

ARTS & SCIENCES SENATE MEETS MONDAY, March 13th, 2000, 3:30 PM SHARP

The second meeting of the Arts & Sciences Senate this Spring Semester will be held on Monday, March 13th, 2000 at 3:30 p.m. SHARP, in Javits Room (2nd floor, Melville Library).

All Arts and Sciences Senators are kindly requested to attend. The meetings of the Arts & Sciences Senate are open to all interested members of the University community.

TENTATIVE AGENDA

- I. Approval of the Tentative Agenda
- II. Approval of the Minutes of the Senate Meeting of February 21st, 2000
- III. Report of the Arts & Sciences Senate President (Hugh J. Silverman)
- IV. REPORT OF THE COLLEGE OF ARTS AND SCIENCES
ASSOCIATE DEAN FOR OPERATIONS (Eugene Katz)

My major responsibility is in the areas of Space and Equipment. Each of these has more than one component.

- Space
 1. Evaluate current and future space needs in the College.
 2. Evaluate and prioritize rehab requests in the College.
 3. Manage the planning and execution of rehabs within the College.
- Equipment
 1. Evaluate current and future equipment needs in the college in the areas of instruction, administration and research.
 2. Prioritize requests and oversee expenditure of funds available from a variety of sources including AER, SCAP, and various Presidential and Provostial initiatives.
- Other

Since Dean Paul Armstrong has chosen his Associate Deans from different parts of the College, my other responsibility is to be his primary advisor on issues related to the science departments.

- V. REPORT OF THE AD HOC COMMITTEE ON FACULTY RIGHTS,
RESPONSIBILITIES, AND RETIREMENTS (Sarah Fuller, Committee Member)

While there is no requirement that departments have by-laws, the committee recommends that all departments and programs consider adopting formal by-laws, if they have not already done so. Departments and programs should consider creating by-laws in the absence of a crisis situation rather than seeking to implement such a document in response to extreme or critical circumstances. SEE DETAILED REPORT BELOW.

- VI. REPORT OF THE UNIVERSITY SENATE COMMITTEE ON
ADMINISTRATIVE REVIEW: OFFICE OF THE DEAN OF ARTS AND
SCIENCES (Paul Wortman, Committee Chair)

- VII. DISCUSSION OF THE FORMATION OF AN ARTS AND SCIENCES SENATE ACADEMIC PLANNING COMMITTEE [for discussion only]
- VIII. OLD BUSINESS
- IX. NEW BUSINESS

HUGH J. SILVERMAN PRESIDENT OF THE ARTS & SCIENCES SENATE

Remaining ARTS & SCIENCES SENATE CALENDAR – SPRING 2000

Monday, 13 March 2000

Monday, 17 April 2000

All meetings are at 3:30 p.m. SHARP, in the Javits Room, 2nd Floor, Library

GUIDELINES FOR DEPARTMENTAL BY-LAWS IN THE COLLEGE OF ARTS AND SCIENCES

After a careful review of existing departmental by-laws in the College of Arts and Sciences, the Arts and Sciences Senate Ad Hoc Committee on Faculty Rights, Responsibilities, and Retirements (CFRRR), upon the approval of the Arts and Sciences Senate Executive Committee, recommends the following guidelines for the development of departmental by-laws in the SUNY/Stony Brook College of Arts and Sciences.

While there is no requirement that departments have by-laws, the committee recommends that all departments and programs consider adopting formal by-laws, if they have not already done so. Departments and programs should consider creating by-laws in the absence of a crisis situation rather than seeking to implement such a document in response to extreme or critical circumstances.

Advantages of by-laws include: 1. Protection of faculty against arbitrary decision-making, 2. Clarification of faculty rights and responsibilities within the department or program – particularly for new members joining the unit, 3. Specification of standard procedures for a wide variety of practices, such as selection of a chair, program directors and committee members, workload, etc., 4. Determination of the status of members with “combined,” “joint,” affiliated, or adjunct appointments, and 5. Articulation of procedures for promotion, tenure, and contract renewal review, for hiring new faculty, for discretionary fund recommendations, for grievances should they arise, and so forth.

In order to establish more consistency in by-laws throughout the college, the CFRRR recommends that departments planning to create new by-laws or to review and revise existing by-laws consider the following areas in establishing operating policies and procedures for the department or program. In general, the committee recommends that guidelines address questions of departmental membership, departmental governance, operations of the department, other areas including workloads, allocation of resources, and retirements as well

as formal procedures for amending by-laws.

What follows is an outline of areas that should be addressed in any full set of departmental by-laws:

I. MEMBERSHIP

[specification of which faculty members/appointments have voting rights and under what circumstances.]

- a) Full Faculty Appointments
- b) Joint or Combined Faculty Appointments
(jointly appointed between “line dept” and “non-line dept”; also, although rare, “combined,” i.e. “split line” departmental appointments between more than one department)
- c) Lecturers (FT and PT)
- d) Affiliated Faculty Appointments
- e) Adjunct Faculty Appointments

II. GOVERNANCE

- 1) Chair:
 - a. Procedures for Selection (i.e. recommendation to Dean)
 - b. Duties of the Chair
- 2) Executive Committee
 - a. Composition
 - b. Election
 - c. Functions
- 3) Program Directors
 - a. Director of Undergraduate Studies
 - b. Director of Graduate Studies
 - c. Other Directors
- 4) Departmental Committees
 - a. Standing Committees
 - b. Ad hoc Committees
- 5) Departmental Meetings
 - a. Quorum
 - b. Voting Procedures
- 6) Protection of Sub-groups within the Department
- 7) Student Representatives

III. OPERATIONS OF THE DEPARTMENT

- 1) Procedures for Promotion and Tenure (other than what is already stated in PTC Guidelines)
- 2) Procedures for Contract Renewals of non-tenured faculty (Lecturers, Adjuncts, Visiting Appointments, etc.)
- 3) Procedures for Searches and Hiring of New Faculty
- 4) Procedures for Election of Departmental Senator (to Arts and Sciences Senate and

therefore to the University Senate)

- 5) Procedures for Dealing with Grievances: Faculty, Graduate Student, Undergraduate Student (other than guidelines set by AJC and UUP)

IV. OTHER AREAS

- 1) Determination of Distribution of Discretionary Funds
- 2) Determination as to how to Rectify Salary Inequities
- 3) Determination as to Allocation of Travel Funds
- 4) Determination of Faculty Workload (including teaching or service in other departments)
- 5) Determination of Rights and Responsibilities of Retirees

V. AMENDMENTS TO DEPARTMENTAL BY-LAWS

The Arts and Sciences Senate Ad Hoc Committee on Faculty Rights, Responsibilities and Retirements was established in the Fall 1998 to review such things as across the board policy issues for retirees (offices, research leaves, recognition of accomplishments, emeritus status, etc.), the by-laws of departments, faculty with joint or cross-disciplinary appointments, affiliated status, guidelines for faculty who transfer their lines from one department to another, and review of individual appeals by faculty in these sorts of cases. This committee would also be charged with addressing issues beyond the purview of the PTC, such as contract renewals and term contracts. In short retirement issues, department and program by-laws, interdisciplinary appointments, contract renewals, transfer of lines from one department to another, individual faculty appeal cases, and similar concerns. Subsequently, the CFRRR decided that it would be inappropriate for the committee to review individual cases or appeals.

Committee Members

Hugh J. Silverman, Chair; Kelly Oliver (Women's Studies), Sarah Fuller (Music), Daniel O'Leary (Psychology), Colin Martindale, now emeritus (Physical Education and Athletics), Larry Slobodkin, emeritus (Ecology and Evolution), Donald Lindlsey (Geosciences). For consultation to avoid any overlap with UUP concerns: Joel Rosenthal (UUP, Academic Grievance Officer).

Arts and Sciences Senate

Minutes from Senate Meeting

February 21st 2000

Secretary: Robert Bloomer

The Meeting was called to order at 3:40 p.m.

I. Agenda. The tentative Agenda was approved.

II. Minutes from the A&S Senate Meeting on November 15th, 1999. These Minutes were approved.

III. Report of the A&S Senate President (Hugh J. Silverman). Hugh Silverman made a preliminary announcement of the call for nominations that will go on out via e-mail for At-Large Senators and Standing Committee Member Elections for the academic year 2000-2001.

IV. Report of the A&S Senate Standing Committee on Promotion and Tenure (Everett Waters, Chair, PTC). With the help of a handout, Everett Waters reported the results of case decisions made at all of the levels (department, PTC, Dean, Provost, President) for the two previous academic years.

In 1997-1998, 14 faculty were considered for promotion to Full Professor. There were no denials at any level. This was also true for the 15 cases in 1998-1999.

In 1997-1998, 19 faculty came up for promotion and tenure. Of the 17 positive departmental decisions, all were upheld at the subsequent levels; of the two negative departmental decisions, decisions were split at each further stage. In 1998-1999, 15 Assistant Professors were considered for promotion and tenure. Of the 14 positive departmental decisions, one was denied only at the level of Dean; the one negative departmental decision was upheld by both the PTC and the Dean, whereafter the case was withdrawn before reaching the Provost and the President.

Lou Deutsch expressed concern that the PTC Guidelines are not clear about the organization of files. Everett Waters replied that Pamela Thompson has additional documents intended to assist in this process. Paul Armstrong added that he meets with new Departmental Chairs, also to clarify matters related to the PTC Guidelines. Hugh Silverman indicated that a PTC file organization list could be proposed to the Senate as an addendum to the PTC guidelines when further PTC revisions are discussed at the April meeting of the Senate.

V. Where is the College of Arts and Sciences Going? (Report and discussion with Acting Provost Robert McGrath, with the participation of Paul Armstrong, Dean, College of Arts and Sciences). Robert McGrath first addressed enrollments. His plan is to increase graduate enrollment, perhaps by as many as 120 new students, in part by increasing stipends by \$2000-3000 per year. Undergraduate enrollments will be kept at roughly 12,000 students, with only a modest increase of 350 students for next year. He then turned to some problem areas. SUNY Stony Brook has good faculty, but not competitive salaries. The CAS is not quite in the black, but should be soon with increased revenues from an enlarged student body. Since the University has a natural limit for size, we must ask what we want to be growing. Some of the wants and needs are the implementation of a committee on Asian Studies; a Creative Writing Program; more money for Life Sciences as well as for ESL; and support for a Language, Mind, and Brain group, which will provide the flexibility to see how the world is evolving. We should also be thinking about new kinds of undergraduate programs.

Paul Armstrong said that the aim of the CAS is to be the best student-research center it can possibly be. There have been cutbacks but also additions. Future

priorities are to field candidates for Chair of the English Department, to establish a Creative Writing Program, to rebuild the Economics Department, and to design a Liberal Arts Business Program.

Joan Kuchner questioned the practice of bringing people into positions with no career ladder. Perhaps we need to think about career tracks for Lecturers and to consider establishing locally the title of "Senior Lecturer," with increases in salaries. Bernie Maskit added that adjunct positions are not regularized, which is not good.

Maria Drueckhammer reported on activities in the newly formed Committee on Women Faculty Issues. So far this year, it has met five times. Due to the complexity of issues to be addressed, Robert Liebermann, Chair of the committee, broke up the committee into five subcommittees to deal with five issues: 1) salary equity; 2) policies on parenting; 3) recruitment (spousal); 4) space and resource allocations; 5) teaching and service duties.

Under the heading of Growth and New Directions, Robert McGrath mentioned the idea of the Arts and Sciences Senate having its own Academic Planning Committee to address a wide variety of possible academic development areas. Hugh Silverman asked for preliminary comments on this idea and indicated that he would put it on the agenda at the next meeting of the Senate.

VI. Report of the CAS Associate Dean for Operations (Eugene Katz). Tabled

VII. Old Business. None

VIII. New Business. None

The Meeting was adjourned at 5:35 p.m.

For Discussion Only

A&S Senate Meeting – March 13th, 2000

ACADEMIC PLANNING COMMITTEE

Following the suggestion that arose in the February 21st, 2000 Senate meeting with Provost McGrath and Dean Armstrong, preliminary discussion was given to the idea of an Arts and Sciences Senate Academic Planning Committee. The A&S Senate Executive Committee has now discussed this proposal and refers it to the Senate for further discussion. It will be presented for a vote at the April meeting of the A&S Senate meeting.

Such a committee would be analogous in its relation to the University Senate Committee on Academic Planning and Resource Allocation (CAPRA) to the A&S Senate Graduate Program Committee's relation to the University Senate Graduate Council or the Undergraduate Curriculum Committee's relation to the University Senate Undergraduate Council. Instead of obliging the administration to develop committees to address areas of academic planning and development, governance would provide a standing committee that could perform such a function.

It would focus on Academic Planning in the Arts & Sciences Senate Constituencies (College of Arts and Sciences, MSRC, and Physical Education & Athletics). It would make recommendations to the three Senate Constituency Deans and to the Provost.

The Executive Committee will welcome further suggestions as to the scope of an A&S Senate Academic Program Committee. Among its tasks would be to:

1. Encourage cross-disciplinary and extra-disciplinary initiatives and development
2. Respond to changing needs and profiles in the CAS, MSRC, and PE&A
3. Recommend new programs and initiatives
4. Review proposals for new ideas in programmatic development and configuration, research institutes, centers, and constellations.

