Tentative Agenda
Arts & Sciences Senate
April 21, 2003

I. Approval of Tentative Agenda
II. Approval of Minutes from March 24, 2003
III. Report of the Arts & Sciences Senate President (J. Kuchner)
IV. Arts & Sciences Constitution - (Review of each section limited to 5 minutes) and vote on Constitution
V. Arts & Sciences By-Laws (Review of each section limited to 5 minutes) and vote on by-laws
VI. Old Business
VII. New Business

Arts & Sciences Senate
March 24, 2003

The Arts and Sciences Senate met on March 24, 2003 at 3:30 PM in the Melville Library, Javits Room, 2nd floor. The meeting was called to order at 3:34pm

I. **Approval of Tentative Agenda** - Agenda approved

II. **Approval of Minutes from February 24, 2003** - Minutes approved as corrected.

III. **Report of the Arts & Sciences Senate President (J. Kuchner)**

The Arts and Sciences Senate Curriculum Committee reviewed the first draft of the General Education Assessment Plan at its March 13 meeting. The results of their findings will be presented to the A & S Senate Executive Committee at our next meeting. Many London, chair of the General Education Assessment Committee on Stony Brook campus, has assured me that the A & S Senate will continue to be informed as the process unfolds and that the A & S Senate’s input will be sought and used throughout the entire process. The A & S Senate is interested in monitoring the development and implementation of an assessment process both as it emerges and when it is completed. The first draft of the assessment plan is due in Albany at the end of March. While the SUNY Board of Trustees is considering a SUNY wide standardized assessment, there is still support from the SUNY Provost’s office for campus-based assessments. The recommendation is to continue to use efforts to meet Stony Brook’s campus based assessment goals.

IV. **Committee on Academic Standing and Appeals (E. Mendieta)** – not present – tabled for future meeting

V. **Academic Judiciary Committee (J. Shea)**

Change of executive officer – Nancy Franklin replaced by Maria Drueckhammer. Created a backlog as she was brought up to speed. Backlog until Summer/Fall. M. Drueckhammer visits individual departments, speaking to EAS & USB 101 sections.

144 accusations, 53 hearings 8 grievances, 1 grievance hearing. Not all accusations go to hearings.

Findings of guilty 85 – 95%, shows most accusations are sound.

Typology of cases
- students selling exams
- Plagiarism from the Internet, plagiarism.org and turnitin.com
- Internet related plagiarism increases, library plagiarism decreases.
Other issues
- Decrease reports of falsification of data.
- Instances of forgery of medical notes have decreased.
- Survey of plagiarism conducted by M. Druckhammer.
- The current hearing officer was appointed by the Deputy Provost. This runs counter to the A & S Senate Constitution and past practices. There is currently a discrepancy between the required reporting and oversight of Hearing Officer and the requirements of the A & S Senate Constitution. The cases that come to the AJC are from College of Arts and Sciences courses and students. Other units at the University such as the School of Engineering handle these issues independently from AJC.
- AJC report will be available online.

Senators concerned with attitude of students that internet sources need not be cited or acknowledged. There is the possibility that high schools are not addressing this issue. It was suggested that the AJC website mention something about the Internet not being public domain.

J. Shea stated that one of the big challenges is getting the word out about the importance of handling disagreements with students over issues of academic honesty through the AJC rather than imposing individualized penalties on a student by student and class by classes basis. Working outside of required University procedures could potentially expose a faculty member to lawsuits. Goodman explained that it is the responsibility of each faculty member to report infractions. Not only do hearings provide an opportunity for students to respond they also provide a record of the infractions that may be significant if students have multiple accusations.

H. Silverman – forms for CASA do not state that this is committee of the Arts and Sciences senate. It's important that this connection to the A & S Senate be clear.

The question of whether most faculty try to deal with academic honesty issues on their own was raised. J. Shea’s feedback is yes, most do take it in their own hands. He recommends that faculty report instances to the AJC.

J. Kuchner expressed that for some students an initial event of plagiarism may be the result of an absence of appropriate information. In those circumstances she feels that education is the most appropriate first response. Second offenses within a class become a problem that needs to be reported. J. Shea stressed it is a potential legal nightmare for faculty to take matters into their own hands.

Motion approved to accept report from Academic Judiciary Committee.

VI. Presentation of Revisions to A&S Senate Constitution and By-Laws (attached)

Discussion of the GPC (Graduate Programs Committee)

Question was raised concerning the need for a GPC. Several Senators indicated that there was an expressed will of the Senate to dissolve this committee as it was believed to duplicating the Graduate Council in its advisory role to the Dean of the Graduate School...

A point was made that the GPC would be advisory to the Dean of the College of Arts and Sciences as he is required to review certain graduate programs. From this perspective, the GPC was not seen as duplicative.

N. Goodman made a motion to strike the Graduate Programs Committee from Section C2c #2 and all relevant places in the constitution from the constitution, motion was seconded. Motion passed. 17 voted in favor.

Next issue: Committee of Faculty Rights and Responsibility
The discussion of this committee included its mandate, the degree of overlap with the University Senate Committee and the appropriateness of its moving from an ad hoc committee to a standing committee. Senators were interested in better understanding the purpose of this committee. The University Senate committee with a similar name is mandated to consider individual cases.

**Examples of issues which the committee has handled:**
- Development of departmental guidelines. The Chemistry Department used these as a basis for developing its guidelines.
- Review of policies governing cross disciplinary appointments within the College of Arts and Sciences
- Recommendations for career ladders for faculty on full time lecturer lines
- Review of privileges for Emeritus faculty member. This originated with a discussion of identification cards and access to university facilities based on identification status.
- Guidelines for departmental by-laws are available online: [http://ws.cc.stonybrook.edu/senatecas/Departmental%20By-Laws.htm](http://ws.cc.stonybrook.edu/senatecas/Departmental%20By-Laws.htm)

N. Goodman concerned with streamlining committees and reducing the number of committees. Suggested that perhaps the task of the FRR is not an ongoing task but one that perhaps is activated when needed. There was some disagreement about the required meeting frequency for an A & S Senate committee that would warrant it being a standing committee. Some Senators indicated that FRR was not necessary for the University’s functionality unlike AJC or PTC, etc. The argument was made that it’s the only A & S committee that deals with faculty and their issues. Cross disciplinary appointments are one of these issues. A joint Provostial and Senate committee is currently looking at issues relevant to non-tenure track faculty. It was formed as a result of a synergy of reports from various sources including the Committee on Faculty Rights and Responsibilities of the A & S Senate. The Chair of Physical Education Dept. indicated that there were a number of issues regarding the responsibilities of a department chair that she felt would be appropriately explored by the FRR Committee. Others indicated that the understanding of faculty rights and responsibilities would be particularly important for new faculty and minority faculty within a department.

N. Goodman - Moved to strike Faculty Rights and Responsibilities Committee from all relevant parts of the Constitution (section C2f) and by laws. Motion 2nd d. 7 in favor, 9 opposed and 1 abstention. Motion was not passed.

No Old Business

No New Business

Motion to adjourn @ 5:09pm

Respectfully submitted,
Diana Voss, Secretary
A & S Senate
A. Functions and Conditions of Governance:

1. The [College of] Arts and Sciences Senate seeks to represent the interests of the humanities and fine arts, social and behavioral sciences, and natural sciences on the SUNY-Stony Brook 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 Marine Sciences Research Center, the Division of the Libraries, and the Division of Physical Education and Athletics, consistent with the Policies of the SUNY Board of Trustees.

3. The [College of] 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. Membership in the Arts and Sciences Senate constitutes membership in the University Senate. All representatives to the Arts and Sciences Senate shall also serve as members of the University Senate.

B. Arts and Sciences Senate

1. [The College of Arts and Sciences Senate] The Arts and Sciences Senate shall be composed as follows:

a. All faculty representatives from the [College of Arts and Sciences Senate] Arts and Sciences Senate Constituencies, 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 Physical Education and the Division of Libraries 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 Arts and Sciences Senate Constituencies. 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 [from the representatives] as defined in the [College of] Arts and Sciences Senate by-laws to a number equal to (fifteen percent (15%) of the total number of [voting faculty members] faculty senators.

(2) Undergraduate student representatives as defined in the [College of] Arts and Sciences Senate by-laws to a number equal to (ten percent (10%) of the total number of [voting faculty members] faculty senators.

(3) Graduate student representatives as defined in the [College of] Arts and Sciences Senate by-laws to a number equal to five percent (5%) of the total number of [voting faculty members] 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 Physical Education and Athletics, the Dean of the Libraries, the Dean of Marine Sciences Research Center, and the Dean of the College of Arts and Sciences.

d. [Also] Serving as ex officio [non]voting members are the Chairs of all Arts and Sciences Standing Committees who are not already faculty senators. ([Promotion and Tenure Committee, Undergraduate Curriculum Committee, Graduate Programs Committee, Committee on Academic Standing and Appeals, and Academic Judiciary Committee]). The Chairs of all Arts and Sciences Senate
Standing Committees shall be expected to attend meetings of the Arts and Sciences Senate.

2. All [representatives to the] Arts and Sciences [Senate] Senators shall also serve as the Arts and Sciences Constituencies representatives to the University Senate.

3. 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 ten percent of the Arts and Sciences Senators.

4. Arts and Sciences Senators representing departments and programs 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 [annually] to the Arts and Sciences Senate annually on committee actions and decision. The Arts and Sciences Senate [which] 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 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 [College of] 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 Arts and Sciences Senate Constituencies. 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 College of Arts
and Sciences, the Marine Sciences Research Center and the Physical Education
and Athletics sections of the Undergraduate Bulletin. It shall participate in the
administrative review of departments or programs in which external reviews of
undergraduate programs in the College of Arts and Sciences, Marine Sciences
Research Center and Physical Education and Athletics 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 Marine Sciences Research Center and the Dean of Physical Education
and Athletics.

c. Graduate Programs Committee (GPC), which shall review all proposals to
introduce, revise, or terminate graduate programs (including but not limited to
Doctoral, Masters, and Graduate Certificate Programs as well as specialized
tracks within graduate degree programs) in order to consider coherence of
programs, as well as issues of overlap and duplication of existing courses and
programs. It shall also review the content of the College of Arts and Sciences,
Marine Sciences Research Center, and Physical Education and Athletics
sections of the Graduate Bulletin, as applicable. It shall participate in the
administrative review of departments or programs in which external reviews of
graduate programs in the College of Arts and Sciences, Marine Sciences
Research Center and Physical Education and Athletics are mandated. The
committee is advisory to the Dean of the College of Arts and Sciences, and to the
Graduate Council of the University Senate. The Graduate Programs Committee
shall have a secretary, appointed by the Dean of the College of Arts and
Sciences in consultation with the Committee.

d. 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 Senate Constituencies and
consider appeals from individual students. It shall also review these regulations
and submit any necessary proposed changes to the Arts and Sciences Senate.

e. Academic Judiciary Committee (AJC), which shall adjudicate and take
appropriate action in cases originating in areas of the constituencies of in the Arts
and Sciences Senate [Constituencies] and which involve charges of academic
dishonesty by a student, or unfair treatment of a student by a faculty member.

f. Committee of Faculty Rights and Responsibilities (FRR), which shall review
existing policies, practices and procedures concerning Arts and Sciences faculty
rights and responsibilities. It shall formulate general guidelines for areas of
common concern to fall 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 [UUP] the designated faculty bargaining
agent.

----- Editing ended here 3/24/03------------------- - ------------------------------------ - ---------

3. The Arts and Sciences Senate Standing Committees shall consist of the
following members:

a. The Promotion and Tenure Committee shall consist of seven 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 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 shall consist of eleven voting
members and one non-voting member.

(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 [two professional employees, one] appointed by the Dean of the College of Arts and Sciences as a voting member.

(3) [and] one representative elected by the professional employees as a voting member under the usual procedures fixed for this purpose by professional employees.

(3) Two undergraduate student representatives from the Arts and Sciences Senate Constituencies, selected through the usual procedures fixed for this purpose by undergraduate student government.

(4) One graduate student representative from the Arts and Sciences Senate Constituencies, selected through the usual procedures fixed for this purpose by graduate student government.

(5) the Secretary of the Committee appointed by the Dean of the College of Arts and Sciences in consultation with the Committee, the Dean of Marine Sciences Research Center and the Dean of Physical Education and Athletics, as a non-voting member.

c. The Graduate Programs Committee shall consist of eleven members:

(1) two elected College of Arts and Sciences 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 [two professional employees, one] appointed from the Graduate School by the Dean of the Graduate School.

(3) [and] one representative from the College of Arts and Sciences appointed by the Dean of the College of Arts and Sciences.

(4) two graduate student representatives matriculated in the College of Arts and Sciences, selected through the usual procedures fixed for this purpose by graduate student government.

[(4) the Secretary of the Committee (appointed by the Dean of the College of Arts and Sciences in consultation with the Committee), as a non-voting member.]]
The Committee on Academic Standing and Appeals shall each be composed as follows:

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 professional employee appointed by the Dean of the College of Arts and Sciences as the Executive Officer.

3. One professional employee elected under the usual procedures fixed for this purpose by professional employees.

4. Three undergraduate student representatives from the Senate Constituencies, selected through the usual procedures fixed for this purpose by undergraduate student government.

5. One representative from EOP/AIM (as non-voting member) and one representative from the Academic Advising Office (also as non-voting member).

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

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. Two professional employees appointed by the Dean of the College of Arts and Sciences as non-voting members.

3. One professional employee elected under usual procedures fixed for this purpose by professional employees.
(4) three undergraduate student representatives from the Senate Constituencies, selected through the usual procedures fixed for this purpose by undergraduate student government;

(4) one graduate student representative from the Senate Constituencies, selected through the usual procedures fixed for this purpose by graduate student government;

f. The Committee on Faculty Rights and Responsibilities shall consist of seven 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. 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.

6. The Arts and Sciences Senate, [or], 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 [College of] 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. represents 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 each 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 to represent the Arts and Sciences Senate at these reviews
   e. may, in consultation with the Executive Committee, appoint committee members for specified short terms in order to maintain full working committees and to insure smooth transitions and tenure 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
   d. serve as a 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 Past President shall

a. serve as a member of the Arts and Sciences Senate Executive Committee

b. serve as parliamentarian and provide advice on past practices and procedures

E. The Arts and Sciences Senate Executive Committee

1. The Executive Committee shall consist of:

(1) the three officers of the Arts and Sciences Senate, the President, the Vice-President who is the President-elect, the Secretary;

(2) the preceding President of the Arts and Sciences Senate (the Past President),

(3) the elected chairs of each Arts and Sciences Senate Standing Committee, or a member of that committee appointed for the purpose by its chair with the approval of the committee;

[(4) two professional employee representatives appointed by the Dean of the College of Arts and Sciences one of whom shall be from the College of Arts and Sciences Office]

(4) one professional employee [shall be] elected by the professional employees under usual procedures fixed for this purpose by professional employees

(6) two undergraduate students selected through the usual procedures fixed for this purpose by the respective student government

(7) [and ]one graduate student, selected through the usual procedures fixed for this purpose by the respective student governments

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 [act as a] in the selection [committee to appoint] 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 which 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. 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.


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Proposal 2/17/03

[COLLEGE OF ]ARTS AND SCIENCES SENATE

By-Laws

A. Scope and Definitions

1. These Bylaws establish the rules governing operating procedures for the Arts and Sciences Senate [the College of Arts and Sciences].

2. Terms used in the Bylaws 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, and Women's Studies and the Division of Libraries.

**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, and Physics and Astronomy and the Marine Sciences Research Center.

**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, Sociology, and Social Sciences Interdisciplinary, and the Division of Physical Education and Athletics.

**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 [members of the] professional[ staff] employees[...
 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. 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 [in writing] 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 any 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.

Voting will be by anonymous [mail] 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 [mail] to all Arts and Sciences Senate members for election of officers.

6. [Officers will serve two year terms]. 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.
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 two officers' terms shall expire at the same time, 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.

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

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

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.

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 ballot 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.

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

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

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

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

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 a 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 [1997] 1999 By-Laws, approved by the Arts and Sciences Senate at its regular meeting of [March 15th, 1999].
Arts And Sciences Senate Meeting
April 21, 2003

Ballot for Arts & Sciences Senate By-Laws Amendments

Voting Senators, please choose one:

- [ ] I am voting in favor of the proposed Arts and Sciences Senate By-Laws amendments

- [ ] I am voting against the proposed Arts and Sciences Senate By-Laws amendments

- [ ] I abstain
Art And Sciences Senate Meeting  
April 21, 2003

Ballot for Arts & Sciences Senate Constitution Amendments

Voting Senators, please choose one:

- I am voting in favor of the proposed Arts and Sciences Senate constitution amendments

- I am voting against the proposed Arts and Sciences Senate constitution amendments

- I abstain