committee shall also be
53 elected/appointed. Committees to deal with any other matters of concern to the school
54 as a whole shall be selected through procedures approved by the members of the
55 respective area and shall report to the school faculty. School committees shall receive
56 and act upon recommendations from departments and shall transmit such
57 recommendations to the people and administrators concerned.

58 **ARTICLE III: MEMBERSHIP: THE COMPOSITION OF THE SUNY CORTLAND**
59 **FACULTY**

60 **Section A.**

- 61 1. In an attempt to be consistent with the Agreement between the State of New York and
62 the Bargaining Agent and the Policies of the Board of Trustees of the State University of
63 New York, the faculty of SUNY Cortland shall be defined as the chancellor, the president
64 of the College, those administrative officers designated as management by the Public
65 Employee Relations Board, persons having academic rank and term or continuing
66 appointment, professional staff having term or permanent appointment, and persons
67 with qualified academic rank.
- 68 2. Those with qualified academic rank and academic and professional members of the
69 college staff not included in the above categories shall constitute the part-time faculty
70 and are excluded from the College Faculty for purposes of faculty governance except as
71 provided in Chapter 150.03 Article VI, Section A, Paragraph 10 and Chapter 150.03, Article

72 VI, Section B, Paragraph 5g. ["Qualified academic rank" is defined by the Policies of the
73 Board of Trustees ([BOT Policies](#), Article II, (k)), as "Rank held by those members of the
74 academic staff having titles of lecturer, or titles of academic rank preceded by the
75 designations 'clinical' or 'visiting' or other similar designations."]

76 Section B.

77 The voting faculty of the College shall be defined as the individuals listed in [Chapter 150.03](#),
78 [Article III, Section A](#), Paragraph 1 above, excluding those with qualified academic rank.

79 For purposes of voting within areas, each staff member shall be identified with the area in which
80 the individual's primary assignment of responsibility lies. Each member of the voting faculty shall
81 have one vote.

82 ARTICLE IV: DEFINITIONS

83 The phrase "consult with the faculty," as used herein, shall be interpreted as follows:

84 To meet with the faculty as a whole, or with that portion of the faculty directly concerned with
85 the matter under consideration, for the purpose of determining what the will of the faculty may
86 be. With the approval of the Senate, the opinions of the faculty may be solicited by means other
87 than by a meeting. Meetings for consultation shall be held only after proper notice of time,
88 place, and agenda has been given to all persons concerned. Votes may be taken by secret ballot.

89 ARTICLE V: OFFICERS

90 Section A.

91 The president of the College is the executive officer and chair of the SUNY Cortland Faculty. The
92 elected officers of the faculty shall be the chair of the Senate who is also the presiding officer of
93 the faculty, the vice chair who is also the chair-designate, the secretary and the treasurer.

94 Section B.

95 The duties of the officers of the SUNY Cortland Faculty are:

96 The president of the College shall carry out those duties as prescribed by the [Policies of the](#)
97 [Board of Trustees of the State University of New York](#).

98 1. The chair of the Senate shall:

- 99 a. Preside at any meetings of the SUNY Cortland Faculty, the Faculty Senate and the
100 Steering Committee.
- 101 b. Propose agenda for Senate meetings and refer matters to faculty committees.
102 The chair shall report to the Senate at its next meeting all matters referred to
103 committees.
- 104 c. Appoint, with the advice and consent of the Senate, committee members not
105 otherwise provided for in these bylaws.

- 106 d. Carry out the directives of the faculty and Senate regarding time of meetings,
107 programs, activities and business of the faculty.
108 e. Be responsible for the proper conduct of elections and voting on proposed
109 amendments to these bylaws.
110 f. Confer with the president of the College or ~~his~~ the president's delegated
111 representative as ~~s/hethe chair~~ sees fit, or ~~as as s/he is~~ directed by the Senate or
112 by the faculty.
- 113 2. The vice chair of the Senate shall:
- 114 a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall
115 act as chair pro-tem for the remainder of the chair's term. This shall not be
116 considered to be a violation of Chapter 150.03 Article X, Sections 5.c. and 8.b.
117 b. Discharge such other duties as shall be assigned by the chair with the advice and
118 consent of the Senate.
119 c. Assume the office of chair of the Senate for the academic year following term of
120 service as vice chair. These duties shall be assumed at the close of the spring
121 semester.
- 122 3. The secretary of the Senate shall:
- 123 a. Record and publish the minutes of all meetings of the faculty and Senate.
124 b. Publicize the meetings of the faculty and Senate, including the agenda of such
125 meetings.
126 c. Keep a file of all minutes, correspondence, reports and other documents so as to
127 comprise a total record of the activities of the faculty. A copy of the file will be
128 placed in the library archives.
- 129 4. The treasurer of the Senate shall:
- 130 a. Receive, and disburse with the written acknowledgment of the chair of the
131 Senate, all funds of the faculty.
132 b. Prepare and submit a faculty budget.
133 c. Submit, at the end of the academic year, a financial statement of all funds under
134 control.

135 [Back to 150.03](#)

136 [Back to Chapter 150](#)

137 [TOP](#)

138 **ARTICLE VI: FACULTY SENATE**

139 **Section A.**

140 The [Faculty Senate](#) of the SUNY Cortland faculty shall be composed of:

- 141 1. The four officers of the faculty.
142 2. Seven elected representatives from the School of Arts and Sciences, elected by the
143 voting members in each area:

- 144 a. One elected representative from the mathematics and science division
145 (departments of mathematics, biological sciences, chemistry, geology, and
146 physics),
147 b. One elected representative from the social and behavioral sciences division
148 (departments of economics, geography, history, political science, psychology, and
149 sociology/anthropology),
150 c. One elected representative from the fine arts and humanities division
151 (departments of art and art history, communication studies, English, modern
152 languages, performing arts, and philosophy),
153 d. Four elected at-large representatives from the School of Arts and Sciences, whose
154 terms shall be staggered with those of the three division representatives.
- 155 3. Four elected at-large representatives from the School of Professional Studies, elected by
156 and from the departments of communication disorders and sciences, health, kinesiology,
157 physical education, recreation, parks and leisure studies and sport management.
- 158 4. Three elected at-large representatives from the School of Education, elected by and
159 from the departments of childhood/early childhood education, foundations and social
160 advocacy, and literacy.
161 (Approved by President Bitterbaum January 2004)
- 162 5. Two elected representatives for full-time lecturers: one to be elected at large from full-
163 time lecturers in the School of Arts and Sciences, and one to be elected at large from
164 full-time lecturers in the schools of Professional Studies and Education combined.
165 (Approved by President Bitterbaum, June 2009)
- 166 6. Four elected at-large representatives from the professional staff, elected by and from the
167 voting members in this area.
- 168 7. One elected representative from the library, elected by and from the voting members in
169 this area.
- 170 8. One elected representative from the management/confidential area, elected by and
171 from the voting members in this area.
- 172 9. The elected faculty representative to the State University Senate. (See Chapter 110.04 for
173 information on the alternate.)
- 174 10. Three members of the student body, elected under procedures determined by the
175 Student Senate.
- 176 11. The elected representative of the classified staff, elected under procedures determined
177 by members of the classified staff.
- 178 12. The elected representative of the graduate faculty, elected under procedures
179 determined by members of the graduate faculty.
- 180 13. The elected representative of the part-time faculty, elected under procedures
181 determined by members of the part-time faculty.
- 182 14. Each chair of a policy committee, or a designated representative.
- 183 15. The provost and vice president for academic affairs, ex officio without vote unless this
184 person is the elected representative of management/confidential.
- 185 16. The vice president for student affairs, ex officio without vote unless this person is the
186 elected representative of management/confidential.
- 187 17. The vice president for finance and management, ex officio without vote unless this
188 person is the elected representative of management/confidential.

- 189 18. The vice president for institutional advancement, ex officio without vote unless this
190 person is the elected representative of management/confidential.
191 19. The president of the College, ex officio without vote.
192 20. The parliamentarian of the faculty, ex officio without vote.
193 (Approved by President Bitterbaum May 2004.)

194 Section B. Duties and Powers of the Senate

- 195 1. To serve as deliberative body for organizing and carrying out the business of the faculty.
196 2. To determine those issues which should be taken to the entire faculty and to forward
197 these to the faculty.
198 3. To conduct a referendum on a question not contrary to local, state or federal law, or to
199 provisions of these bylaws, at the formal request of at least 25 percent of the voting
200 faculty.
201 4. To carry out those directives of the faculty which are within the jurisdiction of the
202 Senate and not otherwise delegated in these bylaws.
203 5. To assume responsibility for:
204 a. The formulations of the programs of the business and special meetings of the
205 faculty.
206 b. The initiation of studies and investigations relative to the achievement of the
207 purpose of this organization.
208 c. The advisement and support of the chair of the Senate in such of the latter's
209 responsibilities as are specified in this ~~constitution~~Chapter 150.03.
210 d. The determination of procedures of secret balloting in the elections of the
211 faculty.
212 e. The publishing of the annual reports of faculty committees.
213 f. The approval and periodic review of the organizational structure and operating
214 procedures of the graduate faculty.
215 g. The approval and periodic review of the organizational structure and operating
216 procedures of the part-time faculty.
217 h. The changing of a provision of any policy or statement passed by the faculty
218 which is discovered to be null and void because of a conflict with a University
219 policy or statement which must take precedence (e.g., The Board of Trustees
220 Policies or the Bargaining Agreement). The Senate shall have the power to change
221 the provision to make it conform to all necessary University policies or
222 statements.

223 Section C. Attendance

224 Any faculty member has the right to attend meetings of the Faculty Senate and participate in the
225 discussion when the floor has been yielded by a senator.

226 Section D. Quorum

227 A quorum of the Senate necessary for the conduct of business shall be a majority of its voting
228 membership.

229 **Section E. Open Meeting Standards**

- 230 1. The Faculty Senate and its committees shall operate according to New York State's open
231 meeting standards, and these standards shall apply as well to any activity in which the
232 Senate or its designees decide to involve themselves. Any meeting of any committee or
233 entity of the Senate for which a quorum is required in order to conduct business, and
234 which consists of two or more members, shall be open to any employee of the College.
235 Such attendance does not extend to the right of non-committee members to speak
236 during such meetings or activities.
- 237 2. Committees or entities in question may elect to not apply the open meeting principle
238 when information is being discussed that would imperil public safety, would disclose the
239 identity of a law enforcement agent or informer, might impede law enforcement efforts,
240 relates to litigation, involves confidential records specific to an individual, or involves
241 matters that must be confidential under federal or state law.
- 242 3. Any disputes concerning the applicability of this resolution shall be resolved by the
243 Faculty Senate.

244 (Approved by President Taylor July 19, 2002)

245 [Back to 150.03](#)

246 [Back to Chapter 150](#)

247 [TOP](#)

248 **ARTICLE VII: COMMITTEES**

249 **Section A. Duties of Committees**

250 The general duties of every committee of the faculty, and especially of each committee chair,
251 shall be:

- 252 a. To apportion its work efficiently and fairly among its regular members, functioning as a
253 whole or in subcommittees as seems appropriate.
- 254 b. To enlist the participation or advice of the teaching faculty, administrative and
255 professional staff and students to improve the committee's judgment or expedite its
256 recommendations.
- 257 c. To keep minutes or other records of proceedings that will be adequate for use of the
258 chair's successor.
- 259 d. To explore such issues as the Faculty Senate may delegate to it.
- 260 e. To report to the Faculty Senate according to the schedule that is established at the first
261 regular meeting of the Faculty Senate at the beginning of the academic year.
- 262 f. To submit a written annual report to the faculty Senate at the end of the academic year.

263 **Section B. Committee on Committees**

264 **1. Membership:**

265 One member from each of the areas below shall be elected by the voting members in each area.

- 266 a. mathematics and sciences
- 267 b. social and behavioral sciences
- 268 c. fine arts and humanities
- 269 d. professional studies
- 270 e. education
- 271 f. professional staff
- 272 g. library
- 273 h. management/confidential
- 274 i. one student for a one-year term to be named through SGA procedures.

275 The members shall be elected for two-year terms with either three or four members to be
276 elected each year as required to maintain the distribution described above. The chair of this
277 committee shall be elected by the members of this committee for a one-year term.

278 **2. Duties:**

279 In preparing slates for elections and appointment to committees, the Committee on
280 Committees should strive to ensure opportunities for all eligible members of the College faculty
281 to participate, with special efforts to involve participation by minorities, women and new staff.
282 The Committee on Committees shall:

- 283 a. Prepare and submit a slate of candidates for elected Faculty Senate committees (other
284 than senators) to the Faculty Senate not later than six weeks before the end of the spring
285 semester.
- 286 b. Present recommendations to the Faculty Senate for all appointed Faculty Senate
287 committees not later than six weeks before the last day of classes of the spring semester.
- 288 c. Publicize the above elective slate not later than one week in advance of the Faculty
289 meeting at which further nominations will be received from the floor.
- 290 d. Conduct the above elections not later than four weeks before the end of the spring
291 semester each year.
- 292 e. Submit names to the Senate to fill the unexpired term for any elected or appointed
293 office during the academic year except for those representatives to the Senate elected
294 by and from their area.
- 295 f. Seek nominees for and conduct special elections.
- 296 g. Report to the Faculty Senate concerning appointments and elections.

297 **Section C. Policy Committees**

298 **1. There shall be four standing Policy Committees:**

299 **a. The Educational Policy Committee**

300 Membership shall be as follows

- 301 • two members representing arts and sciences
- 302 • two members representing education
- 303 • two members representing professional studies
- 304 • one member representing library
- 305 • one member representing professionals
- 306 • one at large member from the academic faculty
- 307 • two student members
- 308 • provost, (ex officio, non-voting)
- 309 • executive director, student registration and records services, (ex officio, non-voting)
- 310 • ~~one member from the graduate faculty executive committee, ex officio~~

311 **b. The Academic Faculty Affairs Committee**

312 Membership shall be as follows

- 313 • one member representing mathematics/sciences
- 314 • one member representing social/behavioral sciences
- 315 • one member representing fine arts/humanities
- 316 • one member representing professional studies
- 317 • one member representing education
- 318 • one member representing library

319 (the chair should be tenured wherever possible)

320 **c. The Student Affairs Committee**

321 Membership shall be as follows

- 322 • one member representing mathematics/sciences
- 323 • one member representing social/behavioral sciences
- 324 • one member representing fine arts/humanities
- 325 • one member representing professional studies
- 326 • one member representing education
- 327 • one member representing library
- 328 • one member representing professionals
- 329 • two student members

330 **d. The Professional Affairs Committee**

331 Membership shall be as follows:

- 332 • one representative from institutional advancement and the President's Office
- 333 • one representative from finance and management
- 334 • two representatives from student affairs and the vice president for student affairs office
- 335 • two representatives from academic affairs
- 336 • one representative from information resources
- 337 • one representative from enrollment management

- 338 • two representatives at-large from the professionals
- 339 • one ex-officio non-voting UUP vice president for professionals or ~~his/her~~their designee

340 **2. Membership:**

341 Members shall be appointed to these committees by action of the Senate. The Committee on
342 Committees shall prepare the nominees for Senate action. The members on each committee
343 shall be appointed for staggered two-year terms. The members of each committee will elect a
344 chair of the committee for a one-year term. When determining the slate of nominees, the
345 Committee on Committees shall give due consideration to representation by areas and divisions
346 as well as the major responsibility of the committee.

347 The Student Senate shall be entitled to select voting members of the Faculty Senate committees
348 as follows: one member of the Educational Policy and Student Affairs committees. The provost
349 and vice president for academic affairs shall serve on the Educational Policy Committee with a
350 vote. The president may appoint consultants as non-voting members of the Academic Faculty
351 Affairs Committee. These members are in addition to student members.

352 **3. Duties:**

353 **a. Educational Policy Committee:**

- 354 1. To consider and make recommendations to the Senate on matters related to educational
355 policy, major curricular changes, and other areas designated to it by the Senate.
- 356 2. To determine the procedures governing change of academic programs and curricula. The
357 committee shall report to the Senate any procedural changes proposed. If no objection is
358 raised by a member of the Senate within one Senate meeting of the committee's report
359 on the changes, the changes shall be sent to the provost and vice president for academic
360 affairs for approval. If objection is raised, then the Senate will vote on the reported
361 procedural changes.

362 **b. Academic Faculty Affairs Committee:**

- 363 1. To regularly review the policies and procedures of academic departments and of the
364 library that affect faculty with academic rank for renewal of term appointment, for
365 granting of continuing appointment, and for promotion as fully described in Section
366 220.06 and Chapter 230 of the College Handbook.
- 367 2. To conduct a review of Section 220.06 and Chapter 230 of the College handbook at least
368 once every three years, and upon completing any such review to recommend needed
369 changes to the Faculty Senate (or to certify that no changes are currently recommended
370 to the Faculty Senate).
- 371 3. To provide ~~assistance-guidance~~ to any individual faculty member with academic rank
372 ~~having unresolved problems~~ regarding the departmental, school or sub-school personnel
373 review process or problems deriving from it. (See paragraph 220.06, B.3.e of the College
374 Handbook.)
- 375 4. To conduct an investigation of the review process used during a personnel action of an
376 individual faculty member if formally requested by that individual.

- 377 a. The faculty member requesting the review should submit all pertinent materials
378 related to the review to the chair of the Academic Faculty Affairs Committee. The
379 individual need not submit ~~his or her~~ portfolio of supporting documents to the
380 Academic Faculty Affairs Committee, since this material typically would not be
381 reviewed, unless there appeared to have been violations directly involving the
382 evaluation of these materials. It is important to note that disagreements between
383 the candidate and reviewers regarding the weighting of materials do not in and of
384 themselves represent procedural violations. The Academic Faculty Affairs
385 Committee should avoid making judgments regarding subjective evaluations by
386 the reviewers.
- 387 b. The Academic Faculty Affairs Committee may request additional materials from
388 the individual requesting assistance. If appropriate, the Academic Faculty Affairs
389 Committee also may interview members of personnel committees involved in the
390 process, as well as the department chair and dean, or for librarians, the supervisor,
391 director of libraries and the associate provost for information resources.
392 However, cooperation by these individuals is strictly voluntary.
- 393 c. The investigation may be conducted by the Academic Faculty Affairs Committee
394 as a whole, or by a review sub-committee consisting of at least three members of
395 the Academic Faculty Affairs Committee appointed by the chair of the Academic
396 Faculty Affairs Committee. If a sub-committee is appointed, the chair of the
397 Academic Faculty Affairs Committee should serve on the sub-committee, and all
398 members of the sub-committee should have tenure whenever possible. A
399 committee member must recuse themselves in a situation in which a reasonable
400 question might arise as to their impartiality, or if they are already involved in the
401 personnel process for the faculty member requesting the investigation, provided
402 that at least three other members are serving on the investigation.
- 403 d. A letter reporting the committee's conclusions will be issued to the individual and
404 to the assistant vice president for human resources. This letter should include a
405 description of the process used during the investigation and detailed descriptions
406 of any violations of policies described in the Departmental Personnel Policies, the
407 *College Handbook*, the SUNY Board of Trustees policies, or the UUP agreement
408 as well as unwritten but consistently followed procedures of that particular,
409 department, -that may have occurred.
- 410 5. Except for the four duties specified above, all other faculty matters to be considered by
411 the committee will be designated to it in writing by the Faculty Senate Steering
412 Committee. This includes recommendations by departmental, school or sub-school
413 personnel committees, administrators or individuals.

414 **c. Student Affairs Committee:**

- 415 1. To consider and recommend to the Senate matters related to student policies and
416 procedures, academic services, and other such matters designated to it by the Senate.
- 417 2. To determine the procedure whereby student concerns are considered by faculty and
418 administration. This procedure is subject to approval of the Senate, and to mandatory
419 review every two years.

420 3. To provide a representative each year from the committee to the Student Senate. This
421 representative will attend all meetings of the Student Senate and serve as a liaison to the
422 Faculty Senate regarding issues of mutual concern.

423 **d. Professional Affairs Committee**

- 424 1. To consider and recommend to the Senate matters related to professional employees,
425 their welfare, and other related subjects designated to it by the Senate. The committee
426 also will review requests from professional employees regarding issues that are not
427 addressed and/or resolved by existing formal processes and will consider such matters as
428 the committee deems appropriate.
- 429 2. To conduct periodic review of procedures and policies related to the employment of
430 professionals, including mechanisms for advancement, rank, permanent appointment, et
431 al, as outlined in the College Handbook and contained in the current Agreement between
432 the State of New York and United University Professions, including pertinent Memoranda
433 of Understanding. To propose any changes in language or policy related to the above, as
434 agreed upon by the committee, to the appropriate organization through the appropriate
435 liaison or committee.

436 **Section D. College Research Committee**

437 **Membership:**

438 Membership shall be appointed to this committee by action of the Faculty Senate. The
439 Committee on Committees shall prepare the nominations for Senate action. When determining
440 the slate of nominees the Committee on Committees shall give due consideration to the major
441 responsibilities of the nominees for reviewing proposals and recommending College policy
442 regarding research. Those nominated should either have been successful at obtaining funding for
443 their own research, or have had experience in reviewing proposals for an agency outside of the
444 College.

445 In addition, where possible the Committee on Committees should attempt to provide for equal
446 representation by areas of the College. The appointed members of the committee shall serve
447 three-year staggered terms and shall elect a chair for a one-year term. The administrative officers
448 of the College who are primarily responsible for the research function shall serve as ex officio
449 members of the committee without vote.

450 **Duties:**

- 451 a. To collaborate with the College's director of sponsored programs to provide interested
452 faculty with information about, and assistance with, obtaining support for their research.
- 453 b. To make recommendations to the Faculty Senate regarding the development of policies
454 and to implement policies which may affect the research function of the faculty.
- 455 c. To be responsible for the Faculty Research Program.
- 456 d. To consult with the appropriate officers and organizations in making recommendations
457 for matters of College policy regarding research.

- 458 e. To make periodic reports and file a written annual report at the end of the academic
459 year.
460 f. To actively pursue sources of external funding appropriately matched to specific faculty
461 research interests.

462 Section E. Steering Committee of the Senate

463 Membership:

464 The four elected officers of the Senate, the four committee chairs of the Educational Policy,
465 Faculty Affairs, Student Affairs and Professional Affairs committees, and the parliamentarian ex
466 officio shall comprise the membership of the Steering Committee.

467 Duties:

- 468 a. To receive and prepare agenda items for the Senate and Faculty meetings.
469 b. To act on matters referred to it by the Senate.
470 c. To identify and initiate proposals for Senate action.
471 d. To act for the Faculty Senate during periods when the College is not in session and it is
472 not possible to call a Senate meeting, with such action to be reported to the Senate at
473 the earliest opportunity.

474 Section F. College Curriculum Review Committee

475 Membership:

- 476 a. A committee of fourteen members shall be nominated by the Committee on
477 Committees and appointed by action of the Faculty Senate.
478 b. Membership shall be as follows:
479 o one member representing mathematics/science
480 o one member representing social/behavioral sciences
481 o one member representing fine arts/humanities
482 o two members representing education
483 o two members representing professional studies
484 o one member representing professionals from academic affairs
485 o one member representing the library
486 o two student members
487 o dean of arts and sciences or designee (ex officio, non-voting)
488 o dean of education or designee (ex officio, non-voting)
489 o dean of professional studies or designee (ex officio, non-voting)
490 o registrar (ex officio, non-voting)
491 o associate provost for academic affairs (ex officio, non-voting)
492 o curriculum coordinator, (ex-officio, non-voting)
493 c. Terms of office shall be two years and shall be staggered. Faculty and student
494 representatives shall be restricted to a maximum of ~~two~~three consecutive terms of
495 office and shall not also serve on a school curriculum committee.

496 **Duties:**

- 497 a. To consider curriculum changes that affect the three schools of the College and make
498 recommendations to the provost in a timely and efficient manner.
499 b. To make recommendations to the Educational Policy Committee on policy changes that
500 may be necessary.

501 **Section G. General Education Committee**

502 **Membership:**

- 503 a. A committee of thirteen members shall be nominated by the Committee on Committees
504 and appointed by action of the Faculty Senate.
505 b. Membership shall be as follows:
506 o one member representing mathematics/science
507 o one member representing social/behavioral sciences
508 o one member representing fine arts/humanities
509 o one member representing education
510 o one member representing professional studies
511 o one member representing the library
512 o two at-large members from the academic faculty
513 o one member representing the professional staff
514 o one student member
515 o dean of arts and sciences or designee (ex officio, nonvoting)
516 o director of Institutional Research and Assessment Office or designee (ex officio,
517 nonvoting)
518 o provost or designee (ex officio, non-voting)
519 c. Terms of office shall be two years and shall be staggered.

520 **Duties:**

- 521 a. To be responsible for coordinating all aspects of the General Education Program. This
522 includes, but is not limited to:
523 1. Faculty advisement in general education course development.
524 2. Development of tools and methodologies for assessment of the program.
525 b. To make recommendations to the provost regarding approval of general education
526 courses.
527 c. To make recommendations to the Faculty Senate regarding changes in the structure and
528 content of the General Education Program.
529 d. To make recommendations to the Educational Policy Committee regarding changes in
530 general education policies.

531 (Approved by President Bitterbaum May 22, 2006)

532 **Section H: Committee on Teaching Effectiveness**

533 **Membership:**

- 534 a. A committee of seven members shall be nominated by the Committee on Committees
535 and appointed by action of the Faculty Senate.
536 b. Membership shall be as follows:
537 o One member representing the School of Arts and Sciences
538 o One member representing the School of Education
539 o One member representing the School of Professional Studies
540 o One member representing the Library
541 o Two at-large members from the academic faculty
542 o One student member with at least a junior standing, 60 or more credit hours, and
543 at least one year of full-time attendance at SUNY Cortland
544 c. Terms of office shall be three years and shall be staggered, except for student terms,
545 which shall be one year.

546 **Duties:**

- 547 a. To be responsible for the development and review of a standard CTE form to be utilized
548 by faculty for the evaluation of their teaching.
549 b. To approve individual department procedures for the collection of CTE data and to
550 assure departmental compliance with the procedures outlined in Chapter 260.02 of the
551 *SUNY Cortland College Handbook*.
552 c. To approve alternative time schedules for the evaluation of teaching utilized by
553 departments, due to exceptional circumstances, in keeping with the principle of regular,
554 systematic, longitudinal evaluation of faculty.
555 d. To make recommendations to the Faculty Senate regarding changes in the procedures
556 and instrument utilized in the evaluation of teaching.
557 e. In collaboration with the Faculty Development Center, to promote excellence in teaching
558 through on-campus programming and seminars, which focus on issues, related to
559 teaching.
560 f. To make recommendations to the administration regarding resources that can be used by
561 the faculty to improve teaching.

562 (Approved by President Bitterbaum Dec. 7, 2010)

563

564 **Section I. Ad Hoc Committees**

- 565 1. The Senate, in consultation with the Committee on Committees, may appoint such other
566 temporary committees as are needed to facilitate the business of the faculty.
567 2. A written report of the work of the committee shall be submitted to the Senate.

568 [Back to 150.03](#)

569 [Back to Chapter 150](#)

570 [TOP](#)

571 **ARTICLE VIII: GRADUATE FACULTY**

- 572 1. There shall be a graduate faculty for the purpose of accepting responsibility for graduate
573 curricula and associated graduate academic affairs of the College. The graduate faculty
574 shall provide a direct advisory mission to the administrative officers designated for
575 graduate studies and related affairs.
- 576 2. The organizational structure and operating procedures of the graduate faculty shall be
577 subject to ongoing review and approval by the Faculty Senate. A representative of the
578 graduate faculty shall represent it on the Faculty Senate.
- 579 3. The graduate faculty shall provide the Senate with a written annual report at the end of
580 the academic year.

581 **ARTICLE IX: MEETINGS OF THE FACULTY**

582 **Section A. Calling Meetings**

- 583 1. Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of
584 the Senate.
- 585 2. Meetings of the faculty may also be called as provided in the Policies of the Board of
586 Trustees of the State University of New York.
- 587 3. Upon formal request of at least 15 percent of the faculty, a meeting of the faculty shall be
588 called and presided over by the chair of the Senate. Such formal request shall include a
589 statement of the business to be considered at the meeting.
- 590 4. There shall be one plenary session of the faculty each academic year to be held during
591 the afternoon of the president's opening address at the beginning of the fall semester or
592 at another time designated by the chair of Senate that will accommodate the largest
593 possible group of faculty. The purpose of this plenary of the faculty shall be to
594 communicate concerns, issues or other business to the steering committee of the Senate
595 to consider for the upcoming academic year.

596 **Section B. Agenda**

- 597 1. The agenda for each meeting shall be published one week in advance, except that in
598 emergencies less notice may be given.
- 599 2. Proposed items for the agenda may be submitted to the Senate at any time.
- 600 3. New business not on the agenda may be taken up on a motion passed by two-thirds of
601 those present providing the quorum requirement is met.

602 **Section C. Minutes**

- 603 1. Minutes of each meeting shall be recorded and published.

604 **Section D. Quorum**

- 605 1. Quorum of the faculty necessary for the conduct of business shall be 15 percent of the
606 faculty eligible to vote.

607 **ARTICLE X: ELECTIONS**

608 **1. Offices of the faculty to be filled by election by the voting faculty:**

- 609 a. Vice chair of the Senate and chair designate.
- 610 b. Secretary
- 611 c. Treasurer
- 612 d. Three or four members each year of the Committee on Committees.
- 613 e. Representative and alternate representative to the State University Senate.
- 614 f. Two faculty representatives to the Student Senate.
- 615 g. Elected representatives of the faculty to other organizations.

616 **2. Offices to be filled by election by the professional staff:**

617 Members of the College Review Panel and the Committee on Professional Evaluation will be
618 chosen in elections conducted by the professionals, not in conflict with the bargaining contract.

619 **3. Offices of the faculty to be filled by election within areas:**

- 620 a. School committees, as provided in [Chapter 150.03](#), Article II, Section B.2.
- 621 b. Representatives to the Faculty Senate, as provided in [Chapter 150.03](#), Article VI, Section A.

622 **4. Terms of Office:**

- 623 a. At the regular election each year, a candidate shall be elected to the office of vice-chair.
624 The candidate shall serve as vice-chair for one year and as chair for the following year.
625 The terms of office of the secretary and of the treasurer shall be for one year.
- 626 b. The Faculty Senate chair shall assume office on the day following Commencement. Other
627 officers of the Senate shall assume office immediately following the last day of
628 examinations in the spring semester.
- 629 c. The terms of office for the three elected representatives of the Schools of Arts and
630 Sciences, Professional Studies and Education, the professional staff, library, and
631 management/confidential shall be two years.
- 632 d. At each regular election, one or two Senators shall be elected from each of these areas as
633 needed to ensure a full representation for each area. The term of office for
634 representatives to the Student Senate shall be one year.

635 **5. Eligibility for Election: Every member of the voting faculty is eligible for any position, except**
636 **that:**

- 637 a. ~~No member-A nominee~~ shall **not** be elected **if the nominee has not accepted the**
638 **nomination until s/he has accepted the nomination.**
- 639 b. No member may be elected to more than two successive terms in one elective office of
640 the Senate.

- 641 c. Members elected to the offices of vice chair, secretary, treasurer or serving as
642 representative to the State University Faculty Senate, shall be ineligible to hold,
643 concurrently, any other elective office of the Senate.
644 d. Members elected from a particular area of the College must be members of that area and
645 shall be ineligible to continue in office in the event they cease to be a member of that
646 area.

647 **6. Elective Procedures:**

- 648 a. The Committee on Committees shall conduct all elections, regular or special, for officers
649 and members of the Senate. Voting shall be by secret ballot, using written or electronic
650 means. Persons receiving a plurality of the votes cast shall be considered to be elected.
651 b. A regular election shall take place on or before April 15 each year. The Senate shall
652 establish the time of any special elections that may be required.
653 c. The Committee on Committees shall prepare a slate of nominees for presentation to the
654 faculty at a time designated by the chair of the Faculty Senate in consultation with the
655 Senate. The slate shall be publicized at least one week in advance of the Faculty Senate
656 meeting at which further nominations will be received from the floor.
657 d. The chair of the Senate shall ask for the report of the Committee on Committees at a
658 Faculty Senate meeting, after which ~~s/hethe chair~~ shall ask for nominations from the
659 floor. Any candidate so nominated must consent to run for the office before ~~his or her~~
660 ~~nametheir nomination~~ is proposed. When the number of candidates is equal to the
661 number of openings for a given position, the Senate may immediately direct the
662 secretary to cast a single ballot on behalf of the faculty to elect those candidates. When
663 the number of candidates exceeds the number of openings for a given position, the final
664 slate shall be posted at least one week in advance of the balloting.

665 **7. Installation of Officers:**

666 Newly elected officers and representatives of the SUNY Cortland Faculty shall be installed at a
667 faculty meeting called by the retiring chair of the Senate in consultation with the Senate, prior to
668 the last day of classes of the spring semester. They shall assume their duties at the end of the
669 spring semester as outlined in Article X, Paragraph 4.b.

670 **8. Vacancies:**

- 671 a. A vacancy in an elective position shall exist when a person completes the term of office,
672 resigns from the position, takes leave for one semester or longer and is not available to
673 serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by
674 a two-thirds vote of the Senate.
675 b. Any vacancy occurring among the elected officers or members of the Senate shall be
676 filled, for the remainder of the vacated term, by a special election conducted among the
677 appropriate voting constituency, within one month from the date that the vacancy
678 occurs.

679 [Back to 150.03](#)

680 [Back to Chapter 150](#)

681 [TOP](#)

682 **ARTICLE XI: CONDUCT OF BUSINESS**

683 Business of the faculty, at the discretion of the chair of the Senate and with the consent of the
684 Senate, may be conducted by distribution of information and ballots through the mail or
685 electronically, providing that all other requirements of this constitution are met.
686 Business shall be conducted by *Robert's Rules of Order, Newly Revised*, except where otherwise
687 specified in these bylaws.

688 **ARTICLE XII: FACULTY FEES**

689 No fees for voting membership in the SUNY Cortland Faculty may be assessed.
690 The SUNY Cortland Faculty may establish fees for the maintenance of its program of activities.
691 The Senate shall have authority to approve a budget for the faculty, and to assess fees, subject
692 to the following limitations:

- 693 a. The Senate may approve budgetary items only for faculty recognition upon retirement,
694 for distinguished service, and for the operational expenses of the Senate and faculty.
- 695 b. Fees may be assessed by the Senate not to exceed \$10 for a given academic year. All
696 other budgetary items and fees in excess of the stated amount must be approved by a
697 majority vote of a quorum of the faculty necessary for the conduct of business as
698 provided in Article VI, Section D.

699 The fiscal year shall be from June 1 to May 31 inclusive.

700 **ARTICLE XIII: REVIEW OF GOVERNANCE STRUCTURE**

701 **Section A**

702 There shall be a mandatory review of the entire governance structure at least every five years
703 after the adoption of these bylaws. (The last such review took place during the 2007-08
704 academic year.)

705 **Section B**

706 A committee shall be elected by the Faculty Senate from nominees prepared by the Committee
707 on Committees. This committee shall conduct the review and present recommendations to the
708 Faculty Senate. Included in the review shall be the specific recommendations of the policy
709 committee chairs with regard to procedures affecting their specific area.

710 **ARTICLE XIV: AMENDMENTS**

711 This constitution or its bylaws may be amended as follows:

- 712 1. Proposals for changes or amendments to these bylaws shall be made in writing to the
713 chair of the Senate who, with the advice and consent of the Senate, shall submit them to
714 the faculty for a vote.
- 715 2. Notice of the time and place of voting on proposed amendments to these bylaws must
716 be announced to, and the text of the proposed amendments must be circulated among,
717 the membership at least one week prior to the voting.
- 718 3. Voting on amendments to this constitution or its bylaws shall be by mail or electronic
719 ballot and shall be approved by a two-thirds vote.
- 720 4. Each proposed amendment shall state the time at which it is proposed to take effect.
- 721 5. With the approval of the president of the College this constitution, with any
722 amendments thereto, shall be in effect.

723 (Amended by the Faculty Senate April 29, 1996 and approved by President Taylor June 20, 1996)

724