

The Arts and Sciences Senate meets on Monday, February 19th at 3:30 p.m. in the Javits Room of the Library.

Tentative Agenda  
Arts & Sciences Senate Meeting  
February 19, 2001

- I. Approval of Tentative Agenda
- II. Approval of the Minutes from meeting of December 11, 2000
- III. Guidelines for Academic Judiciary - (John Shea) (see attachment below)
- IV. Report of the Interim Dean of A&S - (Robert Liebermann)
- V. Necessary Revisions to Guidelines of PTC - Everett Waters or Andrea Tyree
- VI. Other Old Business
- VII. Other New Business

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Guidelines for the Academic Judiciary Committee  
Prepared by John Shea, AJC Chair (2000-2001)  
February 9, 2001

**A. Duties of the AJC**

1. The Academic Judiciary Committee (AJC) adjudicates and takes appropriate action in cases originating in areas of the Arts and Sciences Senate constituencies and which involve charges of academic dishonesty against a student or unfair treatment of a student by a faculty/staff member.
2. The actions of the AJC in these matters follow procedures published in the document, "Policies and Procedures Governing Undergraduate Academic Dishonesty" that is available in the Office of Undergraduate Academic Affairs and posted on the AJC website.
3. The AJC reviews policies and procedures and recommends changes, as necessary (see C.3, below).
4. Revisions to these "Policies and Procedures" made too recently to be incorporated in the pamphlet are posted on the AJC website.

**B. Membership of the AJC.**

1. The membership of the AJC is nine faculty, one professional employee, the Executive Officer (who is appointed by the Dean), three undergraduates and one graduate student.
2. These members are selected following procedures in the CAS Senate Constitution.
3. A member who misses an unreasonable number of meetings, rendering his or her service ineffectual in the judgment of the rest of the Committee, may be dismissed from the Committee.
4. Any matriculated student in good academic standing who has never been found guilty of academic dishonesty may volunteer to serve on AJC Hearing Boards. A roster of these student volunteers is maintained by Undergraduate Academic Affairs for use in staffing hearing boards.
5. Any faculty or professional staff member may volunteer to serve on Hearing Boards. The AJC retains a list of these volunteers who are selected for service on Hearing Boards only when AJC members are not available.



6. Such student/faculty/staff volunteers are solicited throughout the year and their names are kept on file.

### **C. Duties of the AJC Members.**

1. AJC members serve on hearing boards convened by the Executive Officer.
2. During the Spring semester, the AJC elects a chair who serves a one calendar-year term from the first day of classes in the next Fall semester.
3. The AJC membership meets at least once per year to elect a chair, to review policies, and (if necessary) to recommend changes to “Policies and Procedures Governing Undergraduate Academic Dishonesty” for consideration by the Senate.
4. The presence of five members of the AJC (including the Executive Officer) is sufficient to form a quorum for matters involving voting.
5. In all matters involving voting by the AJC, decisions are made by simple majority rule.
6. AJC members who cannot be present at a meeting but who wish to vote on a specific issue, may register their vote by email notification of the AJC Executive Officer no less than one working day before the scheduled meeting.
7. Votes on policies and procedures may be held electronically during the course of the academic year. It is the members’ responsibility to provide the AJC Executive Officer with current and functioning email addresses and telephone numbers.
8. The AJC maintains a web page (<http://naples.cc.sunysb.edu/CAS/ajc.nsf>) that presents the current policies and procedures. The site also provides the following:
  - electronic forms to assist the filing of charges/grievances,
  - an annual report on the disposition of cases for the previous academic year(s),
  - a bi-weekly report of cases,
  - advice to faculty on strategies for improving academic honesty,
  - information about legal aspects of AJC cases.
9. The AJC furnishes the relevant officers of the Arts and Sciences Senate with a current copy of the AJC Guidelines, the membership of the AJC and a link to the AJC website to be posted on the Arts and Sciences Senate web page.

### **D. Duties of the Chair of the AJC.**

1. The Chair calls meetings of the AJC.
2. The Chair is a member of the AJC and a member ex officio of the Arts and Sciences Senate Executive Committee (ASEC).
3. The Chair assumes the duties of Hearing Officer, or appoints a substitute from AJC Membership, if the Executive Officer is unable to serve as Hearing Officer.
4. The Chair reviews the results of AJC Hearings during the course of the year.
5. The Chair presents an annual report on AJC activities during the preceding academic year to the Arts and Sciences Senate. (This report is to take the form of a statistical summary and not a detailed accounting of individual cases.)

### **E. Role of the Executive.**

1. The Executive Officer receives accusations, grievances, and appeals for the Academic Judiciary.
2. The Executive Officer consults with students, faculty, and staff involved in AJC cases.
3. The Executive Officer oversees the scheduling of AJC hearings and the selection of AJC members to serve on hearing boards.
7. The Executive Officer serves as Hearing Officer, unless, in his/her judgment, there is either a conflict of interest or the appearance of a conflict of interest.
8. The Executive Officer makes supplemental materials available to the Hearing Board in advance of hearings.
9. The Executive Officer communicates the results of the Hearing Board decisions to all parties.



10. The Executive Officer oversees periodic summaries of recent cases to on-campus media.

#### **F. Role of the Hearing Officer.**

1. The Hearing Officer presides over Hearing Boards and votes as a member of the Hearing Board.
2. The Hearing Officer adjudicates all procedural issues, ensuring that the hearing follows proper procedures.
3. The Hearing Officer tallies the votes of Hearing Board members.
4. The Hearing Officer communicates the results of the Hearing Board decisions to the Executive Officer.

#### **G. Scheduling and Conduct of AJC Hearings.**

1. Notifications of accusations/grievances are sent to the current address of the parties, as they are recorded in the Registrar's Office (for students) or in the Faculty and Staff Directory.
2. In scheduling hearings, a reasonable effort is made to avoid conflicts with the class schedules of the faculty and students involved.
3. In the event that no such accommodation can be made, the Executive Officer fixes a time most convenient to the Hearing Officer and other Hearing Board Members.
4. The AJC Secretary notifies AJC Members of hearing times at their email addresses.
5. AJC Members who are available for that hearing reply by email to the AJC Secretary.
6. The AJC Secretary selects members for Hearing Boards in such a way as to distribute service as evenly as possible among the AJC members and to avoid conflicts of interest (see 9 below). Those who have served the least number of hearings are selected ahead of those who have served on more hearings.
7. At the time of selection, one alternate faculty/staff member is designated from either the AJC Membership or the supplemental volunteer pool.
8. The AJC will include at least one faculty member on each hearing board and will make every effort to draw both faculty/staff members of hearing boards from the AJC membership.
9. No faculty or professional hearing board member serves on a Hearing Board in which a member of their department is the accuser or in which their acquaintance with the accused would create the appearance of impropriety.
10. The hearings proceed in accordance with the "Policies and Procedures Governing Undergraduate Academic Dishonesty."
11. Hearing Boards consist of the Hearing Officer, two faculty and/or professional staff members and/or graduate teaching assistants, and two undergraduate students.
12. Hearing Boards may be postponed by either accused or accuser with 24 hours' notice and subject to the approval of the Executive Officer.
13. If the accused fails to appear within fifteen minutes of the scheduled start of a Hearing Board, the hearing commences anyway. If the accused arrives after fifteen minutes, the Hearing Officer may assume discretion to suspend proceedings in order to summarize proceedings up to that point.
14. If Hearing Board Members have not arrived ten minutes before the scheduled start of a hearing, the alternates are summoned for service in their place.
15. The decision of the Hearing Board is sent to both accused and accuser in writing by the Executive Officer.
16. Accused and accuser may inquire about the results of a hearing by telephoning the Executive Officer twenty-four hours after the Hearing Board makes its recommendation.
17. Appeals of Hearing Board decisions are made to the Dean or his designee. The sole bases for appeals are new evidence or errors in procedure on the part of the Hearing Board.



Arts and Sciences Senate  
Minutes of the 12/11/00 Meeting

The Arts and Sciences Senate met on Monday 11 December 2000 at 3:30 PM in the Javits room of the Melville Library.

I. The agenda was approved by voice vote.

II. The minutes of the 20 November 2000 Senate meeting were approved.

III. Dean Armstrong presented his final report as Dean of Arts and Sciences. Details are in a handout entitled "College of Arts and Sciences: Accomplishments, Plans, Priorities, Needs", dated 2 October 2000. While the Arts and Sciences budget is currently balanced, it was pointed out that this assumes that the \$500,000 debt of the College will not be repaid.

IV. H. Silverman presented the revised report of the ad hoc Committee on Faculty Rights, Responsibilities, and Retirements. There was significant discussion about the details of the report. Overall, the report was criticized as too detailed and restrictive, and the Senate felt that the Committee should give the individual departments more flexibility to address their own needs, preferably in writing as part of departmental by-laws.

Despite all the nit-picking, the work of the Committee was applauded as important for helping to clarify the various and sundry job titles on campus.

The report was remanded back to the Committee, with instructions to report back to the Executive Committee before presenting the final version to the Full Senate. It was noted that the final version would have to be vetted with the union.

V. The Academic Judiciary Committee agreed to draft a set of by-laws.

VI. There was no other old Business.

VII. There was no other new Business.

The senate adjourned at 5:10 PM

Submitted 12 February 2001

F.M. Walter

Secretary

