Academic Governance Standing Rules
Adopted May 22, 2015

These are the Standing Rules for Academic Governance. Changes to the Standing Rules require unanimous vote of the Executive Committee. The Executive Committee will announce all changes to the Membership at the following College-wide Meeting and posted to the Academic Governance website. The Membership may call for a vote to endorse or retract any Standing Rules change made by the Executive Committee at the meeting at which the change is announced. The Memberships vote will be binding.

I. ELECTIONS OF OFFICERS AND COMMITTEE CHAIRS

a. Time of Elections. The annual election shall take place in the Spring Semester such that results can be announced at the final Academic Governance meeting of the academic year.

b. Election of Officers
   i. The Executive Committee shall be responsible for conducting the College-wide election
   ii. Chairs of standing committees will be elected by the committee at the Academic Governance Fall Retreat

c. Eligibility. All non-Management Confidential members of the Academic and Professional Staff (full-time or part-time) and current undergraduate and graduate students are eligible to serve on standing committees. Professional Staff and student members of committees will become part of the Membership and have voting rights on all committee and Academic Governance matters.

d. Election and Assignment to Committees. There will be eight electoral units as follows: (1) Environmental and Forest Biology, (2) Forest and Natural Resources Management, (3) Chemistry and the Library, (4) Landscape Architecture and Environmental Studies, (5) Division of Engineering, (6) UUP represented Professional Staff, (7) undergraduate students and (8) graduate students. (Fifty (50) faculty members and up to thirty (30) professional staff, eight (8) undergraduate students and eight (8) graduate students)

In even election years, the following electoral units will identify the indicated representatives to serve on Academic Governance Committees for a term of two years:
   a. Landscape Architecture/Environmental Studies – ten (10)
   b. Division of Engineering – five (5)
   c. Forest and Natural Resources Management - ten (10)
   d. Professional Staff (15)

In odd election years, the following electoral units will identify the indicated representatives to serve on Academic Governance Committees for a term of two years:
   a. Environmental and Forest Biology - ten (10)
   b. Chemistry/Library – ten (10)
   c. Division of Engineering - five (5)
   d. Professional Staff (15)

Committee assignments of newly elected faculty, professional staff and librarians will be made at the May meeting of the Executive Committee. In even years or when there is a change in Executive Chair, the in-
coming Executive Chair will chair the May Executive Committee meeting. Students will be assigned during the fall Academic Governance retreat.

e. **Balloting.** Voting in Academic Governance elections shall be by secret ballot according to the Procedures for Electronic Balloting (**Section IV**). In each contest, the nominee receiving the largest number of votes shall be elected. In the event of a tie, there shall be a run-off election.

f. **Taking Office.** 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 by-laws.

g. **Vacancies.** In the case of a vacancy in any committee post of more than one month, the Executive Committee in consultation with the affected department) may appoint an alternate for the duration of the duly-elected incumbent’s absence.

h. **Removal from Office.** Officers and committee members may be removed from office by two-thirds (2/3) vote of the Membership following complaint to the Executive Committee and review and recommendation by the Committee.

II. **STANDING COMMITTEE COMPOSITION**

In the bylaws standing committee composition is either indicated by full or partial Membership representation.

a. Standing committees that require full representation across all departments will be composed of nine (9) Membership members, the Chair and Executive Chairs or their designees, three (3) members of the professional staff and one (1) graduate student and one (1) undergraduate student.

b. Standing committees that require only partial representation across all departments will be composed of at least five (5) voting faculty members, the Chair and Executive Chairs or their designees and three (3) members of the professional staff, one (1) graduate student and one (1) undergraduate student. The following departments will alternate, FCH/PBE, ES/LA and SCME/ERE.

III. **RESPONSIBILITIES OF ACADEMIC GOVERNANCE COMMITTEE CHAIRS**

The responsibility for managing Academic Governance rests with the Executive Chair. The Executive Chair is expected to facilitate committee work, to understand what the committees are working on and to integrate common committee projects when they come to their attention. Timely and frequent communication from committee chairs to the Executive Chair, in the form of reports, minutes and meetings, is an important aspect of this.

a. **Operations**
   - See Bylaws IV.B.1-6 and specific sections pertaining to standing committees
   - Set an annual agenda for committee’s tasks
   - Elect a committee secretary
Monitor the effectiveness of the implementation of policies and practices that originated within the committee
Propose bylaws changes as needed
Meet with the Executive Committee and/or Executive Chair in May to discuss the committee’s possible agenda items for the following academic year

b. Meetings
- Regularly schedule committee meetings throughout the semester
  - Suggested – once a month, more when needed to complete a project
- Attend all Executive Committee Meetings (generally held two weeks before a College-wide Meeting)
- Ensure Quorum for all votes

c. Communication
- File monthly minutes of all meetings with the Secretary of Academic Governance
- File all documents that are being circulated to Membership either on the internet or through committee representatives with the Executive Chair
- Send frequent reminders to committee members of the work that is being done and its progress
- Remind committee members of the work that needs to be accomplished
- Communicate frequently with the Executive Chair
- Include the Executive Chair on all committee communications
  - Executive Chair and Faculty Chair are members of all committees

d. Reporting
- Create a written report on committee activities for a 12-month period
  - Written report should coincide with the annual report to the Membership
- Report on committee activity no less than once a year at an Academic Governance meeting
- Send all documents (word documents preferred), powerpoint and anything else you expect to have at the meeting to the Executive Chair at least one week ahead of the College-wide meeting

e. Action Items
- All action items (resolutions, policy changes, etc) should be forwarded to the Executive Chair one (1) week prior to the Executive Committee Meeting before the Academic Governance meeting at which they will be presented to the Membership.

f. Committee elections
- Suggest a new chair at the end of the one-year term or indicate that you would like to return.
- Chairs are a one year commitment with no term limits

IV. PROCEDURES FOR ELECTRONIC BALLOTING

Academic Governance bylaws allow for electronic balloting; the following procedures will be used to clarify the process for ensuring a confidential and accurate vote.
Web-based surveys or voting systems may be used for secret ballot voting on Governance Issues or non-secret registration for events. Emails and responses associated with the latter, will be clearly marked as NOT CONFIDENTIAL in the invitation emails, on the first page of the survey and at the top of each question.

When the ballot is intended to be confidential but de-identified these are the procedures that will be followed:

1. Lists of email addresses for the voting campus personnel, will be generated by Information Systems and checked by the Executive Committee for accuracy before the first ballot or survey of the semester.
2. Electronic voting will be conducted using a commercially available web-based survey or voting system. The Executive Committee prior to each vote will select the web-based system and the Executive Chair will purchase a secure account using funds from the Governance Account. Information regarding the security of the account will be distributed widely before each use.
3. No fewer than two members of the Executive Committee, who are not on the ballot, and including the Sergeant-at-Arms will have access to the account once the ballot/survey is live. Contact information for these individuals will be listed on the first page of the ballot/survey and on the final page of the ballot/survey.
4. The password to the electronic voting account will be changed preceding any vote collection so that only those charged with conducting the vote will have access to the ballot while voting is occurring.
5. Ballots will run for no less than ten (10) calendar days, they will be checked periodically by those indicated in item 3, to ensure that the system is functioning properly and reminder emails will be sent automatically every three (3) days to Members who have not already voted. No preliminary election results will be reported.
6. Settings for confidential ballots will de-identify data, results will be stored on the internet site for the web-based system and deleted after six (6) months.

Glossary of Terms

Confidential ballot: A ballot cast such that who responds to a survey is known, but direct links to the respondent will be de-identified.

De-Identified ballot: Data is collected by confidential means but responses will be grouped and reported as percentages. This makes the data anonymous when “processed” but the data collection method is not anonymous.

Anonymous ballot: A ballot cast such that the responses are not linked to a name and there is no record kept of who voted or how many times a vote was cast.

V. PROCEDURES FOR COLLEGE POLICY APPROVAL AND CHANGES TO COLLEGE POLICY
New York State Education law (Sec. 6004) authorizes the College Board of Trustees to make regulations governing:

1. The care, custody and management of lands, grounds, buildings and equipment, and
2. The conduct and behavior of students.

In all other matters the College President makes regulations after consultation with appropriate campus constituencies including, but not restricted to, the College Board of Trustees and the College faculty.

Certain policies may require collective bargaining negotiation at the College, SUNY or State-level.

Issues and ideas that may result in new or amended College policies may originate within the Board of Trustees, Executive Cabinet, Cabinet, Academic Council, Academic Governance committees (Executive, standing or ad hoc), or with any individual faculty or staff member or group of individuals.

College policy may be recommended to College Board of Trustees or President via the procedures articulated below, which are intended to:

- Ensure clarity and transparency of College policy statements and to
- Communicate approved College policy to the College-wide community.

Separate procedures are prescribed for approval of policies that are directly related to the College’s academic mission, those that are not, and those that are mandated by SUNY. The Executive Cabinet, in consultation with the Executive Chair of Academic Governance, will determine whether a policy is academic, non-academic or a SUNY mandate.

a. Glossary of Terms

**College:** The SUNY College of Environmental Science and Forestry.

**Policy:** a definite course or method of action (selected from among alternatives and in light of given conditions) to guide and determine present and future decisions; or a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body. (Source: [http://www.merriam-webster.com/dictionary/policy](http://www.merriam-webster.com/dictionary/policy))

**SUNY Policy:** Policy mandated by SUNY system central offices, the SUNY Board of Trustees, broadly by state government entities covering all campuses within the SUNY system.

**College Policy:** Policy as defined above that originates on the ESF Campus(es), and is specific to the ESF Campus(es). College Policy affects multiple units and departments, and provides direction to the entire college community in specified areas. The definition of College Policy does not include departmental/unit level or local policies and procedures internal to the workings of any single department or unit within the campus. College Policy also does not refer to decision making related to departmental or administrative procedures, or day-to-day decision making necessary to carry out policy.

**Administrative Personnel:** Members of the President’s Executive Cabinet

**Campus Personnel:** Includes Faculty, Staff, Students, and Administrative Personnel
b. Procedures for approving College Policies affecting the academic mission

1. Suggestions for new or amended College policies will be communicated to the Executive Chair of Academic Governance. Such proposals will then be remanded to the appropriate standing committee(s) of Academic Governance for consideration. If no appropriate standing committee can be identified, the Executive Committee of Academic Governance will consider the proposal.
2. The designated committees will generate recommendations regarding the adoption of new or amended College policies. Committees are expected to consult with affected campus constituents in developing their recommendations.
3. The Executive Committee of Academic Governance will review policy recommendations generated by standing or ad hoc committees to determine if they are fully formed and ready for consideration by the full membership of Academic Governance. Once approved by the Executive Committee, policy recommendations will be presented for discussion and endorsement at the next appropriate College-wide meeting. Endorsement will be determined by vote of the membership of Academic Governance via electronic ballot.
4. Once endorsed by the membership of Academic Governance, the Executive Chair of Academic Governance will communicate the policy recommendation with the voting results to the College President within 10 working days.
5. College Policy is official when the President has signed the policy document.
6. All adopted resolutions on College Policy and official College Policy changes, will be posted to the Academic Governance website, recorded in the College President’s office and archived by the Secretary of Academic Governance within 10 working days after being signed by the President.
7. The President will share significant additions or amendments to College policy with the ESF Board of Trustees.

c. Procedures for approving non-Academic College Policies

1. Suggestions for new or amended College policies may originate with any faculty, staff or Board of Trustees member. Suggestions arising within the faculty or staff ranks should be transmitted through the chain of command, with review at each level, to the supervising vice president for consideration by Executive Cabinet.
2. Executive Cabinet will consider suggested policy changes and either decline to act or commission the drafting of policy to be reviewed by Cabinet and Academic Council.
3. Cabinet and Academic Council will provide commentary on the draft policy whereupon Executive Cabinet will compose a final draft policy for Board of Trustees and/or presidential approval (see the first paragraph of the policy for Board of Trustees jurisdiction).
4. College Policy is official when the College Board of Trustees or President has signed the policy document.
5. Newly approved College policies will communicated to the campus by email and be posted to the web page of the Vice President for Administration within 10 working days after being signed by the President.
6. The President will share significant additions or amendments to College policy that he/she has approved with the College Board of Trustees.
d. Standard Procedures for Policies originating within SUNY Administration

Any policy mandated by SUNY is not subject to this set of Procedures. However all SUNY mandates at a minimum, will be presented at the next College-wide Meeting and will then be posted to the Academic Governance website, recorded in the College President’s office and archived by the Secretary of Academic Governance within 10 working days of the College-wide Meeting at which it is presented.

e. Urgent Policy

In times of exigency, ad hoc College Policy of any type may be developed and executed outside standard procedures; however, the ad hoc College Policy will be communicated to the Executive Chair within 10 working days to expedite communication to the Executive Committee and Academic Council and will be presented at the next Academic Governance meeting. Ad hoc College Policy may remain active for up to six months at which time it must be vetted through standard procedures (academic or non-academic as appropriate) or be retired.
Procedures for Populating Committees other than Standing Committees of Academic Governance

College faculty and staff are called upon to serve on standing committees, ad hoc committees, task forces, college-wide committees, and search committees, at all levels of the college, to engage in shared governance and for the general good of the institution. Toward the goals of equitable distributions of workloads, assuring diversity of engagement, and to include perspectives from faculty, staff, and students, a set of procedures for appointments to these working groups has been drafted.

These procedures apply solely to committees that include members of Academic Governance (faculty, professional staff and students) outside of departmental or unit groups.

Either College Administration or Academic Governance may call for a task force or a college-wide committee, the compositions of which should be decided upon collaboratively through a committee proposal that outlines the proposed charge, the committee members, the committee leadership and the length of term of the committee’s work.

The President of the College may, at any time, convene a Presidential Advisory Group for emergent matters, these advisory groups would not be subject to these procedures.

Types of Committees other than Standing Committees

Ad hoc Committees of Academic Governance Standing Committees: A committee formed as a sub-group of an Academic Governance Standing Committee (including the Executive Committee) to study a specific subject, within a short well-defined time period. The chair of an ad-hoc committee must be a member of the committee from which it is formed and is charged with populating it. It is the originating standing committee’s responsibility to define the scope and time period for the work and the ad hoc committee will report to the standing committee.

Task Forces: The Executive Committee of Academic Governance and the College Administration shall work together to create task forces on issues of College-wide concern and charge them with specific duties in order to enhance communication and consultation among all members of the College Community. The charge shall include a timeline for the work and a report shall be provided jointly to the Executive Committee of Academic Governance and the administration. If the committee proposal does not indicate who will be chair, the committee shall select a chair from its membership.

College-wide Committee: A long term College-wide committee that oversees an area of importance to the College Community but is not a standing committee of Academic Governance. These committees are standing committees of the College with no set timeline for their work. Annually these committees shall provide a report to the College Community through an Academic Governance Meeting or other open venue. If the committee proposal does not indicate who will be chair, the committee shall select a chair from its membership.
**Academic Administrative Search Committees:** Search committees for positions Dean and above, with the exception of Presidential Searches which shall follow the SUNY Board of Trustees Guidelines. Provostial searches shall have majority representation from faculty (including academic department chairs), at least one member of the professional staff, and at least one member of the student body. Faculty and students should be represented on all administrative searches where the primary duties of that position are to work closely with faculty and students or where consultation with Academic Governance is required by the SUNY Policies of the Board of Trustees. The College President shall appoint the chair of any administrative search committee.

**Populating Committees**

**Ad hoc Committees of Academic Governance Standing Committees (includes Executive Committee)**
The chair of the ad hoc committee should make a general call for volunteers from the standing committee. The chair may recruit from the college community if additional expertise is needed.

**Task Forces**
A task force may be filled by a call for volunteers to the members of Academic Governance by the Secretary of Academic Governance. Proposed membership of the committee will be presented to the Executive Committee of Academic Governance and the College Administration, and changes may be made to achieve balance (workload, expertise, etc.) and diversity. The final committee membership will be reported at a College-wide Academic Governance Meeting.

In cases where the size of the Task Force is limited, the following procedure will be followed:

1. A call for volunteers is made to the College by the Secretary of Academic Governance.
2. Two people from Academic Governance Executive Committee and two people from the College Administration (one of whom is the originator of the committee request) appoint members to the committee with attention to balance and diversity. It is also expected that before appointments, that the originator will solicit the input of the potential committee members immediate supervisor.
3. The committee composition is forwarded to Academic Governance Executive Committee and to the College Administration for review and comment.
4. If there are no changes after step 3, the committee is announced at the next Academic Governance Meeting, if there are suggested changes, the comments are sent back to the group in step 2 for review and response until all are satisfied in step 3.

---

1 SUNY Policies of the Board of Trustees. Article IX, Title B, section 2, Appointment: Appointments of all college administrative officers and professional staff not in a negotiating unit established pursuant to Article 14 of the Civil Service Law shall be made by the chief administrative officer of the college; such appointment shall be reported to the Chancellor. Appointment of academic officers such as vice-president for academic affairs, academic deans and others with similar responsibilities shall be made after consultation with the faculty.

2 Presidential Searches shall follow the SUNY Board of Trustees, “Guidelines for the Selection of a President When a Vacancy Occurs at a State-operated Campus of the State University of New York,” [http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/GUIDELINESFORPRESIDENTIALSEARCHESFinal.pdf](http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/GUIDELINESFORPRESIDENTIALSEARCHESFinal.pdf) last accessed 10/14/15.
College-wide Committees
Appointments to college-wide committees will follow the same rules as for Task Forces.

Since College-wide Committees may have long-term work assignments, appointment shall be made for three-year terms. When terms expire, openings are filled by an open call for nominations.

Academic Administrative Search Committees
Nominations to fill the seats allocated for faculty, staff, and students will be solicited through an open call to the College Community. Elections will be held to inform the Executive Committee of Academic Council. The Executive Committee of Academic Governance is then charged with ensuring balance and diversity on the committee while respecting the preferences of the membership reflected in the votes. The recommended membership of the committee will be presented to the Executive Committee of Academic Governance and the College Administration for approval. The final membership of the committee will be reported at a College-wide Academic Governance Meeting.

Bibliography

SUNY Fredonia, Faculty Governance Bylaws: https://docs.google.com/document/d/1wn2L4A7y_psBTk7AqRq4E2FDNJVw7oT_cbd7V_kH3k/edit

SUNY Oswego, Faculty Governance Bylaws: http://www.oswego.edu/academics/faculty/assembly/bylaws.html

Washington State University: https://news.wsu.edu/announcement/faculty-senate-seeks-committee-members/

University of Arizona: http://facultygovernance.arizona.edu/Committees


Date adopted by Executive Committee unanimous vote: 12/7/15.