

Arts and Sciences Senate
Tentative Agenda
March 24, 2008

- I. Approval of tentative agenda
 - II. Approval of minutes of the February 18, 2007 meeting
 - III. Report of the College of Arts and Sciences (James Staros)
 - V. Discussion of Revisions to the Constitution and By-Laws --2nd Reading (Ruth Ben-Zvi)
 - VI. President's Report (Cynthia Davidson)
 - VII. Old Business
 - VIII. New Business
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Arts and Sciences Senate
Minutes – February 18, 2008

- I. Approval of Tentative Agenda: approved
- II. Approval of minutes from November 19, 2007 – approved
- III. Proposed Revision of minutes from October 22, 2007; item VI. PTC Report. Motion to change date from April 21, 2006 to February 26, 2007. Motion approved.
- IV. Report of CAS Dean (J. Staros)
Recommendations of NYS Commission on Higher Ed:
 - The NYS Commission on Higher Education was established by an Executive Order of Gov. Eliot Spitzer in May 2007. Dean Staros highlighted some of the recommendations.
 - Plan to establish a \$3 billion research fund to support research. In the past the GRI was used to fund capitalization of equipment and programs. This disappeared during the Pataki administration.
 - NYS Compact for Higher Education. This involves a set of recommendations for which the SUNY campuses would contribute funding through economies. One of the parts of the compact would be to put in a very reasonable escalator in tuition with the guarantee that when a student matriculates that student is guaranteed a flat tuition rate for four-years. Another part of compact is that in return for new funding, the campuses would pick up new funding by economies. This is relevant to this year's budget. For most of NYS there are going to be budget cuts in most agencies because of the shortfall in revenue
 - In the Executive budget there is a proposed 1½% increase for SUNY. However, because of the new contract and other obligations, it is anticipated that the expenses in SUNY will rise by 4%. This means that the other 2½% will have to come from the campuses.
 - Item #6 on Commission recommendations: "Provide meaningful regulatory relief for SUNY and CUNY, by removing restrictions that impede campuses' ability to adapt quickly and promote quality." Norman Goodman clarified Item #6: the actual statement from the Governor is to remove pre-audits and to rely mostly on post-audits. In other words, if you buy something you don't have to go through three levels of approval. Same

thing for program reviews. The proposal is for SUNY and the State Education Department to jointly review at the same time any new or modified program submissions.

- There is a State-wide committee (through the Faculty Senate in which Norman Goodman is a member) to address articulation and transfer throughout SUNY and CUNY.
- Program of capital reinvestment is welcomed since our buildings are in need of critical maintenance.

Classroom Space:

- There is a regulatory matter that will affect us all. Due to renovations at Southampton, it became clear that the codes that were being used to regulate the capacity of rooms was different than what is on SB campus.
- For rooms with removable furniture, the code that SUNY uses is that you need 16 square feet of space per occupant. A 320 sq. ft. room could hold 20 people including the instructor. At Southampton they started requiring 20 sq. ft. per occupant and Stony Brook pushed back and said SUNY only required 16 sq. ft. Fire code requires 20 sq. ft. SUNY Central was queried and they said that the fire code trumps our old rules.
- If enrollment stays the same next year as this year, 250 sections would be affected and there would be students unable to enroll for lack of space.

V. Discussion of Revisions to the Constitution and By-Laws (R. Ben-Zvi):

- This will be the first reading of proposed changes
- Most changes are updates/maintenance and consistency e.g., missing colons, brackets, italics, acronyms, etc.
- There are constitutional amendments that have been passed by the A&S Senate in the last four years that need to be included.
- K. Gillespie asked why Southampton is not included. There is the issue of the Curriculum Committee working on Southampton courses (Norman Goodman: the Curriculum Committee should keep working on Southampton courses—this is all ad hoc until a decision is made). Ruth Ben-Zvi explained that there are questions about Southampton's affiliation with CAS. A committee has been set up to address this with members from the University Senate, A&S Senate, Administration, and the HSC. They are looking into the governance issues. This work is being done very quickly in a short time.
- In B. 1. (1): Last sentence should read "The Division of Libraries and the School of Journalism shall also elect one senator each."
- There was a motion to remove B. b. 2.: All Arts and Sciences Senators shall also serve as the A&SSC, representatives to the University Senate. All in favor: passed.
- Motion to eliminate "representing departments and programs" from B. b. 4 and also move numbers up making 3. into 2. and 4 into 3. All in favor: passed.
- C. 2. f. Senior Lecturer Promotion Review Committee was included as a decision by the A&S Senate. The wording is exactly as accepted by the A&S Senate and was voted into existence but not put into the constitution at the April 2007 meeting.
- Dean Staros brought up a matter regarding (C. 2. f.) the Senior Lecturer Promotion Review Committee to Dr. Davidson. There is a serious problem with this committee. The A&S Executive Committee wishes to meet with Dean Staros next week to discuss possible options in place of this committee. Apparently Human Resources and the Provost's Office will not move to create the position of Sr. Lecturer with a standing committee such as this because it resembles the A&S Promotion and Tenure Committee.

- There was a motion to include “non-tenured” in the first sentence of C. 2. f. to read “Senior Lecturer Promotion Review Committee (SLPRC) shall review all cases of **non-tenured** promotion
- Dr. Davidson would like to continue this discussion after the A&S Executive Committee meets with the Dean and then come back with recommendations at the second reading.
- Discussion on C. 2. f. being part of the constitution. Dr. Kerber pointed out that it is not a part of the constitution because it did not go through the constitutional process of inserting the SLPRC.
- A motion was made to remove C. 2. f. from the constitution: 16 for and 1 against. Motion passed.
- In 3. b. 4. take out the second word appointed in “....the Registrar’s Office **appointed** as a non-voting member.”
- Change wording in 3. b. 8 to: The Secretary of the Committee appointed as a non-voting member by the Dean of the College of Arts and Sciences in consultation with the Committee and the Deans of the School of Marine and Atmospheric Sciences and the School of Journalism.

Motion to accept the changes in first reading of Constitution and By-Laws: All in favor. Motion passed.

VI. President’s Report (Cynthia Davidson)

- The Proposed Resolution read at the last meeting on Academic decisions by the Arts and Sciences Standing Committees.....should be tabled indefinitely.

VII. Old Business: no old business.

VIII. New Business: no new business

Meeting adjourned at 5:15 p.m.

Submitted by:

Laurie Theobalt
Secretary

Arts & Sciences Senate Constitution

Revised April 21, 2003

- A. Functions and Conditions of Governance
- B. Arts and Sciences Senate
- C. Standing Committees
- D. Arts and Sciences Senate Officers
- E. The Arts and Sciences Senate Executive Committee
- F. The Coordinating Council
- G. Procedures for Review and Amendment of Constitution

A. Functions and Conditions of Governance:

1. The Arts and Sciences Senate seeks to represent the interests of the humanities and fine arts, social and behavioral sciences, and natural sciences on the ~~SUNY-Stony-Brook~~ Stony Brook University campus.

2. The rules and policies approved by the Arts and Sciences Senate shall govern the academic functions of the College of Arts and Sciences, the ~~Marine Sciences Research Center~~ School of Marine and Atmospheric Sciences, the Division of the Libraries, and the ~~Division of Physical Education and Athletics~~, School of Journalism, consistent with the Policies of the SUNY Board of Trustees.

3. The Arts and Sciences Senate shall be assisted in the formulation and execution of policy by its Standing Committees and its Executive Committee.

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

5. Faculty membership in the Arts and Sciences Senate constitutes membership in the University Senate. All faculty representatives to the Arts and Sciences Senate shall also serve as members of the University Senate.

B. Arts and Sciences Senate

1. The Arts and Sciences Senate shall be composed as follows:

a. All faculty representatives from the Arts and Sciences Senate Constituencies (A&SSC), apportioned as follows:

(1) Every department or program having six or more full-time faculty members shall have one representative, the method of selection to be set by the department or program and kept on file at the Arts and Science Senate Office including any updates as revised. The ~~Division of Physical Education and the~~ Division of Libraries ~~and the school of Journalism~~ shall also elect one senator each.

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

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

b. Representatives from constituencies other than the faculty:

(1) Professional employees of Stony Brook University as defined in the Arts and Sciences Senate by-laws to a number equal to ~~(fifteen percent (15%))~~ of the total number of faculty senators. XX

(2) Undergraduate student representatives as defined in the Arts and Sciences Senate by-laws to a number equal to ~~(ten percent (10%))~~ of the total number of faculty senators. XX

(3) Graduate student representatives as defined in the Arts and Sciences Senate ~~by-laws~~ bylaws to a number equal to five percent (5%) of the total number of faculty senators.

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

d. Serving as ~~ex-officio~~ *ex officio* voting members are the Chairs of all Arts and Sciences Standing Committees who are not already faculty senators. The Chairs of all Arts and Sciences Senate Standing Committees shall be expected to attend meetings of the Arts and Sciences Senate.

~~2. All Arts and Sciences Senators shall also serve as the Arts and Sciences Constituencies (A&SSC) representatives to the University Senate.~~

23. The Arts and Sciences Senate shall meet at least twice each semester. Regular meetings will be called by the President of the Arts and Sciences Senate. Special meetings may be called either by the President of the Arts and Sciences Senate or by petition to said President of at least ten percent (10%) of the Arts and Sciences Senators.

34. Arts and Sciences Senators ~~representing departments and programs~~ shall report back regularly to their constituencies concerning activities and decisions of the Arts and Sciences Senate.

C. Standing Committees

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

2. The Arts and Sciences Senate shall be assisted by the following Standing Committees:

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

b. Undergraduate Curriculum Committee (CC), which shall have authority over all proposals to introduce, revise, or terminate undergraduate courses, majors, and minors offered in areas in the ~~Arts and Sciences Constituencies~~ A&SSC. It shall review general education requirements and courses. It shall determine the applicability of courses to degree requirements. It shall establish guidelines for cross-listing of courses, for independent study and research courses, for internships, and for undergraduate teaching practica. It shall review and submit to the Arts and Sciences Senate proposals for changes in undergraduate degree requirements, and shall review and approve the content of the ~~College of Arts and Sciences, the Marine Sciences Research Center and the Physical Education and Athletics~~ A&SSC sections of the Undergraduate Bulletin. It shall participate in the administrative review of departments or programs in which external reviews of undergraduate programs in the ~~College of Arts and Sciences, Marine Sciences Research Center and Physical Education and Athletics~~ A&SSC. are mandated. It may also consider other issues of undergraduate curricular import. The Undergraduate Curriculum Committee shall have a secretary, appointed by the Dean of the College of Arts and Sciences in consultation with the Committee, ~~the Dean of Marine Sciences Research Center and the Dean of Physical Education and Athletics.~~ the Dean of the School of Marine and Atmospheric Sciences and the Dean of the School of Journalism.

c. Committee on Academic Standing and Appeals (CASA), which shall interpret the regulations concerning the academic standing and enrollment of undergraduate students enrolled in majors in the ~~Senate Constituencies~~ A&SSC and consider appeals from individual students. It shall also review these regulations and submit any necessary proposed changes to the Arts and Sciences Senate.

d. Academic Judiciary Committee (AJC), which shall adjudicate and take appropriate action in cases originating in areas of the ~~constituencies of in the Arts and Sciences Senate~~ A&SSC and which involve charges of academic dishonesty by a student, or unfair treatment of a student by a faculty member.

e. ~~Committee of Faculty Rights and Responsibilities Policies~~ Policy Committee (FRRPC), which shall review existing policies, practices and procedures concerning ~~Arts and Sciences~~ A&SSC faculty rights and responsibilities. It shall formulate general guidelines for areas of common concern to full time and part-time tenured and non-tenured faculty or groups of faculty so as to assure that the faculty are fully informed of matters that relate to their working relationship with each other, and departmental and university functions, including but not limited to departmental by-laws, cross-disciplinary appointments, options for promotions, and opportunities for continued university involvement by retired faculty. The committee will focus on policies and guidelines but will not address individual personnel cases, nor will it deal with matters that are the due province of the designated faculty bargaining agent.

f. Senior Lecturer Promotion Review Committee (SLPRC) shall review all cases of promotion from Lecturer to Senior Lecturer as recommended by Departments or Programs. Its decisions shall be submitted to the appropriate Dean who makes a recommendation to the Provost and President. The SLPRC will follow specific Guidelines as formulated by the Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee.

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

a. The Promotion and Tenure Committee (PTC) shall consist of seven (7) voting members.

(1) two elected tenured faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

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

(2) one elected non-tenured tenure track faculty representative.

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

b. The Undergraduate Curriculum Committee (CC) shall consist of ~~10~~ ten (10) voting members and ~~two~~ four (4) non-voting members:

(1) two elected faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

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

(2) one representative appointed by the Dean of the College of Arts and Sciences as a non-voting member.

(3) one representative elected by the professional employees as a voting member under the usual procedures for this purpose.

(4) one professional employee knowledgeable about registration procedures and graduation requirements appointed from the Registrar's Office appointed as a non-voting member. This individual will be appointed annually by the Registrar after consultation with the Curriculum Committee.

(5) one professional employee knowledgeable about both general student concerns and transfer student issues appointed from Enrollment and Retention Management as a non-voting member. This individual will be appointed annually by the Associate Provost for Enrollment and Retention Management after consultation with the Curriculum Committee.

~~(4) two undergraduate student representatives from the Arts and Sciences Senate Constituencies A&SSC, selected through the usual procedures for this purpose by undergraduate student government~~

~~(5) one graduate student representative from the Arts and Sciences Senate Constituencies A&SSC, selected through the usual procedures for this purpose by graduate student government~~

~~(6) the Secretary of the Committee appointed as a non-voting member by the Dean of the College of Arts and Sciences in consultation with the Committee, and the Dean of Marine Sciences Research Center and the~~

~~Dean of Physical Education and Athletics~~ Deans of School of Marine and Atmospheric Sciences and the School of Journalism ~~as a non-voting~~

c. The Committee on Academic Standing and Appeals shall consist of 11 voting members and 3 non-voting members:

(1) two elected faculty representatives each from

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

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

(2) one member appointed by the Dean of the College of Arts and Sciences as the Executive Officer and as a non-voting member.

(3) one professional employee representative elected as a voting member by the professional employees under the usual procedures for this purpose

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

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

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

d. The Academic Judiciary Committee shall consist of fourteen voting members and one non-voting member:

(1) three elected faculty representatives each from

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

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

(2) one Executive Officer appointed by the Dean of the College of Arts and Sciences as a non-voting member,

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

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

(5) one graduate student representative from the Senate Constituencies, selected through the usual procedures for this purpose by graduate student government;

e. The Committee on Faculty Rights and Responsibilities Policies shall consist of seven members, 7 voting members:

(1) two elected tenured faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

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

(2) one non-tenure track faculty representative

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

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

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

5. Chairs of Standing Committees shall be elected by the majority of voting members of the committee at the first meeting of the year.

6. Chairs of Standing Committees shall not serve as chairs for more than 3 consecutive years. This provision can be waived by the Executive Committee of the Arts and Sciences Senate.

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

8. The Arts and Sciences Senate, its Executive Committee or the Arts and Sciences Senate President may establish ad hoc committees, which shall report to the Arts and Sciences Senate Executive Committee.

D. Arts and Sciences Senate Officers

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

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

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

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

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

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

e. shall appoint , in consultation with the Executive Committee, committee members for specified short terms in order to maintain full working committees and to insure smooth transitions and term sequences

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

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

3. The Vice-President shall

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

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

c. serve as a non-voting member of the University Senate Executive Committee

4. The Secretary shall record and prepare minutes of each meeting of the Arts and Sciences Senate and its Executive Committee. The minutes shall reflect all decisions taken and the votes thereon, together with the main points of debate and any written background material distributed at the meeting. The minutes of each meeting will be submitted to the subsequent meeting of the body for correction and approval. The Secretary shall keep on file at the Senate office copies of the minutes, which shall be available to any member of the University community for reference.

5. The Immediate Past President shall

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

b. serve as parliamentarian and provides advice on past practices and procedures

E. The Arts and Sciences Senate Executive Committee

1. The Executive Committee shall consist of the following voting members: ~~ex officio~~ *ex officio*

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

(2) the Immediate Past President of the Arts and Sciences Senate (the Past President),

(3) the elected chairs of each Arts and Sciences Senate Standing Committees, or their delegates, are members of the Executive Committee, with full voting privileges.

(4) one at-large faculty member of the Arts and Sciences Senate, elected as specified in the By-Laws

(5) one representative appointed by the Dean of the College of Arts and Sciences as a non-voting member

(6) one professional employee elected by the professional employees under the usual procedures for this purpose.

(7) one undergraduate student, selected through the usual procedures for this purpose by the respective student government

(8) one graduate student, selected through the usual procedures for this purpose by the respective student government

2. The Executive Committee shall perform the following functions:

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

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

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

d. it shall advise the President in the selection of replacement members to Arts and Sciences Senate Standing Committees in the event that a committee position becomes vacant in mid-term.

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

F. The Coordinating Council

1. The function of the Coordinating Council is to facilitate the sharing of information and the coordination of activities among the standing committees of the Arts and Sciences Senate. The Coordinating Council shall consist of the members of the Executive Committee and the Chairperson or other representative of each standing committee. In the event a committee is represented by someone other than the chairperson, the designee will be chosen by the committee from among its members. The President of the Arts and Sciences Senate shall chair the Coordinating Council. The Coordinating Council shall meet at least once per academic semester.

G. Procedures for Review and Amendment of Constitution

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

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

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

Revisions to 1999 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 21, 2003.

Revisions to 2003 Constitution approved by the Arts and Sciences Senate at its regular meeting of April 18th, 2005.

Arts & Sciences Senate By-Laws

- A. Scope and Definitions
- B. Elections
- C. Procedures
- D. Review and Amendment

A. Scope and Definitions

1. These By-Laws establish the rules governing operating procedures for the Arts and Sciences Senate.

2. Terms used in the By-Laws and Constitution are defined as follows:

Arts and Sciences SENATE CONSTITUENCIES:

HUMANITIES AND FINE ARTS:

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

NATURAL SCIENCES:

The combination of the College of Arts and Sciences departments or programs of Biochemistry and Cell Biology, Chemistry, Geosciences, Ecology and Evolution, Mathematics, Neurobiology and Behavior, and Physics and Astronomy and the School of Marine and Atmospheric Sciences.

SOCIAL AND BEHAVIORAL SCIENCES:

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

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

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

PROFESSIONAL EMPLOYEES: All professional employees in one of the Arts and Sciences Senate Constituencies.

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

B. Elections

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

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

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

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

4. Arts and Sciences Senate officers will be elected by vote of Arts and Sciences Senate members only. The at-large faculty representative to the Executive Committee will be elected by vote of the faculty members of the Arts and Sciences Senate from among the current faculty membership.

Voting will be by confidential ballot in April of each year for officers whose terms expire prior to the start of the following academic year.

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

6. The President elect will serve a one-year term as Vice -President followed by a one-year term as President. The President will serve a one-year term followed by a one-year term as Past President. The Secretary will serve a two-year term.

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

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

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

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

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

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

C. Procedures

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

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

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

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

D. Review and Amendment

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

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

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

Revisions to 1999 By-Laws, approved by the Arts and Sciences Senate at its regular meeting of April 21, 2003.

