

2010 Providing Academic Support to Students Act

An Act to resolve the inconsistencies found in the existing PASS Bylaws.

Be it enacted by the Senate of the Undergraduate Student Government

SECTION 1 – SHORT TITLE

This act may be cited as the “PASS Bylaws.”

SECTION 2 – ESTABLISHMENT OF PASS

There is established in the Executive Branch of the Undergraduate Student Government at Stony Brook University (herein referred to as USG) a quasi-independent agency, PASS (Providing Academic Support to Students).

SECTION 3 – FUNCTIONS

PASS shall—

1. Be a comprehensive undergraduate tutoring program for courses offered by the University;
2. Be a free tutoring service for all undergraduate students who pay the Student Activity Fee;
3. Give priority to fields of study in which the University does not already provide tutoring or other venues for additional help; and
4. Primarily provide one-on-one tutoring except when students request group tutoring, so long as the number of students per tutor does not exceed a 3:1 ratio.

SECTION 4 – STRUCTURE

1. The Vice President of Academic Affairs shall be the Director of PASS (herein referred to as the Director).
 1. In the event of a vacancy in the Office of the Vice President of Academic Affairs, the President of USG shall solely appoint an interim Director until the vacancy is filled.
2. The Director shall—
 1. Jointly appoint with the President both the Student Liaison and the Supervisor of Tutors;
 2. Establish and maintain the Operations Manual for PASS;

3. Confer with the University administration prior to the start of each semester to identify the prospective subject areas to be offered; and
 4. Regularly meet with the University administration throughout each semester to ensure that the needs of undergraduate students are being met.
3. The Supervisor of Tutors shall—
 1. Be the immediate supervisor of employed tutors;
 2. Be responsible for the recruitment and training of tutors;
 3. Be responsible for approving all tutoring sessions;
 4. Ensure that all tutors who are also undergraduate teaching assistants are not tutoring during their assigned office hours; and
 5. Conduct performance reviews of the tutors at least once per month.
 4. The Student Liaison shall—
 1. Be responsible for creating tutor-student assignments;
 2. Ensure students are attending their sessions and be responsible for evaluating the students' progress;
 3. Be responsible for conducting monthly assessments of PASS; and
 4. Collect feedback from students at least once per month to ensure PASS is functioning adequately.
 5. TUTOR ELIGIBILITY – In order for an applicant to be eligible to be a tutor in any given subject area, the applicant must have received an A- or higher in a relevant course or present a letter of recommendation from a Stony Brook University professor/faculty member in relevant subject area.

SECTION 5 – RESTRICTIONS

1. PASS tutoring shall never occur in dormitories, apartments, or any other personal dwelling space.
2. Each student will be eligible to receive no more than 10 hours of tutoring per week.

SECTION 6 – ENACTMENT

1. This Act shall repeal and supersede any previous legislation regarding P.A.S.S.

2. Tutors hired prior to the enactment of this Act shall retain their current salary and be subject to the eligibility requirements that were in effect when they were hired.
3. The salary of a tutor shall be fifteen dollars an hour unless legislation subsequent to the enactment of this Act prescribes otherwise.
4. This Act shall take effect immediately following the enactment of this Act.