Arts & Sciences Senate Constitution
Revised April 23, 2012

A. Functions and Conditions of Governance
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C. Standing Committees
D. Arts and Sciences Senate Officers
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A. Functions and Conditions of Governance:

1. The Arts and Sciences Senate seeks to represent the interests of the humanities and fine arts, social and behavioral sciences, and natural sciences on the Stony Brook University campus.

2. The rules and policies approved by the Arts and Sciences Senate shall govern the academic functions of the College of Arts and Sciences, the School of Marine and Atmospheric Sciences, the Division of the Libraries, and the School of Journalism, consistent with the Policies of the SUNY Board of Trustees.

3. The Arts and Sciences Senate shall be assisted in the formulation and execution of policy by its Standing Committees and its Executive Committee.

4. All terms of office for Senators and members of Arts and Sciences Senate Standing Committees shall be for three years, except for the one year term of the untenured member on the Promotion and Tenure Committee. Three year terms shall be staggered in three year cycles.

5. Faculty membership in the Arts and Sciences Senate constitutes membership in the University Senate. All faculty representatives to the Arts and Sciences Senate shall also serve as members of the University Senate.

B. Arts and Sciences Senate

1. The Arts and Sciences Senate shall be composed as follows:
   a. All faculty representatives from the Arts and Sciences Senate Constituencies (A&SSC), apportioned as follows:
      (1) Every department or program having six or more full-time faculty members shall have one representative, the method of selection to be set by the department or program and kept on file at the Arts and Science Senate Office including any updates as revised. The Division of Libraries and the school of Journalism shall also elect one senator each.
      (2) In addition to departmental and program representatives, an equal number of at-large senators shall be elected by the full faculty from all A&SSC. No department or program shall have more than two at-large senators.
      (3) State-wide SUNY Senators who are also members of Arts and Sciences Senate Constituencies shall serve as Arts and Sciences Senators as well.

   b. Representatives from constituencies other than the faculty:
      (1) Professional employees of Stony Brook University as defined in the Arts and Sciences Senate by-laws to a number equal to fifteen percent (15%) of the total number of faculty senators.
      (2) Undergraduate student representatives as defined in the Arts and Sciences Senate by-laws to a number equal to ten percent (10%) of the total number of faculty senators.
(3) Graduate student representatives as defined in the Arts and Sciences Senate bylaws to a number equal
to five percent (5%) of the total number of faculty senators.

c. The ex officio non-voting members shall be the University President, the Provost, the Vice President for
Student Affairs, the Associate Provost for Enrollment and Retention Management, the University Registrar,
the Dean of the Graduate School, the Dean of the School of Professional Development and Continuing
Studies, Dean of Student Affairs, the Dean of the Libraries, the Dean of the School of Marine and
Atmospheric Sciences, the Dean of the College of Arts and Sciences, and the Dean of the School of
Journalism.

d. Serving as ex officio voting members are the Chairs of all Arts and Sciences Senate Standing Committees who
are not already faculty senators. The Chairs of all Arts and Sciences Senate Standing Committees shall be
expected to attend meetings of the Arts and Sciences Senate.

2. The Arts and Sciences Senate shall meet at least twice each semester. Regular meetings will be called
by the President of the Arts and Sciences Senate. Special meetings may be called either by the President
of the Arts and Sciences Senate or by petition to said President of at least ten percent (10%) of the Arts
and Sciences Senators.

3. Arts and Sciences Senators shall report back regularly to their constituencies concerning activities and
decisions of the Arts and Sciences Senate.

C. Standing Committees

1. The Standing Committees shall report to the Arts and Sciences Senate annually on committee actions
and decision. The Arts and Sciences Senate must review and accept or reject all committee reports. The
Standing Committees shall review existing committee guidelines and by-laws at least every three years.
Recommendations for revisions shall be reviewed by the Arts and Sciences Senate Executive Committee
and presented to the Arts and Science Senate for review and acceptance. With the exception of the
Promotion and Tenure Committee, each Standing Committee must regularly report its agendas and
minutes to the Arts and Sciences Senate Executive Committee, and these documents shall be available for
all members of the University community to examine.

2. The Arts and Sciences Senate shall be assisted by the following Standing Committees:
   a. Promotion and Tenure Committee (PTC), which shall make recommendations to the Administration,
   concerning all promotions or new appointments of faculty to tenure positions (continuing appointments),
   or at the level of Associate Professor and Professor.

   b. Undergraduate Curriculum Committee (CC), which shall have authority over all proposals to introduce,
   revise, or terminate undergraduate courses, majors, and minors offered in areas in the A&SSC. It shall
   review general education requirements and courses. It shall determine the applicability of courses to
degree requirements. It shall establish guidelines for cross-listing of courses, for independent study
   and research courses, for internships, and for undergraduate teaching practica. It shall review and submit
   to the Arts and Sciences Senate proposals for changes in undergraduate degree requirements, and shall
   review and approve the content of the A&SSC sections of the Undergraduate Bulletin. It shall participate in
   the administrative review of departments or programs in which external reviews of undergraduate
   programs in A&SSC are mandated. It may also consider other issues of undergraduate curricular import.
The Undergraduate Curriculum Committee shall have a secretary, appointed by the Dean of the College
of Arts and Sciences in consultation with the Committee, the Dean of the School of Marine and Atmospheric
Sciences and the Dean of the School of Journalism.

   c. Committee on Academic Standing and Appeals (CASA), which shall interpret the regulations concerning
   the academic standing and enrollment of undergraduate students enrolled in majors in the A&SSC and
   consider appeals from individual students. It shall also review these regulations and submit any necessary
   proposed changes to the Arts and Sciences Senate.

   d. Academic Judiciary Committee (AJC), which shall adjudicate and take appropriate action in cases
   originating in areas of the A&SSC and which involve charges of academic dishonesty by a student, or
   unfair treatment of a student by a faculty member.

   e. Faculty Rights and Responsibilities Policy Committee (FRRPC), which shall review existing policies,
   practices and procedures concerning A&SSC faculty rights and responsibilities. It shall formulate guidelines
   for areas of common concern to full time and part-time tenured and non-tenured faculty or groups of
   faculty so as to assure that the faculty are fully informed of matters that relate to their working
   relationship with each other, and departmental and university functions, including but not limited to
departmental by-laws, cross-disciplinary appointments, options for promotions, and opportunities for
continued university involvement by retired faculty. The committee will focus on policies and guidelines but
will not address individual personnel cases, nor will it deal with matters that are the due province of the
designated faculty bargaining agent.
3. The Arts and Sciences Senate Standing Committees shall consist of the following members:

a. The Promotion and Tenure Committee (PTC) shall consist of seven (7) voting members.
   (1) two elected tenured faculty representatives each from:
      (i) the humanities and fine arts;
      (ii) the social and behavioral sciences;
      (iii) the natural sciences (one from physical sciences or mathematics and one from biological or marine sciences);
   (2) one elected non-tenured tenure track faculty representative.

   No person can be a member of this committee in a year in which his/her candidacy for promotion or continuing appointment will be considered by the committee. If a member becomes such a candidate, s/he must resign from the committee.

b. The Undergraduate Curriculum Committee (CC) shall consist of ten (10) voting members and four (4) non-voting members:
   (1) two elected faculty representatives each from:
      (i) the humanities and fine arts;
      (ii) the social and behavioral sciences;
      (iii) the natural sciences (one from physical sciences or mathematics and one from biological or marine sciences);
   (2) one representative appointed by the Dean of the College of Arts and Sciences as a non-voting member;
   (3) one representative elected by the professional employees as a voting member under the usual procedures for this purpose;
   (4) one professional employee knowledgeable about registration procedures and graduation requirements appointed from the Registrar’s Office as a non-voting member. This individual will be appointed annually by the Registrar after consultation with the Curriculum Committee.
   (5) one professional employee knowledgeable about both general student concerns and transfer student issues appointed from the Office of Enrollment and Retention Management as a non-voting member. This individual will be appointed annually by the Associate Provost for Enrollment and Retention Management after consultation with the Curriculum Committee;
   (6) two undergraduate student representatives from the A&SSC, selected through the usual procedures for this purpose by undergraduate student government;
   (7) one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;
   (8) the Secretary of the Committee appointed as a non-voting member by the Dean of the College of Arts and Sciences in consultation with the Committee and the Deans of School of Marine and Atmospheric Sciences and the School of Journalism.

c. The Committee on Academic Standing and Appeals shall consist of 11 voting members and 3 non-voting members:
   (1) two elected faculty representatives each from:
      (i) the humanities and fine arts;
      (ii) the social and behavioral sciences;
      (iii) the natural sciences (one from physical sciences or mathematics and one from biological or marine sciences);
   (2) one member appointed by the Dean of the College of Arts and Sciences as the Executive Officer and as a non-voting member;
   (3) one professional employee representative elected as a voting member by the professional employees.
under the usual procedures for this purpose;

(4) three undergraduate student representatives from the A&SSC, selected through the usual procedures for this purpose by undergraduate student government;

(5) one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;

(6) one representative from EOP/AIM as non-voting member and one representative from the Academic Advising Office, also as non-voting member;

d. The Academic Judiciary Committee shall consist of fourteen voting members and one non-voting member:

(1) three elected faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

(iii) the natural sciences (at least one from physical sciences or mathematics and at least one from biological or marine sciences);

(2) one Executive Officer appointed by the Dean of the College of Arts and Sciences as a non-voting member;

(3) one professional employee elected under usual procedures for this purpose by professional employees;

(4) three undergraduate student representatives from the A&SSC, selected through the usual procedures for this purpose by undergraduate student government;

(5) one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;

e. The Committee on Faculty Rights and Responsibilities Policies shall consist of seven (7) voting members:

(1) two elected tenured faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

(iii) the natural sciences (one from physical sciences or mathematics and one from biological or marine sciences).

(2) one non-tenure track faculty representative;

The UUP Faculty Grievance Officer shall serve as a consultant in all matters that might overlap with appropriate UUP domains.

3. Whenever a department, program, issue, or student is under review by an Arts and Sciences Senate Standing Committee, all voting members of that department or program whose department, program, issue, or student is under review shall absent themselves from the room during the official discussion and vote. The committee member may be available for questions or comment prior to the official discussion and vote.

4. No more than one faculty member from the same department or program may serve on an Arts and Sciences Senate Standing Committee.

5. Chairs of Standing Committees shall be elected by the majority of voting members of the committee at the first meeting of the year.

6. Chairs of Standing Committees shall not serve as chairs for more than 3 consecutive years. This provision can be waived by the Executive Committee of the Arts and Sciences Senate.

7. Each Standing Committee Chair may appoint a Secretary for one or more committee meetings. The Secretary shall take minutes of the meeting(s). The Chair shall submit the minutes to the committee for approval at its next regular meeting. The approved minutes of meetings shall be sent to the Arts and Sciences Senate President on a regular basis.

8. The Arts and Sciences Senate, its Executive Committee or the Arts and Sciences Senate President may establish ad hoc committees, which shall report to the Arts and Sciences Senate Executive Committee.
D. Arts and Sciences Senate Officers

1. The following officers of the Arts and Sciences Senate shall be elected by the Arts and Sciences Senate: a President, a President-elect who will serve as a Vice-President, and a Secretary.

2. The President of the Arts and Sciences Senate shall:
   a. represent the interests of the Arts and Sciences Senate Constituencies as a whole in meetings and discussions with ex officio members of the Senate, and at any governance or administrative body of which s/he is a member;
   b. chair all meetings of the Arts and Sciences Senate, and its Executive Committee;
   c. report to the Arts and Sciences Senate Executive Committee and Arts and Sciences Senate meeting concerning the issues before and actions taken by the ex officio members of the Arts and Sciences Senate and serve as ex officio member on Arts and Sciences Senate Standing Committees;
   d. represent the Arts and Science Senate at mandated academic reviews or appoint a representative of the Arts and Sciences Senate to these reviews;
   e. shall appoint, in consultation with the Executive Committee, committee members for specified short terms in order to maintain full working committees and to insure smooth transitions and term sequences;
   f. serve as a member of the University Senate Executive Committee;
   g. agree to serve a one year term of office as Past President upon completion of the term of office as President.

3. The Vice-President shall:
   a. perform the duties of the President when the President is unable to do so;
   b. serve as President-elect including agreeing to serve as President upon completing a one year term of office as Vice-President;
   c. serve as a non-voting member of the University Senate Executive Committee.

4. The Secretary shall record and prepare minutes of each meeting of the Arts and Sciences Senate and its Executive Committee. The minutes shall reflect all decisions taken and the votes thereon, together with the main points of debate and any written background material distributed at the meeting. The minutes of each meeting will be submitted to the subsequent meeting of the body for correction and approval. The Secretary shall keep on file at the Senate office copies of the minutes, which shall be available to any member of the University community for reference.

5. The Immediate Past President shall:
   a. serve as a voting member of the Arts and Sciences Senate Executive Committee;
   b. serve as parliamentarian and provides advice on past practices and procedures.

E. The Arts and Sciences Senate Executive Committee

1. The Executive Committee shall consist of the following voting members:
   (1) the three officers of the Arts and Sciences Senate, the President, the Vice-President who is the President-elect, the Secretary;
   (2) the Immediate Past President of the Arts and Sciences Senate (the Past President);
   (3) the elected chairs of each Arts and Sciences Senate Standing Committee, or their delegates, are members of the Executive Committee, with full voting privileges;
   (4) one at-large faculty member of the Arts and Sciences Senate, elected as specified in the By-Laws;
   (5) one representative appointed by the Dean of the College of Arts and Sciences as a non-voting member;
   (6) one professional employee elected by the professional employees under the usual procedures for this purpose;
   (7) one undergraduate student, selected through the usual procedures for this purpose by the respective
student government;

(8) one graduate student, selected through the usual procedures for this purpose by the respective student government.

2. The Executive Committee shall perform the following functions:

a. it shall have the authority to guide the Arts and Sciences Senate President concerning any matter which comes before the Senate, and to instruct the Arts and Sciences Senate President to bring before the administration any matter affecting the Arts and Sciences Senate Constituencies.

b. it shall prepare all agendas and materials for meetings of the Arts and Sciences Senate, identifying issues of importance to the Arts and Sciences Senate Constituencies.

c. it shall be responsible for implementation of Arts and Sciences Senate decisions, working with the appropriate Arts and Sciences Senate standing and/ or ad hoc committees, and with appropriate administrative officers.

d. it shall advise the President in the selection of replacement members to Arts and Sciences Senate Standing Committees in the event that a committee position becomes vacant in mid-term.

e. between Arts and Sciences Senate meetings, it shall have authority to decide any policy matter that cannot wait for decision until the next full Arts and Sciences Senate meeting. All Arts and Sciences Senate members shall be notified in writing of such a decision within one week, and the decision must be subject to review at the next scheduled meeting of the full Arts and Sciences Senate.

f. it shall facilitate the sharing of information and the coordination of activities among the standing committees of the Arts and Sciences Senate.

F. Procedures for Review and Amendment of Constitution

1. Interpretation of the provisions of the Constitution shall be made by the Executive Committee, subject to approval of the Arts and Sciences Senate.

2. Every three years, the Arts and Sciences Senate Executive Committee shall review this Constitution and recommend any amendments it deems necessary.

3. This Constitution can be amended by vote of two-thirds of Senators present and voting at an Arts and Sciences Senate meeting, provided that the vote is taken after discussion of the amendment at two consecutive Senate meetings.

Revisions to 1999 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 21, 2003.

Revisions to 2003 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 18th, 2005.

Revisions to 2005 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 28th, 2008.

Revisions to 2008 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 25th, 2011.

Revisions to 2011 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 23rd, 2012.
Arts & Sciences Senate By-Laws

Revised April 28, 2008

A. Scope and Definitions
B. Elections
C. Procedures
D. Review and Amendment

A. Scope and Definitions

1. These By-Laws establish the rules governing operating procedures for the Arts and Sciences Senate.

2. Terms used in the By-Laws and Constitution are defined as follows:

Arts and Sciences SENATE CONSTITUENCIES:

HUMANITIES AND FINE ARTS:
The combination of the College of Arts and Sciences departments or programs of Art, Comparative Studies, English, European Languages, Literatures, and Cultures, Hispanic Languages and Literature, Music, Philosophy, Theater Arts, Writing and Rhetoric, Women's Studies the Division of Libraries, and The School of Journalism.

NATURAL SCIENCES:
The combination of the College of Arts and Sciences departments or programs of Biochemistry and Cell Biology, Chemistry, Geosciences, Ecology and Evolution, Mathematics, Neurobiology and Behavior, Physics and Astronomy and the School of Marine and Atmospheric Sciences.

SOCIAL AND BEHAVIORAL SCIENCES:
The combination of the College of Arts and Sciences departments or programs of Africana Studies, Anthropology, Economics, History, Linguistics, Political Science, Psychology, and Sociology.

FACULTY: All employees holding full-time academic appointments in one of the Arts and Sciences Senate Constituencies.

GRADUATE STUDENT: All students matriculated in Masters or Doctoral programs in one of the Arts and Sciences Senate Constituencies.

PROFESSIONAL EMPLOYEES: All professional employees in one of the Arts and Sciences Senate Constituencies.

UNDERGRADUATE STUDENTS: All students matriculated for a baccalaureate degree in one of the Arts and Sciences Senate Constituencies.

B. Elections

1. Election of at-large Senate academic members shall be held in April for the coming academic year, together with election of faculty representatives to the Arts and Sciences Senate Standing Committees. At-large Senators shall be elected proportionate to constituency representation. The election will be organized by the Arts and Sciences Senate Executive Committee, which shall secure candidates from the appropriate Senate constituencies, as described in the Constitution of the Arts and Sciences Senate.

All procedures and deadlines for nominations and elections must be circulated to all constituent faculty members no later than two weeks before, and no earlier than four weeks before the close of the nominating period.

2. Nominations for At-Large Academic Senator or faculty representative to the Arts and Sciences Senate may also be made by petition of 10 academic faculty from at least three departments. Petitions should be
presented to the Executive Committee of the Senate, through the Secretary. All nominees by petition must appear on the ballot if eligible to serve.

3. Election and replacement of all professional employee representatives to the Arts and Sciences Senate, its Standing Committees, and those of the University Senate, will be conducted by the Committee on Appointments and Elections of the Professional Employees Governing Board, using procedures fixed there for that purpose.

4. Arts and Sciences Senate officers will be elected by vote of Arts and Sciences Senate members only. The at-large faculty representative to the Executive Committee will be elected by vote of the faculty members of the Arts and Sciences Senate from among the current faculty membership. Voting will be by confidential ballot in April of each year for officers whose terms expire prior to the start of the following academic year.

5. The Arts and Sciences Senate Executive Committee shall present a slate of officers to the Arts and Sciences Senate at the penultimate regularly scheduled Senate meeting of the Spring semester. Thereafter there shall be a ten-day period during which additional nominations of officers, submitted with the signatures of ten Arts and Sciences Senate members in support of each nomination, may be directed to the Executive Committee, through the Senate Secretary, for addition to the ballot. All nominees by petition must appear on the ballot if eligible to serve. Within ten days of the end of the nominations period, a ballot will be sent by to all Arts and Sciences Senate members for election of officers.

6. The President elect will serve a one-year term as Vice –President followed by a one-year term as President. The President will serve a one-year term followed by a one-year term as Past President. The Secretary will serve a two-year term.

7. Those elected to at-large membership in the Arts and Sciences Senate, and to its Standing Committees, will serve three-year terms, except for the untenured member of the Promotion and Tenure Committee, who shall serve a one-year term. Terms will be staggered so that no more than one third of at-large senators from each Constituency defined in A.2 shall be subject to election at one time, and not all representatives from an area on a Standing Committee shall be elected at one time. In the event that circumstances result in a standing committee having two vacancies from the same Constituency, a single election will be held to fill both. The candidate receiving the largest number of votes will be elected to a three-year term, the candidate with the next largest number of votes to a two-year term.

8. The election of a President –elect to fill the position of Vice-President will begin with the Spring election 2003.

9. The terms of all officers and elected committee members shall begin at the start of the academic year following their election.

10. Elected officers serve at the Arts and Sciences Senate's pleasure. The Arts and Sciences Senate may remove an officer by two-thirds vote of Arts and Sciences Senators present and voting, at a meeting of the Arts and Science Senate, provided that notice of such consideration is put on the agenda and distributed one week in advance of the meeting.

11. Should an elected officer be unable to serve for any reason, a replacement to serve shall be elected at the next Arts and Sciences Senate meeting by a majority of those present and voting, provided that notice of such election is put on the agenda and distributed one week in advance of the meeting. The person elected will serve until the next regularly scheduled general election, at which time an election will be held to fill any remaining unexpired term of the originally elected officer, according to the procedures described in B.5 above.

12. Between elections, any vacancy of a representative to an Arts and Science Senate Standing Committee shall be filled by appointment of the Arts and Science Senate President in consultation with the Arts and Sciences Executive Committee. Any such appointment shall run until the next regularly scheduled election, at which time an election will be held to fill any remaining unexpired term of the originally elected Committee member, according to the procedures described in B.1 above.

C. Procedures

1. The Senate shall operate according to Robert’s Rules of Order with the immediate past president acting as parliamentarian.

2. Regular Arts and Sciences Senate meeting dates shall be announced prior to the beginning of each academic semester.

3. The Agenda of each Arts and Sciences Senate meeting shall be distributed to members four to ten class days before the meeting.

4. Quorum for Arts and Sciences Senate meetings shall be one quarter of its members.

D. Review and Amendment

1. Interpretation of the provisions of the by-laws shall be made by the Executive Committee, subject to approval of the Arts and Sciences Senate.
2. Every three years, the Arts and Sciences Senate Executive Committee shall review these by-laws and recommend any amendments it deems necessary.

3. These by-laws may be amended by vote of two-thirds of Arts and Sciences Senators present and voting at an Arts and Science Senate meeting, provided that the proposed amendment is printed in full on the meeting agenda and distributed ten to fifteen days prior to the meeting.

Revisions to 1999 By-Laws, approved by the Arts and Sciences Senate at its regular meeting of April 21, 2003.

Revisions to 2003 By-Laws approved by the Arts and Sciences Senate at its regular meeting of April 18, 2005.

Revisions to 2005 By-Laws approved by the Arts and Sciences Senate at its regular meeting of April 28, 2008.
STATE UNIVERSITY OF NEW YORK AT STONY BROOK
UNIVERSITY SENATE BY-LAWS
Revised October 2011

I. Scope

1. Purposes
These by-laws shall govern the operations of the University Senate as constituted and mandated by the Policies of the Board of Trustees and by the Constitution and all its amendments.

2. Approval
These by-laws shall be in effect as soon as approved by the University Senate and the Chief Administrative Officer, in accordance with the Policies of the Board of Trustees, Article X, Section 5(b).

II. Definitions

As used in these by-laws, unless otherwise specified, the following terms shall mean:

1. Constituency: The following groups in the University community are constituencies represented in the University Senate and on University Senate committees: faculty (sub-divided into major governance units and libraries); professional employees; undergraduate students; and graduate students.

2. Constitution: The University Senate Constitution and all its amendments.


4. Faculty: All full-time members of the staff in positions that carry designation of academic rank including library staff.

5. Graduate students: All full-time students enrolled in masters programs, doctoral programs, and post-baccalaureate professional programs.


7. Professional employees: All members of the professional staff of the University in positions that carry no designation of academic rank. The following categories are excluded from the professional employee constituency: ex-officio members of the Senate, interns, residents, post-doctoral fellows, and students.

8. Quorum: The presence of one quarter (25%) of the filled Senator positions shall constitute a quorum at Senate meetings.

9. SUNY Faculty Senate: The governance body of the State University of New York representing its Faculty and Professional Employees, as authorized by the Policies of the Board of Trustees.

10. Undergraduate students: All full-time matriculated students enrolled in baccalaureate programs of any of the academic units.

III. Apportionment of Senate Representation

The procedure for apportioning Senate representation shall be as follows. Before each spring semester the Secretary of the Senate shall request the Provost and the Vice President for Health Sciences to provide lists of departments and programs that meet the requirements of Section II.1.a.i of the Constitution. After review is completed by the Senate Executive Committee, the Secretary shall notify the officials of each constituency of its number of senators as specified in Sections II.1.a,b,c of the Constitution. In the event that fractional numbers for senators arise from these formulae the numbers shall be rounded to the nearest integer.

IV. Selection Procedures for Senators, Senate Committee Members, and Representatives of the Senate
1. Procedures for selection of departmental senators, senators-at-large, and senate committee members representing each constituency shall be determined by the duly constituted organization for that constituency. These procedures, as defined in the organization’s governance documents (Constitution I.4), shall be publicized to its constituents, and should conform to the following principles: a. Candidates shall be members of the constituency
b. Nominations shall be public and open
c. Elections, if held, shall be open to all members of the constituency and decided by majority vote.

2. Election Administration
The solicitation of nominations for and the elections of senators-at-large and senate committee representatives of the faculty and the professional employees shall be the responsibility of the organizations representing those constituencies. In the event that the office of the University Senate administers the nomination or election procedures for a constituency, the University Senate vice president representing that organization shall be responsible for ensuring compliance with by-law IV.1. Nominations shall be complete by February 1 and elections by March 15, with results announced by March 30th.

3. Senator Unable to Complete Term
When a senator is unable to serve or complete his or her term, the constituency represented by that senator shall be so informed by the Secretary of the Senate and shall by methods of its own choosing select an alternate or replacement. A senator who is unable to fulfill any or her responsibilities may request a leave of absence from the University Senate for a specified period of time from the governing body of his or her constituency. The appropriate constituency will then fill the vacancy for the period of the leave.

4. Stony Brook Representatives in the SUNY Faculty Senate
The Secretary of the Senate shall solicit nominations from all faculty and professional employees, as defined in the governance documents of the SUNY Faculty Senate, and the office of the University Senate shall administer the election. The results of this election shall be communicated to the President of the SUNY Faculty Senate by April 1st.

5. Senate Representatives on Administrative Committees
When the University administration and the University Senate form joint committees, the Executive Committee, in consultation with the responsible administrator, shall appoint the Senate representatives to those committees.

IV. Standing Committees
1. The purpose of the Senate’s committees is to serve as the eyes and ears of the Senate and to make recommendations to the Senate and/or to administrators on the most effective and efficient operation of the University and the achievement of its goals.

2. The following University-wide Standing Committees, shall be established:
   - Administrative Review
     This Committee shall be the chief body of the Senate for reviewing and evaluating administrative performance and proposed reorganizations. It shall be consulted about and represented on all search committees at the level of Dean or above.
   - Campus Environment
     This Committee shall examine all aspects of the campus environment, including but not limited to safety, security, facilities planning, state of facilities, and general appearance of the campus. It will consult with and advise the Assistant Vice President for Facilities and Services.
   - Academic Planning and Resource Allocation (CAPRA)
     This Committee shall review budgetary procedures and priorities for planning and resource allocation in the Presidential, Provostial, and Vice-Presidential areas. It shall be consulted by the University Administration on these matters and on proposals for new colleges, schools, and inter-collegiate programs or the elimination, diminution, or combination of colleges, schools, or other academic units.
   - Educational Services Committee
     Education Services. This Committee will review and evaluate the educational support services with the goal of enhancing the University’s educational mission. Among the areas of responsibility are:
     (1) implementation of new educational pedagogies,
     (2) development of new learning environments,
     (3) application of new education technologies,
     The committee will work with Assistant Provost and Executive Director of Teaching, Learning and Technology in order to accomplish its mission. Administrative Contact: Executive Director of Teaching, Learning and Technology
   - Information Technologies Committee
     To ensure appropriate representation from all users of campus technology, members of this committee will be selected by the Standing Committees most relevant to these goals, including but not limited to Educational Services, Library Services, Research, and Student Life. The
administrative contact is the Chief Information Officer of the University.

- **Graduate Council**
  This Council shall advise the Dean of the Graduate School and monitor all aspects of the University's graduate program. It will evaluate all proposed new graduate programs and degrees and will participate in program reviews of existing graduate programs.

- **Library (Services)**
  This Committee shall advise on all aspects of libraries and advise the appropriate administrators on the operation of the campus bookstores.

  - **Library Personnel Policy**
    This Committee shall make recommendations to the Vice President for Health Sciences for Health Science Library faculty and to the Provost for Main Campus Library faculty concerning all promotions and continuing appointment positions.

  - **Research**
    This Committee shall consult with and advise the Vice President for Research, the Provost, and other administrators, as appropriate on all aspects of the research enterprise and scholarly activities on campus.

  - **School of Professional Development (SPD) Council**
    This Council shall consult with and advise the Dean of the School of Professional Development on all aspects of the SPD program.

  - **Student Life**
    This Committee shall consult with and advise the Vice President for Student Affairs and shall monitor all co-curricular aspects of resident and commuter student life, both undergraduate and graduate, and shall work with Undergraduate Student Government, the Faculty/Student Association, the Residence Hall Association, the Commuter Student Association, and the Graduate Student Organization.

  - **Undergraduate Council**
    This Council shall review and recommend policy to the Provost and other administrators, as appropriate, concerning all aspects of the University's Undergraduate academic program including:
    1. recommending the minimal instructional responsibilities of instructors;
    2. monitoring the undergraduate programs through participation in University accreditation and periodic reviews of academic programs;
    3. reviewing and coordinating all curricular and other academic matters that are not limited to a single major governance unit; and
    4. monitoring policy concerning undergraduate admissions and scholarships.

*University Affairs*

This Committee will examine all aspects of the University's public image and fundraising, including publicity, athletics, and alumni relations.

2. **Composition**
   Composition of the University Senate Standing Committees shall be as specified in the By-laws.

3. **Committee Review**
   The Executive Committee shall review the need for each Senate committee, and its mandate, every four years. Recommendations for the establishment or elimination of committees shall be presented to the Senate for vote in accordance with Section IX of the Constitution and Section VII of the By-laws.

**VI. Committee Membership**

Faculty and professional employee members of Senate committees shall serve terms of three years, with the exception of one member of the Library Personnel Policy Committee. Members may not serve more than two consecutive terms. Terms shall be staggered so that no more than one half of the seats on a committee shall be open in any election. Terms shall begin on the first day of the following fall semester. Committees shall have voting membership as follows.

1. The following committees shall include a base membership of:
   - two faculty members from each of the electoral divisions of Arts and Sciences
   - two faculty members from Engineering and Applied Sciences
   - two faculty members from Health Sciences
   - one library faculty member
   - one professional employee

Additional members and further specifications are listed below:

a. Administrative Review Committee. one professional employee; one undergraduate student; one graduate student
b. Committee on Academic Planning and Resource Allocation (CAPRA). one professional employee; one undergraduate student; and one graduate student
c. Educational Services Committee. one undergraduate student; one graduate student; and one faculty
representative from Health Sciences.

d. Graduate Council. two graduate students. Note one of the two Health Sciences representatives must be from Basic Health Sciences.
e. Library (Services) Committee. one representative from the library; one undergraduate student; and one graduate student.
f. Research Committee. one faculty representative from Health Sciences; one undergraduate student; and one graduate student.
g. School of Professional Development (SPD) Council. two SPD Students.
h. Undergraduate Council. one professional employee; two undergraduate students; and one graduate student.
i. University Affairs: one undergraduate student; one graduate student.

2. Membership of the following committees shall be as described below:

j. The Campus Environment Committee shall consist of:
   - two faculty member from each of the electoral divisions of Arts and Sciences;
   - two faculty member from Engineering and Applied Sciences;
   - two faculty members from Health Sciences;
   - one library faculty member;
   - one professional employee each from west campus and east campus;
   - two undergraduate students;
   - one graduate student;
   - the Director of Environmental Health & Safety (ex officio, non-voting).

k. The Information Technologies Committee:
   The membership of the Information Technologies Committee shall include 2 members each from and selected by the Educational Services, Library Services, Research, and Student Life committees, and any other members the Executive Committee shall see fit to appoint.

l. The Student Life Committee shall consist of:
   - five undergraduate students, to include at least two resident students and two commuter students, and at least one undergraduate Health Sciences Student;
   - three graduate students;
   - one faculty member from each of the electoral divisions of Arts and Sciences
   - one faculty member from Engineering and Applied Sciences;
   - one faculty member from Health Sciences;
   - one library faculty member;
   - one professional employee;
   - the Executive Director of the Faculty-Student Association (ex officio, non-voting).

m. The Library Personnel Policy Committee shall consist of:
   - three tenured faculty members from Arts and Sciences;
   - one tenured faculty member from Engineering and Applied Sciences;
   - two tenured faculty members from Health Sciences;
   - two tenured library faculty members from main campus libraries;
   - one tenured library faculty member from the Health Sciences Center Library
   - one untenured library faculty member, serving a one-year term. This seat shall be held by west campus librarians for two consecutive years, followed by a Health Sciences Center librarian for one year.

All of the tenured committee members must have rank equivalent to associate professor or higher.

n. The Council on Faculty Rights and Responsibilities: The Provost or Vice President of Health Sciences, as appropriate, shall appoint the members from a list of nominees proposed by the respective faculty constituencies. Each constituency will determine its method of selection. The council shall consist of a chair, who will be a respected senior scholar, and seven tenured faculty, at least four of whom shall be full professors. Membership shall be apportioned as follows:
   - one faculty member from each of the electoral divisions of Arts and Sciences;
   - two faculty members from Health Sciences;
   - two faculty members from Engineering and Applied Science

VI. Senate Officers

1. Selection and Terms of Office

Only Senate members are eligible to serve as officers of the Senate. The Vice Presidents shall be selected by the organizations representing their constituencies (Constitution VII.1). The Senate shall elect the President, as follows. The Executive Committee shall present a slate of nominees for President to the Senate no later than the November Senate meeting. There shall be a ten-day waiting period during which additional nominations of officers may be submitted to the Executive Committee for inclusion on the ballot. Each nomination must include the signatures of ten Senate members in support of that nominee. The slate
of nominees will be discussed during the December meeting of the University Senate. If the current president is standing for re-election, the meeting will be run by the immediate Past President. Election will be by secret paper ballot following the close of discussion, and will be announced at the close of the meeting. **The President-elect shall serve on the Executive Committee.**

The Senate shall elect the Secretary, as follows. The Executive Committee shall present a slate of nominees to the Senate no later than the March Senate meeting. There shall be a ten-day waiting period during which additional nominations of officers may be submitted to the Executive Committee for inclusion on the ballot. Each nomination must include the signatures of five Senate members in support of that nominee. The slate of nominees will be discussed during the April meeting of the University Senate. Election will be by secret paper ballot following the close of discussion, and will be announced at the close of the meeting. All officers shall take office at the first meeting of the Senate in the Fall semester and shall serve two years beginning at that meeting. The immediate past President shall serve on the Executive Committee until a new President takes office. If the immediate past President cannot serve the Executive Committee will identify another past-President to serve for this period. The past President shall serve as Parliamentarian for the Senate.

### 2. Vacancies

Should the President or Secretary of the Senate be unable to serve or be removed from office, a replacement to serve until the end of the academic year shall be elected at the next regular Senate meeting by a majority of the Senators present and voting, provided that a notice to this effect is put on the agenda and distributed at least one week in advance of the meetings.

#### VIII. Duties of Senators and Committee Members

1. **Senate**

A Senator is expected to attend all meetings of the Senate. Should a Senator be absent from four meetings in one academic year, the Senate shall consider that Senator to have resigned. The Secretary of the Senate shall notify the relevant constituency, or its duly constituted representative governance organization or official, to appoint a replacement to serve the remainder of the year, or until new elections are held, whichever is sooner. In the event that any position in the Senate is not filled in this manner within one month after notification, the position will not count toward a quorum until such time as it is filled.

The following rule shall determine the total number of members of the Senate for the purpose of deciding whether a proposed constitutional amendment has received a sufficient majority of that membership for passage. The seat of any Senator who has been recorded absent without an excuse for two or more regular Senate meetings in a semester in which constitutional amendments are proposed and voted on shall not be counted as part of the total membership.

2. **Committees**

Senate Committee members who do not attend at least half of the meetings of a committee in a semester may be replaced. The Committee Chair or the Secretary of the Senate may request the constituency or appropriate authority to recommend a new committee member, who shall complete the term of the member replaced.

#### IX. Amendments of the By-laws

These By-laws may be amended by a vote of two-thirds of the Senators present and voting at a regular Senate meeting, provided that the proposed amendment is published in full in the agenda and distributed to Senators at least one week in advance of the meeting.

Revised December 2003
Approved by University Senate January 26, 2004

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Campus Environment Committee Membership Revision
Approved by University Senate on December 4, 2005
Quorum added and approved by the University Senate on March 6, 2006
Amendment approved by the University Senate at its regular meeting on November 2, 2009:

Old wording of bylaws clause IV.2: "Nominations shall be complete by April 1st and elections by April 30th.

Proposed wording of the Bylaws Clause IV.2: "Nominations shall be complete by February 1 and elections by March 15, with results announced by March 30th."

Proposed amendments to by-laws: New standing committee "Educational Services Committee" (restructured Computing and Communications Committee); a new umbrella committee, "Information Technologies Committee"; and changes in election of President were approved unanimously at the October 3, 2011 Senate meeting.
I. Functions of Campus Governance

1. The rules and policies approved by the University Senate shall govern the academic functions of the University consistent with the Policies of the Board of Trustees.

2. The main functions of academic governance will be executed by the University Senate and the senates of the major governance units and their academic units (see Article III).

3. All powers and duties not specifically described in this document or subject to the Policies of the Board of Trustees shall be considered to reside in the major governance units and their academic units.

4. The major governance units and all other constituent organizations represented in the Senate shall file copies of their separate governance documents with the office of the University Senate.

II. University Senate

1. Composition

   The University Senate shall be composed as follows:

   a. Faculty

      1. Every department or program having six or more full-time members of the academic staff shall have one representative, the method and term of election to be set by the department or program, with a maximum term of three years.

      2. The number of at-large representatives shall equal 50% of the number of departmental or programs representatives, apportioned among the major governance units according to the proportion of the total departmental and program senators that each unit sends to the Senate. Each governance unit shall determine the method and term of election of its at-large members, with a maximum term of three years.

      3. The immediate past President of the University Senate shall be a member of the Senate for the academic year following the end of his/her term of office.

      4. The ex-officio non-voting members shall be the following campus administrators: President, Provost, and all Vice Presidents, Vice Provosts and Deans.

   b. Students

      1. The University Senate shall include undergraduate students to a number equal to ten percent (10%) of the total number of voting faculty members.

      2. The University Senate shall include graduate students to a number equal to eight percent (8%) of the total number of voting faculty members.

   c. Professional Employees

      The University Senate shall include professional employees to a number equal to fifteen percent (15%) of the total number of voting faculty members.

   d. SUNY Faculty Senators

      Stony Brook representatives on the SUNY Faculty Senate shall be members of the University Senate. Terms for these Senators will coincide with the SUNY Faculty Senate terms.

2. Meetings

   The University Senate must hold at least four meetings (about one month apart) during each semester.
The meetings shall be governed according to *Robert's Rules of Order*. The agenda shall be distributed to all members of the Senate at least one week before each meeting.

### III. Federal Structure

1. **Major Governance Units**
   
   The major governance units are: Arts and Sciences, Engineering and Applied Sciences, Health Sciences.

2. **Academic Units**
   
   Academic units are: any colleges, schools, divisions and research units headed by a dean.

3. **Affiliation**
   
   Academic units may, upon approval by the University Senate, choose the major governance unit with which to affiliate for representation in the Senate and for academic governance. The Dean of an academic unit having fewer than six full time members of the academic staff will make this initial choice for the unit. Upon approval by the University Senate this choice will be binding until the unit has at least six full time members of the academic staff. At that time, those members of the academic staff shall affirm the initial governance affiliation or choose an alternative affiliation, which will be binding on that unit upon approval of the University Senate.

4. **Major Governance Unit Responsibilities**
   
   Each major governance unit shall be responsible for handling:
   
   - Personnel Policy
   - Curriculum
   - Academic Standing and Appeals
   - Academic Judiciary

5. **University-wide Responsibilities**
   
   The appropriate University Senate Standing Committee shall coordinate the policies and procedures described in III.4 that extend beyond a single major governance unit.

### IV. Policies of the University Senate Committees

1. **Chairperson**
   
   Chairs (or co-Chairs, as appropriate) of Senate committees shall be elected by each Senate committee from among its members and his/her/their name(s) be presented to the Executive Committee as soon as possible after the spring election, but no later than September 20 each year. In the event that a Committee fails to elect a Chair by September 20, the Senate President shall appoint a Chair (or co-Chairs) in consultation with the Executive Committee and the relevant Committee. No person shall serve as Chair (or co-Chair) for more than three consecutive years. In rare circumstances, this term limit may be waived *for cause* by the Executive Committee.

2. **Reporting**
   
   The Senate committees shall regularly report to and receive instructions from the Executive Committee of the University Senate. The agenda and minutes of Senate Committees shall be filed with the office of the Senate and shall be posted for all senators to examine.

3. **Apportionment**
   
   The representation of new academic units on Senate Committees shall be determined by the University Senate at the time the units are approved as independent.

4. **Participation**
   
   Senate Committees shall decide who, in addition to the elected Senate members, shall participate in meetings on a regular basis without voting.

### V. Ad Hoc Committees

The Senate may establish committees as necessary to advise and report to both the University Senate and the University Administration.

### VI. Officers, Executive Committee and Coordinating Council

1. **Officers**
   
   All officers shall be members of the University Senate. The President and Secretary shall be elected by and from the University Senate. Three Vice-Presidents, one from each major governance unit, and the East Campus PEG Co-Chair and West Campus PEG Co-Chair representing professional employees, shall be chosen by their constituent organizations.

2. **Executive Committee**
   
   The function of the Executive Committee is to act for and to further the activities of the University Senate. The Executive Committee shall consist of the President, immediate past President, three Vice-Presidents, PEG Board Co-Chairs, the Secretary of the Senate, the President of the Undergraduate Student
Government or designee, and the President of the Graduate Student Organization or designee. The Stony Brook representatives on the SUNY Faculty Senate shall choose one of their number to represent them as a voting member of the Executive Committee. In addition, the President-elect shall serve on the Executive Committee as a voting member immediately upon election. The immediate past-President shall serve on the Executive Committee until a new President is seated. If, for any reason, the immediate past-President cannot serve until a new President is elected, the Executive Committee will identify another past-President to serve for this period. The President of the University Senate shall chair the Executive Committee. The Executive Committee normally will meet with the campus President once a month and the campus Provost and Vice President for the HSC once a month during academic terms.

3. The Coordinating Council
The function of the Coordinating Council is to facilitate the sharing of information and the coordination of activities among the standing committees of the University Senate. The Coordinating Council shall consist of the members of the Executive Committee as defined above, and the chairperson or another representative of each standing committee. The President of the University Senate shall chair the Coordinating Council. The Coordinating Council shall meet at twice per semester.

VII. Interpretations
Interpretations of the provisions of the Constitution and By-laws shall be made by the Executive Committee.

VIII. Amendments
This Constitution may be amended by a two-thirds majority of those voting in an electronic or mail ballot of the all members of the University Senate following discussion at two consecutive regular Senate meetings.

Revised December 2003
Approved by University Senate January 26, 2004

III. Federal Structure; 3. Affiliation
Was amended and approved by the University Senate on March 9, 2009.

The following amendment was approved by the University Senate at its regular meeting on November 2, 2009:

Old wording of constitution clause II.1.a.ii:

1. "An equal number of at-large representatives shall be elected, apportioned among the three major governance units according to the ratio of full-time faculty"

2. 

3. New wording of constitution clause II.1.a.ii:

4. "The number of at-large representatives shall equal 50% of the number of departmental or programs representatives, apportioned among the major governance units according to the proportion of the total departmental and program senators that each unit sends to the Senate”.

The following was approved by the University Senate at its November 1st, 2010 meeting:

II. 1.a.i.v. – Stylistic change: The ex-officio non-voting members shall be the following campus administrators: President, Provost, and all Vice Presidents, Vice Provosts, and Deans.

IV. 1. Standing Committees: insert new paragraph (para 1). All Committee Charges will be moved from the Constitution to the By-Laws. After moving them, the charges and descriptions should be updated.

IV. 2.

Committee on Academic Planning and Resource Allocation: Deleting last clause and adding "or the elimination, diminution, or combination of colleges, schools or other academic units."

Graduate Council: adding "It will evaluate all proposed new graduate programs and degrees and will participate in program reviews of existing graduate programs.

VII. 1. Officers
Changes in Bold.
All officers shall be members of the University Senate. The President and Secretary shall be elected by and from the University Senate. Three Vice-Presidents, one from each major governance unit, and the East Campus PEG Co-Chair and West Campus PEG Co-Chair representing professional employees, shall be chosen by their constituent organizations.

2. Executive Committee: Adding Immediate Past President.
The following was approved by the University Senate at its November 7, 2011 meeting:

The immediate past-President shall serve on the Executive Committee until a new President is seated. If, for any reason, the immediate past-President cannot serve until a new President is elected, the Executive Committee will identify another past-President to serve for this period. The President of the University Senate shall chair the Executive Committee. The Executive Committee normally will meet with the campus President once a month and the campus Provost and Vice President for the HSC once a month during academic terms.

Last modified: 11/11/11
Proposal on the General Education Requirements

The Undergraduate Council proposes that the University Senate approve the Report of the Committee on General Education (revised Feb 2013) for implementation in Fall 2014.

The University Senate endorses the creation of an ad-hoc University Senate Stony Brook Curriculum Certification Committee, for the purpose of certifying courses as meeting the General Education Guidelines.

Background:

- As charged by the University Senate on 29 November, the revision includes a technology requirement as part of the “Demonstrate Versatility” requirement, and corresponding revision to the “Follow up on their interests” category (now called “Pursue Deeper Understanding”). In addition, the STAS requirement (Understand Relationships between Science or Technology and the Arts, Humanities, or Social Sciences) has been moved to its own category, “Explore Interconnectedness”, in order to better indicate its role in the requirements.

- The proposal includes a requirement that all graded requirements be fulfilled with a grade of C or better. This has been endorsed by the Undergraduate Council and by the Arts & Sciences senate.

- We have not yet been able to determine which, if any, adjustments or waivers may need to be made to accommodate undergraduate programs in Stony Brook Medicine. We ask that the University Senate authorize the UGC to approve necessary accommodations yet to be determined, with oversight by the Senate Executive Committee.

- The ad-hoc University Senate Curriculum Certification Committee will consist of representatives from Arts & Sciences, CEAS, and other divisions as appropriate. For efficiency and practicality, this committee must have significant overlap with the A&S Curriculum Committee, since at least initially, more than 900 courses which need to be reviewed are housed by CAS and need to be reviewed by A&S CC anyway.

- The Provost’s office will provide for the record keeping and documentation of this committee.

- Once the ad-hoc University Senate General Education Curriculum Committee evaluates all existing courses, the UGC and the General Education Steering and Implementation Committees will recommend whether this committee should be maintained as a standing committee of the University Senate.