

# CHARTER OF THE UNIVERSITY SENATE

## University at Albany

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# Charter of the University Senate

[The *Charter of the University Senate* was approved November 27, 2003. All amendments to the *Charter* have been added to December, 2006, followed by the date of the amendment in brackets. Where the *Charter* refers to administrative offices and positions whose titles have changed, these have been updated.]

The *Faculty Bylaws* specify rights accorded to the Faculty by the Chancellor and Trustees of the State University of New York. According to Article I Section 2.3-2.6 and Article II of those *Bylaws*, duly approved by the Faculty, many of the rights and responsibilities of the Faculty are delegated to the University Senate. This *Charter* specifies, subject to the *Faculty Bylaws*, the mechanisms by which the Senate shall accomplish its duties and exercise its rights.

## Section I: Composition and Election

The composition of the Senate is specified by the *Faculty Bylaws* Article II Section 2. Election of Senators is overseen by the Governance Council, as specified by *Bylaws* Article II Sections 5 and 8, and detailed in Section X.1.4.3 of this *Charter*.

## Section II: Definitions

In addition to those terms defined in the *Bylaws* Article I Sections 1 and 2.4, the following terms shall be employed in the *Senate Charter*:

II.1. Support Staff: The Support Staff is to include all full-time classified and other workers employed by the University in clerical, maintenance, sales, food, or other positions not listed as teaching, managerial or professional.

II.2. Undergraduate Students: Undergraduate students are defined as those who are matriculated as undergraduates as defined by current University policies.

II.3. Graduate Students: Graduate students are defined as those who are matriculated as graduate students as defined by current University policies.

## Section III: Powers of the University Senate

III.1. The Senate shall interpret the extent of the powers and responsibilities specified to itself in Article I Section 2.3 of the *Faculty Bylaws*. Unless otherwise specifically directed by the Faculty, the Senate shall construe its charge in the broadest possible sense.

III.2. The Senate assumes that any policy, practice, or condition within the University which in its judgment significantly affects the quality of the institution's legitimate functioning is a proper concern of the Faculty, and hence, of the Senate.

III.3. In order to fulfill its responsibilities to be consulted on major appointments specified in *Bylaws* Article II Section 1.7, the Senate shall interview final candidates for Provost and President.

## **Section IV: Officers of the University Senate**

In addition to those duties specified in the *Faculty Bylaws* Article II, Section 3.4:

### IV.1. the Chair

- IV.1.1. shall represent the Senate;
- IV.1.2. shall meet regularly with the President;
- IV.1.3. shall assist the Secretary in preparation of the minutes;
- IV.1.4. shall serve on the Committee on Council Nominations of the Governance Council;
- IV.1.5. may serve as the Presiding Officer of the Faculty, as specified in *Bylaws* Article I Section 3.

### IV.2. the Past Chair shall

- IV.2.1. chair the University Planning and Policy Council
- IV.2.2. serve on the Executive Committee of the Senate
- IV.2.3. serve on the Committee on Council Nominations of the Governance Council
- IV.2.4. produce the formal annual report of Senate activity required in VI.1.1 in the September after serving as Chair.
- IV.2.5. be available as needed to substitute for the Chair, including, as specified in *Bylaws* Article II Section 7.4, to preside over the Senate.

### IV.3. the Vice Chair shall

- IV.3.1. chair the Governance Council and its Committee on Council Nominations
- IV.3.2. serve on the Executive Committee of the Senate
- IV.3.3. succeed to the office of Chair, as specified in *Bylaws* Article II Section 3.3.

### IV.4. the Secretary shall

- IV.4.1. chair the Liaison and Elections Committee of the Governance Council;
- IV.4.2. provide the Senate announcements specified in VI.1.2;
- IV.4.3. have primary responsibility for maintenance of electronic and written Senate documents;
- IV.4.4. serve on the Executive Committee;
- IV.4.5. serve on the Committee on Council Nominations of the Governance Council.

## **Section V: Councils of the Senate**

Much of the routine business of the Senate occurs within its Councils. Councils may gather and disseminate information, act on matters for which authority has been delegated from the Senate, and recommend action in the form of Bills brought to the Senate.

The composition of the councils, eligibility to chair, and council terms must be consistent with Article II Section 6 of the *Faculty Bylaws*.

Details on Council charges, operation, and structure are specified in sections VIII and X of this *Charter*, specifically: X.1 Governance Council X.2 University Planning and Policy Council X.3 Undergraduate Academic Council X.4 Graduate Academic Council X.5 Council on Research X.6 Council on Academic Assessment X.7 Council on Promotions and Continuing Appointments X.8 Council on Libraries, Information Systems and Computing X.9 University Life Council.

## **Section VI: Operation of the Senate**

### VI.1. Communication

As required in the *Faculty Bylaws*, Article II.1.6, the Senate shall regularly disseminate information about its activities, both prospective and retrospective, to the Faculty.

VI.1.1. The Past Chair shall distribute the formal annual report of Senate activity required by the *Bylaws* every September.

VI.1.2. The Secretary shall distribute brief announcements of recent and upcoming business to the entire faculty before every Senate meeting.

VI.1.3. The Chair shall distribute every September a complete list of all Senators, all members of councils, and all chairs of councils and committees.

VI.1.4. The Governance Council and its Committee on Liaison and Elections shall assist in distribution of information.

VI.1.5. The Executive Committee shall report to the Senate and to the University community.

VI.1.6. Senators shall regularly report to their constituents.

VI.1.7. Staff support for the Senate shall be designated by the President. [added by amendment 5/2/05]

### VI.2. Conduct of Meetings

In addition to those procedures specified in the *Bylaws*, particularly Article II, Section 7, the following procedures shall govern operation of the Senate:

VI.2.1. A regular day and time for Senate meetings shall be publicized as early as possible in the previous year.

VI.2.2. As specified in *Bylaws* Article II Section 7.5, Senate meetings may be observed by any member of the University community.

VI.2.3. Ordinarily, speakers on a topic shall be alternated as to their pro or con positions, with the exception that no Senator shall be denied the right to speak at least once during the debate.

VI.2.4. If a Senate meeting is still in session at the end of its designated meeting time., the Chair shall call for an appropriate motion, typically one of the following: to adjourn (implies no topic on the floor); to postpone the current topic until the next regular meeting, to be followed by a motion to adjourn; to recess until (for example, the following Monday at 3:30 p.m.); to continue discussion until (specific time); to move the previous question, to be followed by a motion to adjourn, recess, or continue business until (specific time).

## **Section VII: The Executive Committee of the Senate**

VII.1. The composition and principal responsibilities of the Executive Committee are specified in the *Faculty Bylaws* Article II, Section 4. The Executive Committee is also charged, according to Article II, Section 2.4, with discretionary power to appoint Senators.

VII.2. In addition, the Executive committee shall ensure that the Senate address Faculty responsibilities as specified in *Bylaws* Article I Section 2, and exercise the powers of the Senate as specified in Section III of this *Charter*, in the broadest possible sense.

VII.3. To facilitate the conduct of Senate meetings, the Chair of the Senate may appoint a parliamentarian. The staff support member for the committee shall be the support staff person assigned to the Senate. [last sentence added by amendment 5/2/05]

VII.4. The Executive Committee shall be responsible for oversight of council operations to ensure that Council Chairs fulfill their obligation as specified in VIII.3.7.

VII.5. The Executive Committee shall review proposals and agenda items and may recommend for or against them. The Executive Committee shall either refer a proposal to an appropriate Council or place it on the Senate agenda. The Executive Committee may not prevent such items from appearing on the Senate Agenda.

VII.6. The Executive Committee may establish subcommittees.

VII.7. Standing Subcommittees of the Executive Committee

VII.7.1. Two standing committees which shall report to the Senate through the Executive Committee shall be appointed to be called upon as needed to author, review and implement policies governing the conduct of the University community, and as needed, for alleged cases of misconduct.

**VII.7.2. Committee on Ethics in Research and Scholarship**

VII.7.2.1. Composition

VII.7.2.1.1. CERS shall consist of six Teaching Faculty at the level of Full Professor, at least two of whom shall be Senators. Each member shall commit to serving a term of three years and shall receive special training related to conducting academic integrity inquiries and investigations.

VII.7.2.1.2. The members of CERS shall be nominated for Senate approval by the Committee on Council Nominations of the Governance Council.

VII.7.2.1.3. The chair of CERS shall be selected by CERS from the continuing members. This selection shall occur in the spring for a one-year term to begin the following academic year. The chair shall serve on the Executive Committee of the Senate.

VII.7.2.2. Responsibilities

VII.7.2.2.1. Review implementation of the policy and procedures on institutional responses to allegations of misconduct in research and scholarship and recommend revisions to the policy and procedures as needed.

VII.7.2.2.2. Receive and review yearly reports from the Vice President for Research on the occurrence of cases pertaining to violations of academic integrity principles in research and scholarship and their disposition.

VII.7.2.2.3. Supply at least one member to serve on the Inquiry and Investigation Committees charged with evaluating allegations of violations of academic integrity in research and scholarship.

### **VII.7.3. Committee on Academic Freedom, Freedom of Expression, and Community Responsibility**

#### VII.7.3.1. Composition

VII.7.3.1.1. CAFFECOR shall consist of six Teaching Faculty, at least two of whom shall be Senators and at least three at the level of Full Professor, who shall serve two-year terms and up to four Professional Faculty.

VII.7.3.1.2. The members of CAFFECOR shall be nominated for Senate approval by the Committee on Council Nominations of the Governance Council.

VII.7.3.1.3. The chair of CAFFECOR shall be selected by CAFFECOR from the continuing members. This selection shall occur in the spring for a one-year term to begin the following academic year. The chair shall serve on the Executive Committee of the Senate.

#### VII.7.3.2. Responsibilities.

VII.7.3.2.1. The Senate affirms its commitment to the principle that the widest possible scope for freedom of expression is the foundation of an institution dedicated to vigorous inquiry, robust debate, and the continuous search for a proper balance between freedom and community responsibility.

VII.7.3.2.2. CAFFECOR shall be responsible for establishing and interpreting policies and procedures concerning academic freedom and ethics which shall govern the conduct of the University community, and also for those matters for which it is given responsibility by negotiated employment conditions.

VII.7.3.2.3. CAFFECOR shall serve as a hearing body available to those members of the University Community who feel that their freedom of expression has been unfairly suppressed.

VII.7.3.2.4. CAFFECOR shall be responsible for establishing procedures for investigating and for oversight of investigation of charges brought against members of the Faculty as specified in the *Faculty Bylaws* Article I, Section 2.2.4, except as determined by CERS to be primarily matters of misconduct in scholarship and research, or as specified by other University regulations. Issues may be brought to the Chair of CAFFECOR, who shall then call a meeting as needed.

## **Section VIII: Council Structure and Operation**

In addition to structure detailed in Section V:

VIII.1. Each Senator, except *ex officio* Senators, ordinarily must serve on a council.

VIII.2. Council meetings normally may be observed by any member of the University community. Under certain circumstances, a council may vote to close a meeting. Closure must be reported to the Senate.

VIII.3. Council chairs

VIII.3.1. Unless otherwise specified, each council shall elect a chair from among its eligible members.

VIII.3.1.1. Persons or their designees who are *ex officio* members of a Senate council by virtue of their title or position in the University administration are not eligible to be elected either as chair of that council or as chair of a standing committee or subcommittee of that council. This does not preclude such an individual's serving as chair of an ad hoc committee. (Added by amendment, 12/15/08)

VIII.3.2. The election shall occur at an organizational meeting. An organizational meeting of each council shall be convened by the Vice Chair of the Senate or designee before September 1, but no sooner than 2 weeks after the completion of election of Senators at Large.

VIII.3.3. As stated in Article II Section 6.3 of the *Bylaws*, council chairs must be Senators. If a council is unable to elect a chair from among its Senators, it may nominate its chair-elect to be appointed for a one-year term as a Senator by the approval of the Senate.

VIII.3.4. Council chairs shall provide council schedules and, as possible, agendas to the Senate Secretary to be posted at least one week in advance.

VIII.3.5. Minutes shall be recorded and drafted by the appropriate support staff, and edited by the council chair. Minutes shall be presented to the council at its next meeting and posted once approved by the council.

VIII.3.6. Council chairs shall verbally report at each Senate meeting, and preferably supply in advance a brief written report to the Secretary for inclusion in a summary of council activity to be available at the meeting. That report shall distinguish between informational sections, reports of actions, and recommendations for action.

VIII.3.7. Council chairs are responsible for ensuring that

VIII.3.7.1. councils meet on a regular basis.

VIII.3.7.2. councils fulfill their charges in a timely manner.

VIII.3.7.3. in fulfillment of their respect charges, councils effectively balance their attention to routine business and broader policy issues.

VIII.3.7.4. council work engages council members to contribute fully and develops governance leadership.

VIII.3.8. Council chairs serve on the Executive Committee and on the Committee on Council Nominations of the Governance Council.

VIII.4. Reporting to Senate: The informational section of a council report may be questioned during a Senate meeting while the report is on the floor. A Senator may challenge any action taken by a Council, by making an appropriate motion under "new business."

VIII.5. Committees: Councils may create committees and subcommittees. Typically, every member of the council, except *ex officio* members, shall serve on a committee.

VIII.5.1. Unless otherwise specified, the membership of the committee shall be nominated by the council chair and approved by the council. Normally no committee shall have more than one member from the same academic unit. The council shall replace committee members who

are absent for more than four consecutive meetings, who are unable to attend meetings, or who are no longer part of the constituency they represented.

VIII.5.2. Unless otherwise specified, committees shall include at least two members of the council.

VIII.5.3. Unless otherwise specified, the chair of the committee shall be elected by the committee, from among the council members on the committee.

VIII.5.3.1. Persons or their designees who are *ex officio* members of a Senate council's standing committee or subcommittee by virtue of their title or position in the University administration are not eligible to be elected chair of that standing committee or subcommittee. (Added by amendment, 12/15/08)

VIII.5.4. It shall be clearly specified in the committee charge what actions are delegated to the committee, and all such actions are to be subject to the approval of the council as a whole. Committees may also be empowered to gather information for the council and to recommend action to the council.

VIII.5.5. Reports of committee meetings and their actions and recommendations shall be provided in writing to the council by the committee chair and, once accepted by the council, shall be part of the council minutes.

## **Section IX: Amendment of the *Charter***

Amendments to the *Senate Charter* may be suggested to the Executive Committee by any Senator. Amendments proposed by a majority of the Executive Committee or proposed by a petition of 10% of the Senate members must be submitted to the Secretary and brought to a vote by the Senate. The Secretary shall circulate the proposed amendment at least three weeks prior to the Senate meeting at which the vote is scheduled. Passage of amendments requires a 2/3 vote of Senators present, and the presence of a quorum, as specified in *Bylaws* Article II, Section 7.6.

## **Section X: Senate Councils**

The Senate may create or eliminate councils, except that the Executive Committee and the Governance Council are created by the *Faculty Bylaws* in Article II, Sections 4 and 5. Following are the councils, their compositions and their charges:

### **X.1. GOVERNANCE COUNCIL**

The Governance Council is created and charged with certain responsibilities in Article II, Section 5 of the *Faculty Bylaws*. Additional structure and responsibilities are established by this *Charter*.

#### **X.1.1. Composition**

X.1.1.1. The Senate Vice Chair, the Senate Secretary, the President of the Graduate Student Organization, and the Chair of the Student Association Senate, or their designees, *ex officio*.

X.1.1.2. At least 6 but not more than 8 Teaching Faculty, which shall include at least 1 from each of the uptown, downtown, and east campuses, and which shall include at least 4 Senators.

X.1.1.3. At least 2 but not more than 4 Professional Faculty, including at least 1 Senator.

X.1.1.4. The chair shall be the Vice Chair of the Senate.

X.1.1.5. The staff support member for the Council shall be the support staff person assigned to the Senate.

X.1.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.1.2. Handbooks. The Council shall develop and keep updated

X.1.2.1. a Governance handbook for dissemination to all University members, describing Senate Governance and the importance of its role in University operation.

X.1.2.2. a Senate handbook for dissemination to all Senators, describing their responsibilities, including reporting to constituents and transmitting their feedback to governance bodies.

X.1.2.3. a Council Chair and Officer handbook describing Senate council chair and officer responsibilities.

X.1.3. **The Committee on Assessment of Governance and Consultation** shall evaluate the effectiveness of governance in representing its constituencies, in addressing issues and concerns, and in affecting institutional decisions.

X.1.3.1. The Committee on Assessment of Governance and Consultation shall consist of no more than 8 members, including at least 3 members of the Council, at least 5 Teaching Faculty, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.1.3.2. The Committee shall assess:

X.1.3.2.1. the structure and functioning of governance;

X.1.3.2.2. the responsiveness of governance bodies to their constituencies;

X.1.3.2.3. the effectiveness of Faculty participation in decision-making, as specified in Article I, Sections 2.2 and 2.4 and Article II, Section 5.2 of the *Faculty Bylaws*.

X.1.3.3. The Committee shall develop and regularly administer assessment instruments, conduct data analysis and report findings to the Council.

X.1.4. **The Committee on Liaison and Elections** shall work with schools and colleges, and with the University community at large, to disseminate information about University governance, conduct Senate forums, and facilitate communication between the University Senate and its constituencies. It shall be responsible for communication with the SUNY-wide Senate. It shall apportion Senate seats annually among schools and colleges, oversee, conduct, and report on elections for SUNY-wide and at-large Senators, and facilitate timely election of student Senators and of Faculty Senators representing schools and colleges.

X.1.4.1. Composition. The Committee on Liaison and Elections shall consist of eight members of the Voting Faculty distributed approximately according to the numbers of

faculty in the various schools and colleges, including at least three Council members, the Secretary of the Senate *ex officio*, at least one campus member of the SUNY-wide Faculty Senate *ex officio*, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty. The committee shall be chaired by the Senate Secretary.

X.1.4.2. Liaison function. The Committee shall

X.1.4.2.1. advise and assist the Secretary concerning the Senate website and on timely and wide dissemination of information to constituents and to the university community; and on sharing information with the SUNY-wide Senate;

X.1.4.2.2. advise and assist the Chair and Secretary of the Senate on Senate forums, workshops, information sessions, and other Senate-sponsored events; and on the Senate's annual calendar.

X.1.4.2.3. coordinate Senate business with the governance activities of schools and colleges.

X.1.4.3. Election function.

X.1.4.3.1. The Committee oversees University and Senate Elections as specified in *Bylaws* Article II Sections 2, 5 and 8. To partially fulfill its obligations towards Senate elections the Committee shall:

X.1.4.3.1.1. In the fall of each year apportion the representative Senators among the schools and colleges, and between undergraduate and graduate population, approve the procedures for election of Senators within the schools and colleges, and begin to conduct appropriate liaison to ensure timely appointment of student Senators, according to *Bylaws* Article II 5.3.

X.1.4.3.1.2. ensure that the nomination processes for at-large and representative Senators begin in January to meet the nomination, notification and election deadlines.

X.1.4.3.1.3. in February solicit nominations from the voting faculty in preparation for conducting elections within the Senate for the offices of Vice Chair and Secretary.

X.1.4.3.1.4. nominate a slate for the election of Senators-at-large according to *Bylaws* Article II, Sections 2.2 and 5.3. and conduct the election, to be decided by plurality vote, by mail or email ballot.

X.1.4.3.1.5. regularly declare Senate seats vacant and arrange for them to be filled in accordance with Article II, Sections 8.2 and 8.3 of the *Bylaws*.

X.1.4.3.2. The committee is responsible for conducting all University-wide faculty balloting. The committee shall perform the election duties specified in the *Bylaws* Article II section 5.3, and shall

X.1.4.3.2.1. determine the specific applications of the definition of the Faculty and Voting Faculty.

X.1.4.3.2.2. conduct necessary liaison to ensure that nominations and elections for UAS and SUNY-wide Senators shall occur in a timely manner.

X.1.4.3.2.3. review and transmit to the Voting Faculty proposals for amendments to the *Faculty Bylaws* and conduct balloting as necessary as specified in *Bylaws Article IV Section 3*.

X.1.4.3.2.4. transmit to the Voting Faculty referenda as specified in *Bylaws Article V Section 1*.

X.1.4.3.2.5 Method of Election of the Vice Chair and the Secretary of the University Senate (Section X.1.4.3.2.5 added by amendment, 11/26/07)

X.1.4.3.2.5.1 As stipulated in Article II, Section 3.2 of the Bylaws, “The Vice Chair and the Secretary shall be elected by the previous Senate.”

X.1.4.3.2.5.2 Immediately prior to the election, candidates shall have the opportunity to address the University Senate for up to two minutes. Since candidates need not be Senators at the time of the election, another individual may speak on behalf of the candidate for up to two minutes or the candidate may provide a statement of no more than 500 words to be read to the Senate by the Secretary of the Senate.

X.1.4.3.2.5.3 Elections shall be by secret ballot of the Senate as a whole, provided that if there is only one (1) candidate and if there is no objection from the floor, the Senate may authorize a unanimous ballot be cast for that candidate.

X.1.4.3.2.5.4 If no candidate receives a majority of the ballots cast, then the candidate with the lowest number of votes will be removed from the slate, and the election will be repeated until a candidate receives a majority. In cases where no candidate has a majority and two or more candidates are tied for the lowest number of votes, all of those candidates will be removed from the slate provided that at least two candidates remain; if removing the candidates tied for lowest number of votes would result in only one candidate remaining but that person lacks a majority of the votes cast, then the chair will cast a vote for one of the candidates tied for the lowest number of votes and the other tied candidate(s) will be removed from the slate.

X.1.4.3.2.5.5 If at the end of a ballot it is determined that the remaining candidates are tied for first place, then the Chair will cast the winning vote. (*“The chair cannot vote twice, once as a member, then again in his capacity as presiding officer.” Roberts’ Rules, Chapter XIII, §44.*)

X.1.4.3.3. The Committee shall consult on all non-governance committees and task forces where Faculty representation is required, as specified by Article II Section 5.5.

X.1.5. **The Committee on Council Nominations** shall consist of the Chair, Past Chair, Vice Chair, and Secretary of the Senate, the Chairs of the Senate Councils, one member elected from among the Council members of the Committee on Liaison and Elections, and the incoming Secretary and Vice Chair for the following year, if elections have taken place.

X.1.5.1. shall be chaired by the Vice Chair of the Senate.

X.1.5.2. shall recommend to the Senate a slate of Council members and of members of the standing committees of the executive committee before the penultimate spring Senate

meeting. Normally no council shall have more than one member from the same academic unit.

X.1.5.3. may recommend to the Senate that council members who are absent for more than four consecutive council meetings who are unable to attend council meetings or who are no longer part of the constituency they represented, and council chair or Senate officers who are no longer willing or able to perform their duties, be replaced.

**X.1.6. The Committee on Mediation** [Section X.1.6 added by amendment, 5/2/05]

X.1.6.1. The Committee shall be activated whenever an individual, and/or a unit, and/or a governance body bring(s) a dispute concerning actions or inactions of any governance body to the Governance Council. The Committee shall mediate between the parties of the dispute.

X.1.6.2. The Committee shall consist of 3 members of the Governance Council and no more than 2 members representing each of the parties involved in the dispute, to be chosen by the parties. The Chair of the Governance Council shall serve as Chair of the Committee. The 2 additional members from the Governance Council shall be elected by that Council from a pool of nominees.

X.1.6.3. If the parties have not come to an agreement within a period of 60 days, the Committee shall submit a written report summarizing the dispute and its own recommendation to the Governance Council, which shall then transmit the matter to the full Senate for final disposition.

**X.2. UNIVERSITY PLANNING AND POLICY COUNCIL**

X.2.1. Composition:

X.2.1.1. The President of the University, *ex officio*.

X.2.1.2. The Provost, *ex officio*.

X.2.1.3. The Vice President for Finance and Business, *ex officio*.

X.2.1.4 The elected representative of the Council of Deans, *ex officio*. [added by amendment 10/25/04]

X.2.1.5. The Chair of the Senate

X.2.1.6. The Past Chair of the Senate

X.2.1.7. At least eight and not more than ten Teaching Faculty, at least four of whom must be Senators.

X.2.1.8. At least two, but not more than three Professional Faculty, including at least one Senator.

X.2.1.9. One graduate student and one undergraduate student, both of whom must be Senators.

X.2.1.10. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.2.1.11. Staff support for the Council shall be designated by the Vice President of Finance and Business. [added by amendment 5/2/05]

X.2.2. The chair of the Council shall be the Past Chair of the Senate, or if unavailable, shall be elected from among the Senators.

X.2.3. The Council shall have the responsibility for the oversight and development of the educational, research and service programs of the University. The Council shall coordinate with other Senate councils and with academic, governance, and administrative units, as appropriate, in carrying out this responsibility. The Council shall make policy recommendations to the Senate.

X.2.4. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, prior to their adoption, proposals for new academic programs and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate for its approval.

X.2.4.1. The Council shall recommend dates for implementing new programs or discontinuing existing programs.

X.2.4.2. The Senate Executive Committee shall coordinate program review procedures involving the Undergraduate Academic Council, the Graduate Academic Council, and the Assessment Council, as appropriate.

X.2.5. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, proposals for new research programs, centers and facilities and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate, which shall review them prior to their adoption. The Senate Executive Committee shall coordinate program review procedures with the Research Council, as appropriate.

X.2.6. The Council shall be consulted both on the size and general composition of the student body and shall make recommendations to the Senate for review.

X.2.7. The Council shall, in consultation with the Registrar and other appropriate parties, make recommendations to the Senate for changes in the academic calendar policy.

X.2.8. The Council shall seek formal representation on budget advisory bodies established by the President and Provost, and its representatives shall report to the Council in order to facilitate the Council's review and advice.

#### **X.2.9. Resource Analysis and Planning Committee**

X.2.9.1. The Resource Analysis and Planning Committee shall review important recent trends and developments in the University budget, including changes in funding sources and expenditures. It also shall review the development and implementation of the University's Strategic Plan. As appropriate, it shall make recommendations to the University Planning and Policy Council.

X.2.9.2. The Committee shall include the Vice President of Finance and Business, *ex officio*, or designee.

X.2.9.3. The Committee shall include at least 6 and no more than 8 teaching faculty appointed by the Governance Council, including at least 3 Council members, 2 of whom

are Senators, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.2.9.4. The Committee shall include 1 Professional Faculty member, appointed by the Governance Council.

X.2.9.5. The Committee shall include 1 undergraduate student selected by the Student Association and 1 graduate student selected by the Graduate Student Organization.

X.2.9.6. The Committee shall submit recommendations to the Council for approval for submission to the Senate.

X.2.9.7. The chair shall be elected from among the Council members.

#### **X.2.10. University Facilities Committee**

X.2.10.1. The University Facilities Committee shall review master planning, including planning for major new buildings and facilities; the operation of facilities; renovation; and management, including traffic, transportation, and parking. As appropriate, it shall make recommendations to the University Planning and Policy Council.

X.2.10.2. The Committee shall include the Vice President of Finance and Business or designee, *ex officio*.

X.2.10.3. The Committee shall include at least 4 and not more than 6 teaching faculty, at least 2 of whom are Council members with at least 1 Senator, at least 1 and not more than 2 Professional Faculty, to be appointed by the chair of the Council in consultation with the governance Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.2.10.4. The Committee shall include 1 undergraduate student and 1 graduate student.

X.2.10.5. The chair shall be elected from among the Council members.

### **X.3. UNDERGRADUATE ACADEMIC COUNCIL**

X.3.1. Composition [amended 12/18/06]

X.3.1.1. The Vice Provost for Undergraduate Education or designee, *ex officio*

X.3.1.2. At least eight but not more than ten Teaching Faculty, at least three of whom must be Senators, representing a variety of academic disciplines and campus locations [amended 10/4/04]

X.3.1.3. At least three but not more than four Professional Faculty, one of whom must be a Senator [amended 10/4/04]

X.3.1.4. One Graduate Student

X.3.1.5. At least two but not more than three Undergraduate Students, one of whom must be a Senator

X.3.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.3.2. The staff support person for the Council shall be an Assistant Dean in the Office of Undergraduate Education.

X.3.3. The Council as a whole shall have the responsibility for implementing the conduct of the University's undergraduate educational program.

X.3.4. The Council as a whole shall review all new undergraduate academic program proposals and all proposals that would affect the continuation of undergraduate programs. It shall submit recommended programs or eliminations to the University Senate for approval.

X.3.4.1. All proposals for new undergraduate academic programs shall be submitted to the Council, which shall consult with the University Planning and Policy Council and, when appropriate, with the Graduate Academic Council as part of its deliberations.

X.3.4.2. All new programs recommended by the Council shall be submitted to the University Senate for approval.

X.3.4.3. Normally new undergraduate courses shall receive final approval from the schools and colleges, but the Council shall have the power to review the academic merit of courses and require reconsideration. The Council shall approve all revisions in existing undergraduate instructional programs. The Council may, at its discretion, delegate authority for minor revisions to the Vice Provost for Undergraduate Education.

X.3.4.4. In accordance with Section XI of the Senate Charter, the Council shall consider course and program proposals neither originating from nor offered by colleges and schools that offer degree programs once the proposals have been approved by IRCUAP. If approved by UAC, the proposal is submitted to the Senate Executive Committee. The proposal shall not be considered to be approved and ready for implementation until all levels of review and approval required by the Senate Executive Committee have been completed. (Added by amendment, 03/23/09)

X.3.5. The Council as a whole shall review all assessments of undergraduate academic programs including those from the Council on Academic Assessment and shall recommend changes it deems desirable.

X.3.5.1. It shall approve all revisions in existing undergraduate instructional programs.

X.3.5.2. The Council may, after due consideration, recommend suspension or discontinuance of a program to the Provost and to the President.

X.3.6. The Council as a whole shall: establish such undergraduate academic regulations as it deems necessary; formulate policies for independent study and internship programs and regularly review such established policies and programs; insure and review procedures for individual student academic grievances at school and college levels; establish criteria for determining undergraduate academic standing, probation, and dismissal, undergraduate academic honors, undergraduate admissions policy, and undergraduate graduation requirements and standards.

X.3.7. To accomplish these objectives the Council shall establish committees such as curriculum, admissions, academic standing, honors, interdisciplinary studies, and general education. These committees and subcommittees may consider any matter referred to them by the Council.

### **X.3.8. Committee on Admissions and Academic Standing**

X.3.8.1. The Committee shall consist of no more than ten members, including at least three members of the Teaching Faculty, at least two of whom are members of the Council, one Professional Faculty, one Undergraduate Student, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.3.8.2. Charges relating to Admissions: The Committee shall establish criteria for the admission of undergraduate students, serve as an appellate body for reviewing admissions decisions, make recommendations concerning the size and composition of the undergraduate student body, review and evaluate special admissions category programs, and establish and review policies governing the awarding of placement and credit for non-University at Albany independent study, proficiency examinations, and experiential learning programs. It shall advise the Undergraduate Admissions Office in cases where the admission criteria do not apply to an applicant's special qualifications and experience.

X.3.8.3. Charges relating to Academic Standing: The committee shall develop and review academic standards and regulations including such matters as classification and status, grading, retention, program registration and adjustments, and course load. It shall insure and review procedures for individual student academic grievances at the school and college level and to serve as an appellate body for academic grievances at the university level.

#### **X.3.8.4. Appellate Subcommittee on Academic Standing**

X.3.8.4.1. An appellate Subcommittee on Academic Standing shall consist of a Chair who is a member of the Committee on Admissions and Academic Standing and the Council, at least three Teaching Faculty, one but not more than two designated representatives of the Vice Provost for Undergraduate Education, the Director of the Office of Conflict Resolution and Civic Responsibility or designee, the Director of the Advisement Services Center or designee, the Director of the Educational Opportunities Program or designee, and two undergraduate students. Three representatives shall be invited from the College of Arts and Sciences and one from each of the following: Business, Criminal Justice, Education, Information Science and Policy, Nanoscale Science and Engineering, Public Health, Rockefeller College, and Social Welfare.

X.3.8.4.2. The subcommittee has the authority to grant petitions for students seeking reinstatement and may establish specific academic conditions for any student granted reinstatement. It has the authority to grant petitions for students seeking exception to being placed on Academic or Terminal Probation. The subcommittee has the authority to grant student-requested exceptions to University-wide academic policies. It may develop and propose to the Committee on Academic Standing guidelines whereby designated administrative officers may grant exceptions to University policies.

### **X.3.9. Committee on Curriculum and Honors**

X.3.9.1.1. The Committee shall consist of no more than ten members, including at least three members of the Teaching Faculty, at least one of whom is a member of the Council, one Professional Faculty, one Undergraduate Student, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.3.9.1.2. It shall review proposed new undergraduate major, major honors, minor, certificate and other instructional programs referred to it by the Council.

X.3.9.1.3. It shall evaluate existing undergraduate major, major honors, minor, certificate and other instructional programs when requested to do so by the Council or, through the Council, by the Academic Program Review Committee of the Council on Academic Assessment.

X.3.9.1.4. It shall develop and recommend to the Council the University-wide patterns for baccalaureate degrees.

X.3.9.1.5. It shall avoid duplication and overlap of undergraduate courses approved by the schools and colleges by having the authority to review and return for reconsideration such courses.

X.3.9.1.6. It shall develop and review academic standards and regulations pertaining to dean's list, dean's commendation for part-time students, and graduation with honors and recommend any changes to the Council.

X.3.9.1.7. It shall adjudicate appeals from students denied honors by their individual department or program honors committee.

**X.3.10. Committee on General Education** [amended 12/18/06]

X.3.10.1. The Committee shall consist of the Director of the General Education Program *ex officio*, the Chair of the General Education Assessment Committee of the Council on Academic Assessment or designee *ex officio*, at least five but no more than ten members of the Teaching Faculty, at least three of whom are members of the Council, two Professional Faculty, two Undergraduate Students, at least one of whom is a member of the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty. The Chair of the Council shall consult with the Vice Provost for Undergraduate Education when determining the membership of this Committee.

X.3.10.2. This Committee is charged with considering and approving new courses proposed for inclusion in the General Education Program as well as revisions to existing courses designed to qualify them for the program.

X.3.10.3. The Vice Provost for Undergraduate Education shall have authority to grant waivers and make appropriate substitutions for individual students. The Committee shall serve as an appellate body for students who are not satisfied with the Vice Provost's decision.

X.3.10.4. In response to feedback from the Council on Academic Assessment's General Education Assessment Committee or requests from other interested campus parties, the Committee shall consider revisions of the nature, structure, criteria, regulations, and/or administration of the General Education Program.

X.3.10.4.1. If the assessment results indicate a course has not sufficiently met the objectives of the category, the Committee may suggest revisions necessary for the course's continuance in the category or may designate the course to be discontinued as a course in the category, effective at the end of the spring term of the next academic year. Any decision to discontinue a course must provide sufficient opportunity for appeal and revision and must be approved by the Council.

X.3.10.4.2. When the potential problems are brought to the Committee's attention relating to variety of choice, supply within the category, category objectives and criteria, assessment methodologies, and potential negative impacts on subpopulations of students (e.g., transfers, students in certain majors), the Committee shall consider these issues and, as warranted, propose policy revisions to the Council.

X.3.10.4.3. Should the SUNY-mandated General Education requirements and attendant regulations and procedures be expanded or revised, the Committee shall be the primary governance body charged with proposing revisions of the University's program.

X.3.10.4.4. In accordance with SUNY policies, the Committee may consider appeals from academic units to seek exemptions of a portion of the General Education Program for their students. If the exemption sought involves a SUNY-mandated General Education requirement, the Committee may recommend through the UAC that the University Senate request the President to request such a waiver from the SUNY Provost.

X.3.10.4.5. The Committee shall also consider such concerns as assessing the sufficiency of the variety and number of seats within each category requirement and matters relating to faculty development within General Education.

#### **X.3.11. Committee on Interdisciplinary Studies**

X.3.11.1. The Committee shall consist of no more than 10 members, including the Assistant Dean(s) of Undergraduate Education responsible for coordinating University-Wide internships, independent study and interdisciplinary studies *ex officio*, at least three members of the Teaching Faculty, at least one of whom is a member of the Council and one of whom is a member of University Libraries, one Professional Faculty, one Undergraduate Student, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.3.11.2. The Committee shall establish and maintain liaisons with all University schools and colleges and other appropriate campus offices for the purposes of encouraging, promoting, and coordinating interdisciplinary studies on a campus-wide basis.

X.3.11.3. The Committee shall develop and recommend changes in existing practices or regulations for the purpose of facilitating undergraduate interdisciplinary studies.

X.3.11.4. The Committee shall avoid duplication and overlap of undergraduate interdisciplinary studies courses approved by the schools and colleges by having the authority to review and return for consideration such courses.

X.3.11.5. The Committee shall receive and review proposed new faculty-initiated interdisciplinary majors and minors for recommendation to the Undergraduate Academic Council for appropriate handling. It shall evaluate existing faculty-initiated interdisciplinary majors and minors when authorized by the Undergraduate Academic Council for appropriate handling.

X.3.11.6. The Committee shall receive and approve or disapprove proposed student-initiated interdisciplinary majors.

X.3.11.7. The Committee shall recommend and monitor "U Uni," "U Unl", and other "U" prefix course offerings to facilitate serious independent study and participation in special

projects and experimental programs and courses which are not provided for through other course offerings and/or which involve faculty from more than one school or college.

X.3.11.8. The Committee shall receive and approve or disapprove student and instructor proposals for U Uni offerings.

#### **X.4. GRADUATE ACADEMIC COUNCIL**

##### X.4.1. Composition:

X.4.1.1. The Dean of Graduate Studies or designee, *ex officio*

X.4.1.2. At least six but not more than eight Teaching Faculty (two of whom must be Senators and one must be a member of the library staff), representing a balance of disciplinary areas.

X.4.1.3. One Professional Faculty member

X.4.1.4. At least one but not more than three graduate student(s) (one must be a Senator)

X.4.1.5. No more than one undergraduate student

X.4.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.2. The staff support person for the Council shall be a designee of the Dean of Graduate Studies.

X.4.3. The Council shall have the responsibility for the conduct of the University's graduate educational program.

X.4.4. The Council as a whole shall review all proposals for new graduate programs. It shall submit recommended program approvals to the University Senate for consideration.

X.4.5. The Council as a whole shall review proposals that would affect the continuation of graduate programs

X.4.5.1. It shall consider assessment reports pertaining to graduate programs including those from the Council on Academic Assessment and shall recommend changes it deems desirable.

X.4.5.2. After due consideration, the Council may bring a recommendation to suspend or discontinue of a program to the Senate.

X.4.6. The Council, through its **Committee on Curriculum and Instruction**, shall have responsibility for the graduate academic curriculum. The committee shall have no more than eight members and shall include at least five Teaching Faculty, at least two of whom are on the Council.

X.4.6.1. The committee shall consider all revisions to existing graduate degree programs and shall submit all recommended changes to the Council for final approval.

X.4.6.2. New graduate courses and changes to existing graduate courses receive final approval from the schools and colleges, subject to appropriate notification, but the Graduate Academic Council shall have the power to review new courses and changes to existing courses and require reconsideration by the schools and colleges. Notification should be made to the Graduate Academic Council, to the Office of the Dean of Graduate

Studies, the Office of the Vice President or Dean of the affected college or school, and to all other interested parties. [Section X. 4.6.2 revised by amendment 5/2/05]

X.4.6.2.1. Courses offered at the graduate level must be approved by the faculty of a school or college. An interdisciplinary or cross-listed graduate course may be proposed by more than one school or college. Such a course must be approved by the faculty of each sponsoring school or college.

X.4.6.2.2 A graduate course must remain the responsibility of at least one school or college during the course's lifetime.

X.4.6.2.3 Because Study Abroad programs are centrally approved by SUNY System Administration, requiring home campus registration regardless of the SUNY campus that is administering the program, they are *not* included under these provisions. (Sections X.4.6.2.1 through X.4.6.2.3 added by amendment, 02/09/09)

X.4.7. The Council, through its **Committee on Admissions and Academic Standing** shall establish criteria for determining academic standing and admissions policy and its application. The committee shall include no more than eight members, including at least five Teaching Faculty, at least two of whom are on the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.7.1. It shall review changes to standards and procedures for admission to graduate study recommended by the schools, colleges, and departments.

X.4.7.2. It shall review changes in standards and procedures for admission to candidacy for graduate degrees recommended by schools, colleges, and departments.

X.4.7.3. It shall review such actions of the Dean of Graduate Studies or of school deans and department chairs dealing with academic standing or academic grievances as are brought before it by any interested party.

X.4.7.4. The committee shall submit all recommended changes and actions to the Council for final approval.

X.4.8. The Council, through its **Committee on Educational Policy and Procedure** shall provide recommendations on policies concerning the administration and the conduct of graduate programs. The committee shall consist of no more than eight members, including at least five Teaching Faculty, at least two of whom are on the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.4.8.1. The committee shall recommend to the Council such graduate academic regulations as it deems necessary.

X.4.8.2. The committee shall insure and review procedures for individual student academic grievances at school and college levels.

X.4.8.3. The committee shall submit all recommendations to the Council for approval.

Policy changes are then brought to the Senate for consideration if approved by the Council.

## **X.5. COUNCIL ON RESEARCH**

X.5.1. Composition

X.5.1.1. The Vice President for Research or designee, *ex officio*

X.5.1.2. At least 6 but normally not more than 12 Teaching Faculty, of whom at least four are Senators, from a variety of academic disciplines

X.5.1.3. At least one, but not more than two Professional Faculty

X.5.1.4. At least one, but not more than two Graduate Students

X.5.1.5. One Undergraduate Student

X.5.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.5.2. The staff support member for the Council shall be the assistant to the Vice President for Research.

X.5.3. The Council as a whole shall regularly review research activities and the allocation of research funds within the University. It shall consider the relationship between teaching and research. The Council shall oversee policy on University research, including that described in the University policy on Organized Research Units. It shall make policy recommendations to the Senate.

X.5.4. The Council as a whole shall be informed on and given opportunity to discuss, at the earliest possible stages in their formulation, proposals for new research initiatives or actions affecting the continuance of existing programs. This would include, but not be limited to, Council responsibilities related to establishment and continuance of Centers, Institutes or Laboratories as guided by the University Policy on Organized Research Units. The Council shall advise the Vice President for Research on such matters and shall make recommendations to the University Planning and Policy Council and the Senate when it determines that major new research initiatives and commitments may significantly affect University organization and resource allocation.

X.5.5. The Council shall be responsible for all policies that guide research procedures being conducted by University members with regard to the well being of animal and human subjects, safety standards, and compliance with other regulatory standards. The Council shall regularly confer with the University institutional review boards in these matters, and shall review their operation and policy implementation.

X.5.6. The Council shall conduct or participate in the review of applications to internal campus research support mechanisms. It may do so by the creation of ad hoc committees that include expertise from faculty who are not members of the Council.

X.5.7. The Council shall conduct or participate in the processes by which campus or SUNY excellence in research award nominations are made. It shall determine the appropriate review process for each award category and may create ad hoc and expert review committees that include faculty who are not members of the Council.

**X.5.8. The Committee on Centers, Institutes and Specialized Research Laboratories**

X.5.8.1. The committee shall include a minimum of four Council members, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.5.8.2. The committee shall be responsible for guiding Council actions as charged by the University Policy on Organized Research Units.

X.5.8.3. The chair of the committee shall be designated by the Council.

#### **X.5.9. The Researchers' Liaison Committee**

X.5.9.1. The Committee shall be composed of

X.5.9.1.1. a minimum of three Council members

X.5.9.1.2. The Director of the Office of Sponsored funds, *ex officio*

X.5.9.1.3. A minimum of two principal investigators designated by the Council

X.5.9.1.4. Directors or designees from the following Sponsored Funds offices:  
Personnel; Purchasing; Accounting; Compliance

X.5.9.1.5. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.5.9.2. The chair of the Committee shall be designated by the Council.

X.5.9.3. The Committee shall consider ways to improve the campus procedures relevant for grants management. It shall provide recommendations to the Vice President for Research on methods to improve investigators' capacity to efficiently apply for external funding and manage grants received.

#### **X.5.10. Ad Hoc Committees**

X.5.10.1. The Council may employ committees to facilitate its actions under the Council Charges.

X.5.10.2. Such committees may be composed in part, but not in whole, of faculty members who are not Council members, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty. The Council shall specify the composition, charges and chairs of such committees.

X.5.10.3. Ad hoc committees would typically report to the Council, but the Council may specify that some committees report directly to the Vice President for Research in an advisory or consultative capacity.

### **X.6. COUNCIL ON ACADEMIC ASSESSMENT**

#### **X.6.1. Composition**

X.6.1.1. The Dean of Graduate Studies, the Vice Provost for Undergraduate Education, and the Assistant Vice President of Strategic Planning and Assessment, or their designees, *ex officio*

X.6.1.2. At least six but not more than eight Teaching Faculty, at least three of whom must be Senators, representing a variety of academic disciplines and campus locations

X.6.1.3. At least one but not more than two Professional Faculty

X.6.1.4. One Graduate Student

X.6.1.5. At least one but not more than three Undergraduate Students

X.6.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.2. The staff support person for the Council shall be the Assistant Vice President of Strategic Planning and Assessment or designee.

X.6.3. The Council on Academic Assessment shall be responsible for developing campus policies, ensuring compliance with external policies, and considering other matters relating to academic assessment.

X.6.4. The Council shall be responsible for scheduling, coordinating and supervising the variously mandated or cyclical reviews of continuing academic programs.

X.6.5. The Council as a whole shall review the actions and assessment reports of its committees and shall be responsible for formally recommending that an assessment report be accepted by the University Senate. Based on findings from its committees or its own deliberations, the Council may recommend policy changes to the University Senate and may recommend to the Executive Committee that it refer a question or issue to another council.

**X.6.6. Academic Program Review Committee**

X.6.6.1. The Academic Program Review Committee shall be responsible for ensuring and overseeing periodic reviews of each of the University's academic programs, with consideration for established external accreditation cycles. In addition, the Committee shall be responsible for ensuring compliance with the SUNY-mandated assessment of undergraduate majors and graduate degree and certificate programs.

X.6.6.2. The Committee shall consist of no more than eleven members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty member, one Graduate Student, one Undergraduate Student, the Assistant Vice President of Strategic Planning and Assessment, *ex officio*, or designee, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.6.3. The Chair of the Committee shall be a member of the Teaching Faculty who is also a member of the Council.

X.6.6.4. The Committee shall submit its assessments of academic programs to the Council and to the director or chair of the assessed program.

X.6.6.5. The Committee may undertake the assessment of instructional programs other than those for which assessment is required by SUNY mandate. These would include, but would not be limited to, undergraduate minors, undergraduate certificate programs, and various University-wide (Uni/Unl) offerings.

**X.6.7. General Education Assessment Committee** [amended 12/18/06]

X.6.7.1. The General Education Assessment Committee shall be responsible for establishing and overseeing reviews of the General Education Program.

X.6.7.2. The Committee shall consist of no more than fourteen members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty, one Graduate Student, one Undergraduate Student, the Assistant Vice President of Strategic Planning and Assessment or designee *ex officio*, the Director of the General Education Program *ex officio*, the Chair of the General Education Committee of the Undergraduate Academic Council or designee *ex officio*, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.7.3. The Chair of the Committee shall be a member of the Teaching Faculty who is also a member of the Council.

X.6.7.4. The Committee shall conduct an assessment for each General Education category on a regular cycle.

X.6.7.5. The Committee shall submit its assessments of General Education to the Council and, for information, to the General Education Committee of the Undergraduate Academic Council.

## **X.7. COUNCIL ON PROMOTIONS AND CONTINUING APPOINTMENTS**

### **X.7.1. Composition**

X.7.1.1. At least eight and no more than twelve Teaching Faculty (of whom at least four must be Senators), from a balance of academic disciplines including the library.

X.7.1.2. One Professional Faculty member

X.7.1.3. One graduate student, who must be a Senator

X.7.1.4. One undergraduate student, who must be a Senator.

X.7.1.5. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.7.1.6 Staff support for the Council shall be designated by the Provost. [added by amendment 5/2/05]

X.7.2. The Council shall recommend to the President individuals for promotion in rank and/or continuing appointment, in accordance with the Guidelines Concerning Promotion and Continuing Appointment and the Policies of the Board of Trustees.

X.7.3. The Council shall examine all files containing documents pertaining to individual applications for promotion and/or continuing appointment prior to their being transmitted to the President, to determine that they conform to the *Guidelines Concerning Promotion and Continuing Appointment*. If a file is found to deviate from the *Guidelines*, the Council shall direct that remedies be made if feasible, and shall otherwise note the deficiencies and their possible effect on the recommendation, and so advise the President, the appropriate Vice President, the dean (where applicable), the chair (where applicable), and the candidate. [Section X.7.3 revised by amendment 3/14/05]

X.7.4. The Council shall consider and make recommendations to the Senate concerning all matters of policy and procedure pertaining to the applications of faculty members for promotion and/or continuing appointment, except when a matter of policy or procedure is mandated in a negotiated contract between the State and the University's professional staff.

X.7.5. The Council's deliberations on individual cases shall normally be closed to visitors. Council meetings to discuss policy issues shall normally be open to members of the University community. The chair shall post the agenda for such meetings in advance.

## **X.8. COUNCIL ON LIBRARIES, INFORMATION SYSTEMS AND COMPUTING**

### **X.8.1. Composition**

X.8.1.1. The Chief Information Officer, *ex officio*

X.8.1.2. The Dean and Director of University Libraries, *ex officio*

X.8.1.3. The Director of the Institute for Teaching, Learning & Academic Excellence, *ex officio* (Revised by amendment, 12/15/09)

X.8.1.4. At least 6 but not more than 8 Teaching Faculty, at least 4 of whom must be Senators, representing a variety of academic disciplines and campus locations and including at least one member from the University Libraries

X.8.1.5. At least 1 but not more than 3 Professional Faculty

X.8.1.6. One Graduate Student

X.8.1.7. One Undergraduate Student, who must be a Senator

X.8.1.8. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.8.1.9 Staff support for the Council shall be designated by the Chief Information Officer. [added by amendment 5/2/05]

X.8.2. The Council shall review plans and recommend policies for the development and operation of informational systems and technology and library facilities and usage on each campus of the University.

X.8.3. The Council shall have two standing committees.

#### **X.8.4. The Library Committee**

X.8.4.1. The Committee shall consist of at least 6 but not more than 8 members, with at least 3 from the Council.

X.8.4.2. The chair of the Committee shall be elected by the committee from among the eligible council members on the committee. (Revised by amendment, 12/15/08)

X.8.4.3. The Committee shall develop and monitor policies and review policy recommendations concerning the equitable allocation of the Libraries acquisition budget to support the University's undergraduate, graduate, and research programs.

X.8.4.4. The Committee shall examine current trends in publishing and copyright and other legislation which may influence access to scholarly information and changing University priorities, emerging academic programs, and new information needs.

X.8.4.5. The Committee shall submit all recommendations for approval to the Council. Policy changes are then brought to the Senate if approved by the Council.

#### **X.8.5. The Information Technology Usage Policy Committee**

X.8.5.1. The Committee shall consist of at least 6 but not more than 8 members, with at least 3 from the Council, including the Chief Information Officer, *ex officio*, or designee. (Revised by amendment, 11/03/09)

X.8.5.2. The chair of the Committee shall be elected by the committee from among the eligible council members on the committee. (Revised by amendment, 12/15/09)

X.8.5.3. The Committee shall develop and monitor policies and review policy recommendations for responsible computer, networking, and telecommunications use in order to provide guidance for faculty, staff, and students as well as to protect the interests of the University. Such policies should address a broad spectrum of information technology issues including access, copyright, privacy, and security.

X.8.5.4. The Committee shall submit all recommendations for approval to the Council. Policy changes are then brought to the Senate if approved by the Council.

## **X.9. UNIVERSITY LIFE COUNCIL**

### X.9.1. Composition

X.9.1.1. The Vice President for Student Success or designee, *ex officio*

X.9.1.2. The Vice President for Finance and Business or designee, *ex officio*

X.9.1.3. The Director of EAP, or designee, *ex officio*

X.9.1.4. At least 6 and not more than 8 Teaching Faculty, (at least 4 must be Senators)

X.9.1.5. At least 2 and not more than 4 Professional Faculty (one must be a Senator)

X.9.1.6. One Support Staff Member

X.9.1.7. One graduate student

X.9.1.8. At least one but not more than three undergraduate students (one must be a Senator)

X.9.1.9. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.9.1.10 Staff support for the Council shall be designated by the Vice President for Student Success. [section added by amendment 5/2/05]

X.9.2. The Council shall be responsible for the quality of university life outside of the formal instruction program, which is recognized to have significant impact on the overall educational experience. The Council shall recommend policies to the Senate governing university community conditions that affect the overall health, safety and well being of students, faculty and staff. This includes but is not limited to counseling, medical clinical services, financial aid, international student affairs, placement, residence living, student behavior and conduct, student government, athletics and recreation, and services and programs for part-time and emeriti faculty.

X.9.3. The Council shall develop policies and make recommendation to the Senate on matters regarding off campus student life. The Council shall appoint representatives(s) to the Committee on University Community Relations, who shall report back to the Council.

X.9.4. The Council shall take under consideration and make recommendations concerning the operations of the University Auxiliary Services, and other service providers.

### **X.9.5. The Committee on Health, Safety and Well-being**

#### X.9.5.1. Composition

X.9.5.1.1. The Director of Student Health Services, or designee, *ex officio*

X.9.5.1.2. The Chief of University Police, or designee, *ex officio*

X.9.5.1.3. The Director of EAP, or designee, *ex officio*

X.9.5.1.4. At least 4 but not more than 6 Faculty members, including at least 3 members of the Council and at least one Teaching Faculty member from the School of Public Health.

X.9.5.1.5. At least 2 students, one of whom is resident on campus.

X.9.5.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.9.5.2. The committee shall review information on levels and trends, resources and policies for improving university community indicators of mental and physical health, safety and well being of the university community. The committee shall make recommendations to the Council for improving specific programs and overall university community conditions to enhance health and quality of life at the university.

X.9.5.3. The Committee shall appoint members to University safety committees and shall convene special committees to deal with individual safety concerns as needed.

#### **X.9.6. The Committee on Athletics**

##### **X.9.6.1. Composition**

X.9.6.1.1. The Director of Athletics, or designee, *ex officio*

X.9.6.1.2. At least two of the Teaching Faculty members of the IAAB

X.9.6.1.3. At least 4 but not more than 6 Faculty members, including at least 3 members of the Council and at least two Teaching Faculty

X.9.6.1.4. At least 1 but not more than 2 students

X.9.6.1.5. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.9.6.2. The Committee shall review and make policy recommendations to the Council on athletics programs, including, but not be limited to, intercollegiate and intracollegiate sports programs. The committee shall have oversight of policies governing the development and maintenance of education, facilities and resources for recreational physical activity and health maintenance programs for all students and other University members.

#### **X.9.7. The Committee on Residential Life**

##### **X.9.7.1. Composition**

X.9.7.1.1. The Director of Residential Life or designee, *ex officio*

X.9.7.1.2. The Vice President for Finance and Business or designee, *ex officio*

X.9.7.1.3. At least 4 but not more than 6 Faculty members, including at least 3 members of the Council and at least two Teaching Faculty

X.9.7.1.4. At least 1 but not more than 2 students

X.9.7.1.5. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.9.7.2. The Committee shall review and make policy recommendations on all matters concerning the quality of student life in campus residences, including both academic and co-curricular activities taking place in University residential areas.

## **Section XI: Initial Review Committee of Undergraduate Academic Proposals (IRCUAP)** [Added by amendment, 05/04/09]

When courses or programs are proposed within colleges and schools that offer degree programs, they are reviewed by the appropriate college- or school-wide curricular committees before being submitted to UAC. IRCUAP is intended to serve the same function for proposals neither originating from nor offered by colleges and schools that offer degree programs. Consequently, IRCUAP is independent of University governance, the Provost's Office having the responsibility for securing the non-*ex officio* members of IRCUAP by the beginning of each fall semester.

### XI.1. Composition of IRCUAP

XI.1.1. At least 7 full-time members of the tenured Teaching Faculty, 3 of whom shall be from the College of Arts and Sciences, and one representative each from at least four of the other schools and colleges that offer undergraduate degree programs.

XI.1.1.1. The full-time tenured Teaching Faculty representing the colleges and schools will be selected by the faculty governance bodies within their respective colleges and schools.

XI.1.1.2. Once a new committee is formed in the spring for the following academic year, the voting members of IRCUAP shall elect a Chair from among the Teaching Faculty who are not *ex officio* members of the body. The Chair shall serve a one-year term to begin in September. The Chair of the Senate shall report the membership of IRCUAP and its chair to the University Senate.

XI.1.2. The Student Association President (or designee), *ex officio*

XI.1.3. The Vice Provost for Undergraduate Education (or designee), *ex officio*

XI.1.4. The Chair of the University Senate (or designee), *ex officio*

XI.2. Recusal Requirement: All IRCUAP members (whether *ex officio* or not) shall recuse themselves from committee deliberations and shall abstain from voting on any proposal that originates (either fully or partially) from their departments, programs or offices.

XI.3. Because Study Abroad programs are centrally approved by SUNY System Administration, requiring home campus registration regardless of the SUNY campus that is administering the program, GINS courses are not included under these provisions.

### XI.4. Responsibilities of IRCUAP

XI.4.1. IRCUAP shall provide the first layer of academic review for proposals for undergraduate courses and programs neither originating from nor offered by colleges and schools that offer degree programs. This committee serves an important function similar to that of academic course/program review committees within colleges and schools.

XI.4.2. A proposal that is approved by IRCUAP shall be forwarded to the Undergraduate Academic Council along with a formal, written report of its academic review of course/program proposals. The written report should specifically address the value of the proposed academic and institutional goals, the number of academic credits requested, the proposed grading mode, strategies for assessment, potential need for interim approvals followed by regular reviews, academic rigor, and qualifications of instructors, plus other aspects deemed of academic interest.

XI.4.3. A proposal that is not approved by IRCUAP shall be returned to the proposer(s) along with a formal, written report of its review explaining in detail the reasons for IRCUAP's decision.

XI.5. Appeals of IRCUAP decisions: The Committee on Mediation (Senate Charter Section X.1.6) shall be the body that reviews appeals by individuals who believe that their proposals have not received a fair review by IRCUAP.

XI.6. Final Approval: Once approved by IRCUAP and UAC, the proposal is submitted to the Senate Executive Committee. The proposal shall not be considered to be approved and ready for implementation until all levels of review and approval required by the Senate Executive have been completed. Proposals for new programs must always be submitted to the Senate for approval.

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***Senate Charter updated as of 06/14/12***