

Bylaws of the Faculty of the School of Arts and Sciences (2016)

Preamble

The School of Arts and Sciences of SUNY Potsdam sets forth these principles and Bylaws to provide the Faculty of the School of Arts and Sciences a mechanism with which they may affect the mission, and destiny of the School. The Faculty, acting as a group, must bear primary responsibility for setting the tone and the quality of the School's academic policies and programs.

Article I. Relationship to College-wide Faculty Governance

These Articles of Governance shall not contravene the Constitution and Bylaws of the Faculty of SUNY Potsdam. Through these Articles the School of Arts and Sciences accepts organized responsibility for supporting the Constitution and Bylaws of the Faculty of SUNY Potsdam as they apply to the School of Arts and Sciences. In any case of identical concern or jurisdiction, these Articles must conform to the intent of the Constitution and Bylaws of the Faculty of SUNY Potsdam.

Article II. Jurisdiction

The jurisdiction of the Faculty of the School of Arts and Sciences will include its curriculum and academic programs, academic requirements for admission to major status in a department and for graduation from School programs, and the provision of instruction and supervision of its students. The Dean shall have the responsibility of promptly reporting to affected agencies of the College those actions or proposed actions of the School of Arts and Sciences that require the cooperation or action of those agencies.

Article III. Faculty of the School of Arts and Sciences

A. The members of the Faculty of the School of Arts and Sciences will be the Dean of the School, the Associate Dean of the School, all members of the teaching faculty holding academic rank or qualified academic rank in the School of Arts and Sciences and who participate in courses or programs of study offered by the School of Arts and Sciences, and professional employees affiliated with the School of Arts and Sciences.

B. The Faculty of the School of Arts and Sciences may call a meeting for the purpose of considering any questions within the jurisdiction of the School of Arts and Sciences.

1. One week advance notice of a meeting will be sent to each member of the Faculty of the School of Arts and Sciences, and an agenda for the meeting will be included in the notice.

2. The Dean, the Associate Dean, or the Dean's appointee will preside at meetings of the

Faculty of the School of Arts and Sciences.

3. Meetings may be called on the initiative of the Dean or on the request of a majority of the Arts and Sciences Council or on petition signed by at least twenty (20) members of the Faculty of the School of Arts and Sciences.

4. A majority of the Faculty of the School of Arts and Sciences will constitute a quorum for all of its meetings.

5. The Dean will be responsible for distribution of the minutes of meetings of the School of Arts and Sciences to all Faculty in the School.

6. *Robert's Rules of Order, Newly Revised*, will prescribe the procedure at each meeting of the Faculty of the School of Arts and Sciences.

Article IV. Dean of the School of Arts and Sciences

A. The Dean is the chief executive officer of the School of Arts and Sciences and is responsible to the Provost for its administration. She or he acts as agent of the School Faculty in executing School policy. The Dean shall call meetings of the Faculty and the Arts and Sciences Council at such times as provided for in these Bylaws and shall preside over these meetings. The Dean shall formulate and present policies to the Arts and Sciences Council and the Faculty for their consideration. She or he shall serve as the medium of communication for all official business of the School with other College authorities, the students and the public. The Dean shall strive to insure that the interests of School faculty and programs are clearly understood by the Provost, the other Deans, and other officers of the College. The Dean shall prepare the budget of the School in consultation with the departments of the School, and as appropriate with the Arts and Sciences Council. The Dean shall recommend the appointment, reappointment, or promotion of department chairs and members of the teaching staff. Such recommendations shall be made only after consultation with the Department Chair concerned and the Faculty of the Department in accordance with departmental policy.

B. The Dean will recommend the appointment of an Associate Dean in consultation with Arts and Sciences Council. While the particular duties of the Associate Dean are a matter of discussion and agreement between the Dean and the Associate Dean, they are likely to include representing the Dean in his/her absence, monitoring the School's curriculum and program matters, and administering student-related matters.

C. In any case of the incapacity of the Dean or a temporary vacancy in that office, the Associate Dean shall serve as Dean until such time as the Arts and Sciences Council recommends to the Provost a person who shall serve as Dean pro tem. In the case of a vacancy in the Office of the Dean, the Arts and Sciences Council shall conduct a School-wide election to determine the School's representatives on that search committee.

Article V. Arts and Sciences Council

A. Department Chairs, the Dean, the Associate Dean(s), and ten faculty members elected at large (no more than two Faculty members from any one Department) from the Faculty of the School of Arts and Sciences shall constitute the Arts and Sciences Council. The Council shall act as the representative body of the School of Arts and Sciences and shall deliberate on all matters of substance, including committee reports and proposals.

B. The Council shall meet at least once every month of the academic year. Its meetings shall be open to all Faculty members of the School of Arts and Sciences but only Council members may vote. An agenda shall be prepared and distributed to Council members a week in advance of the Council's monthly meeting. Minutes of each meeting shall be distributed to the Faculty.

C. The Dean shall sit as Chair of the Council and shall communicate its recommendations to the appropriate bodies and officers of the College.

D. The ten faculty members elected at large shall serve for a term of three years. Terms of service shall be staggered so as to prevent the complete turnover of these members in any one year.

E. The Council shall: 1. make recommendations through the Dean to the Committees of the Faculty Senate upon due consideration of reports from the appropriate Standing Committees of the School of Arts and Sciences, and 2. approve lists of candidates from the School of Arts and Sciences for degrees awarded by the College unless this authority is specifically delegated to some other group such as Departments.

F. A majority of the members of the Arts and Sciences Council shall constitute a quorum at all its meetings.

Article VI. Departments

A. The School's division into departments, roughly correspondent to disciplinary interests, is meant to ensure that the attention of small, like-minded groups of Faculty will be centered on problems of instruction, curriculum planning, academic advising, research and service common to a set of particular scholarly and teaching interests.

B. The Department is assigned primary, though not sole, responsibility for initiating and making recommendations on all matters relating to 1. selection, retention, and promotion of faculty, 2. development and articulation of the Department's curriculum, 3. the Department's budget, 4. growth and improvement of the Department in terms of professional, School, and community responsibilities.

C. Each Department shall establish bylaws that ensure representation of all views within the Department. In addition, the bylaws shall contain information about Departmental procedures for reappointment, promotion, and continuing appointment. A minority

within a Department shall be entitled to present a written statement of its views to the Department and to other appropriate bodies of the College.

D. Any proposed change in academic policy by the School of Arts and Sciences that affects the nature and character of a Department shall require consultation with all members of the Department.

Article VII. Department Chairs

A. The Chair of a Department shall be appointed for a stated term of up to three years and may be reappointed. When a Chair of a Department is to be appointed or reappointed, the Dean of the School of Arts and Sciences shall consult with the Department before forwarding the Dean's recommendation and that of the Department to the Provost and the President of the College.

B. The responsibilities of the Department Chair are described in detail in Section II, D, 6, of the Faculty Handbook, pp. 25-28. These responsibilities shall include 1. providing leadership for the Department through the use of fair and academically defensible standards in decision-making, 2. Communicating Departmental recommendations upon matters of personnel, budget, and curriculum, 3. Preparing and transmitting her or his own recommendation as chair on matters of personnel, budget and curriculum, 4. Preparing and transmitting to the Dean an annual evaluative report on the educational and professional activities of the Department with plans for its future development, 5. Fairly and accurately communicating to the Department actions or proposed actions of the Arts and Sciences Council or other bodies of the College, 6. Fairly and accurately representing the views of the Department before decision-making agencies of the College.

C. In cases where a minority or majority of the Department disagrees with the Department Chair's decision or recommendation, the Department Chair has the responsibility to forward all views to the Dean.

D. Chairs shall undergo departmental review at regular intervals as described in the Faculty Handbook (Article III, Section D). Review of a chair shall include, but not limited to an evaluation of the following responsibilities:

1. Personnel responsibilities including the chair's role as advisor to faculty, staff, and students, judgment in personnel decisions, and effective management of personnel.
2. Curriculum and scheduling including leadership in the development of curriculum, equitable assignment of teaching responsibilities, long-range Departmental planning, and effective scheduling of class times, rooms, and teaching assignments.
3. Department administration including planning and management of Department budgets, supervision of departmental staff and student assistants, appropriate use of equipment and supplies, and promotion of the acquisition of non-state funds.

4. Collegiality and cooperation including cooperation with other departments, divisions, offices, and alumni to further the goals of the College.

Article VIII. Committees

The phrase "Faculty Member" as used in the following subsections of this Article is to be understood as including Department Chairs.

A. Standing Committees

1. There shall be the following Standing Committees: Curriculum Committee, and Interdepartmental Programs Committee.
2. The normal term of service of Committee members shall be for three years. Terms of service shall be staggered so as to prevent the complete turnover of the membership of a Committee in any one year.
3. All Standing Committees shall at their first meeting elect a chair.
4. The Dean of the School of Arts and Sciences shall present in the spring of each year to the Faculty of the School of Arts and Sciences a slate of nominees for Standing Committees and for the ten at large faculty members of the Arts and Sciences Council. Elections may be held either by paper or electronic ballot. To facilitate this process, the Dean of the School of Arts and Sciences shall by 1 March of each year solicit nominations from every faculty member for the membership of the Standing Committees. Elections will then be held that spring, and newly elected members will begin their term at the beginning of the fall semester.
5. Vacancies that arise in between elections can, at the Dean's discretion, be filled by special election or appointment.
6. Curriculum Committee membership shall be as follows:
 - a. Nine faculty members, no more than two of whom may be from the same department, and at least one of whom is from each of the following academic areas: the Arts and Humanities, the Natural Sciences (including Mathematics and Computer Science), and the Social Sciences. The Dean of Arts and Sciences shall keep on permanent file a written record of the recommendations made by the Curriculum Committee.
 - b. The Dean of the School of Arts and Sciences, or their designee, shall serve as a non-voting member.
 - c. The Registrar, invited to serve as a non-voting resource person.

d. As many as two upper division students, appointed at the Dean's discretion, and serving as non-voting members.

7. The duties of the Curriculum Committee shall be:

a. To make policy recommendations to the Arts and Sciences Council on all aspects of the academic program. The Curriculum Committee shall recommend policy dealing with the interpretation and acceptance of transfer credit, residence requirements, course loads for students, class attendance, evaluation of student performance, requirements for graduation, and the organization, conduct, and effectiveness of the School's instructional program.

b. To recommend to the Dean approval or disapproval of all proposed changes in course offerings and School programs.

8. Interdepartmental Programs Committee membership shall be as follows:

a. Nine Faculty members who are representative of diverse areas of academic interest, with no more than two from the same department.

b. As many as two upper division students, appointed at the Dean's discretion, and serving as non-voting members.

9. The duties of the Interdepartmental Programs Committee shall be:

1. To review and approve Student-initiated Interdepartmental Major programs proposed by students of the College.

2. To act as a clearinghouse for information on interdisciplinary and interdepartmental programs.

B. Ad Hoc Committees

The Dean of the School of Arts and Sciences may, at its discretion, create ad hoc committees as needed. Members of ad hoc committees shall be elected to specific terms of office.

Article IX. Amendments

The procedure for amending the Principles of Governance shall be as follows:

A. Any proposed amendment must carry the signature of at least ten Faculty members of the School of Arts and Sciences.

B. The proposed amendment must be presented in writing by the Dean to the entire Faculty of the School of Arts and Sciences at least two weeks before a vote on the

amendment occurs.

C. The amendment is adopted if it receives a two-thirds majority vote of those voting by mail, electronically or at a general meeting of the Faculty of the School of Arts and Sciences.