

Tentative Agenda  
Arts & Sciences Senate  
April 21, 2003

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

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

- I. **Approval of Tentative Agenda** - Agenda approved
- II. **Approval of Minutes from February 24, 2003** - Minutes approved as corrected.
- III. **Report of the Arts & Sciences Senate President (J. Kuchner)**

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

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

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

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

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

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

Typology of cases

- students selling exams
- Plagiarism from the Internet, plagiarism.org and turnitin.com
- Internet related plagiarism increases, library plagiarism decreases.



#### Other issues

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

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

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

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

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

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

Motion approved to accept report from Academic Judiciary Committee.

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

##### Discussion of the GPC (Graduate Programs Committee)

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

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

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

Next issue: Committee of Faculty Rights and Responsibility



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

**Examples of issues which the committee has handled:**

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

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

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

No Old Business

No New Business

Motion to adjourn @ 5:09pm

Respectfully submitted,  
Diana Voss, Secretary  
A & S Senate



1                                   **Draft based on changes of 3/24/03**

2                   **[COLLEGE OF] ARTS AND SCIENCES SENATE**  
3                                   **CONSTITUTION]**

4                                   Revised? 2003

5  
6    A. Functions and Conditions of Governance:

7    1. The [College of] Arts and Sciences Senate seeks to represent the interests of  
8    the humanities and fine arts, social and behavioral sciences, and natural  
9    sciences on the SUNY-Stony Brook campus.

10   2. The rules and policies approved by the Arts and Sciences Senate shall govern  
11   the academic functions of the College of Arts and Sciences, the Marine Sciences  
12   Research Center, the Division of the Libraries, and the Division of Physical  
13   Education and Athletics, consistent with the Policies of the SUNY Board of  
14   Trustees.

15   3. The [College of] Arts and Sciences Senates shall be assisted in the formulation  
16   and execution of policy by its Standing Committees and its Executive Committee.

17   4. All terms of office for Senators and members of Arts and Sciences Senate  
18   Standing Committees shall be for three years, except for the one year term of the  
19   untenured member on the Promotion and Tenure Committee. Three year terms  
20   shall be staggered in three year cycles.

21   5. Membership in the Arts and Sciences Senate constitutes membership in the  
22   University Senate. All representatives to the Arts and Sciences Senate shall also  
23   serve as members of the University Senate.

24  
25  
26   B. Arts and Sciences Senate

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

29   a. All faculty representatives from the [College of Arts and Sciences Senate] Arts  
30   and Sciences Senate Constituencies, apportioned as follows:

31   (1) Every department or program having six or more full-time faculty members  
32   shall have one representative, the method of selection to be set by the





33 department or program and kept on file at the Arts and Science Senate Office  
34 including any updates as revised. The Division of Physical Education and the  
35 Division of Libraries shall also elect one senator each.

36 (2) In addition to departmental and program representatives, an equal number of  
37 at-large senators shall be elected by the full faculty from all Arts and Sciences  
38 Senate Constituencies. No department or program shall have more than two at-  
39 large senators.

40 (3) State-wide SUNY Senators who are also members of Arts and Sciences  
41 Senate Constituencies shall serve as Arts and Sciences Senators as well.

42

43 b. Representatives from constituencies other than the faculty:

44 (1) Professional employees of Stony Brook University [from the representatives]  
45 as defined in the [College of] Arts and Sciences Senate by-laws to a number  
46 equal to (fifteen percent (15%) of the total number of [voting faculty members]  
47 faculty senators.

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

51 (3) Graduate student representatives as defined in the [College of] Arts and  
52 Sciences Senate by- laws to a number equal to five percent (5%) of the total  
53 number of [voting faculty members] faculty senators.

54

55 c. The ex-officio non-voting members shall be the University President, the  
56 Provost, the Vice President for Student Affairs, the Associate Provost for  
57 Enrollment and Retention Management, the University Registrar, the Dean of the  
58 Graduate School, the Dean of the School of Professional Development and  
59 Continuing Studies, Dean of Student Affairs, the Dean of Physical Education and  
60 Athletics, the Dean of the Libraries, the Dean of Marine Sciences Research  
61 Center, and the Dean of the College of Arts and Sciences.

62

63 d. [Also] Serving as ex officio [non]voting members are the Chairs of all Arts and  
64 Sciences Standing Committees who are not already faculty senators. [(Promotion  
65 and Tenure Committee, Undergraduate Curriculum Committee, Graduate  
66 Programs Committee, Committee on Academic Standing and Appeals, and  
67 Academic Judiciary Committee)]. The Chairs of all Arts and Sciences Senate



68 Standing Committees shall be expected to attend meetings of the Arts and  
69 Sciences Senate.

70

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

74 3. The Arts and Sciences Senate shall meet at least twice each semester.  
75 Regular meetings will be called by the President of the Arts and Sciences  
76 Senate. Special meetings may be called either by the President of the Arts and  
77 Sciences Senate or by petition to said President of ten percent of the Arts and  
78 Sciences Senators.

79 4. Arts and Sciences Senators representing departments and programs shall  
80 report back regularly to their constituencies concerning activities and decisions of  
81 the Arts and Sciences Senate.

82

### 83 C. Standing Committees

84 1. The Standing Committees shall report [annually] to the Arts and Sciences  
85 Senate annually on committee actions and decision. The Arts and Sciences  
86 Senate [which] must review and accept or reject all committee reports. The  
87 Standing Committees shall review existing committee guidelines and by-laws at  
88 least every three years. Recommendations for revisions shall be reviewed by the  
89 Arts and Sciences Executive Committee and presented to the Arts and Science  
90 Senate for review and acceptance. With the exception of the Promotion and  
91 Tenure Committee, each Standing Committee must regularly report its agendas  
92 and minutes to the Arts and Sciences Senate Executive Committee, and these  
93 documents shall be available for all members of the University community to  
94 examine.

95 2. The [College of] Arts and Sciences Senate shall be assisted by the following  
96 Standing Committees:

97 a. *Promotion and Tenure Committee (PTC)*, which shall make recommendations  
98 to the Administration, concerning all promotions or new appointments of faculty  
99 to tenure positions (continuing appointments), or at the level of Associate  
100 Professor and Professor.

101 b. *Undergraduate Curriculum Committee (CC)*, which shall have authority over all  
102 proposals to introduce, revise, or terminate undergraduate courses, majors, and  
103 minors offered in areas in the Arts and Sciences Senate Constituencies. It shall  
104 review general education requirements and courses. It shall determine the



105 applicability of courses to degree requirements. It shall establish guidelines for  
106 cross-listing of courses, for independent study and research courses, for  
107 internships, and for undergraduate teaching practica. It shall review and submit  
108 to the Arts and Sciences Senate proposals for changes in undergraduate degree  
109 requirements, and shall review and approve the content of the College of Arts  
110 and Sciences, the Marine Sciences Research Center and the Physical Education  
111 and Athletics sections of the *Undergraduate Bulletin*. It shall participate in the  
112 administrative review of departments or programs in which external reviews of  
113 undergraduate programs in the College of Arts and Sciences, Marine Sciences  
114 Research Center and Physical Education and Athletics are mandated. It may  
115 also consider other issues of undergraduate curricular import. The  
116 Undergraduate Curriculum Committee shall have a secretary, appointed by the  
117 Dean of the College of Arts and Sciences in consultation with the Committee, the  
118 Dean of Marine Sciences Research Center and the Dean of Physical Education  
119 and Athletics.

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

135 d. *Committee on Academic Standing and Appeals (CASA)*, which shall interpret  
136 the regulations concerning the academic standing and enrollment of  
137 undergraduate students enrolled in majors in the Senate Constituencies and  
138 consider appeals from individual students. It shall also review these regulations  
139 and submit any necessary proposed changes to the Arts and Sciences Senate.

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

144 f. *Committee of Faculty Rights and Responsibilities (FRR)*, which shall review  
145 existing policies, practices and procedures concerning Arts and Sciences faculty  
146 rights and responsibilities. It shall formulate general guidelines for areas of



147 common concern to full time and part –time tenured and non-tenured faculty or  
148 groups of faculty so as to assure that the faculty are fully informed of matters that  
149 relate to their working relationship with each other, and departmental and  
150 university functions, including but not limited to departmental by –laws, cross-  
151 disciplinary appointments, options for promotions, and opportunities for continued  
152 university involvement by retired faculty. The committee will focus on policies  
153 and guidelines but will not address individual personnel cases, nor will it deal with  
154 matters that are the due province of [UUP] the designated faculty bargaining  
155 agent.

156 ----- Editing ended here 3/24/03-----  
157 -----

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

160 a. *The Promotion and Tenure Committee* shall consist of seven members.

161 (1) two elected tenured faculty representatives each from:

162 (i) the humanities and fine arts;

163 (ii) the social and behavioral sciences;

164 (iii) the natural sciences (one from physical sciences or mathematics and one  
165 from biological or marine sciences);

166 (2) one elected non-tenured faculty representative.

167 No person can be a member of this committee in a year in which his/her  
168 candidacy for promotion or continuing appointment will be considered by the  
169 committee. If a member becomes such a candidate, s/he must resign from the  
170 committee.

171  
172 b. *The Undergraduate Curriculum Committee* shall consist of eleven voting  
173 members and one non-voting member.

174 (1) two elected faculty representatives each from:

175 (i) the humanities and fine arts;

176 (ii) the social and behavioral sciences;

177 (iii) the natural sciences (one from physical sciences or mathematics and one  
178 from biological or marine sciences);





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

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

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

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

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

194  
195 [c. The *Graduate Programs Committee* shall consist of eleven members

196 (1) two elected College of Arts and Sciences faculty representatives each from:

197 (i) the humanities and fine arts;

198 (ii) the social and behavioral sciences;

199 (iii) the natural sciences (one from physical sciences or mathematics and one  
200 from biological or marine sciences);

201 (2) one representative [two professional employees, one] appointed from the  
202 Graduate School by the Dean of the Graduate School

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

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

208 [(4) the Secretary of the Committee (appointed by the Dean of the College of Arts  
209 and Sciences in consultation with the Committee), as a non-voting member.]]



210 d. The *Committee on Academic Standing and Appeals* shall each be composed  
211 as follows:

212 (1) two elected faculty representatives each from

213 (i) the humanities and fine arts;

214 (ii) the social and behavioral sciences;

215 (iii) the natural sciences (one from physical sciences or mathematics and one  
216 from biological or marine sciences);

217 (2)[ two] one professional employee [ one (the Executive Officer)] appointed by  
218 the Dean of the College of Arts and Sciences as the Executive Officer,

219 (3) [and ]one [elected by the] professional employee[s one] representative  
220 elected by the professional employees as a voting member under the usual  
221 procedures fixed for this purpose by professional employees(3) three  
222 undergraduate student representatives from the Senate Constituencies, selected  
223 through the usual procedures fixed for this purpose by undergraduate student  
224 government;

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

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

230 e. The *Academic Judiciary Committee* shall [be composed as follows] consist of  
231 fourteen voting and one non-voting members:

232 (1) three elected faculty representatives each from

233 (i) the humanities and fine arts;

234 (ii) the social and behavioral sciences;

235 (iii) the natural sciences (at least one from physical sciences or mathematics and  
236 at least one from biological or marine sciences);

237 (2)[ two professional employees] one [ (the) Executive Officer appointed by the  
238 Dean of the College of Arts and Sciences as a non-voting member,

239 (3) one professional employee elected under usual procedures fixed for this  
240 purpose by professional employees



241 (4) three undergraduate student representatives from the Senate Constituencies,  
242 selected through the usual procedures fixed for this purpose by undergraduate  
243 student government;

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

247 f. The Committee on Faculty Rights and Responsibilities shall consist of seven  
248 members;

249 (1) two elected tenured faculty representatives each from:

250 (i) the humanities and fine arts;

251 (ii) the social and behavioral sciences;

252 (iii) the natural sciences (one from physical sciences or mathematics and one  
253 from biological or marine sciences)

254 (2) one non-tenure track faculty representative

255 The UUP Faculty Grievance Officer shall serve as a consultant in all matters that  
256 might overlap with appropriate UUP domains.

257 3. Whenever a department, program, issue, or student is under review by an Arts  
258 and Sciences Senate Standing Committee, all voting members of that  
259 department or program whose department, program, issue, or student is under  
260 review shall absent themselves from the room during the official discussion and  
261 vote. The committee member may be available for questions or comment prior to  
262 the official discussion and vote.

263 4. No more than one faculty member from the same department or program may  
264 serve on an Arts and Sciences Senate Standing Committee.

265 5. Each Standing Committee Chair may appoint a Secretary for one or more  
266 committee meetings. The Secretary shall take minutes of the meeting(s). The  
267 Chair shall submit the minutes to the committee for approval at its next regular  
268 meeting. The approved minutes of meetings shall be sent to the Arts and  
269 Sciences Senate President on a regular basis.

270 6. The Arts and Sciences Senate, [or], its Executive Committee or the Arts and  
271 Sciences Senate President may establish *ad hoc* committees, which shall report  
272 to the Arts and Sciences Senate Executive Committee.

273 D. Arts and Sciences Senate Officers



274 1. The following officers of the [College of] Arts and Sciences Senate shall be  
275 elected by the Arts and Sciences Senate: a President, a President –elect who will  
276 serve as a Vice-President, and a Secretary.

277 2. The President of the Arts and Sciences Senate shall:

278 a. represents the interests of the Arts and Sciences Senate Constituencies as a  
279 whole in meetings and discussions with ex-officio members of the Senate, and at  
280 any governance or administrative body of which s/he is a member;

281 b. chair all meetings of the Arts and Sciences Senate, and its Executive  
282 Committee;

283 c. report to each the Arts and Sciences Senate Executive Committee and Arts  
284 and Sciences Senate meeting concerning the issues before and actions taken by  
285 the ex-officio members of the Arts and Sciences Senate and serve as ex officio  
286 member on Arts and Sciences Senate Standing Committees.

287 d. represent the Arts and Science Senate at mandated academic reviews or  
288 appoint a representative to represent the Arts and Sciences Senate at these  
289 reviews

290 e. may, in consultation with the Executive Committee, appoint committee  
291 members for specified short terms in order to maintain full working committees  
292 and to insure smooth transitions and tenure sequences

293 f. serve as a member of the University Senate Executive Committee

294 g. agree to serve a one year term of office as Past President upon completion of  
295 the term of office as President

296 3. The Vice-President shall

297 a. perform the duties of the President when the President is unable to do so

298 b. serve as President –elect including agreeing to serve as President upon  
299 completing a one year term of office as Vice-President

300 d. serve as a member of the University Senate Executive Committee

301 4. The Secretary shall record and prepare minutes of each meeting of the Arts  
302 and Sciences Senate and its Executive Committee. The minutes shall reflect all  
303 decisions taken and the votes thereon, together with the main points of debate  
304 and any written background material distributed at the meeting. The minutes of  
305 each meeting will be submitted to the subsequent meeting of the body for  
306 correction and approval. The Secretary shall keep on file at the Senate office





307 copies of the minutes, which shall be available to any member of the University  
308 community for reference.

309 5. The Past President shall

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

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

312 E. The Arts and Sciences Senate Executive Committee

313 1. The Executive Committee shall consist of:

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

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

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

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

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

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

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

330 2. The Executive Committee shall perform the following functions:

331 a. it shall have the authority to guide the Arts and Sciences Senate President  
332 concerning any matter which comes before the Senate, and to instruct the Arts  
333 and Sciences Senate President to bring before the administration any matter  
334 affecting the Arts and Sciences Senate Constituencies.

335 b. it shall prepare all agendas and materials for meetings of the Arts and  
336 Sciences Senate, identifying issues of importance to the Arts and Sciences  
337 Senate Constituencies.



338 c. it shall be responsible for implementation of Arts and Sciences Senate  
339 decisions, working with the appropriate Arts and Sciences Senate standing and/  
340 or ad hoc committees, and with appropriate administrative officers.

341 d. it shall advise the President [act as a ] in the selection [committee to appoint]  
342 of replacement members to Arts and Sciences Senate Standing Committees in  
343 the event that a committee position becomes vacant in mid-term.

344 e. between Arts and Sciences Senate meetings, it shall have authority to decide  
345 any policy matter which cannot wait for decision until the next full Arts and  
346 Sciences Senate meeting. All Arts and Sciences Senate members shall be  
347 notified in writing of such a decision within one week, and the decision must be  
348 subject to review at the next scheduled meeting of the full Arts and Sciences  
349 Senate.

350

#### 351 F. Procedures for Review and Amendment of Constitution

352 1. Interpretation of the provisions of the Constitution shall be made by the  
353 Executive Committee, subject to approval of the Arts and Sciences Senate.

354 2. Every three years, the Arts and Sciences Senate Executive Committee shall  
355 review this Constitution and recommend any amendments it deems necessary.

356 3. This Constitution can be amended by vote of two-thirds of Senators present  
357 and voting at an Arts and Sciences Senate meeting, provided that the vote is  
358 taken after discussion of the amendment at two consecutive Senate meetings.

359

360 *Revisions to [1997]1999 Constitution approved by the Arts and Sciences Senate*  
361 *at its regular meeting of [March 15th, 1999.] April 21, 2003.*

362

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364

365



1 Brackets indicate deletions; underlining indicates additions.

2 **Proposal 2/17/03**

3 **[COLLEGE OF ]ARTS AND SCIENCES SENATE**

4 **By-Laws**

5

6 A. Scope and Definitions

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

9 2. Terms used in the Bylaws and Constitution are defined as follows:

10

11 Arts and Sciences **SENATE CONSTITUENCIES:**

12 HUMANITIES AND FINE ARTS:

13 The combination of the College of Arts and Sciences departments or programs of Art,  
14 Comparative Studies, English, European Languages, Literatures, and Cultures, Hispanic  
15 Languages and Literature, Music, Philosophy, Theater Arts, Writing and Rhetoric, and  
16 Women's Studies and the Division of Libraries.

17 NATURAL SCIENCES:

18 The combination of the College of Arts and Sciences departments or programs of  
19 Biochemistry and Cell Biology, Chemistry, Geosciences, Ecology and Evolution,  
20 Mathematics, Neurobiology and Behavior, and Physics and Astronomy and the Marine  
21 Sciences Research Center.

22 SOCIAL AND BEHAVIORAL SCIENCES:

23 The combination of the College of Arts and Sciences departments or programs of  
24 Africana Studies, Anthropology, Economics, History, Linguistics, Political Science,  
25 Psychology, Sociology, and Social Sciences Interdisciplinary, and the Division of  
26 Physical Education and Athletics.

27

28 FACULTY: All employees holding full-time academic appointments in one of the Arts  
29 and Sciences Senate Constituencies.

30

31 GRADUATE STUDENT: All students matriculated in Masters or Doctoral programs in  
32 one of the Arts and Sciences Senate Constituencies.

33

34 PROFESSIONAL EMPLOYEES: All [members of the] professional[ staff] employees[



35 in one of the Constituencies and the administrative offices of the Constituencies as well  
36 as administrative offices of the Provost, Student Affairs, University Affairs, and  
37 Administration] of Stony Brook University

38  
39 UNDERGRADUATE STUDENTS: All students matriculated for a baccalaureate degree  
40 in one of the Arts and Sciences Senate Constituencies.

41 B. Elections

42 1. Election of at-large Senate academic members shall be held in April for the coming  
43 academic year, together with election of faculty representatives to the Arts and Sciences  
44 Senate Standing Committees. The election will be organized by the Arts and Sciences  
45 Senate Executive Committee, which shall secure candidates from the appropriate Senate  
46 constituencies, as described in the Constitution of the Arts and Sciences Senate.

47 All procedures and deadlines for nominations and elections must be circulated [in  
48 writing] to all constituent faculty members no later than two weeks before, and no earlier  
49 than four weeks before the close of the nominating period.

50 2. Nominations for At-Large Academic Senator or faculty representative to[ any] the Arts  
51 and Sciences Senate may also be made by petition of 10 academic [employees] faculty  
52 from at least three departments. Petitions should be presented to the Executive  
53 Committee of the Senate, through the Secretary. All nominees by petition must appear on  
54 the ballot if eligible to serve.

55 3. Election and replacement of all professional employee representatives to the Arts and  
56 Sciences Senate, its Standing Committees, and those of the University Senate, will be  
57 conducted by the Committee on Appointments and Elections of the Professional  
58 Employees Governing Board, using procedures fixed there for that purpose.

59 4. Arts and Sciences Senate officers will be elected by vote of Arts and Sciences Senate  
60 members only.

61 Voting will be by anonymous [mail] ballot in April of each year for officers whose terms  
62 expire prior to the start of the following academic year.

63 5. The Arts and Sciences Senate Executive Committee shall present a slate of officers to  
64 the Arts and Sciences Senate at the penultimate regularly scheduled Senate meeting of  
65 the Spring semester. Thereafter there shall be a ten-day period during which additional  
66 nominations of officers, submitted with the signatures of ten Arts and Sciences Senate  
67 members in support of each nomination, may be directed to the Executive Committee,  
68 through the Senate Secretary, for addition to the ballot. All nominees by petition must  
69 appear on the ballot if eligible to serve. Within ten days of the end of the nominations  
70 period, a ballot will be sent by [mail] to all Arts and Sciences Senate members for  
71 election of officers.

72 6. [Officers will serve two year terms]. The President elect will serve a one year term as  
73 Vice –President followed by a one year term as President. The President will serve a one  
74 year term followed by a one year term as Past President. The Secretary will serve a two  
75 year term.





76 7. Those elected to at-large membership in the Arts and Sciences Senate, and to its  
77 Standing Committees, will serve three year terms, except for the untenured member of  
78 the Promotion and Tenure Committee, who shall serve a one year term. Terms will be  
79 staggered so that [no more than two officers' terms shall expire at the same time,]no more  
80 than one third of at-large senators from each Constituency defined in A.2 shall be subject  
81 to election at one time, and not all representatives from an area on a Standing Committee  
82 shall be elected at one time. In the event that circumstances result in a standing  
83 committee having two vacancies from the same Constituency, a single election will be  
84 held to fill both. The candidate receiving the largest number of votes will be elected to a  
85 three-year term, the candidate with the next largest number of votes to a two-year term.

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

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

90 10. Elected officers serve at the Arts and Sciences Senate's pleasure. The Arts and  
91 Sciences Senate may remove an officer by two-thirds vote of Arts and Sciences Senators  
92 present and voting, at a meeting of the Arts and Science Senate, provided that notice of  
93 such consideration is put on the agenda and distributed one week in advance of the  
94 meeting.

95 11. Should an elected officer be unable to serve for any reason, a replacement to serve  
96 shall be elected at the next Arts and Sciences Senate meeting by a majority of those  
97 present and voting, provided that notice of such election is put on the agenda and  
98 distributed one week in advance of the meeting. The person elected will serve until the  
99 next regularly scheduled [mail] general [ballot]t election, at which time an election will  
100 be held to fill any remaining unexpired term of the originally elected officer, according to  
101 the procedures described in B.5 above.

102 12. Between elections, any vacancy of a representative to an Arts and Science Senate  
103 Standing Committee shall be filled by appointment of the Arts and Science Senate  
104 President in consultation with the Arts and Sciences Executive Committee. Any such  
105 appointment shall run until the next regularly scheduled election, at which time an  
106 election will be held to fill any remaining unexpired term of the originally elected  
107 Committee member, according to the procedures described in B.1 above.

#### 108 C. Procedures

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

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

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

115 4. Quorum for Arts and Sciences Senate meetings shall be one quarter of its members.



116

117 D. Review and Amendment

118 1. Interpretation of the provisions of the by-laws shall be made by the Executive  
119 Committee, subject to approval of the Arts and Sciences Senate.

120 2. Every three years, the Arts and Sciences Senate Executive Committee shall review  
121 these by-laws and recommend any amendments it deems necessary.

122 3. These by-laws may be amended by vote of two-thirds of Arts and Sciences Senators  
123 present and voting at a Arts and Science Senate meeting, provided that the proposed  
124 amendment is printed in full on the meeting agenda and distributed ten to fifteen days  
125 prior to the meeting.

126

127

128 *Revisions to [1997] 1999 By-Laws, approved by the Arts and Sciences Senate at*  
129 *its regular meeting of [March 15<sup>th</sup>, 1999].*

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Arts And Sciences Senate Meeting  
April 21, 2003

Ballot for Arts & Sciences Senate By-Laws Amendments

Voting Senators, please choose one:

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





