

Arts & Sciences Senate By-Laws

Stony Brook University
Stony Brook, NY

Revised May 9, 2022

Revision Notice

The following revision of the Arts & Sciences Senate By-Laws supersedes all previous versions, and shall immediately take effect upon approval by vote of the Arts & Sciences Senate, subject to the procedures for approval as outlined in the section on adoption of bylaws of the current edition of these by-laws in effect at the time of voting.

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Preamble

In accordance with Article X of the Policies of the Board of Trustees of the State University of New York, the Faculty and Staff of the Arts & Sciences Senate, as an affiliated body within the Stony Brook University Senate, hereby organizes and adopts these By-Laws as rules of governance for the Arts & Sciences Senate. These By-Laws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. This organization is established to facilitate the attainment of academic and professional faculty objectives in the conduct of instruction, research, and service programs for which the Arts & Sciences Senate Constituencies (A&SSC) are responsible.

Article 1: Name

The name of the representative governing body shall be "Arts & Sciences Senate."

Article 2: Scope

2.1 These By-Laws establish the rules governing operating procedures for the Arts & Sciences Senate.

Article 3: Definitions

1. Unless otherwise specified, all terms of these By-Laws are used as defined in Article II of the *Policy of the Board of Trustees of the State University of New York*.

2. The major governance unit and membership terms used in the By-Laws and Constitution are defined as follows:

2.A MAJOR GOVERNANCE UNIT:

The academic units that affiliate with the Arts & Sciences Senate as their Major Governance Unit (as defined in the Stony Brook University Senate Constitution, Article III): College of Arts & Sciences; School of Communication & Journalism; University Libraries; and the School of Marine and Atmospheric Sciences.

2.B. Arts & Sciences Senate CONSTITUENCIES:

2.B.1 COLLEGE OF ARTS & SCIENCES

A. HUMANITIES AND FINE ARTS:

The combination of the College of Arts and Sciences departments or programs of: Art, Cultural Studies & Comparative Literature; English; European Languages, Literatures and Cultures;

Hispanic Languages and Literature; Music; Philosophy; Theater Arts; Writing and Rhetoric (Program).

B. NATURAL SCIENCES:

The combination of the College of Arts and Sciences departments or programs consisting of The Biological or Life Sciences: Biochemistry and Cell Biology; Ecology and Evolution; Genetics (Program); Neurobiology and Behavior; Undergraduate Biology (Program); and the Physical Sciences and Math: Chemistry; Geosciences; Mathematics; Physics and Astronomy.

C. SOCIAL AND BEHAVIORAL SCIENCES:

The combination of the College of Arts and Sciences departments or programs of: Africana Studies; Anthropology; Asian and Asian American Studies; Economics; History; Linguistics; Political Science; Psychology; Sociology; Women's, Gender and Sexuality Studies.

2.B.2. SCHOOL OF COMMUNICATION & JOURNALISM

2.B.3 SCHOOL OF MARINE & ATMOSPHERIC SCIENCES

2.B.4 UNIVERSITY LIBRARIES

Article 4: Membership

1. FACULTY: All academic employees holding academic appointments (including full-time and part-time contingent, academic appointments) in one of the Arts & Sciences Senate Constituencies.

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

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

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

5. ADMINISTRATIVE OFFICERS: All administrators who hold appointments as Chancellor, President, Provost, Vice Provost, Associate or Assistant Provost, Dean, Vice Dean, Associate or Assistant Dean, and who shall serve as non-voting, ex officio officers.

Article 5: Ex Officio

Consistent with Article IV: University Officers of the Policies of the Board of Trustees, the non-voting officers ex officio of the Arts & Sciences Senate shall be: All administrators who hold appointments as Chancellor, President, Provost, Vice Provost, Associate or Assistant Provost, Dean, Vice Dean, Associate or Assistant Deans. [Note: Those who have any official administrative appointments above the department level (that is at the college level or higher) shall conduct their affairs in accordance with the *GUIDELINES ON EXTRA-DEPARTMENTAL ADMINISTRATIVE ASSIGNMENTS – FACULTY RIGHTS AND RESPONSIBILITIES.*]

Article 6: Rules of Order

The rules contained in the most recent edition of Robert's Rules of Order, revised, shall govern the Arts & Sciences Senate in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws or any special rules of order of this Senate.

Article 7: Parliamentarian

The immediate past president shall act as parliamentarian; the Arts & Sciences President may, with approval of the body, appoint an individual(s) to act as parliamentarian as needed.

Article 8: Quorum

A quorum for Arts & Sciences Senate meetings shall be one quarter of its members.

Article 9: Meetings

1. Regular Arts & Sciences Senate meeting dates shall be announced prior to the beginning of each academic semester.
2. The Agenda of each Arts & Sciences Senate meeting shall be distributed to members four to ten class days before the meeting.
3. Special or Emergency Meetings of the Arts & Sciences Senate may be called in accordance with these By-Laws.

Article 10: Officers

The officers of the Arts & Sciences Senate, as outlined within the Arts & Sciences Senate Constitution, shall be: a President, a President–elect (who will serve as a Vice-President), and a Secretary.

Article 11: Standing Committees

1. The Arts & Sciences Senate is assisted by standing committees (described below in section C.8).

2. Except for the Curriculum Committee, whenever a department, program, or student is under review by an Arts & Sciences Senate Standing Committee, all voting members from that department or program whose department, program, 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 comments prior to the official discussion and vote.

3. No more than one faculty member from the same department or program may serve on any given Arts & Sciences Senate Standing Committee.

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

5. 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 & Sciences Senate.

6. 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 & Sciences Senate President on a regular basis.

7. The Arts & Sciences Senate, its Executive Committee or the Arts & Sciences Senate President may establish ad hoc committees, which shall report to the Arts & Sciences Senate Executive Committee. Establishing an ad hoc committee may be proposed to the Arts and Sciences Senate by any member of the Senate. A proposal should be presented to the Arts & Sciences Senate and is subject to approval by the Senate. Upon approval, the ad hoc committee shall act on behalf of the Arts & Sciences Senate, reporting to the Arts & Sciences Senate Executive Committee.

8. The Arts & Sciences Senate shall be assisted by Standing Committees:

8.A. The Promotion and Tenure Committees (PTC) will provide recommendations on the following faculty appointments:

i) promotions from Assistant to Associate Professor with tenure (PTCJ),

ii) promotions from Associate to Full Professor and new appointments with tenure respectively (PTCS).

8.A.2 Except as noted below, the members of the PTCJ will hold the rank of associate professor and the members of the PTCS will hold the rank of full professor.

8.A.3 Both the PTCJ and PTCS committee will consist of 8 voting members that are elected tenured faculty.

8.A.4 two representatives each from:

i) the humanities and fine arts (or one representative from HFA, and one from University Libraries, in the case of a tied election result);

ii) the social and behavioral sciences (or one representative from SBS and, one from School of Communication and Journalism, in the case of a tied election result);

iii) the natural sciences, such that one is from the biological or life sciences and one from physical sciences or mathematics;

8.A.5 one voting, elected non-tenured tenure track faculty representative to serve on PTCJ, and one voting, elected associate faculty representative to serve on the PTCS.

i) In case of a tie vote in PTCS, the Chair of PTCJ (if a full professor, or another member of the committee who is a full professor) will be asked to participate to break the tie and vice-versa.

ii) No committee shall have more than one representative from a single department.

iii) The chairs of both committees shall serve on the Executive Committee of the Arts & Sciences Senate.

8.A.6 No person can be a member of the relevant 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 switch with a member from the other committee or resign from the committee.

8.B. Undergraduate Curriculum Committee (A&SCC), which shall have authority over all proposals to introduce, revise, or terminate undergraduate courses, majors, and minors offered in areas in the Arts & 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 & Sciences Senate proposals for changes in undergraduate degree

requirements, and shall review and approve the content of the Arts & Science Senate Constituencies sections of the Undergraduate Bulletin. It shall participate in the administrative review of departments or programs in which external reviews of undergraduate programs in Arts & Science Senate Constituencies are mandated. It may also consider other issues of undergraduate curricular import.

8.B.2 The Undergraduate Curriculum Committee (CC) shall consist of eleven (11) voting members and four (4) non-voting members.

8.B.3 two elected faculty representatives each, except SC&J and SOMAS which shall have one elected faculty representative each:

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 sciences);

iv) School of Communication & Journalism (one representative);

v) School of Marine and Atmospheric Sciences (one representative);

8.B.4 Upon selecting a committee chair, who votes on the committee only to break a tie, the Curriculum Committee will receive an ad hoc appointment by the Arts & Sciences Senate Executive Committee of a new member from the same discipline as the chair;

8.B.5 a representative appointed by the Dean of the College of Arts and Sciences as a non-voting member;

8.B.6 one representative elected by the professional employees as a voting member under the usual procedures for this purpose;

8.B.7 one professional employee knowledgeable about registration procedures and graduation requirements, appointed from the Registrar's Office as a non-voting member. This individual will be appointed annually by the Registrar after consultation with the Curriculum Committee;

8.B.8 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 Director, Academic and Transfer Advising Services, after consultation with the Curriculum Committee;

8.B.9 one undergraduate student representative from the A&SSC, selected through the usual procedures for this purpose by undergraduate student government;

8.B.10 one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;

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

8.C.2 The Committee on Academic Standing and Appeals shall consist of 11 voting members and 3 non-voting members.

8.C.3 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);

iv) one member from affiliates to the College of Arts and Sciences: School of Communication & Journalism, SOMAS and University Libraries;

8.C.4 one member appointed by the Dean of the College of Arts and Sciences as the Executive Officer and as a non-voting member. All student petitions will be sent to the EO who has the authority to make decisions on clear-cut cases in keeping with precedent and university policy. CASA considers appeals of petitions that are unusually complex or problematic as well as appeals from students whose petitions have been rejected by the EO;

8.C.5 one professional employee representative elected as a voting member by the professional employees under the usual procedures for this purpose;

8.C.6 one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;

8.C.7 one representative from EOP/AIM as non-voting member and one representative from the Academic Advising Office, also as non-voting member;

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

8.D.2 The Academic Judiciary Committee shall consist of fourteen voting members and one non-voting member:

8.D.3 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);

8.D.4 one Executive Officer appointed by the Dean of the College of Arts and Sciences as a non-voting member;

8.D.5 one professional employee elected under usual procedures for this purpose by professional employees;

8.D.6 three undergraduate student representatives from the A&SSC, selected through the usual procedures for this purpose by undergraduate student government;

8.D.7 one graduate student representative from the A&SSC, selected through the usual procedures for this purpose by graduate student government;

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

8.E.2 The Committee on Faculty Rights and Responsibilities Policies shall consist of nine (9) voting members:

8.E.3 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, including SOMAS).

8.E.4 one elected tenured faculty representative from the University Libraries or School of Communication & Journalism.

8.E.5 one elected tenure-track faculty representative from any Arts & Sciences Senate Constituency serving a one year term.

8.E.6 one non-tenure track faculty representative.

The UUP Vice President for Academics of the Stony Brook Center Chapter of the UUP or their designee shall be an ex-officio non-voting member, and shall be consulted in all matters that might overlap with appropriate UUP domains.

8.F Membership Committee is responsible for identifying appropriate candidates for committee vacancies and upcoming vacancies (both end-of-term and mid-term), including Arts & Sciences Senate standing committees, officers of the Arts & Sciences Senate Executive Committee, and Arts & Sciences constituency representatives on University Senate standing committees. The membership committee will maintain an up-to-date list of all Arts & Sciences Senate standing committee members, senators, and senators-at-large. The Membership Committee will work with the secretary of the senate or another responsible party to ensure that the list of senate members on the Arts & Sciences Senate website is accurate and complete. The membership committee will coordinate the preparation of the ballot for Arts & Sciences Senate elections, including the election of officers.

The Membership Committee shall consist of 7 voting members. One elected faculty representative 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 sciences);
- iv) one member each from affiliates to the College of Arts and Sciences: School of Communication & Journalism, SOMAS and University Libraries;
- v) one professional employee representative elected as a voting member by the professional employees.

8.G .The Committee on Advocacy for Shared Governance will be composed of Arts & Sciences Senate members from across disciplines and schools/colleges and will be charged with the following responsibilities:

8.G.2 Educate all Stony Brook University community members about the value of “shared governance” and about how the Arts & Sciences senate engages in and oversees robust shared governance through presentations and videos open to the public.

8.G.3 Advocate energetically for strong shared governance at Stony Brook University, in particular in the work of the Arts & Sciences Senate, by supporting written, presentational, administrative, and scholarly efforts directly related to shared governance. Ensure community members are aware of the necessity of effective shared governance for maintaining meaningful Academic Freedom.

8.G.4 Advocate for meaningful, official recognition of service to shared governance beyond awards, such as stipends for substantial faculty governance roles, appropriate credit toward tenure and promotion, and possible course reassignments.

8.G.5 Identify and collaborate on shared goals with other campus organizations and initiatives that share respect for faculty governance, including UUP, AAUP, AAU, OLLI, disciplinary organizations, and more.

8.G.6 Advise and make recommendations to the Arts & Sciences Senate Executive Committee, Senate President, and the greater Arts & Sciences Senate on relevant areas within the committee's purview, and as related issues arise.

8.G.7 The Committee on Advocacy for Shared Governance shall consist of seven (7) voting members.

8.G.8 One elected faculty representative each from:

- i) the humanities and fine arts;
- ii) the social and behavioral sciences;
- iii) the natural sciences;
- iv) one faculty representative each from Arts & Sciences Senate affiliates: University Libraries, Communications & Journalism and SOMAS;
- v) two professional employee representatives elected as a voting member by the professional employees.

Article 12: 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 & Sciences Senate Standing Committees. At-large Senators shall be elected proportionate to constituency representation. The election will be organized by the Arts & Sciences Senate Executive Committee, which shall secure candidates from the appropriate Senate constituencies, as described in the Constitution of the Arts & 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 & 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 & 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 & Sciences Senate officers will be elected by vote of Arts & 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 & Sciences Senate from among the current faculty membership.

4.B. 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 & Sciences Senate Executive Committee shall present a slate of officers to the Arts & 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 & 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 to all Arts & 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 & Sciences Senate, and to its Standing Committees, will serve three-year terms, except for the untenured member of the Promotion and Tenure Committee (PTC-J), 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 terms of all officers and elected committee members shall begin at the start of the academic year following their election.

9. Elected officers serve at the Arts & Sciences Senate's pleasure. The Arts & 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.

10. Should an elected officer be unable to serve for any reason, a replacement to serve shall be elected at the next Arts & 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.

11. 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.

Article 13: Major Governance Unit Affiliation and Withdrawal

1. As defined in the Stony Brook University Senate Constitution, Article III, Section 4, Major Governance Units are responsible for handling:

i) Personnel Policy

ii) Curriculum

iii) Academic Standing and Appeals

iv) Academic Judiciary

2. An academic unit unaffiliated with the Arts & Sciences Senate that wants to become a constituent member of the Arts & Sciences Senate must:

i) Follow University Senate procedures detailed in Article III of the University Senate Constitution;

ii) Upon University Senate approval, the academic unit dean will submit to the Arts & Sciences Senate Executive Committee a brief statement of affiliation, endorsed by and including the signatures of at least two thirds of the academic unit's member faculty, and its dean;

iii) Identify a representative of the academic unit's faculty to present and discuss the Statement of Affiliation with the Arts & Sciences Executive Committee, and --if invited-- to present and discuss the Statement of Affiliation at a meeting of the Arts & Sciences Senate.

3. A currently affiliated academic unit intending to withdraw from membership in the Arts & Sciences Senate as its Major Governance Unit must:

i) Follow University Senate procedures detailed in Article III of the University Senate Constitution;

ii) Submit to the Arts & Sciences Senate Executive Committee a brief Statement of Withdrawal endorsed by and including the signatures of at least two thirds of the academic unit's member faculty, and its dean;

iii) Identify a representative of the academic unit's faculty to present and discuss the Statement of Withdrawal with the Arts & Sciences Executive Committee, and --if invited-- to present and discuss the Statement of Intent at a meeting of the Arts & Sciences Senate.

Article 14: 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 & Sciences Senate.

2. Every three years, the Arts & 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.

Article 15: Adoption of the Bylaws

The By-Laws, when adopted by a two-thirds majority of Arts & Science Senators present and voting in accordance with Article 15 of these By-Laws, shall become effective immediately.

Article 16: Revision History

Revisions to the 2019 By-Laws approved by the Arts & Sciences Senate at its regular meeting of May 9, 2022.

Revisions to the 2019 By-Laws approved by the Arts & Sciences Senate at its regular meeting of September 14, 2020.

Revisions to the 2019 By-Laws approved by the Arts & Sciences Senate at its regular meeting of October 21, 2019.

Revisions of the 2015 By-Laws approved by the Arts & Sciences Senate at its regular meeting of April 29, 2019.

Revisions to the 2015 By-Laws approved by the Arts & Sciences Senate at its regular meeting of February 22, 2016.

Revisions to 2013 By-Laws approved by the Arts & Sciences Senate at its regular meeting of April 20, 2015.

Revisions to 2013 By-Laws approved by the Arts & Sciences Senate at its regular meeting of April 15, 2013.

Revisions to 2005 By-Laws approved by the Arts & Sciences Senate at its regular meeting of April 28, 2008.

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

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