Governance Procedures

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Start of the Year

Calendar for Governance Council needs to be done before August.

Organize an orientation of council chairs. Include
- Discussion of charter of each council,
- Reporting practices (minutes and agendas on the website),
- Creating the calendar of meetings well in advance, for the whole year and upload it to the website.
- General guidelines of council chairs responsibilities.

Meeting with student organizations:
- Meet with SA and GSA presidents at the beginning of each semester. There is a high turn around of student senators leaving councils and committees without appropriate student representation. You need updates on membership to keep councils and committees staffed. Remind students that this is a University Senate (not a faculty Senate) and student participation is important.

Funding for Fora and Senate Meetings

Fora need to be planned well in advance to secure funding. Timing is important because if funds are requested early they come from state funds, which are easier to include in the university budget. If funds are requested later in the academic year, they come from soft money and thus are more difficult to obtain. The plan for fora does not need to be completely detailed but it needs to specify the number of fora to be held during the academic year. Plan the number of fora during April or May and the services they will require.

April-May: submit budget for fora and for refreshments for first and last Senate meeting.

It is also recommended plan the logistics for fora or workshops well in advance, preferable at the beginning of the academic year, as we do with Senate/SEC and GOV meetings.

Beyond scheduling, this would include managing logistics like fee approvals for:

- Room reservations,
- Seating and set up,
- IT & mics,
- Refreshments.

Announce your Forum:

1. Contact panelist as early as you plan the event, at least one month in advance, requesting their participation.

2. Send the flyer out, with a brief note from Senate Chair or vice-Chair, or both to the AllFacStall list to reach the majority of our constituents;

3. Ask UUP Campus representative (Bret Benjamin) to sent the flyer out via the UUP blastmail;

4. Adding it to the University Calendar. This is marketing and Communications office, run by Joe Brennan. Announcements and University Calendar Events: http://www.albany.edu/events/

Nominations
Fall: Honors college, Athletics board

Assessment Advisory Committee (assessment of administrative units): make sure it is a past Senate chair, or UPPC, GOV, CAA chair. The assessment deals with rules from Middle States Accreditation.

November: nominations for excellence awards: teaching FT, teaching PT&grad, research & creative activities, academic service, professional service, librarianship, support (classified) service.

January/February: Start early in February requesting nominations for At-Large & UAS Board. These need to be ready (confirmed that nominees agreed to serve) at the end of February.

Survey on Shared Governance Recommendations

- Phrase questions in ways that can be answered. Example of what not to ask: Question 8 of 2016 Survey: *How often does the university administration consult with the Senate? Rarely, never, sometimes, often, always.* This question cannot really be answered. Nobody has a count unless you were a Senate leader and kept a tally of meetings. Example of a better way to ask the same question: *How often do you feel the university administration consults with the Senate? Very frequently, frequently, rarely.* With this way of phrasing the question, one can answer truly with ones' own impression, without knowing the actual details/numbers.
- Simplify. Keep questions simple. In 2016, strived to ask the same questions as in the 2014 survey with simpler language, using tables for simpler display.
- Consider the branching used during Spring 2016 survey. Branching allows to keep people interested since it allows not to ask a question of a person who clearly stated cannot make a decision because of lack of involvement.
- Only use open-ended questions to add clarification to a rating questions and perhaps one open-ended question at the end of the survey. Do not include 2016 survey question 11: "What are the top three University or Higher education-related issues that you would like the Senate and/or Administration to engage?". We tried to get people more interested with the Senate, but it was an enormous amount of work to process the results. Figure other ways to engage the constituencies.

ELECTIONS

1. APPORTIONMENT – priority one

Here are the Instructions so you can find the queries on PEOPLESOFT:

   a) Log onto PeopleSoft

b) Clicked on: Reporting Tools – Query manager – Advanced Search – Query name : Write VOTING (in box) and change 'Begins with" to "Contains" – Click on search (10 queries appear)

c) Look at the different queries, but in particular look for the one showing the faculty and their dept. affiliation – This will allow you to group and count the faculty per college. The last step is to input these numbers in the excel "formula" (This doc. Is on senate drive)

d) Go to the senate drive, and look for last year's apportionment to get a better idea [Under the Elections folder]).

2. Governance also run the elections of UAS members in your senate election; please contact the chair of UAS as soon as possible – early February- (They need a bit of time to organize their slate of candidates). (Ask if any of their member seats/positions are up for re-election/replacement).

3. Get moving late January, early February gathering nominations for At-Large, SUNY wide senators & UAS board members. You need time to go after people to give you names and then confirm that nominees are willing to serve. The preliminary slate must be published end of February, 1st week of March at the latest. You won't have enough time to run elections if you don't do this properly.

In January:

o Request a list of part time faculty. Sort it by department or units, and request department chairs or unit chairs to nominate part time for the part time at large. This will facilitate obtaining names for the part-time at-large position and vetting nominees.
o Request list of faculty and professionals by department or unit. This list should also include full-time contingent faculty.
o Encourage full-time contingent faculty to run for open at-large senate seats.

ELECTION SCHEDULE 2017
Last Day of classes: May 10
Four full weeks= April 12 (All elections must be completed 4 full weeks before the end of the semester)
Eight full weeks= March 15

February 27: Publish preliminary slate of candidates and solicit additional nominations (Exactly four weeks before elections)
March 1: Send out Message "Requesting Volunteers for Senate Service"
March 13: Deadline for Nominations At-Large Candidates (Exactly two weeks before elections)
March 20: Deadline to publish slate for At-Large Seats (Exactly one week before elections)
March 25: Deadline to submit names for Senate Service[March 29-April 15 – Senate Vice Chair Request Message and Deadline]
March 27 –March 31: Elections
April 5/6: Election Results Announced
April 5: Response from Deans – New college/school senators
April 10: CCN Meets
April 17/18: Announce Slate for Vice Chair & Secretary and
Council SlatesApril 24: Penultimate Senate Meeting: Vice Chair & Secretary Elections and vote to approve council slates.

List serve:
- The procedure has been to send election and nomination messages to the VOTINGFAC-L@LISTSERV.ALBANY.EDU listserv.
- To ensure the participation of part time (nominating and voting on their representative) send messages to: PT-FACSENATE-L@LISTSERV.ALBANY.EDU

ALLFACSTAFF-L includes individuals with the classification of:
- Teaching
- Librarian
- Professional employees
- M/C professionals
- Classified
- RF (research foundation)
- UAS/UAF employees
- Honorary
- Emeriti

TEACHFAC-L only includes individuals with a classification of:
- Teaching
- Librarian
- RF (research foundation)

VOTINGFAC-L includes only full-time employees with a classification of:
- Teaching
- Librarian
- Professional employees
- M/C professionals

PT-FACSENATE-L includes part-time teaching, professional, and library faculty whose primary job record is for University at Albany.

PT-FACSENATE-L is associated with the University Senate-Notices Mailbox to which Elisa Lopez and Joyce VanZandt both have access. This means that Elisa and Joyce

are the two senders for PT-FACSENATE-L. This would be done in the same way as when you mail to University Senate Notices.

Sample of the Type of Communications Sent to the Deans

Dear Dean Siegel,

I am writing in my role as Vice Chair of the University at Albany Senate and Chair of the Governance Council to let you know that the School of Business has again been apportioned three Senate (3) seats for the 2015-16 academic year. Since the terms of both Saggi Nevo and Janet Marler expire this year, they will need to be either renewed or replaced. Presumably your third Senator, Sanjay Putrevu, who has another year in his term, will con8nue.

It would be most helpful if you could select your new representa8ves and forward their names to me by no later than **April 5** in order to ensure the 8mely appointment of next year's Senators.

I want to express my appreciation to all three of the faculty in who have represented their constituents as Faculty Senators this year.

Cordially,

Sample of Communication Sent to At-large Senator Nominees

Subject: University Senate- Nomination for Senator At Large

Dear Ekow,

I'm contacting you on behalf of the Committee on Liaison and Elections (Governance Council of the University Senate). You've been nominated to appear in the preliminary slate for the position of Senator At-Large (Professional Faculty category). Do you accept to run as one of the candidates in the upcoming University Senate elections?

We kindly request your response by 12:00pm tomorrow (02/26). Don't hesitate to contact me should you have any questions.

Thank you,
YeniselUniversity Senate Secretary
Cc: Jim CollinsChair,
Governance Council
University Senate Vice-Chair

4. All other messages are on the Senate drive :

- Call for Vice-Chair;
- call for senate volunteers;
- preliminary slate;
- final slate, final Vice Chair nominee message;
- elections results message.

Website

When the new website is implemented and the Faculty Bylaws become online-pages, each instance of the word Faculty should be hyperlinked to its definition. Same with Voting Faculty, Teaching Faculty, Professional Faculty. Qualified academic rank.

Handbook Updates

Plan in advance yearly updates of the Senate Handbook. Over the course of the academic year, councils and standing committees may have adopted new procedures. In March, request the Chair of the Senate to ask for updates in the SEC meeting of updates of council and standing committees procedures.
Update the Handbook at the end of the academic year, in May.

Planning for Governance Year

June-July   Governance Calendar
August   -
- Orientation of Council Chairs
- Meeting with SA and GSA for membership updates.

Sept-Oct - Plan Fora schedule for the year, make room reservations, etc.
             Plan webpage updates, Senate Handbook updates

Nov- Dec – First initial Apportionment of Senators per school/college
- Run queries on PeopleSoft to find out total number of faculty per school/college
- Use Excel Formula to figure out apportionment of senators per school
- Excellence awards nominations

Jan – Feb - Meeting with SA and GSA for updates about new student senators.

Jan - Feb –University Elections: replacement of At-Large, SUNY wide, UAS Board
- You need to start as early as possible gathering names for these positions and writing to nominees to confirm they are willing to serve. It takes time. Needs to be ready by the end of February.
- Request nominations from the Liaisons and Election committee for any vacant At-large and SUNY senator positions.
- Contact UAS Board to find out if any of their positions become vacant (the senate runs their elections, but they choose the candidates)
- Start building slate of candidates who will stand for elections

Jan-Feb Apportionment
- Finalize Apportionment of Senators (per school/college) and start thinking about University Elections (At-large/SUNY senators)
- Re-run "total number of voting faculty" queries on PeopleSoft
- Use the Excel Formula document to determine apportionment of senators per school
- Approval of apportionment results by GOV/Liaisons and Election Committee
- Create Elections Schedule for the year (This has been done for 2016-17)
- Check the Senate Membership doc. to find out whose senate terms expire (senators per school, at-large senators, SUNY senators)

February Gov meeting: approval of apportionment & preliminary list of At-Large, SUNY wide, UAS Board nominees.

February- Set up a fake ballot and run an elections test on PeopleSoft to make sure system works well.

End Feb - March 1st – Email Deans informing number of Senators for their school /college. (Deadline for Deans last year was April 5th)

March Request the Chair of the Senate to ask for updates in the SEC meeting for updates of council and standing committees procedures to update the handbook.

March- April – University Elections for At-Large and SUNY senators
- Send official Elections messages : initial candidate slate, final candidate slate, election in progress, results of election (Follow elections schedule for initial and final slate of candidates)
- Send Call for Vice-Chair and Secretary (if applicable)
- Send Call for Senate Service
- Set up a short elections test on PeopleSoft to verify
- Set up the official ballot and elections on PeopleSoft

April- Populate the Senate Councils for the next year and have it reviewed and approved by the Committee on Council Nominations (comprised of all current senate council chairs, senate chair, secretary, and one member from GOV). The CCN must meet and approve the Senate Council Memberships before the Senate's penultimate meeting.

April - Senate Penultimate Meeting
- Election of Senate Vice-Chair (and Secretary if applicable)
- Approval of Senate Council Memberships for following year

May Update Governance Procedures in Senate Handbook, and update the Handbook with the additions or changes from the other Councils and Standing Committees.

June–August - Preparations for next Senate year

June - Create SEC/Senate Schedule of meetings (reserve rooms); finalize Senate Membership document; finalize any last minute changes to Senate Council Memberships (This has been done for 2016-17)

June-July – Update iclicker document and update iclicker software (This has been done for 2016-17)

July-August – Register iclicker IDs and user IDs in iclicker.com