Preamble

It is the purpose of these by-laws to set forth the responsibilities of the Faculty of the State University of New York College of Environmental Science and Forestry and to establish organization and procedures necessary for the effective performance of such responsibilities and for the orderly transaction of College Faculty business.

These by-laws are consistent with policies adopted by the State University Board of Trustees for the organization and governance of the University as set forth in Policies of the Board of Trustees, State University of New York, 1973.

I. THE FACULTY

A. Definition.

1. The Faculty of the State University of New York College of Environmental Science and Forestry shall be composed of:
   a. the Chancellor of State University and the President of the College; and
   b. members of the academic staff of the College having academic rank and term or continuing appointments; and
   c. senior research associates, research associates, research assistants, and;
   d. other member of the professional staff\(^1\) who hold appointments, the primary responsibility of which, as determined by Faculty vote, is in the initiation, development, or implementation of the educational program.

2. The voting Faculty shall be composed of all members of the Faculty, except:
   a. members of the academic staff of the College having qualified academic rank.

B. Responsibilities, Functions, and Powers

1. The policies of the State University Board of Trustees oblige the Faculty to participate significantly in the initiation, development, and implementation of the educational program.

2. To meet these responsibilities, the Faculty shall:
   a. organize itself for the orderly transaction of Faculty business;
   b. meet regularly to discuss matters of College interest;
   c. review existing College policies and programs and cooperate in carrying them out;

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1. Policies of the Board of Trustees (SUNY), 1973, Article II (j,k)
\( ^{1} \) "Academic staff." The staff comprised of those persons having academic rank or qualified academic rank.
\( ^{j} \) "Academic rank." Rank held by those members of the professional staff having the title of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles and rank held by members of the professional staff having the titles of librarian, associate librarian, and assistant librarian. A geographic full-time Faculty member is a person serving on the faculty of a medical center who is not employed on a full-time basis for the purpose of fixing compensation payable by the State but all of whose professional services and activities are conducted at the medical center or its affiliated hospital and are available to the State on a full-time basis for clinics and instructional purposes.
\( ^{k} \) "Qualified academic rank." Rank held by those members of the academic staff having titles of lecturer, or title of academic rank preceded by the designations "clinical" or "visiting", or other similar designation
d. recommend to the President, or to other appropriate individuals or bodies, proposed new policies and programs and/or revisions to existing policies and programs; and
e. assist in the enhancement and development of the College and its programs.

C. Organization

1. Officers

a. Chair. The President of the College shall be Chair of the Faculty. The President's designee shall act in the absence of the President. The Chair is empowered to call meetings of the Faculty and to report to the Faculty (with agenda priority) at all meetings. A member of every standing committee, the President may be represented on each committee by a designee. The President shall receive for action all Faculty recommendations about the instructional, research, and service programs of the College, and shall report their disposition to the Faculty.

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 then 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.

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.

d. Parliamentarian. A Parliamentarian shall be appointed biennially in even-numbered year from the voting Faculty by the Executive Chair to serve in an advisory capacity to the Executive Chair on matters of procedure.

e. Sergeant-at-Arms. Sergeant-at-Arms. A Sergeant-at-Arms shall be appointed biennially in even-numbered years from the voting Faculty by the Executive Chair. In charge of roll call, the Sergeant-at-arms shall maintain the number of voting faculty as defined in Section I of these bylaws. The Sergeant-at-Arms shall establish the existence of a quorum, provide ballots for voting, appoint tellers, and generally expedite Faculty voting. It is the further responsibility of the Sergeant-at-Arms to exclude unauthorized persons from all Faculty meetings and maintain order, appointing assistants from the Faculty as needed.

II. MEETINGS

A. Regular Meetings

1. Regular meetings of the Faculty shall be held each semester to carry out normal faculty business on a schedule to be set by the Executive Committee and distributed to the Faculty at the beginning of each academic year. An itemized agenda shall be distributed before each meeting.

2. After consultation with the Chair of the Faculty, the Executive Committee may cancel any regular meeting but may not cancel two consecutive meetings.

B. Special Meetings

1. The Chancellor of State University, the Chair, or the Executive Chair may call special meetings at any time, provided the Faculty is notified in advance (at least 24 hours) of the meetings. The Executive Committee shall call special meetings within two weeks of petition by at least ten percent (10%) of the voting Faculty. Notice of such a meeting establishing time and place and distributed to
the Faculty at least one week before the meeting shall itemize the agenda. Business transacted at special meetings shall be limited to the items on the agenda.

C. Conduct
1. All Faculty meetings shall be conducted according to Robert’s Rules of Order (Revised) except as otherwise specified in these by-laws and in the Policies of the Board of Trustees, SUNY, 1973.
2. The Chair and the Executive Chair may, at their discretion, invite visitors including student representatives and recognize them in discussions.

D. Quorum
1. A quorum shall consist of the voting faculty present at the meeting providing that at least one representative from each of half the academic departments is present with the exception of Special Meetings, as described in Section II, Subsection B.1, where a quorum shall consist of one-third (1/3) of the voting faculty.
2. Each member of the voting Faculty shall have one vote. Voters who are located at the College’s regional campuses, or who are absent from the Syracuse campus for one semester or more, may appoint a limited proxy from among the voting Faculty, provided the Executive Chair is notified annually of such assignment in writing with the signature of both the voter and the proxy affixed. The results of any vote shall be established by count, if requested by a voting member. The Executive Chair’s vote shall be counted last and shall not be counted if it causes a tie. Prior to the vote, a secret ballot may be requested by any voting member.

III. PROCEDURES
A. Elections
1. Time of Elections. The annual election shall take place in the Spring Semester.
2. Election and Assignment to Committees. Departments will provide the following representatives chosen either by intradepartmental election or assignment. These representatives will compose the members of each of the standing committees as described in Section IV, Subsection A.1.
   a. The Departments of Landscape Architecture, Paper and Bioprocess Engineering, Environmental Studies, Chemistry, and Forest and Natural Resources Management shall each on even election years, identify the following minimum number of representatives to serve on Faculty Governance Committees for a term of two years:
      i. Landscape Architecture - four (4)
      ii. Paper and Bioprocess Engineering - four (4)
      iii. Environmental Studies - four (4)
      iv. Chemistry - four (4)
      v. Forest and Natural Resources Management - seven (7)
   b. The Departments of Environmental and Forest Biology, Sustainable Construction Management Engineering, Environmental Resources Engineering and the Library shall each on odd election years, identify the following minimum number representatives to serve on Faculty Governance Committees for a term of two years;
      i. Environmental and Forest Biology - seven (7)
      ii. Sustainable Construction Management Engineering - four (4)
      iii. Environmental Resources Engineering - four (4)
   c. All members of the library will be eligible to participate in faculty governance committees, however, they shall have no more than one representative on a single committee.
   d. Twelve (12) administrative staff representatives shall be appointed by the appropriate administrative unit Head for 2 year terms and shall have a limit of 2 consecutive terms.
The administrative staff in the varied offices and departments under the jurisdiction of the College’s Vice-Presidents shall be elected in the following proportions:

i. Academic Affairs & Provost - four (4)
ii. Enrollment Management and Marketing - four (4)
iii. Vice President for Administration - four (4)

e. Committee assignments of newly elected 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.

3. Election of Officers

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.

b. Two weeks prior to the last faculty meeting of the Spring Semester, the Executive Committee shall distribute to the Faculty a slate of one or more consenting nominees for each elective office. The Executive Committee shall also invite nomination from the floor at the regular Faculty Meeting and from the Professional staff for SUNY Senator and Alternate, in writing (email is acceptable).

b. If no Chairs are elected for the standing committees, the current or incoming Executive Chair will appoint a Chair from the ranks of the current year’s committee at the May Executive Committee Meeting.

4. Balloting. Voting in College-wide elections shall be by secret ballot. Absentee ballots may be cast before the election by arrangement with the Sergeant-at-Arms. 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. The preparation, distribution, collection and counting of the ballots and the reporting of results shall be the responsibility of the Sergeant-at-Arms, who may, upon approval of the Faculty, establish an electronic balloting process that guarantees secrecy.

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.

6. Vacancies. In the case of a vacancy in any office or committee post of more than one month, the Executive Committee (or department) may appoint an alternate for the duration of the duly-elected incumbent’s absence.

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

B. Consultation

1. Appointment of the President. The Faculty shall assist the College Board of Trustees in seeking candidates for the office of President of the College.

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.

3. **Appointment, Re-appointment, and Promotion of Faculty Members**

   a. Faculty members shall, at any time, recommend to the heads of the appropriate administrative units, the names of prospective candidates for appointment, re-appointment, and promotion.

   b. Before a unit head recommends the appointment, re-appointment, or promotion of Faculty members, the names of all prospective candidates shall be presented to the appropriate Faculty members in their unit, for their evaluation and/or recommendation.

4. **Development of Instructional, Research, and Public Service Programs**

   a. Faculty members shall propose, at any time, changes in existing programs.

   b. Opportunity shall be given all members of the appropriate group to review, evaluate, and recommend disposition of every proposal.

**IV. COMMITTEES OF THE FACULTY**

A. **Structure**

   1. **Standing Committees.** Standing Committees shall include the Executive Committee and the following:

      a. Curriculum

      b. Instructional Quality and Academic Standards

      c. Research

      d. Public Service

      e. SUNY and ESF Awards

      f. Student Life

      g. Promotion and Tenure

   2. **Ad Hoc Committees.** At its discretion, the Executive Committee may appoint or abolish other (ad hoc) committees, the function of which fall within Faculty prerogatives and responsibilities as specified in these bylaws.

B. **Functions.** The standing committees shall represent the Faculty in completing the following general functions:

   1. to study current policies and programs;

   2. to search out and recommend to eliminate current policies and programs which are unsuitable to College needs;

   3. to receive, study, evaluate, and recommend to revise proposals for improvement in policies and programs and to present these for action by the faculty at a general faculty meeting;

   4. to formulate, receive, study and recommend new policies and programs and to present these proposals to the faculty at a general faculty meeting for action;

   5. to meet such other responsibilities as are set forth elsewhere in these bylaws;

   6. in carrying out the above, to consult and cooperate on a permanent or temporary basis with appropriate persons, groups, and advisors.
C. Procedures

1. Committees shall:
   a. represent the Faculty in reviewing proposals in their purview;
   b. when appropriate, make proposals with specific recommendations to the Faculty, presenting such proposals in writing to the Faculty for review, and response;
   c. revise the proposals according to Faculty response and present the revised draft, or optional drafts, for action at a meeting of the faculty.
   d. present recommendations on policy matters at the College-wide faculty meetings for ratification.

2. Committees shall inform the Faculty of their activities by:
   b. filing monthly, the minutes of all meetings with the Chair of the Executive Committee;
   c. reporting to the Faculty at least once each semester upon request of the Executive Committee.

3. Committee Chairs shall:
   a. work with department chairs and the appropriate persons to fill their committees as prescribed below.
   d. keep records of the terms of office for each of its members.
   e. when appropriate at the end of their term, nominate a committee member for the position of committee chair.

D. Composition

1. Executive Committee. The Executive Committee shall consist of the Chairs of each of the Standing Committees or their designees; Secretary; Chair (President); and Executive Chair, who shall preside. The SUNY Senator and the Syracuse University Senators are Ex-Officio Members of the Executive Committee.

2. Standing Committees. The composition of each committee is defined following the scope and responsibilities of each committee.

3. Except as noted elsewhere in these bylaws, Committee members shall be elected for a term of two years and may be reelected.

4. Committee meetings shall be open to members of the Faculty and Staff. The Undergraduate and Graduate Student Associations will each be invited by the Executive Chair to designate a representative to each of the Faculty Committees as prescribed below in the committee composition. At their discretion, the Committee Chairs may invite visitors and recognize them in discussion.

5. Committee decisions shall be made by no less than two-thirds (2/3) of the voting membership of the committee.

6. Subcommittees. Each Standing Committee, in order to fulfill its responsibilities as outlined below, may recommend to the Executive Committee the establishment of subcommittees to more effectively organize its work. The subcommittees may be relatively permanent or they may be ad hoc in nature, designed to address a single short-term issue. Membership on the subcommittees need not be restricted to members of the parent committee, but could draw on the expertise of the entire College Faculty. The chair of each subcommittee should, however, be a member of the parent committee.

E. Scope and Responsibilities

1. Executive Committee. This committee shall:
   a. study and formulate statements of the philosophy and objectives of the College;
   b. review the College’s programs and policies and recommend Faculty action for increasing their effectiveness;
c. review the college's budget requests and appropriations throughout the budget cycle with the President;
d. review and coordinate the activities of standing committees;
e. assign to appropriate committees of the Faculty issues for study and consideration;
f. review the by-laws annually and recommend needed changes to the Faculty;
g. recommend to the Faculty creation of ad hoc Faculty committees and the membership and functions of such committees;
h. plan, in consultation with the Chair, the agenda of Faculty meetings;
i. prepare and present to the Faculty a slate of nominees for Faculty offices or Faculty committees;
j. designate, as appropriate, members of the Faculty to represent the Faculty at various occasions;
k. transmit to the President recommendations by the Faculty;
l. propose nominations for honorary degree candidates to the President;
m. assist in the electoral process by which College representation to the University Faculty Senate is determined, in accordance with the Policies of the Board of Trustees, SUNY, 1973.

2. **Standing Committees - Scope, responsibilities and composition**

The Faculty Chair (College President) and the Executive Chair or their designees shall be voting members of all committees, except Promotion and Tenure.

**A. Curriculum**

This committee, composed of faculty members only, in order to exercise its responsibility for the conduct of the College’s instructional program, shall be concerned with

a. the policies regarding instructional development, support and administration including the library and instructional technology;
b. the structure, content, and interrelationship of courses, curricula and degree requirements;
c. the compliance with the General Education policies as set for by the Board of Trustees;
d. the review and approval of General Education policies as set for by the Board of Trustees;

This committee shall consist of

a. Minimum Nine (9) voting Faculty members
   i. Chemistry (FCH)
   ii. Environmental and Forest Biology (EFB)
   iii. Environmental Resource Engineering (ERE)
   iv. Environmental Studies (ES)
   v. Forest and Natural Resources Management (FNRM)
   vi. Landscape Architecture (LA)
   vii. Paper and Bioprocess engineering (PBE)
   viii. Sustainable Construction Management & Engineering (SCME)
   ix. Library

b. Associate Provost for Instruction and Dean of the Graduate School (non voting)
c. Registrar (non-voting)
d. Undergraduate Student (non-voting)
e. Graduate Student (non-voting)

**B. Instructional Quality and Academic Standards**

The chair of this committee (or his/her designee) convenes the meeting of the separate committee to review petitions contesting academic suspensions and dismissals each semester.
This committee, in order to exercise its responsibility for the conduct of the College’s instructional program, shall be concerned with:

a. the standards for evaluating student academic performance;
b. the quality of academic advisement;
c. the policies regarding recruitment and admission of both graduate and undergraduate students;
d. the methods, quality and evaluation of instruction
e. the evaluation of student probation;

This Committee shall consist of

a. Minimum of (6) voting Faculty members
   i. FCH, PBE (rotating terms if desired)
   ii. EFB
   iii. ES, LA (rotating terms if desired)
   iv. FNRM
   v. SCME, ERE (rotating terms if desired)
   vi. Library

b. Associate Provost for Instruction and Dean of the Graduate School (non-voting)
c. Associate Provost for Outreach and Instructional Quality (non-voting)
d. Registrar (voting)
e. Undergraduate Student Representative (voting)
f. Graduate Student Representative (voting)
g. Staff Members from Administration, Academic Affairs and Enrollment Management and Marketing (voting)

C. Research

This committee, in order to exercise its responsibility for the conduct of the College’s research program, shall be concerned with:

a. the development of and updates to policies regarding research development, support and administration;
b. liaising with college units that support research activities: e.g., library, computer network services, and College properties;
e. liaising with the Office of Instruction and Graduate Studies and Graduate Student Association for policies and initiatives pertinent to graduate student research;
f. the management of proposals to competitive funding initiatives administered by the Office of Research Programs (e.g., McIntire-Stennis program, Seed Grant program);
g. the recognition of research achievement through Exemplary Researcher Awards
h. the collaboration between the Committee on Public Service and Outreach to raise awareness of the college’s research program (e.g., organizing an annual Spotlight on Student Research and Outreach event).

This committee shall consist of

a. Minimum of seven (7) voting faculty members
   i. FCH, PBE (rotating terms if desired)
   ii. EFB (2 faculty members)
   iii. ES, LA (rotating terms if desired)
   iv. FNRM (2 faculty members)
   v. SCME, ERE (rotating terms if desired)

b. Vice-Provost for Research (voting)
c. Vice President for Administration (non-voting)
d. Library, Director or his/her designee (non-voting)
e. Graduate Student Association, President (non-voting)
f. Staff Members from Administration, Academic Affairs and Enrollment Management and Marketing (non-voting)
D. Public Service and Outreach

This committee, in order to exercise its responsibility for the conduct of the College’s public service and outreach program shall be concerned with:

a. the policies regarding the development, support, and administration of public service and non-matriculated instructional programs

b. the review of the annual reports on service-learning activities (e.g. Carnegie Foundation Reports);

c. the effectiveness and adequacy of the public service and outreach programs;

d. the recognition of outstanding public, college or departmental service through a Service Award

e. increasing awareness of the college’s research program (e.g., co-organizing with the committee on research an annual Spotlight on Student Research and Outreach event).

f. soliciting funding opportunities for public service and establishing a competitive grant program for these funds.

g. liaising with college units that support outreach (e.g. Adirondack Visitors Center, the Adirondack Ecological Center)

This committee shall consist of

a. Minimum of Five (5) faculty members
   i. FCH, PBE (rotating terms if desired)
   ii. EFB
   iii. ES, LA (rotating terms if desired)
   iv. FNRM
   v. SCME, ERE (rotating terms if desired)
   vi. Library (if available)

b. Staff Members from Administration, Academic Affairs and Enrollment Management and Marketing (Voting)

E. SUNY and ESF Awards

This committee, in order to exercise its responsibility for the nomination and solicitation of awards on behalf of the faculty, shall be concerned with:

a. the solicitation of nominations and testimony for recognition of exemplary service to ESF in accordance with SUNY and ESF guidelines, as appropriate,

b. the review of nominations and the testimony in support of these nominations;

c. making recommendations to the Provost for awards;

d. the maintenance of college-wide records of awardees.

This committee shall consist of

a. Five (5) Faculty members and The Faculty Chair
b. Provost and Vice President for Academic Affairs
c. Associate Provost for Outreach
d. Distinguished Faculty
e. Staff Members from Enrollment Management and Marketing, Academic Affairs, and Administration
F. Student Life

This committee, in order to exercise its responsibility for the conduct of the College’s student life and faculty interaction, shall be concerned with

a. the policies and procedures related to the interrelationship between students, faculty, staff and administration;
b. the judicial process with respect to student conduct and academic integrity and their respective appeals procedures;
c. the solicitation of nominations and testimony for recognition of students who exhibit exemplary service, academic achievement and research achievement such as the Chancellors Award for Student Excellence;
d. act as a liaison to the Intercollegiate Athletics Board on matters that pertain to the interface of athletics and instruction;
e. act as a liaison to the Director of the ESF College Foundation on matters that pertain to the interface of ESF student housing with academic and student affairs.

This committee shall consist of

a. Minimum of Five (5) voting Faculty members and The Faculty Chair
   i. FCH, PBE (rotating terms if desired)
   ii. EFB
   iii. ES, LA (rotating terms if desired)
   iv. FNRM
   v. SCME, ERE (rotating terms if desired)
   vi. Library (if available)

b. Staff Members from Enrollment Management and Marketing, Academic Affairs, and Administration (voting)
c. One (1) Undergraduate student (voting)
d. One (1) Graduate student (voting)

G. Promotion and Tenure

This committee’s scope, responsibilities and composition will be determined by the College-wide Promotion and Tenure Guidelines established in 2011 and any revisions to the document made thereafter.

V. BY-LAW REVISION

A. Amendments. Proposals for amendments to these by-laws may be made by any Faculty member at a Faculty meeting. They shall then be distributed to the Faculty by the Secretary within ten days after the meeting. Written ballots shall be circulated, collected, and tabulated not less than seven days, nor more then fourteen days after the date of circulation of the proposed amendment. Passage at the time of the amendment shall require a majority of the votes cast.

B. Adoption. These by-laws and subsequent amendments shall become effective immediately after the adoption by the Faculty, except that those provisions concerning presidential consultation with the Faculty shall be subject to approval by the President.