

1 **BYLAWS OF THE UTICA COLLEGE**
2 **FACULTY SENATE**

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4 **ARTICLE I – STATEMENT OF PURPOSE**
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6 The Faculty Senate shall represent the faculty in College governance and shall be a forum
7 of the faculty for the collective deliberation of, and action on, those issues and concerns
8 relevant to faculty responsibilities. The functions of the Senate shall include, but not be
9 limited to: reviewing and making recommendations on all matters referred to the Faculty
10 Senate from the Board of Trustees, President, Provost, and other College officials and
11 assemblies; reviewing and making the final recommendations to the President on all
12 matters relating to the academic calendar, academic standards, curriculum and faculty
13 development policies; reviewing and making recommendations on all matters relating to
14 the academic mission of the College, student life, and other matters of concern to faculty;
15 and establishing and overseeing operating procedures and the selection of officers.
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17 **ARTICLE II – MEMBERSHIP**
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19 Voting Members:
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21 All full-time tenured and tenure-eligible faculty members; full-time non-tenured faculty
22 members employed under terminal contracts who are appointed to at least a half-time
23 teaching load; Librarians I, II, and III; and all full-time non-tenure eligible faculty
24 members who are appointed to at least a half-time teaching load.
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26 Non-Voting Members:
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28 Visiting and exchange faculty and librarians; faculty and others in the roles of Dean,
29 Associate Dean, Associate Provost, Provost and President.
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31 Standing Committee and Executive Council Membership:
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33 Only voting members may be elected. Terms commence on August 1, and unless
34 otherwise indicated, are for two (2) years. Members may serve no more than two (2)
35 terms consecutively. If a member is elected to fill an expired term, such member will be
36 entitled to two (2) additional full terms. No member shall serve on more than one
37 standing committee simultaneously. Members are expected to promptly resign from the
38 remainder of their term if unable to serve to allow quick formulation of a full committee
39 or officer position. Members awarded a sabbatical are expected to inform the
40 Nominating Committee within one week of being informed of the award so that a
41 replacement may be found. These members must resign from the remainder of their term.
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43 **ARTICLE III – MEETINGS**
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45 Regular Meetings
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47 The Faculty Senate shall convene for at least three meetings each semester.

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49 Special Meeting(s)

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51 1. Special meetings may be convened at the call of the Provost or the Executive
52 Council, or:

53 2. Special meeting(s) may be convened by a call of the Faculty, and:

54 a. Require petition of twenty-five percent (25%) of the voting membership,
55 exclusive of members on authorized leave

56 b. The petition must be delivered to the Secretary of the Executive Council
57 of Faculty Senate

58 c. The meeting must be scheduled and convened by the Executive Council
59 within 10 days of receipt of the petition

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

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65 **ARTICLE IV – OFFICERS**

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

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70 The Faculty Senate shall annually elect from its voting membership a Presiding Officer
71 and a Secretary for one (1) year terms. The Executive Council Senators will serve for two
72 (2) year terms. The Presiding Officer shall preside at all meetings. The Executive
73 Council shall also elect from its members a Vice-Presiding Officer for a one (1) year term
74 who shall preside on the call of, or in the absence of, the Presiding Officer. The Secretary
75 shall be responsible for recording, maintaining and distributing the minutes of the Faculty
76 Senate and the Executive Council, maintaining the official roster of membership as
77 prepared by the Office of Academic Affairs, maintaining an accurate and current copy of
78 these Bylaws, as officially maintained by the Office of the College President, and
79 announcing and distributing the agenda for all meetings of the Faculty Senate and
80 Executive Council. In the absence of the Presiding and the Vice-Presiding Officers, the
81 Executive Council shall appoint a Presiding Officer for that Faculty Senate meeting from
82 among its voting members.

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84 **ARTICLE V – EXECUTIVE COUNCIL**

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

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- 93 1) dealing with all matters of urgency to the College community that cannot
94 await disposition by the Faculty Senate;
95 2) initiating and/or receiving proposals, reviewing and making
96 recommendations to one or more faculty committees and/or to the Faculty
97 Senate on any matters of concern;
98 3) calling meetings and setting the agenda for the Faculty Senate in
99 consultation with the Provost;
100 4) appointing the Faculty Senate’s Parliamentarian for a two year term;
101 5) recommending to the Faculty Senate a three-year College Calendar at least
102 18 months in advance, including changes to the class schedule;
103 6) initiating a review of faculty governance at least once every five years;
104 7) overseeing and coordinating the work of Faculty Senate committees, and;
105 8) resolving disputes that may arise over the interpretation of these Bylaws.
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107 Membership: shall consist of the Provost, Presiding Officer, Vice-Presiding
108 Officer, Secretary of the Faculty Senate, and four (4) Senators elected by
109 members of the Faculty Senate, one of whom will be selected by the Executive
110 Council to serve as Vice-Presiding Officer. The Provost may appoint one non-
111 voting representative.
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113 Officers: shall be the Presiding Officer, the Vice-Presiding
114 Officer, and the Secretary of the Faculty Senate.
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116 **ARTICLE VI – COMMITTEES**
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118 There shall be the following standing committees, and such other standing and/or special
119 committees as the Faculty Senate shall establish: Academic Standards Committee,
120 Curriculum Committee, Faculty Affairs Committee, Faculty Resources Committee,
121 Nominating Committee, Professional Development Committee, Academic Technology
122 Committee, Honorary Degrees Committee, Joint Conference Committee, and
123 Distinguished Teaching Award Committee. Each Senate Committee is responsible for
124 making available an annually updated set of policies and procedures, as well as
125 maintaining minutes on the College server (with the exception of minutes of personnel-
126 related discussions by committees such as FAC, PDC, and FRC).
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128 A) Academic Standards Committee:
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130 **Contractual agreement:**
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132 The Academic Standards Committee shall review and recommend on matters
133 related to academic standards, including but not limited to, academic credit,
134 grading, and academic standing of students. The Faculty Senate may establish a
135 separate committee to review and recommend on matters related to graduate
136 academic standards, including but not limited to, academic credit, grading, and
137 academic standing of students.
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139 Function and Authority: shall initiate, review, and report and recommend to the
140 Faculty Senate admissions standards and procedures, standards governing the
141 transfer of credit from other institutions, standards for honors and probation,
142 regulations affecting any aspect of academic standing such as, but not limited to,
143 attendance, withdrawal, eligibility and advanced credit; review the records of, and
144 take appropriate action on, students having academic deficiencies; review and
145 take action on instances of academic or intellectual dishonesty; and receive, study
146 and/or initiate action in regard to any academic or pedagogical matters that are of
147 concern to the College.

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149 Membership: shall consist of five (5) faculty or professional librarians elected by
150 members of the Faculty Senate; minimally one (1) undergraduate student with the
151 ideal being two (2) undergraduate students appointed by the Student Government
152 Association; and one (1) graduate student appointed by the Dean of Graduate
153 Studies. One representative from each of the following offices will serve in an
154 advisory role on the committee and will be non-voting: Office of Academic
155 Affairs, Office of the Registrar, and the Center for Student Success.

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157 Officers: shall elect a chair and a secretary.

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159 B) Curriculum Committee:

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161 **Contractual agreement:**

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

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166 Function and Authority: shall receive, consider and/or initiate all requests for, or
167 studies of, new or revised curriculum changes, including the general education
168 program, majors, minors, special programs, courses, course credit, descriptions,
169 numbers, titles, methods of instruction, graduation requirements and all standards
170 and policies pertaining to the same; consider what changes are academically wise,
171 financially practicable and within the mission of the College; and report and
172 recommend the same to the Faculty Senate.

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174 Membership: shall consist of ten (10) faculty members and one (1) professional
175 librarian elected by members of the Faculty Senate. At least two (2) elected
176 faculty member representatives shall be from each academic school. The Provost
177 (or a representative of the Provost), and a representative from the Registrar's
178 Office shall be non-voting members. The work of the Curriculum Committee will
179 be managed by two co-committees of five (5) faculty each, with a member from
180 each school on each co-committee. When the Committee meets as a whole, a
181 quorum will be six (6) voting members. When the Committee meets in co-
182 committee, a quorum will be three (3) voting members.

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184 Officers: shall elect a chair and a secretary.

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186 C) Faculty Affairs Committee:

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188 **Contractual agreement:**

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190 The Faculty Affairs Committee shall receive, consider, and recommend to the
191 President on all matters related to continuous appointment, tenure, promotion, and
192 emeritus status of faculty members or librarians.

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

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199 Membership: shall be composed of nine (9) voting members with tenure or
200 continuous appointment, including at least three (3) Professors and three (3)
201 Associate Professors or Librarians II or III, who shall be elected by members of
202 the Faculty Senate. There shall be at least two representatives from each of the
203 following: the School of Health Professions and Education, the School of
204 Business and Justice Studies, and the School of Arts and Sciences. The above-
205 described representatives from the School of Arts and Sciences shall consist of at
206 least one representative from each of the two Divisions in the School of Arts and
207 Sciences. Members will not serve in the year they are candidates for promotion or
208 in the year in which they will be on sabbatical. Members will excuse themselves
209 when any matters concerning them are before the Committee. The Grievance
210 Officer of the AAUP-UC may not serve on the Faculty Affairs Committee. The
211 Provost shall be a non-voting member.

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213 Officers: shall be chaired by the Provost. The Committee shall elect each year a
214 Chair *pro tem* from its membership who shall preside in the Provost's absence
215 and make reports to the Faculty Senate. The Provost's Administrative Assistant
216 shall serve as the secretary of the Committee.

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218 D) Faculty Resources Committee:

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220 **Contractual agreement:**

221

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

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226 Function and Authority: shall consider applications for, and recommend to the
227 Provost the award of, all resources designated for faculty development including,
228 but not limited to: sabbatical leaves, summer fellowships, both faculty and student
229 travel and small grants, and all other awards and grants as available; periodically
230 initiate, in conjunction with the Faculty Affairs and Professional Development
231 Committees, a review of the criteria applicable to their respective functions to

232 ensure consistency; and review the resources available for faculty development
233 and report to the Faculty Senate on the allocation or initiation of such resources.

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235 Membership: shall consist of five (5) tenured or tenure-eligible faculty or
236 professional librarians elected by members of the Faculty Senate, including at
237 least three (3) tenured faculty. Representation on the Faculty Resources
238 Committee shall include a minimum of one faculty member per school (Health
239 Professions and Education, Business and Justice Studies, and Arts and Sciences).
240 The Provost (or a representative of the Provost) shall be a non-voting member.
241 Members may not serve in the year in which they are applicants for sabbatical,
242 and will excuse themselves when any other matters concerning them are before
243 the committee.

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245 Officers: shall elect a chair and a secretary.

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247 E) Nominating Committee:

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

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

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

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270 Officers: shall elect a chair and a secretary.

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272 F) Professional Development Committee:

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274 **Contractual agreement:**

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276 The Professional Development Committee shall review tenured faculty members
277 periodically and make summative and formative recommendations to the candidate
278 and the Provost.

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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.

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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

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

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- 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.

403 **ARTICLE VIII – AMENDMENTS**

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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

419 *Amended May 3, 2012*
420 *Amended September 13, 2013 (perfunctory amendments approved by President of*
421 *College)*
422 *Amended March 14, 2014*
423 *Amended February 27, 2015*
424 *Amended October 30, 2015*
425 *Amended December 14, 2015 (perfunctory amendments approved by President of*
426 *College)*
427 *Amended October 20, 2017*
428 *Amended April 3, 2018 (perfunctory amendments approved by President of College)*
429 *Amended October 19, 2018*
430 *Amended February 21, 2019*
431 *Amended April 12, 2019 (perfunctory amendments approved by President of College)*