

**UNIVERSITY SENATE**  
**UNIVERSITY AT ALBANY**  
**STATE UNIVERSITY OF NEW YORK**

Introduced by: Committee on Academic Freedom, Freedom of Expression and  
Community Responsibility

Date: April 21, 2005

**POLICY FOR RECOGNITION OF FACULTY AND STAFF ORGANIZATIONS**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached proposal as approved and recommended by the Committee on Academic Freedom, Freedom of Expression and Community Responsibility.
2. That this proposal be forwarded to the President for approval.

# **POLICY FOR RECOGNITION OF FACULTY AND STAFF ORGANIZATIONS**

## **RATIONALE**

In the meeting of the University Senate on November 3, 2003 under the discussion of the Resolution 0304-02R, Resolution for Recognition of SUNY Albany Peace and Justice, it was stated that the Senate (specifically CAFECOR) should develop rules and institute a mechanism by which future faculty-based organizations can receive recognition. The formation of the faculty group Peace and Justice was provisional upon the creation of these rules. It was agreed upon that CAFECOR would look into this matter.

Universities are traditionally structured around departments and centers. The rationale behind creating faculty and staff organizations is to allow faculty and staff across the campus to participate in activities of mutual interest. Other colleges and universities have precedence for faculty and staff organizations. Specific universities with freely accessible regulations concerning formation of faculty organizations are the University of Texas at Brownsville, Arizona State University, the University of Texas at San Antonio, the University of Vermont, and the University at Buffalo, State University of New York (see Appendix I).

## **IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:**

### **I. Policy mission statement**

1.01) The University at Albany, State University of New York, is an academic community dedicated to promotion of education. A university is, above all, a place where intellectual life is central and where faculty, staff, and students strive together for excellence in the pursuit of knowledge. It is a particular kind of community with special purposes.

1.02) Except as otherwise provided in this statement, groups or organizations are recognized by the Provost (or his/her designee), when such faculty and staff group or organization is determined to enhance the educational, cultural, social, health, or recreational opportunities of University community members in a manner which also benefits the University in view of its mission, purpose, and goals. The University recognizes and will respect the right of its faculty, staff, and students to organize and express themselves.

### **II. Criteria for eligibility**

2.01) The University will recognize faculty and staff organizations that are comprised of University at Albany faculty, staff, and students in which majority of members are faculty and staff.

2.02) The University at Albany's Community Rights and Responsibilities shall apply to members of faculty and staff organizations on the University at Albany campus.

2.03) Faculty and staff organizations and/or their officers may be charged with, and held responsible for violations of these conduct codes. Sanctions against the faculty and staff organization, and its officers may include revocation of recognition of the group, appropriate sanctions pursuant to Section VIII of the University at Albany's Community Rights and Responsibilities.

### **I. Privileges of faculty and staff organization recognition**

3.01) Any faculty and staff organization formed should retain all rights and privileges (excluding funding) accorded to officially recognized student organizations in either the Undergraduate Student Association or the Graduate Student Organization, including, but not necessarily limited to:

- Use of campus facilities and ability to reserve space
- Authorization to hold meetings and functions on campus
- Use of campus bulletin boards for posting
- Event posting on event calendars
- Ability to create an organizational web account
- Authorization for informational tabling
- Authorization to set up email accounts on the university mail server
- Ability to set up its own bank account through voluntary contributions

### **II. Requirements and procedures to be an officially recognized organization**

4.01) A faculty and staff organization may apply for official recognition through the Office of the Provost or his/her designee.

4.02) Each organization should apply through a process similar to that for student organization recognition. A constitution should be provided including: 1) name of organization, 2) purpose/mission, 3) a list of at least 4 members and officers, 4) form of government, 5) provision for meetings, 6) definition of quorum, 7) provision for dues, if necessary, 8) provision for impeachment of officers, 9) provision for amendments, and 10) provisions for ratification. In addition, a list of acting officers with contact information should be included, as well as a signed statement (registration form) that the organization will comply with the University at Albany's Community Rights and Responsibilities, general university policies or procedures.

4.03) Failure to comply with University at Albany's Community Rights and Responsibilities policies or procedures may result in the suspension or revocation of the faculty or staff group and or organization's recognition by the officer or body from whom recognition is obtained. The University may, by written notice, withdraw recognition of an organization that fails to

maintain the requirements for recognition or that abuses the privileges noted in section 3.01 above.

4.04) All faculty and staff organizations at the University at Albany must register at the start of each fall semester in order to be eligible to reserve and utilize space on campus, secure posting privileges and utilize other university resources. In addition, if an organization's constitution has been modified, it should be provided to the university for continued recognition.

## APPENDIX I: Faculty/Staff Organization Registration Form

### 2004 - 2005 FACULTY/STAFF ORGANIZATION REGISTRATION FORM

All faculty and staff organizations at the University at Albany must register at the start of each fall semester in order to be eligible to reserve and utilize space on campus, secure posting privileges and utilize other University resources.

### III. GROUP INFORMATION FOR 2004-2005

▶ Denotes Required Information

Please Print

▶ **Name of Organization:**

\_\_\_\_\_

▶ **Organization Office Address & Phone:**

\_\_\_\_\_

▶ **Organization e-mail:**

\_\_\_\_\_

▶ **Organizations must have a copy of their Constitution on file in Provost's Office.**

#### Primary Faculty/Staff Officer or President

<b>▶ Name:</b>			
<b>▶ Address</b>			
<b>▶ Phone #</b>		<b>▶ Cell #</b>	<b>▶ e-mail:</b>

#### Vice President or Treasurer (circle one)

<b>Name:</b>			
<b>Address</b>			
<b>Phone #</b>		<b>Cell #</b>	<b>e-mail:</b>

#### Other Executive Board Members:

Name	Position/Responsibilities	Phone & Email

#### Public Relations

The information above will be made available to individuals making inquiries about your organization. To suppress this information initial here:

**►On the reverse side please list the persons responsible for making reservations for this organization. Any office bearer of the organization can make reservations. Their detailed information is provided on the next page**

Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & Title

**Reservation Contact 1**

<b>►Name:</b>		
<b>►Title:</b>		
<b>►Address</b>		
<b>►Phone #</b>		<b>►e-mail:</b>

**Reservation Contact 2**

<b>Name:</b>		
<b>Title:</b>		
<b>Address</b>		
<b>Phone #</b>		<b>e-mail:</b>

**Reservation Contact 3**

<b>Name:</b>		
<b>Title:</b>		
<b>Address</b>		
<b>Phone #</b>		<b>e-mail:</b>

**Reservation Contact 4**

<b>Name:</b>		
<b>Title:</b>		
<b>Address</b>		
<b>Phone #</b>		<b>e-mail:</b>

**PLEASE COMPLETE A WEB ACCOUNT APPLICATION TO CONTINUE OR  
CREATE A WEB ACCOUNT.**

OFFICE USE ONLY:

Constitution on file: Y N

Room Agreement on file: Y

Group DB updated

N

Scheduler Updated

## APPENDIX II: Faculty and Staff Organization Web Account Form

**As group leader, I authorize (the webmaster) to request a FASOWA on behalf of the group and to have access to such account:**

President/Group Leader Signature: \_\_\_\_\_

### University at Albany ITS Computing Center

## FACULTY/STAFF ORGANIZATION WEB ACCOUNT (FASOWA)

FASOWAs are granted to all recognized University at Albany faculty and staff organizations, and on an Information Technology UNIX system: Applications must be approved by the head of the organization and the administration. **A FASOWA is to be used only by the organization's web builder and only for the legitimate activities of the organization; that is, development and deployment of the organization's web page and organization e-mail** (personal or other use is excluded.).

**Organization name: (no abbreviations)**

**President/Group Leader (print):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Web Builder Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**USER ID:**  (choose a 2 to 8 letter name).

**Userid/account names must reflect and represent the organization's name.** Frivolous and unrelated names will be disallowed.

**INITIAL/NEW PASSWORD:**

1. The password must be at least 8 characters and contain within the first 8 characters:

- at least one letter
- must end with a letter
- at least one number
- at least one special character from this set  
! @ # \$ % ^ \* ( ) \_ + - = } | [ ] \ : ; < > ? , . /

These three may NOT be used: & { ~

2. The password may not contain any spaces or special characters not listed above.
3. The password may not contain the user's first name, last name or Net ID.
4. All letters must be in uppercase.

### ORGANIZATION E-MAIL

The name you enter above will be your new organizational e-mail address

**"USERID"@Albany.edu**

Event calendars and important information will be distributed via this address so please check and/or forward to an account which will be checked regularly.

### WEB ADDRESS

All organizations will be listed at the following University web address:

**<http://www.albany.edu/facultystafflife/sa/groups/groups.html>**

In order to activate your link please make your request to ITS, CC 130.



---

Your acceptance and use of this account, and your signature on this form implies your acceptance of the following terms and conditions of use:

1. A FASOWA is to be used only for the legitimate activities of the organization; that is, development and deployment of the organization's web page and organization email (personal or other use excluded).
2. A FASOWA is to be used only by the individual who has applied for and been granted the account on behalf of the organization.
3. Neither group nor world writeable privileges should be set on any of the directories, subdirectories, or files held in a FASOWA.
4. FASOWAs will be expired at the end of the academic year.
5. Ownership of the account can be transferred to another individual upon request of the head of the organization. A new application form must be submitted to effect the transfer.
6. Accounts will be monitored for appropriate use.
7. Webbuilders must be responsive to instructions from the University Webmaster (required links added, corrections made in a timely fashion).
8. Web pages may be connected to the main web upon approval of the Provost's office.

**The University reserves the right to refuse or remove connections to faculty and staff organizations web pages, which do not comply with University, Internet, or web policies.**