

STATE UNIVERSITY OF NEW YORK AT STONY BROOK
UNIVERSITY SENATE CONSTITUTION
Revised December 2003

I. Functions of Campus Governance

1. The rules and policies approved by the University Senate shall govern the academic functions of the University consistent with the Policies of the Board of Trustees.
2. The main functions of academic governance will be executed by the University Senate and the senates of the major governance units and their academic units (see Article III).
3. All powers and duties not specifically described in this document or subject to the Policies of the Board of Trustees shall be considered to reside in the major governance units and their academic units.
4. The major governance units and all other constituent organizations represented in the Senate shall file copies of their separate governance documents with the office of the University Senate.

II. University Senate

1. Composition

The University Senate shall be composed as follows:

a. Faculty

- i. Every department or program having six or more full-time members of the academic staff shall have one representative, the method and term of election to be set by the department or program, with a maximum term of three years.
- ii. An equal number of at-large representatives shall be elected, apportioned among the three major governance units according to the ratio of full-time faculty. Each governance unit shall determine the method and term of election of its at-large members, with a maximum term of three years.
- iii. The immediate past President of the University Senate shall be a member of the Senate for the academic year following the end of his/her term of office.
- iv. The ex-officio non-voting members shall be the Campus President, Vice Presidents, Provost, Vice Provosts and Deans.

b. Students

- i. The University Senate shall include undergraduate students to a number equal to ten percent (10%) of the total number of voting faculty members.
- ii. The University Senate shall include graduate students to a number equal to eight percent (8%) of the total number of voting faculty members.

c. Professional Employees

The University Senate shall include professional employees to a number equal to fifteen

percent (15%) of the total number of voting faculty members.

d. SUNY Faculty Senators

Stony Brook representatives on the SUNY Faculty Senate shall be members of the University Senate. Terms for these Senators will coincide with the SUNY Faculty Senate terms.

2. Meetings

The University Senate must hold at least four meetings (about one month apart) during each semester. The meetings shall be governed according to *Robert's Rules of Order*. The agenda shall be distributed to all members of the Senate at least one week before each meeting.

III. Federal Structure

1. Major Governance Units

The major governance units are: Arts and Sciences, Engineering and Applied Sciences, Health Sciences.

2. Academic Units

Academic units are: any colleges, schools, divisions and research units headed by a dean.

3. Affiliation

Academic units may, upon approval by the University Senate, choose the major governance unit with which to affiliate for representation in the Senate and/or for academic governance.

4. Major Governance Unit Responsibilities

Each major governance unit shall be responsible for handling:

- a. Personnel Policy
- b. Curriculum
- c. Academic Standing and Appeals
- d. Academic Judiciary

5. University-wide Responsibilities

The appropriate University Senate Standing Committee shall coordinate the policies and procedures described in III.4 that extend beyond a single major governance unit.

IV. Standing Committees

1. The following University-wide Standing Committees, shall be established:

* Administrative Review

This Committee shall be the chief body of the Senate for reviewing and evaluating administrative performance and proposed reorganizations. It shall be consulted about and represented on all search committees at the level of Dean or above.

* Campus Environment

This Committee shall examine all aspects of the campus environment, including but not limited to safety, security, facilities planning, state of facilities, and general appearance of the campus. It will consult with and advise the Assistant Vice President for Facilities and Services.

* Academic Planning and Resource Allocation (CAPRA)

This Committee shall review budgetary procedures and priorities for planning and resource allocation in the Presidential, Provostial, and Vice-Presidential areas. It shall be consulted by the University Administration on these matters and on proposals for new colleges, schools, and inter-collegiate programs, and it shall seek advice from other University Senate committees whenever appropriate.

* Computing and Communications

This Committee will examine all aspects of computing and communications that affect students, faculty and staff. Responsibilities include but are not limited to, electronic communication, academic computing, audio-visual services, instructional technologies, information technology policy and networking.

* Faculty Rights and Responsibilities

This Council shall advise the President, the Provost, or both on behalf of the University Senate on conflicts between members of the academic community in matters relating to the academic rights and responsibilities of all those holding qualified or unqualified academic rank: on possible abuses of these rights, on breaches of ethics, and on questions of conflict of interest. This Council will not, however, infringe on those rights and responsibilities that are incorporated into the bargaining unit agreement.

* Graduate Council

This Council shall advise the Dean of the Graduate School and monitor all aspects of the University's graduate program.

* Library (Services)

This Committee shall advise on all aspects of libraries and advise the appropriate administrators on the operation of the campus bookstores.

* Library Personnel Policy

This Committee shall make recommendations to the Vice President for Health Sciences for Health Science Library faculty and to the Provost for Main Campus Library faculty concerning all promotions and continuing appointment positions.

* Research

This Committee shall consult with and advise the Vice President for Research, the Provost, and other administrators, as appropriate on all aspects of the research enterprise and scholarly activities on campus.

* School of Professional Development (SPD) Council

This Council shall consult with and advise the Dean of the School of Professional Development on all aspects of the SPD program.

* Student Life

This Committee shall consult with and advise the Vice President for Student Affairs and shall monitor all co-curricular aspects of resident and commuter student life, both undergraduate and graduate, and shall work with Undergraduate Student Government, the Faculty/Student Association, the Residence Hall Association, the Commuter Student Association, and the Graduate Student Organization.

* Undergraduate Council

This Council shall review and recommend policy to the Provost and other administrators, as appropriate, concerning all aspects of the University's Undergraduate academic program including: (1) recommending the minimal instructional responsibilities of instructors; (2) monitoring the undergraduate programs through participation in University accreditation and periodic reviews of academic programs; (3) reviewing and coordinating all curricular and other academic matters that are not limited to a single major governance unit; and (4) monitoring policy concerning undergraduate admissions and scholarships.

* University Affairs

This Committee will examine all aspects of the University's public image and fundraising, including publicity, athletics, and alumni relations.

2. Composition

Composition of the University Senate Standing Committees shall be as specified in the By-laws.

3. Committee Review

The Executive Committee shall review the need for each Senate committee, and its mandate, every four years. Recommendations for the establishment or elimination of committees shall be presented to the Senate for vote in accordance with Section IX of the Constitution and Section VII of the By-laws.

V. Policies of the University Senate Committees

1. Chairperson

Chairs (or co-Chairs, as appropriate) of Senate committees shall be elected by each Senate committee from among its members and his/her/their name(s) be presented to the Executive Committee as soon as possible after the spring election, but no later than September 20 each year. In the event that a Committee fails to elect a Chair by September 20, the Senate President shall appoint a Chair (or co-Chairs) in consultation with the Executive Committee and the relevant Committee. No person shall serve as Chair (or co-Chair) for more than three consecutive years. In rare circumstances, this term limit may be waived *for cause* by the Executive Committee.

2. Reporting

The Senate committees shall regularly report to and receive instructions from the Executive Committee of the University Senate. The agenda and minutes of Senate Committees shall be filed with the office of the Senate and shall be posted for all senators to examine

3. Apportionment

The representation of new academic units on Senate Committees shall be determined by the University Senate at the time the units are approved as independent .

4. Participation

Senate Committees shall decide who, in addition to the elected Senate members, shall participate in meetings on a regular basis without voting.

VI. Ad Hoc Committees

The Senate may establish committees as necessary to advise and report to both the University Senate and the University Administration.

VII. Officers, Executive Committee and Coordinating Council

1. Officers

All officers shall be members of the University Senate. The President and Secretary shall be elected by and from the University Senate. Four Vice-Presidents, one from each major governance unit and one representing professional employees, shall be chosen by their constituent organizations.

2. Executive Committee

The function of the Executive Committee is to act for and to further the activities of the University Senate. The Executive Committee shall consist of the President, four Vice-Presidents, the Secretary of the Senate, the President of the Undergraduate Student Government or designee, and the President of the Graduate Student Organization or designee. The Stony Brook representatives on the SUNY Faculty Senate shall choose one of their number to represent them as a voting member of the Executive Committee. In addition, the President-elect shall serve on the Executive Committee as a voting member immediately upon election. The immediate past-President shall serve on the Executive Committee until a new President is elected. If, for any reason, the immediate past-President cannot serve until a new President is elected, the Executive Committee will identify another past-President to serve for this period. The President of the University Senate shall chair the Executive Committee. The Executive Committee normally will meet with the campus President once a month and the campus Provost once a month during academic terms.

3. The Coordinating Council

The function of the Coordinating Council is to facilitate the sharing of information and the coordination of activities among the standing committees of the University Senate. The Coordinating Council shall consist of the members of the Executive Committee as defined above, and the chairperson or another representative of each standing committee. The President of the University Senate shall chair the Coordinating Council. The Coordinating Council shall meet at twice per semester.

VIII. Interpretations

Interpretations of the provisions of the Constitution and By-laws shall be made by the Executive Committee.

IX. Amendments

This Constitution may be amended by a two-thirds majority of those voting in an electronic or mail ballot of the all members of the University Senate following discussion at two consecutive regular Senate meetings.

Revised December 2003

Approved by University Senate January 26, 2004