

Tentative Agenda
Arts & Sciences Senate
April 28th, 2008

- I. Approval of tentative agenda
 - II. Approval of minutes of the March 24, 2008 meeting
 - III. Report of the College of Arts and Sciences (James Staros)
 - IV. Report of the Academic Judiciary Committee (Kate Klein)
 - V. Report of the Committee on Academic Standings and Appeals (Donna Hildenbrand)
 - VI. Proposed Amendment to the Promotion and Tenure Committee Guidelines (Joanne Davila)
 - VI. Discussion of Revisions to the Constitution and By-Laws --3rd Reading and Vote (Ruth Ben-Zvi)
 - VII. President's Report (Cynthia Davidson)
 - VIII. Old Business
 - IX. New Business
-

Arts and Sciences Senate
March 24th 2008

Dr. Cynthia Davidson called the meeting to order at 3:35 p.m.

- I. Approval of Agenda: approved
- II. Approval of minutes from February 19, 2008: approved
- III. Report on the College of Arts and Sciences (J. Staros):
 - Last reported that in the Executive Budget there was a proposed 1 1/2% increase for SUNY. However, with the new contract and other obligations, it is anticipated that the expenses in SUNY will rise by 4%. This means that the other 2 1/2% will have to come for the campuses. Since then, Governor Patterson has asked the legislature to take the original Executive budget and reduce it by \$800 million. Input from President Kenny is that we are talking about a 4 1/2% internal cut (approximately \$3 million or 30-40 positions) which would have a very serious impact on the college.
- V. President's Report (C. Davidson)
 - The A&S Executive Committee has met with Dean Staros to discuss the Senior Lecturer Promotion Review Process. The A&S Executive Committee is still actively discussing alternative ways in which governance may get involved in the process.
 - The A&S Elections were discussed and the vacancies were read. Please volunteer for open positions.
 - Ruth Ben-Zvi pointed out that the Vice President Elect and Secretary positions are also open.
- VI. Discussion of Revisions to the Constitution and By-Laws – Second Reading (R. Ben-Zvi)

- Same changes as last reading with a few additions/comments.
- A-1 – Change SUNY Stony Brook to Stony Brook University
- Change Marine Sciences to School of Marine and Atmospheric Sciences.
- Take off Division of Physical Education and add the School of Journalism.
- A-5 – Add the word Faculty
- Acronym used for Arts and Sciences Senate constituencies will be A&SSC
- B1 and 2 – addition of parenthesis
- The word *ex officio* will now be in italics
- B-2 taken out because of redundancy
- F. Senior Lecturer Promotion Review Committee will be taken out of constitution until further discussions
- Structure of the Undergraduate Curriculum Committee changed by constitutional amendment
- B-4 – drop the second word “appointed”
- B-5 – Add “the office of” in front of Enrollment and Retention Management.
- Undergraduate Curriculum Committee acronym changed from CC to UCC.
- C 4. and 5. change “Senate Constituencies” to A&SSC
- E. Committee on Faculty Rights and Responsibilities Policies – get rid of the comma and numeral 7.
- No changes to By-Laws from last meeting. R. Kerber: President elect should be hyphenated and #7, third line, the “o” should be “no”

VII. Old business: no old business.

VIII. New business: no new business.

Meeting adjourned at 4:10 p.m.

Submitted by:

Laurie Theobalt
Secretary

CASA APPEALS SPRING 2004 – Fall 2007

DATES	APPROVED	DENIED	TABLED	TOTAL
Spring 2004	16	19	1	36
Fall 2004	13	20	0	33
Spring 2005	34	23	0	57
Fall 2005	31	30	0	61
Spring 2006	33	31	1	65
Fall 2006	10	25	0	35
Spring 2007	30	21	1	52
Fall 2007	32	24	2	58

Date: April 7, 2008

To: Arts and Science Academic Senate

From: Joanne Davila, PTC Chair

Re: Amendments to the PTC Guidelines on teaching observations

Because of lack of clarity regarding what is expected for teaching observations and the consequent inconsistencies in what is included across files, the PTC requests the following changes to the guidelines.

Current guidelines:

2.4.4.2 [Note: Only newly hired faculty beginning in the 1999-2000 academic year will be expected to fulfill the following formulation. Candidates for continuing appointment and/or promotion hired prior to 1999-2000 may choose to have these criteria applied if agreed upon by both the candidate and the department. For those hired prior to the Fall of 1999, the PTC Guidelines in effect as of the Fall of 1998 apply.]

This division of the file will also contain a comprehensive evaluation of the candidate's teaching effectiveness, based on material gathered annually for all faculty members and including both undergraduate and graduate opinion, if applicable. The department should also make a periodic and detailed inquiry into students' perceptions of the candidate's teaching, including their sense of what they learned, its relation to their other skills, work in the field, or personal growth.

To this end, the documentation of teaching should include the following:

- a) Numerical summaries of all op-scan forms for courses taught since the faculty's hiring or last promotion. These summaries should be clearly labeled with the course number and title, the semester in which the course was offered, the number of students enrolled in the course, and the number of responses to the questionnaire. A list of the course evaluations provided in the file should include a brief description of each course and its place in the program; whether it is required or elective; whether it draws majors, non-majors, or both; whether the candidate taught the whole course or only part of it; whether there was TA assistance and in what form.
- b) Copies of individual op-scan forms with student comments. For small courses, all available copies should be provided. For large classes, representative samples should be taken.
- c) Syllabi and other sample course material, such as exams and projects.
- d) At least two reports of peer observations of classroom teaching. Both observers should be acceptable to the candidate.
- e) Written reports from present and former students. Solicited signed letters on teaching will be placed in the Special Evaluative File.

Suggested revisions (in bold):

2.4.4.2 This division of the file will also contain a comprehensive evaluation of the candidate's teaching effectiveness, based on material gathered annually for all faculty members and including both undergraduate and graduate opinion, if applicable. The department should also make a periodic and detailed inquiry into students' perceptions of the candidate's teaching,

including their sense of what they learned, its relation to their other skills, work in the field, or personal growth.

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b) Copies of individual op-scan forms with student comments. For small courses, all available copies should be provided. For large classes, representative samples should be taken.

Representative means that the range of student opinion shall be reflected from positive commentary to reasonable critique.

c) Syllabi and other sample course material, such as exams and projects.

d) At least two reports of peer observations of classroom teaching. **Both observers should be (1) selected by the department or committee that is preparing the file, (2) of higher rank than the candidate, (3) members of the candidate's department or in a related field, and (4) acceptable to the candidate. For promotions to full professor, both peer observations must be made within 1 year of the submission of the file. For promotions to associate professor with tenure, at least one peer observation must be made within 1 year of submission of the file. The other observation may have been made earlier (and may be the same one submitted for the pre-tenure review). If the candidate does not want to include the pre-tenure observation, s/he may request and must be granted a new observation to constitute one of the two required reports. In all cases, the two peer evaluations that will be submitted as part of the dossier should be provided to the candidate with signed releases by the evaluators. Regarding substantive content of the peer evaluations, it is not sufficient simply to note that the faculty member is a "good" teacher or to provide materials or data without evaluative discussion.**

e) Written reports from present and former students. Solicited signed letters on teaching will be placed in the Special Evaluative File.

Note that in the suggested revisions we have eliminated the section that exempted faculty hired before 1999 from having to follow the guidelines. Those faculty members should have all come up for tenure by now and we prefer that all faculty be held to the same standards.

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Arts & Sciences Senate By-Laws

- 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, and Women's Studies and 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, and 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, ~~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 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.

Arts & Sciences Senate Constitution

Revised April 21, 2003

- A. Functions and Conditions of Governance
- B. Arts and Sciences Senate
- C. Standing Committees
- D. Arts and Sciences Senate Officers
- E. The Arts and Sciences Senate Executive Committee
- F. The Coordinating Council
- G. Procedures for Review and Amendment of Constitution

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 ~~SUNY-Stony Brook~~ 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 ~~Marine Sciences Research Center~~ School of Marine and Atmospheric Sciences, the Division of the Libraries, and the ~~Division of Physical Education and Athletics~~, School of Journalism, consistent with the Policies of the SUNY Board of Trustees.
3. The Arts and Sciences Senate⁵ 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 Physical Education and 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 ~~Arts and Sciences Senate Constituencies (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. XX
 - (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. XX
 - (3) Graduate student representatives as defined in the Arts and Sciences Senate ~~by-laws~~ by-laws to a number equal to five percent (5%) of the total number of faculty senators.
 - c. The ~~ex-officio~~ *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~~ the School of Marine and Atmospheric Sciences, ~~and~~ the Dean of the College of Arts and Sciences, and the Dean of the School of Journalism.

d. Serving as ~~ex officio~~ *ex officio* voting members are the Chairs of all Arts and Sciences 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. All Arts and Sciences Senators shall also serve as the Arts and Sciences Constituencies (A&SSC), representatives to the University Senate.~~

23. 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.

34. 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 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 ~~Arts and Sciences Constituencies~~ 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 ~~College of Arts and Sciences, the Marine Sciences Research Center and the Physical Education and Athletics~~ 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 the ~~College of Arts and Sciences, Marine Sciences Research Center and Physical Education and Athletics~~ 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 Marine Sciences Research Center and the Dean of Physical Education and Athletics,~~ 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 ~~Senate Constituencies~~ 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 ~~constituencies of in the Arts and Sciences Senate~~ A&SSC and which involve charges of academic dishonesty by a student, or unfair treatment of a student by a faculty member.

e. ~~Committee of Faculty Rights and Responsibilities~~ Policies Policy Committee (FRRPC), which shall review existing policies, practices and procedures concerning ~~Arts and Sciences~~ A&SSC faculty rights and responsibilities. It shall formulate ~~general~~ guidelines for areas of common concern to ~~fall~~ 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.

f. Senior Lecturer Promotion Review Committee (SLPRC) shall review all cases of promotion from Lecturer to Senior Lecturer as recommended by Departments or Programs. Its decisions shall be submitted to the appropriate Dean who makes a recommendation to the Provost and President. The SLPRC will follow specific Guidelines as formulated by the Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee.

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 (UCC) shall consist of ~~ten~~ (10) voting members and ~~two~~ 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 ~~appointed~~ 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 ~~Arts and Sciences Senate Constituencies~~ A&SSC, selected through the usual procedures for this purpose by undergraduate student government

~~(5 7)~~ one graduate student representative from the ~~Arts and Sciences Senate Constituencies~~ A&SSC, selected through the usual procedures for this purpose by graduate student government

~~(6 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 Dean of Marine Sciences Research Center and the Dean of~~

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 ~~Senate Constituencies A&SSC~~, selected through the usual procedures for this purpose by undergraduate student government;

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

(5) one graduate student representative from the ~~Senate Constituencies 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 ~~members~~ **[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~~ *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~~ *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: ~~ex officio~~ *ex officio*

(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 Committees, 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 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. The Coordinating Council

1. The function of the Coordinating Council is to facilitate the sharing of information and the coordination of activities among the standing committees of the Arts and Sciences Senate. The Coordinating Council shall consist of the members of the Executive Committee and the Chairperson or other representative of each standing committee. In the event a committee is represented by someone other than the chairperson, the designee will be chosen by the committee from among its members. The President of the Arts and Sciences Senate shall chair the Coordinating Council. The Coordinating Council shall meet at least once per academic semester.

G. 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

Academic Judiciary Committee Activity
Academic Year 2007 - 2008

Table 1.

	FALL 2006	SPRING 2007	FALL 2007	SPRING 2008	TOTALS Total as of 4/25/08
Reported Accusations	107	136	119	21 <small>As of 4/25/08</small>	383
Appeals Requested Hearing	22	57	39		118
Waived right to Appeal No Hearing Requested	84	78	80		242
Instructor withdrew accusation	1	1 <small>1 sent to SPD</small>	0		2
Guilty verdict at Hearing	8	25	29		62
Not Guilty verdict at Hearing	14	22	7		43
Hearings Scheduled	22	38	36***		96

*** Of the 39 requested hearings 3 hearings are scheduled for the end of March.

Recommended Penalty of Suspension/Expulsion

Table 2.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Suspension Penalty	1	2	1		4
Expulsion Penalty	1	0	0		1

Multiple Accusations

(student reported for academic dishonesty more than once)

Table 3.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Second Accusation	2	6	5		13
> 2 Accusations	1	0	1		2

AJC FACULTY/STAFF SENATE APPOINTED:

ANDREA FEDI, JOSEPH MONTEYNE, GEORGES FOURON, HELMUT NORPOTH, JOHN SHEA, ROLF STERNGLANZ, VITALY CITOVSKY, D. KANE GILLESPIE, PATRICK GRIM
 KATE KLEIN (STUDENT REPRESENTATIVE)

Appeals to Assistant Provost- Decision of AJC

Table 4.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Student	2	3	1		6
Instructor	1	0	0		1

Types of Offenses

Table 5.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Plagiarism - Internet	53	62	63		178
Plagiarism - (not from internet)	2	52	29		83
Unauthorized Collusion	13	0			13
Copying Exam/Quiz	12	10	10		32
Falsification or Fabrication Data	12	4			16
Crib sheets/notes on person	2	2	3		7
Electronic Device Cell/calculator	1	0	2		3
Forgery; signatures, official document	1	1			2
Ringer (one student posing as another)	0	0	1		1
Submission of same paper	1	1	2		4
Changing answer on test/paper for regrade	1		2		3
Falsifying attendance (signing in for another)	5	2	7		14
Left exam without consent	1	0			1
Did not return exam to instructor	2	0			2
Tampering with records/transcript	1	0			1
Buying/selling/stealing exams	0	0			0
Fraud/misrepresentation	0	2			2
Total Accusations	107	136	119		362

Reporting Departments

Table 6.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
AAS			2		2
ACH	1	0			1
AFS			1		1
ANP	0	3	1		4
ANT	3	0			3
ARH	1	0	2		3
AST	12	2			14
BIO	13	66	32		111
BUS	3	2	20		25
CHE	0	1			1
ECO	1	5	2		8
EGL	14	2	7		23
ESL	0	1	2		3
HIS	7	17	4		28
HON	0	1			1
HUI	0	4			4
HUM	0	4			4
HUR	0	2			2
JRN	0	2	3		5
LIN	1	2			3
LRN	1	0			1
MAR			5		5
MAT	0	3	3		6
MUS	7	0			7
PHI	2	3	5		10
PHY	2	3	2		7
POL			2		2
PSY	20	3	11		34
Registrar	1	0			1
SOC	1	0	2		3
SPN	0	1	3		4
THR	6	2			8
WRT	2	7	4		13
WST	9	0	6		15
Total Reports	107	136	119		362

Q Course Enrollment

Table 7.

	Fall 2006	Spring 2007 (Fa 07 course)	Fall 2007 (SP 08 course)	TOTAL
Total Enrollment	71	98	100	269
Guilty previous semester enrolled in Q Course	N/A	69	76	145
Other *	N/A	23* <ul style="list-style-type: none"> • Grad# • Dental# • HSC# • CEAS# 	10* <ul style="list-style-type: none"> • Grad# - 1 • Dental# - 0 • HSC# - 2 • CEAS# - 7 	33

*Enrollment includes students with majors CEAS, HSC, NURSING, SPD, GRAD SCHOOL, DENTAL SCHOOL.

Student- Academic Standing

Table 8.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Freshman	22	19	8		
Sophomore	3	34	23		
Junior	3	11	19		
Senior	9	9	39		
1 st Semester Transfer			15		
1 st Semester Freshman			14		
2nd Bachelor		4	1		
Transfers	68	55	48 counted w/ class		
INT'L			2 counted w/ freshman		
NON MATRIC		4	0		
Double Majors			9 counted w/ category		
CEAS Majors			3		
HSC Majors			4		
Total Accusations	105	136	119		

Student- Current CUM GPA

Table 9.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Cum GPA < 2.0	25	4	6		35
CUM GPA 2.0 – 2.4	24	9	22		55
CUM GPA 2.5 – 2.9	25	7	33		65
CUM GPA 3.0 – 3.4	18	5	24		47
CUM GPA 3.5 – 4.0	9	9	5		23
Total Accusations	101* (107 accusation reports)	34* (38 accusation reports)	90* (119 accusation reports)		225

*CUM GPA not available from several students; first semester freshman/transfer student

Student Grievance Activity

Table 10.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Submitted	0	8			8
Presented to AJC	0	2*			2
Hearing Scheduled	0	2**			2
No Hearings/AJC Review	0	4***			4

* 2 Grievances (academic) were presented to AJC- no hearings scheduled

**2 Grievances (athletic dept) were brought to AJC for Scheduled Hearings

*** 4 Grievances were resolved with Academic Integrity Officer Intervention

Grievance against Departments

Table 11.

	Fall 2006	Spring 2007	Fall 2007	Spring 2008	TOTAL
Athletic	0	2		1	3
BIO	0	1			1
HIS	0	1			1
PHI	0	2			2
SOC	0	2			2

OUTREACH ACTIVITY- Academic Integrity Presentations

Table 12.

	Fall 2006	Spring 2007	Fall* 2007	Spring* 2008	TOTAL
Academic Integrity Presentations	Academic Integrity Officer 31	Academic Integrity Officer 13	Academic Integrity Officer- 30 Academic Judiciary Coord. - 10 40	Academic Integrity Officer- 12 Academic Judiciary Coord. - 8 20	104

*Academic Judiciary Coordinator began presenting FA '07. Presentations included; 101 Freshman, 101 Transfer Students, TA Orientation, TA Practicum Class, Athletics Dept, EOP, Honor's College, Learning Communities, International Exchange Program, Engineering - Graduate

SafeAssign Activity Update A plagiarism detection tool on Blackboard

79 courses are using SafeAssign Spring 2008 semester*:

- **Anthropology:** 2
- **Biology:** 4 (multiple sections of one class adds up to 39 separate course sites)
- **Cinema & Cultural Studies:** 1
- **School of Professional Development:** 5 (multiple sections of two of these classes adds up to 10 separate course sites)
- **Computer Science:** 1
- **Technology & Society:** 1
- **History:** 5
- **Learning:** 2
- **Mathematics:** 1
- **Philosophy:** 6 (multiple sections of two classes adds up to 9 separate course sites)
- **Psychology:** 1 (8 sections)

**Report provided by Teaching, Learning and Technology's Blackboard Support Team*

2007 – 2008 Staff Activity

Academic Integrity Officer- (AIO)
Academic Judiciary Coordinator. – (AJC)

Staff Development Workshops- SafeAssign (Fall 2007; AIO and AJC)

Conferences: *Center for Academic Integrity (Oct. 17 – 19, 2007 AIO & AJC), **Superintendents – College Presidents Partnership Meeting (Jan. 29, 2008; AIO) *see conference overview below*

Committees- Threshold (AIO), 1st Year Matters/Transitions (AIO), Behavioral Assessment Committee (AIO)

Course Instruction- SBU 101 – Freshman Seminar – AJC
Q Course- Academic Integrity Seminar - AIO

The Academic Integrity Officer and Judiciary Coordinator have taken the following steps to process cases more efficiently through the academic judiciary system:
updated Sept. 07

- Academic Integrity Officer email the reporting Instructor a confirmation of receipt of accusation report
- Academic Integrity Officer (AIO) contacts all accused students within 3 days of receiving accusation report to schedule face-to-face meeting. Initial contact is made via email to students' email address on file. Students are emailed accusation letter along with request to call AIO to schedule appointment to discuss accusation and Academic Judiciary policies and procedures. Students are informed of accusation, academic judiciary process, and options as it relates to accusation, and Q Course registration and/or appeal process and hearing preparation. Students are given copy of accusation report and supporting documentation
- Academic Integrity Officer will notify reporting Instructor (via email) upon receipt of student Hearing Response Form to accusation if student is/is not requesting a hearing
- Academic Judiciary Coordinator will contact student and instructor at least 1 - 2 weeks of upcoming Hearing date. Students are also informed at this time to schedule appointment with Academic Integrity Officer to review AJC Hearing procedure.
- Academic Judiciary Coordinator will secure Academic Judiciary Committee members (and alternates) at least 2 weeks in advance of scheduled Hearing date
- Academic Judiciary Coordinator will contact student, instructor and AJC members, as reminder, 2 days before scheduled hearing
- Academic Judiciary Coordinator will email student and instructor within 1 week or less of Hearing outcome
- Student found guilty or waived right to hearing must register the following semester for the Q Course
- Academic Integrity Officer will email AJC's recommendation(s) for "best practices" and/or professional development to faculty/staff/department within 1 week or less of Hearing outcome

Seminar on Academic Integrity “Q Course”

Purpose of the Q Course

This course is designed as an educational sanction consisting of three main aspects: awareness of academic integrity, the exploration of personal values, and the development of academic skills. It is hoped that after completing this seminar, students will have a better understanding of themselves, of what defines academic integrity, and possess the ability to promote academic integrity in the future.

Course Expectations & Grades

Class assignments will include discussion, exercises and written work. This seminar is non-credit bearing and is graded on an S/U basis. To achieve a grade of “satisfactory” in this seminar the instructor requires-

1. That each student will participate in class discussions and exercises
2. That students arrive on time for each class session. **Lateness (more than 5 minutes) will NOT be tolerated.**
3. That all written assignment be typewritten and submitted on Blackboard.
4. All assignments are due at class time the following week.
5. That any unsatisfactory work will be re-written, and the revisions are made and submitted by the date mutually agreed upon by the instructor and the student.
6. **Attendance is mandatory** for all students as this is a sanctioned class. 2 unexcused lateness will constitute as an absence in which case you do not pass

Required Text

Doing Honest Work in College; *How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success*. Author- Charles Lipson.

University Bookstore Information-

Course: Academic Integrity / Q- Course Department: UAA

Partnerships with University departments have been established to present weekly topics of discussion for Q Course:

- **Academic Integrity (Course Instructor)**
- **Values (Course Instructor)**
- **Library Research Workshop (Librarians)**
- **Citations/ Avoiding Plagiarism Workshop (Librarians)**
- **Goal Setting & Procrastination Workshop (University Counseling Center)**
- **Test Anxiety and Study Skills Workshop (Outreach & Prevention)**
- **Time Management (University Counseling Center)**
- **College to Career; Why Integrity Matters (Career Center)**

The Center for Academic Integrity (CAI) - International Conference
Theme: “Celebrating our Past and Shaping the Future”
Date: October 18 – 19, 2007
Location: Christopher Newport University, Newport News, Virginia

Submitted by Wanda Moore, Academic Integrity Officer

Overview of Conference

Stony Brook University’s **Academic Integrity Officer (AIO)** and **Academic Judiciary Coordinator (AJC)** attended the 15th Anniversary of The Center for Academic Integrity International Conference held at Christopher Newport University, Newport, Virginia on October 18 – 19, 2007. Attending this conference gave the AIO and AJC an opportunity to discuss with other members of the consortium, current trends and best practices for promoting and maintaining academic integrity. AIO and AJC met many members from a diverse representation of community colleges, military, private and public institutions. Institutions student population ranged from under 5,000 students to over 20,000 students.

Participation in the scheduled workshops resulted in affirmation of best practices in promoting and enhancing the Academic Integrity program at Stony Brook University. Stony Brook University’s Academic Judiciary seemed well advanced than most institutions present at conference; such as administration support, partnership with campus departments (i.e. administration, library, counseling center, department faculty/staff and student groups) and the academic judiciary process for receiving accusation reports of academic dishonesty. It seemed that quite a few institutions were at the early stages of developing a formal academic judicial process. These institutions had judicial matters processed within the department that reported accusation or by the individual faculty member. Discussion in these workshops consisted of sharing each institutions policies and procedures for processing academic judiciary cases. AIO had the opportunity to hi-light Stony Brook University’s academic judiciary at several of the workshops attended.

As a result of attending CAI’s International Conference, AIO concluded that Stony Brook University has met, and in many areas exceeded, in implementing strategies for addressing the educational needs and best practices for student development in the area of Academic Integrity. AIO also notes that there are still areas of improvement in this area, such staff development, consultation and presentation. AIO and AJC brought back valuable feedback and written material to use when addressing the needs for staff development, consultation and presentation in the area of Academic Integrity.

CHEATING AND ACADEMIC HONESTY
Superintendent- College President Partnership Meeting
Date: January 29, 2008 (Dec. 11, 2007 postponed)
Location: Tilles Center Atrium, CW Post University

Submitted by Wanda Moore, Academic Integrity Officer

The Academic Integrity Officer (AIO) represented Stony Brook University at the Superintendent – College Present Partnership Meeting on Cheating and Academic Honesty sponsored by Long Island Works Coalition and The Long Island Regional and Advisory Council on Higher Education (LIRACHE). Present at this conference were approximately 200 Administrators from Long Island’s elementary schools, middle schools, high schools, community colleges, and universities.

The goal of the conference was to “craft a white paper that can help teachers and administrators at every level address the concern of cheating and academic honesty; how to better articulate what are the boundaries of acceptable behavior in our post-modern society and how best we can educate each student in an age specific way so that this core ethical question is continuously addressed as a developmental, educational opportunity.”

AIO observed and participated in an interactive discussion that resulted in concern about the ethical and moral responsibility of an academic community in producing honest members of society. We discussed the importance of taking an active role in setting ethical and moral standards at our institutions. As a group, we concluded that “institutions must take responsibility and have pro-active values, community commitment and create a climate where ethical and moral principles are supported by administrators, faculty and students.” We agreed how primary education plays a major role in the developmental task of creating honest members of society. At the college-level, we assume that our students are developed in the area of ethical and moral reasoning, therefore addressing the issue of cheating and academic honesty is not at the forefront of students’ academic career once they begin their college education. However, it is no longer acceptable to assume that our students are entering our institutions with the knowledge base of what is considered right and wrong in academia. Colleges and University’s must take an active role; setting academic integrity standards, taking a proactive role in communicating the campus’ culture on cheating and academic honesty, and creating a supportive culture of ethical and moral principles for faculty and students.

