



State University of New York
College of Environmental Science and Forestry

Faculty Governance

College-Wide Governance Meeting
Wednesday, February 20, 2013
Baker 146 – 12:45 PM

Agenda

1. Minutes from December 13, 2012
2. Technology Committee (Murphy)
3. Presidential Search (Donaghy)
4. IQAS Grievance Policy (Crovella)
5. COC Actions (Hassett)
6. Proposed Bylaws (Donaghy)
7. Accessory Instruction (Bongarten)
8. Announcements

Next Meeting: March 27, 2013, 12:45 PM, Baker 146

1 **Appendix B: Academic Policies**

2 **Academic Policies online at www.esf.edu/catalog/2010-2011/policies.htm.**

3 **Appendix C: Academic Grievance Procedures**

4 **Preamble**

5 Students at ESF have a right to be evaluated fairly. While grading is ultimately the
6 prerogative of the instructor, and is implicit in the student enrolling in ESF, it is
7 possible that a student may believe that a professor has not followed a defined
8 academic policy or procedure. In such instances, , it is an important responsibility of
9 the ESF faculty to impartially and quickly resolve academic grievances brought
10 forth by students or faculty and to provide recourse to orderly procedures for the
11 satisfactory adjudication of complaints. These Procedures are designed to remove
12 the disturbing pressures of personal involvement or conflict of interest by the
13 relevant parties and recognize that each grievance may be unique and insure the
14 equal, dispassionate, responsible, and equitable treatment in all cases, while
15 maintaining our college standards.

16 **Procedures**

17 **Definition**

18 An academic grievance shall include but is not restricted to a complaint by a
19 student or faculty member that there has been a violation, misrepresentation or
20 inequitable application of any academic practices or regulations of the University,
21 College or Department, or that there has been an unfair or inequitable treatment by
22 reason of any act or condition that is contrary to established academic policy or
23 practice governing or affecting students or faculty. Academic grievances are not to
24 be brought forward in the case of an undesirable grade being earned in the absence
25 of a breach in academic policy by the instructor.

26 **Jurisdiction**

27 The College Faculty has jurisdiction for the resolution of academic grievances, and
28 through its bylaws has delegated that authority to the Faculty Instructional Quality
29 and Academic Standards Committee.

30 **Time Limit**

31 An academic grievance must be filed by the end of the semester following the
32 semester in which the act or circumstances causing the grievance occurred. This
33 time limit may be extended by the Chair of the Instructional Quality and Academic
34 Standards Committee, upon good cause.

35 **Academic Grievance Resolution Process**

36 Disputant meeting. Most disputes originate at the lowest levels and should, if
37 feasible, be resolved informally between the disputants. These parties must meet to
38 discuss the dispute.

39 Department level review

40 If the meeting is unsuccessful in resolving the dispute, the aggrieved must then
41 prepare a written statement describing the academic policy or practice that they
42 believe has been violated. This statement should be sent to a representative in the
43 department, identified by the Associate Provost for Instruction (the chair, assuming
44 they are not involved). The chair will then present this statement to the other party,
45 and they will respond in writing to the chair. Upon receipt of the statement and
46 response, the chair will propose a resolution. If either of the disputants does not
47 agree to the resolution, the chair will write a statement summarizing their view and
48 the dispute will be sent to IQAS for a formal review.

49
50 **Formal Review**

51 A party to a department-level review that was not resolved may request a formal

52 hearing at the College Faculty level.

53 **Procedures**

54 **Composition of the Subcommittee**

55 For the purpose of formal academic grievance review, the subcommittee
56 membership shall consist of four elected members of the IQAS Committee and two
57 officers from either the undergraduate or graduate student associations, depending
58 on the status of the academically grieved student. Subcommittee members who
59 cannot serve impartially should recuse themselves. If a disputant is concerned
60 about the impartiality of any member, this should be brought to the attention of the
61 Associate Provost for Instruction before the hearing.

62 **Operating Procedures**

63 The Academic Standards Subcommittee shall convene as necessary to review
64 written statements. They may request more information. Such review shall be
65 conducted in confidence. A record of each grievance meeting of the Subcommittee
66 shall be kept and transmitted to the disputants. In the case of a tie vote, no action
67 will be taken in regard to the dispute.

68

69 The final findings, recommendations, and reasons for the recommendations of the
70 Subcommittee shall be transmitted in writing to the disputants with their reception
71 of such statement being receipted, and to the Associate Provost for Instruction who
72 will facilitate resolution of the grievance in accordance with the Subcommittee's
73 recommendations. Copies are sent to the Chair of the IQAS and the department chair
74 where the grievance originated.

75 All decisions of the IQAS hearing committee are final and may not be
76 appealed, unless there is substantial and documentable evidence of a procedural
77 error denying either party of due process, or if new and extraordinary evidence

78 contradicting the findings of the IQAS hearing committee can be provided. The
79 Associate Provost for Instruction shall review requests for appeals and determine, if
80 appropriate, to refer the appeal back to the IQAS Subcommittee for a new hearing. If
81 the request for appeal is due to procedural error, the Subcommittee shall be
82 reconstituted at the direction of the Associate Provost and Executive Chair of
83 Faculty Governance with the consultation of the Chair of the IQAS.

84

85 **Time Limits**

86 The academic grievance shall be resolved during the semester in which the formal
87 review occurs. The time limits defined for the grievance process can be extended a
88 semester in the event that the department chair or the Chair of the Instructional
89 Quality and Academic Standards Committee believes that it is in the best interest of
90 justice to do so.

91

NOTE: Yellow highlights is what is being changed in the new version.

Removal of Term Limits for Executive Chair, Secretary and addition of Past E. Chairs to E. Comm.

I. C. 1. b. **Executive Chair.** Biennially, in even-numbered years, the voting Faculty shall elect one of its members to serve as Executive Chair who must be a member of the faculty and may serve no more than two consecutive terms. The Executive Chair shall be the presiding officer at all meetings of the Faculty, and Chair of the Faculty Executive Committee, shall represent the Faculty at College Board of Trustees meetings and shall exercise such other powers as are set forth in these by-laws. In the absence of the Executive Chair, the Secretary shall act as Executive Chair.

I.C.1.c. **Secretary.** Biennially, in odd-numbered years, the voting Faculty shall elect one of its members to serve as Secretary of the Faculty who may serve for no more than two consecutive terms. The Secretary shall record the minutes of all Faculty meetings, shall distribute such minutes to the Faculty prior to the next regular meeting and secure a substitute secretary when necessary. In the absence of the Executive Chair, the Secretary shall serve as Executive Chair. The Secretary shall be a voting member of the Executive Committee and shall act as Secretary of that committee.

Should be changed to:

NOTE: yellow highlights above, omitted.

I.C.1.b. **Executive Chair.** Biennially, in even-numbered years, the voting Faculty shall elect one of its members to serve as Executive Chair who must be a member of the faculty. The Executive Chair shall be the presiding officer at all meetings of the Faculty, and Chair of the Faculty Executive Committee, shall represent the Faculty at College Board of Trustees meetings and shall exercise such other powers as are set forth in these by-laws. In the absence of the Executive Chair, the Secretary shall act as Executive Chair.

I.C.1.c. **Secretary.** Biennially, in odd-numbered years, the voting Faculty shall elect one of its members to serve as Secretary of the Faculty. The Secretary shall record the minutes of all Faculty meetings, shall distribute such minutes to the Faculty prior to the next regular meeting and secure a substitute secretary when necessary. In the absence of the Executive Chair, the Secretary shall serve as Executive Chair. The Secretary shall be a voting member of the Executive Committee and shall act as Secretary of that committee.

I.C.1.f. **Past Executive Chair.** Immediate Past Executive Chairs will serve on the Executive Committee for one year immediately following their last term as chair.

When a new term starts:

III.A.5. **Taking Office.** Faculty members elected to office or committee shall assume their posts on **May 15th** immediately following the election, except as otherwise provided in these by-laws.

Should be changed to:

III.A.5. **Taking Office.** Faculty members elected to office or committee shall assume their posts on **the first day of obligation of the Fall Semester**, immediately following the election, except as otherwise provided in these

Clarification of Standing Committee Chairs

III.A.3.a. The Executive Committee shall be responsible for conducting the College-wide election of Executive Chair, one Syracuse University Senator on even-numbered years; Secretary and, one Syracuse University Senator on odd-numbered years; and SUNY Senator and Alternate every three years. Chairs of all Standing Committees will be elected every year for a one year term.

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Consultation

III.B.2. **Appointment and Re-appointment of Vice-presidents, Deans, Directors, and Faculty Chairs.** Before the President of the College appoints, re-appoints, or recommends the appointment or re-appointment of vice-presidents, deans, directors, and faculty chairs, the President shall:

- a. Announce by written memorandum to each Faculty member of the appropriate administrative unit that an opening exists.
- b. Invite Faculty members in the appropriate administrative units involved to submit nominations.
- c. Present the nomination to Faculty members in the appropriate administrative units involved for their evaluation and/or recommendation.

Changed to: Note - yellow highlight above omitted, yellow highlight below to be added (subsequent numbering would need to reflect change in document as well)

III.B.2. Appointment of Vice-presidents, Deans, and Faculty Chairs. Before the President of the College appoints, or recommends the appointment of vice-presidents, deans, and faculty chairs, the President shall:

- d. Announce by written memorandum to each Faculty member of the appropriate administrative unit that an opening exists.
- e. Invite Faculty members in the appropriate administrative units involved to submit nominations.
- f. Present the nomination to Faculty members in the appropriate administrative units involved for their evaluation and/or recommendation.

III.B.3. Review of Vice-presidents, Associate and Vice Provosts, and Deans. Within the first three years and at least once every five years thereafter, the Vice-Presidents, Associate and Vice Provosts and Deans will be reviewed by the College President or the Provost in collaboration with a committee appointed by the Executive Committee of Faculty Governance.

III.B.4. Review of Faculty Chairs. Faculty chairs will be reviewed at the end of the third year of appointment when the Faculty Chair requests reappointment by the Provost in collaboration with departmental faculty.

Standing Committees - removal of SOP's, paring down of duties and revision of election procedures.

Add the following Standing Committees:

H. Technology Committee

This committee in order to exercise its responsibilities for the communication between the Technology Groups (CNS, ITS and Information Systems), Office of News and Communication, faculty and staff, shall be concerned with:

1. Advising and consulting about major issues of policy and procedure for the use of College Computing facilities
2. Identifying opportunities where information technology could assist the College in achieving its goals; evaluating the readiness of the College to leverage such technologies for more effective teaching and scholarship
3. Reviewing and recommending the College's technology direction
4. Serving as a conduit of information about campus technology matters and their effective implementation to all members of the College community

5. Exploring how campus technology can more effectively disseminate the College's activities in teaching, scholarship and research.

This committee shall consist of:

- i. 3-4 faculty members
- ii. 1-2 staff members (not in the Technology group)
- iii. 1 staff member from CNS
- iv. 1 staff member from ITS
- v. 1 staff member from Information Systems
- vi. Director of Information Technology
- vii. Library Instructional Technology Support Person