Academic Governance Bylaws
State University of New York
College of Environmental Science and Forestry


Preamble

It is the purpose of these by-laws to set forth the responsibilities of the Academic Governance 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 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. Organization

A. Membership

1. Faculty. Faculty of the State University of New York College of Environmental Science and Forestry shall be composed of the Chancellor of State University and the President of the College; members of the College having academic rank; senior research associates, research associates, and research assistants.

2. Professional Staff. Thirty (30) representative members of the professional staff, represented by UUP, who are elected through a College-wide electoral process defined in the Academic Governance Standing Rules.

3. Students. The Undergraduate Student Association President, the Graduate Student Association President and Representatives from the Undergraduate Student Association and Graduate Student Association who are members of any Academic Governance standing or ad hoc committee.

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1. Policies of the Board of Trustees (SUNY). 1973, Article II (i,j,k)
(i) "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
B. Voting Membership

1. All Members as defined in Section I.A. are eligible to vote.

C. Responsibilities and Procedures

1. To meet these responsibilities, the Membership shall organize itself for the orderly transaction of business; meet regularly to discuss matters of College interest; review existing College policies and programs and cooperate in carrying them out; 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 assist in the enhancement and development of the College and its programs.

2. The Academic Governance Standing Rules are the operating procedures under which this body functions.

D. Officers and Committees

1. Officers

Members holding management confidential positions, other than the SUNY Chancellor and the Campus President, may not hold officer positions.

Procedures for the Elections of officers can be found in the Standing Rules of Academic Governance.

a. Chair. The President of the College shall be Chair of the Membership. The President’s designee shall act in the absence of the President. The Chair is empowered to call meetings of the Membership and to report to the Membership (with agenda priority) at all meetings. The President or their designee is a member of every standing committee. The President shall receive for action all recommendations about the instructional, research, and service programs of the College, and shall report their disposition to the Membership. The Chair shall be a voting member of the Executive Committee.

b. Executive Chair. Biennially, in even-numbered years, the Membership shall elect one of its members to serve as Executive Chair who must be a member of the voting Membership. The Executive Chair shall: be the presiding officer at all meetings of Academic Governance, Chair of the Academic Governance Executive Committee, represent Academic Governance at the College Board of Trustees meetings, represent Academic Governance as a voting member of Academic Council, and exercise such other powers as are set forth in these by-laws. In the case of a brief absence of the Executive Chair, the Secretary shall act as Executive Chair. For their service to the College, the Executive Chair will receive a 25% administrative assignment in their workload allocation. The Executive Chair is limited to two consecutive terms, but individuals may be re-elected after a one term hiatus from the position.
c. **Secretary.** Biennially, in odd-numbered years, the Membership shall elect one of its members to serve as Secretary. The Secretary shall: record the minutes of all Faculty meetings, distribute such minutes to the Membership prior to the next regular meeting and secure a substitute Secretary when necessary. In the case of a brief 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. The Secretary is limited to two consecutive terms, but individuals may be re-elected after a one term hiatus from the position.

d. **Parliamentarian.** A Parliamentarian shall be appointed biennially in even-numbered year from the Membership by the Executive Chair to advise the Executive Chair on matters of procedure. The Parliamentarian shall be a voting member of the Executive Committee.

e. **Sergeant-at-Arms.** A Sergeant-at-Arms shall be appointed biennially in even-numbered years from the Membership, by the Executive Chair to assist with Meetings and maintaining the membership roster. The Sergeant-at-Arms shall establish the existence of a quorum, provide ballots for voting, and generally expedite Membership voting. The Sergeant-at-Arms shall also exclude unauthorized persons from and maintain order, appointing assistants from the Membership as needed. The Sergeant-at-Arms shall be a voting member of the Executive Committee.

f. **Past Executive Chair.** The immediate Past Executive Chair will serve on the Executive Committee for one year immediately following their last term as chair. In the event that the Executive Chair is unable to serve for more than one semester, the Past Executive Chair will serve as Acting Executive Chair until a special election can be held but not more than two semesters. The Past Executive Chair shall be a voting member of the Executive Committee.

g. **SUNY University Faculty Senator and Alternate.** A University Faculty Senate (UFS) Senator and an alternate shall be elected every three (3) years. The Senator should be part of the Membership. Voting for the UFS Senator shall follow the SUNY Board of Trustees policy and is therefore not limited to the Membership as defined in Section I.A. The SUNY UFS Senator and Alternate shall be voting members of the Executive Committee.

h. **Syracuse University Senators.** Two Syracuse University Senators shall be elected to three (3) year terms. Both SU Senators shall be voting members of the Executive Committee.

2. **Committees**

   Standing committees of Academic Governance will include the Executive Committee and standing committees on Curriculum, Instructional Quality and Academic Standards, Student Life, Promotion and Tenure, Honors and Awards, Technology and the Library Council.

3. **Ad Hoc Committees.**

   At its discretion, the Executive Committee may appoint or abolish ad hoc committees.
E. Meetings

1. Regular Meetings
   
a. Regular meetings shall be held each semester to carry out normal membership business on a schedule to be set by the Executive Committee. The Executive Chair shall distribute a schedule of these meetings to the Membership at the beginning of each academic year. The Executive Chair will distribute an itemized agenda at least five (5) working days prior to each Academic Governance meeting.

b. After consultation with the Chair of the Membership, the Executive Committee may cancel any regular meeting however two consecutive meetings may not be cancelled.

c. Regular meetings are open to the entire College community.

2. Special Meetings

   The Chancellor of State University of New York (SUNY), the Chair, or the Executive Chair may call special meetings at any time, provided the Membership is notified at least 24 hours in advance of the meeting. The Executive Committee shall call special meetings within two weeks of petition by at least ten percent (10%) of the Membership. The Executive Chair shall notify the Membership of such a meetings time and place and shall distribute an itemized agenda. Business transacted at special meetings shall be limited to the items on the agenda.

3. Meeting Conduct

   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 SUNY Board of Trustees. The Chair and the Executive Chair may, at their discretion, invite visitors and recognize them in discussions.

4. Meeting Quorum

   a. A quorum at a regular meeting shall consist of the Membership present at the meeting, providing that at least one representative from half of the academic departments is present and at least two staff members who are part of the Membership. A quorum at Special Meetings, as described in Section I.D.2, where a quorum shall consist of one-third (1/3) of the Membership.

5. Voting

   a. Each member of the Membership 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 member with a limited voting proxy, provided the Executive Chair is notified annually of such proxy in writing with the signature of both the voter and the proxy affixed. Voting at Membership meetings may be done via voice vote or count. 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 to either break or force a tie.

b. Prior to the vote, any voting member may request a secret ballot.

c. Absentee Ballots (for non-election votes) may be sent via email prior to the College-wide Meeting upon which an item is to be voted upon. These ballots must be received by both the Executive
Chair and the Sergeant-at-Arms at least an hour before the College-wide Meeting at which a vote is scheduled to take place.

II. Consultation

In all matters affecting the academic mission the Membership of Academic Governance must be consulted. Consultation refers to a mutual, publicly shared governance process of deliberation between the President and/or their official designee(s) and the Membership.

1. Consultation Concerning Academic Policy. Detailed procedures for consultation on academic, non-academic and SUNY policy can be found in the Academic Governance Standing Rules.

2. Consultation Concerning Appointment of the President. The Membership shall assist the College Board of Trustees in seeking candidates for the office of President of the College according to the SUNY Board of Trustees Guidelines for Presidential Searches.²

3. Consultation Concerning Appointment and Re-appointment of Academic Vice-presidents, and Deans. Before the President of the College appoints, re-appoints, or recommends the appointment or re-appointment of academic vice-presidents, and Deans, the President shall consult with Academic Governance concerning the involvement of the Membership in search and/or review processes for positions at the level of Dean and above.

4. Consultation Concerning Appointment and Re-Appointment of Department Chairs. Appointment and re-appointment of Department Chairs will be handled at the Department level according to the procedures adopted by the Department and in consultation with the Vice President for Academic Affairs.

5. Consultation Concerning Appointment, Re-appointment, and Promotion of Faculty Members. Academic Governance delegates the responsibilities concerning appointments and re-appointments of Faculty Members to the academic departments. Promotion and continuing appointments of faculty members will be handled according to the College-wide Promotion and Tenure Guidelines.

III. Standing Committees - Scope, responsibilities and composition

All Committee meetings, except meetings of the Promotion and Tenure, and Awards committees shall be open to the Membership as determined in Section I.A. At their discretion, the Committee Chairs may invite visitors and recognize them in discussion.

Committee decisions shall be made by no less than two-thirds (2/3) of the committee membership present at the time of a vote.

Each Standing Committee, in order to fulfill its responsibilities as outlined below, may recommend to the Executive Committee the establishment of subcommittee or ad hoc committee to more effectively organize its work or carry-out a special project. The chair of each subcommittee or ad hoc committee must be a member of the parent committee.

The definition of a full or partial representation can be found in the Academic Governance Standing Rules.

² SUNY Guidelines for Presidential Searches (http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/GUIDELINESFORPRESIDENTIALSEARCHESFinal.pdf)
A. Executive Committee

The primary role of this committee is to facilitate communication across campus between faculty, professional staff, administration and students. To do this it will be concerned with: studying and formulating statements of the philosophy and objectives of the College; review and revise College programs and policies; review College finances with the College President; set agenda for each Governance Meeting; review and revise the by-laws and procedures of governance biannually and present changes to either to the Membership for endorsement; oversee all College elections including faculty and professional staff representatives to the Presidential Search Committee; designate members of the Membership to represent the Membership at various occasions; preside over the electoral process by which College representation to the University Faculty Senate is determined; communicate to the President all recommendations made by the Membership; and to present to the Membership all changes to policies and procedures of the College for endorsement.

This committee shall consist of the Chairs of each of the Standing Committee 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.

B. Curriculum

This committee, in order to exercise its responsibility for the conduct of the College’s instructional program, shall be concerned with: all matters that pertain to the development, modification and removal of courses and curricula at the College including: support and administration; content and interrelationship of courses and curricula; instructional methods; degree requirements; and outcomes and compliance with College and SUNY policies that pertain to curriculum.

This committee shall be composed of full representation across all departments however, only faculty members are voting members.

C. Instructional Quality and Academic Standards

This committee, in order to exercise its responsibility for the conduct of the College’s instructional program, shall be concerned with: promoting and supporting best practices in teaching excellence; assessment of the College curriculum, including general education assessment; promoting quality academic advisement; setting standards for evaluating student academic performance; reviewing policies regarding recruitment and admission of both graduate and undergraduate students; creating, reviewing and assessing academic policies; evaluating the quality of instruction; and evaluation of student probation.

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 shall consist of a partial representation across all departments.
D. Research

This committee, in order to exercise its responsibility for the conduct of the College’s research program, shall be concerned with: the development of and updates to policies regarding research development, support, and administration; liaising with college units that support research activities: e.g., library, computer network services, and College properties; liaising with the Office of Instruction and Graduate Studies and Graduate Student Association for policies and initiatives pertinent to graduate student research; the management of research proposals related to funding initiatives administered by the Office of Research Programs (e.g., McIntire-Stennis program, Seed Grant program); the recognition of research achievements of the Membership through Exemplary Researcher Awards. This committee shall also work with the Committee on Public Service and Outreach to raise awareness of the college’s research program through the organization of the annual Spotlight on Student Research and Outreach conference.

This committee shall consist of full representation across all departments.

E. Honors and Awards

This committee, in order to exercise its responsibility for the nomination and solicitation of awards on behalf of the Membership, shall be concerned with: the solicitation of nominations and testimony for (1) SUNY Chancellor’s Awards for Excellence, (2) SUNY Distinguished Professorships, (3) SUNY/ESF Honorary Degrees and (4) other awards designated by the Executive Committee of Academic Governance, in accordance with SUNY and ESF guidelines, as appropriate; the review of nominations and supporting documentation; making recommendations to the President for the above-mentioned awards; the oversight of nomination package preparation; and the maintenance of college-wide records of awardees.

This committee shall be composed as indicated by the guidelines issued by the University Faculty Senate Awards and Programs Committee.

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

This committee shall consist of partial representation across all departments.
G. Promotion and Tenure
The College-wide Promotion and Tenure Guidelines will determine this committee’s scope, responsibilities and composition.

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: Advising and consulting about major issues of policy and procedure for the use of College Computing facilities; 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; reviewing and recommending the College’s technology direction; serving as a conduit of information about campus technology matters and their effective implementation to all members of the College community; and exploring how campus technology can more effectively disseminate the College’s activities in teaching, scholarship and research.

This Committee shall consist of partial representation across all departments.

I. Library Advisory Committee
The Purpose of the Library Advisory Committee is to ensure that the ESF library and its partners provide the resources that are needed by faculty and students. They will be concerned with advising and informing decisions; problem-solving library content and access to content; and serve to facilitate two-way communication between library users (faculty and students) and decision-makers at the College level.

This committee shall consist of partial representation across all disciplines.

IV. BY-LAW REVISION

A. Amendments. Proposals for amendments to these by-laws may be made by one of the Membership, at an Academic Governance meeting. They shall then be distributed to the Membership within ten (10) days after the meeting. Balloting will occur not less than seven (7) days, nor more then fourteen (14) days after the date of circulation of the proposed amendment. Passage of a vote on the amendment shall require a majority of the votes cast.

B. Amendments to the Standing Rules. Changes to the Academic Governance Standing Rules require unanimous vote of the Executive Committee. The Executive Committee will announce all changes to the Membership at the following regular meeting and they will be 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 Membership’s vote will be binding.

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