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SUNY at  
Oswego

Professional  
 Staff  
Handbook

1975  
Edition

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# **SPECIAL RULES AND REGULATIONS FOR USE OF FACILITIES BY STUDENTS AND OFF-CAMPUS ORGANIZATIONS**

## **1. Use of Facilities by Students**

Students must have a faculty sponsor when using a building after 4:00 p.m. Students planning to meet in the evening must obtain a reservation form, have it signed by a faculty member, and file it in advance at the office of the facility director as indicated above. Faculty members signing permits are held responsible for personally supervising the students. The group should be out of the building by 10:00 p.m. unless permission has been obtained to use the building later.

## **2. Use of Facilities by Off-Campus Organizations**

The use of campus facilities by outside organizations is a legitimate part of the College's public service function when the purpose of the meeting or activity is deemed educationally worthwhile and the scheduling of the event can be accommodated within the limits of existing staff and facilities and without the disruption of already scheduled classes and functions. Requests for the use of facilities by outside groups are considered relative to the instructional mission of the college as well as the objective to provide public service.

## **3. Guidelines for Use of Facilities**

The following guidelines and procedures are used in making decisions regarding the use of campus facilities:

1. All requests should be referred to the Office of Continuing Education, Room 303 Culkin Hall. Eligibility is based on the following priorities:

- a. Educational groups.
- b. Events which relate to, or are affiliated in some way with an on-campus organization, club or departmental activity.
- c. Non-profit organizations classified as such by the Treasury Department, Bureau of Internal Revenue.

2. Generally the eligibility for use of campus facilities will be determined by the Director of Continuing Education and when necessary after consultation with other college officials. In making a decision the following points will be considered:

- a. Does the campus provide a unique contribution to the event not otherwise available in the community or area.
- b. Can the campus provide the facilities and services requested at the time requested (e.g. parking, food and beverage service, meeting rooms, security, etc.) Only college supplied food and beverages may be served.
- c. Does the organization making the request agree to pay all costs incurred by the scheduling of the event and to obtain adequate liability insurance coverage and so notify the Continuing Education Office of said coverage.
- d. Would the scheduling of the event interfere with the operation of the campus.

3. An outside Organization Reservation of Facilities Form is to be completed by the organization and submitted to the Continuing Education Office. The form will be reviewed by the Director of Continuing Education and will then be routed to the building coordinator and other involved offices on the campus that will provide facilities and services for the event. The form will then be approved by the Director of Continuing Education and distributed to the necessary offices.

## **BY-LAWS FOR THE FACULTY OF THE STATE UNIVERSITY COLLEGE AT OSWEGO, NEW YORK MAY 1975**

### **PREAMBLE**

We, the faculty of the State University College at Oswego, in compliance with the Policies of the Board of Trustees, hereby establish these By-Laws to insure the participation of the faculty in the governance of this institution.

**ARTICLE I  
FACULTY MEMBERSHIP AND VOTING**

**Section 1. Definition of Faculty**

The Faculty of the College shall be comprised of the Chancellor, the chief administrative officer and other members of the voting faculty of the College, other members of the academic staff of the College, and such non-voting administrative officers and professional staff as may be designated by the faculty By-Laws of the College.

**Section 2. Definition of Voting Faculty**

The voting faculty of the College shall be composed of:

- a) The Chancellor and the Chief Administrative Officer of the College; and
- b) Members of the academic staff of the College having academic rank and term or continuing appointments; and
- c) Such other members of the staff in the non-classified service as may be recommended by the Personnel Policies Council and approved by the Faculty Assembly.

**Section 3. Voting Membership List**

The President or his designee shall publish a list of voting faculty annually, before the first meeting of the general faculty, publishing thereafter additions to, and deletions from, the list within one week of their occurrence.

**Section 4. Voting Procedures**

Voting procedures for general faculty meetings shall be determined by the faculty in accordance with Robert's Rules of Order.

**ARTICLE II  
MEETINGS**

**Section 1. Calling of Meetings**

General faculty meetings may be called by the President of the College or his designee. He shall also call a general faculty meeting subject to the provisions of Article III if so requested by the Chairman of the Faculty Assembly, or by signed petition of ten per cent of the Faculty.

**Section 2. Chairman of Faculty**

The President of the College shall be the Chairman of the Faculty. The Chairman of the Faculty Assembly shall be the presiding officer at general faculty meetings, or in his absence, the Vice-Chairman of the Faculty Assembly. In the absence of both, the Chairman of a Council of the Assembly as prescribed in Article IX, Section 7.

**Section 3. Meetings**

A minimum of three regular meetings of the general faculty shall be held each academic year as follows:

- a) Within 30 calendar days of the beginning of the fall semester;
- b) Within 30 calendar days of the beginning of the spring semester;
- c) Within 30 calendar days prior to Commencement of each academic year. The faculty shall approve the awarding of degrees at this meeting.
- d) Other meetings may be called as outlined in Section 1.

**ARTICLE III  
AGENDA AND PROCEDURES**

**Section 1. Agenda**

a) Items may be proposed by any member of the voting faculty by submitting such items in writing to the Chairman of the Faculty Assembly at least ten working days prior to an announced meeting. The Chairman of the Faculty Assembly shall draw up and distribute the agenda to the total faculty at least five working days prior to an announced meeting.

b) The agenda shall be approved, both as to content and order as the first order of business of any general faculty meeting except that at a general faculty meeting called by the President, his report shall not be subject to the provisions of this section. At any other meeting the President's report shall be a priority item.

**Section 2. Quorum**

A quorum for a general faculty meeting shall be one-third of the total number of voting faculty as defined in these By-laws.

**Section 3. Recorder**

The Recorder of the Assembly shall serve as Recorder to the Faculty.

**Section 4. Minutes**

Minutes of every meeting shall be kept and distributed to the entire faculty within seven working days of the meeting.

**Section 5. Rules of Order**

The general faculty meeting shall be bound by **Robert's Rules of Order**.

**Section 6. Parliamentarian**

The Parliamentarian of the Assembly shall serve as Parliamentarian of the general faculty.

**ARTICLE IV  
PROVISIONS FOR FACULTY CONSULTATION**

**Section 1. General Faculty Consultation**

The Faculty of the College shall be consulted by and initiate consultation with the President on matters of college-wide concern through the appropriate Councils of the Faculty Assembly, or the Faculty itself, sitting in general session, in order that the Faculty as a whole may contribute significantly to the governance of the College, including the conduct of the College's instruction, research and service programs. Such consultation shall be consistent with the Policies and the Agreement.\*

**Section 2. Divisional and Departmental Consultation**

Consistent with the Policies, these By-Laws, and Agreement, departments and divisions shall have provision for faculty consultation consistent with the Policies of the Board of Trustees of the State University of New York insofar as every department and division shall have the right to organize itself for such consultation by majority vote of its voting members and with notification to the Faculty Assembly. The right of the minority to dissent and to have this dissent recorded shall not be denied.

**ARTICLE V  
FACULTY SENATOR(S)**

**Section 1. Election**

At a special or the regular spring meeting, the academic and professional employees shall elect a Faculty Senator(s). He (they) shall be elected from a slate of two or more candidates nominated by secret ballot at that meeting.

**Section 2. Reports of Senators**

a) Except for provisions in Article III, Section 1, reports of Senators to the general faculty shall be a priority agenda item. They shall be included in the agenda immediately after any reports by the President.

b) One week before such general faculty meeting, the Senator(s) shall distribute a written report to all members of the faculty.

**ARTICLE VI  
THE FACULTY ASSEMBLY**

**Section 1. Title**

A representative organization of the faculty, hereinafter to be known as the Faculty Assembly, shall be established, to be directly responsible to the Faculty of the College at Oswego.

\*The term "Policies" refers to the current Policies of the Board of Trustees and the term "Agreement" refers to the agreement between the State of New York and the employees serving in positions in the Professional Services Negotiating Unit in the State University of New York as certified by the Public Employment Relations Board.

## **Section 2. Purpose and Functions**

The Faculty Assembly shall be the deliberative body through which the faculty participates in the governance of the college. It shall formulate policy recommendations in all areas of faculty concern consistent with the Policies and the Agreement. It shall exercise both directly, and through its councils and committees, oversight to ensure faculty consultation pursuant to Article IV, Section 1. It shall be empowered to discuss and express its views on any matter deemed of general college concern; to make recommendations to the President of the College, the College Council, and/or the Board of Trustees, the University Senate, or to any other appropriate individual or body.

## **ARTICLE VII COMMUNICATION BETWEEN FACULTY AND ADMINISTRATION**

### **Section 1. Communication and Reports**

It shall be the duty of the Chairman of the Faculty Assembly to communicate the recommendations of the Faculty Assembly to the President of the College. The Chairman of the Assembly shall do so not later than one month after such recommendations are made by the Assembly. Assembly recommendations requesting action to be taken by the President of the College shall be submitted by the Chairman of the Assembly in writing with a copy filed with the Recorder of the Assembly. The Chairman of the Assembly shall report on the disposition of these recommendations at least monthly.

### **Section 2. State of the College**

The President of the College shall be invited to report to the Assembly on the State of the College at least once during each semester. The Assembly shall submit to the President via the Chairman five days prior to the report a list of matters on which the Assembly would like to hear comments.

## **ARTICLE VIII ASSEMBLY MEMBERSHIP**

### **Section 1. Qualifications**

After having served one year as a full-time faculty member with academic rank, a faculty member becomes eligible for membership in the Assembly, except that a new department whose members do not meet these requirements shall have one representative on the Assembly, or as may be otherwise specified in these By-Laws.

### **Section 2. Ex-Officio Members**

a) The Assembly shall include all College Vice Presidents. It shall also include State University Senators or their Alternates.

b) The Professional Services Negotiating Unit chosen by the employees shall select a member of its executive board to serve as an ex-officio member of the Assembly without vote.

### **Section 3. Representation**

The Assembly shall include representation from each academic department as indicated from the table below:

<b>Departmental Membership</b>	<b>Representation</b>
16 or less	1
more than 16 but fewer than 31	2
31 or more	3

Departmental representation shall be based upon existing department size. In determining departmental membership, the number of lines allocated by the administration to the department effective February 1 of each academic year during which the election is held shall be counted whether or not each line is occupied by a full-time faculty member on term or continuing appointment.

### **Section 4. Definition of Academic Department**

a) An academic department shall be defined as a department in which at least one-half of the members teach at least one-half a standard teaching load. In computing a standard teaching load, research shall be counted. Librarians shall be classi-

fied as members of an academic department.

b) Any department or group not satisfying the preceding criteria may petition the Faculty Assembly through the Personnel Policies Council for recognition and representation.

c) The Personnel Policies Council shall publish between February 1 and March 15 the names of the departments entitled to representation on the Assembly and the number of representatives to which the department is entitled in accordance with Article VIII, Section 3.

#### **Section 5. Election of Representatives**

Members of the Assembly shall be elected by the department by majority vote of those present and voting without nominations and by secret ballot, the results of which are to be announced to the membership in rank order. The elections shall be supervised by the Personnel Policies Council.

#### **Section 6. Date of Election**

Representatives for the following year shall be elected in the spring semester between March 16 and May 1. Departmental representation shall be based upon existing department size.

#### **Section 7. Term of Office**

Representatives of the Assembly shall be elected for a term of two years with staggered terms for those departments having more than one representative. The representatives may be reelected. Terms of office shall begin one week prior to the commencement of classes in the fall semester.

#### **Section 8. Special Elections**

A representative or alternate who, for any reason, ceases to serve as department representative shall be replaced for the remainder of his or her term at a special election supervised by the Personnel Policies Council.

#### **Section 9. Alternates**

An alternate for each representative shall be elected by each department in accordance with voting procedure outlined in Article VIII, Section 5. The alternate shall serve at any Assembly meeting that a representative does not attend and will have the same rights as the representative.

#### **Section 10. Department Recall of Representatives**

A department may terminate the appointment of representatives at any time by a two-thirds majority vote of the department at a departmental meeting. Prior to the vote to recall, the Personnel Policies Council shall conduct a hearing to ascertain the reasons for recall, at which time, the faculty member in question shall have the right of due process as set forth in *Robert's Rules of Order*.

### **ARTICLE IX ELECTIONS AND DUTIES OF OFFICERS**

#### **Section 1. Officers**

The officers of the Assembly shall consist of the Chairman, Vice-Chairman, and Recorder.

#### **Section 2. Chairman of the Assembly**

a) The Chairman of the Assembly shall be elected from and by the voting faculty. He shall be a member of the faculty whose primary responsibility shall be teaching and/or research. He shall be elected by a majority of the vote cast.

b) Nominations for Chairman shall be made at the regular spring session of the general faculty. The election shall take place at that meeting except under the terms of Section 7 to this sub-section.

c) The Chairman of the Faculty Assembly shall serve for one year, beginning on June 1 after his election, and expiring on May 31 of the following year. He shall be eligible for re-election.

#### **Section 3. Vice-Chairman**

The Vice-Chairman of the Assembly shall be elected from and by the new Assembly at its first meeting.

**Section 4. Teaching Load of Chairman**

The Chairman shall have no more than half a teaching load.

**Section 5. Duties of Chairman**

The Chairman shall preside at meetings of the Assembly. He shall also preside over *Commencement, Honors Convocation, and all other college functions involving academic processions* and perform such other duties as may be specified in these By-Laws. The Chairman shall have adequate secretarial assistance provided.

**Section 6. Vice-Chairman as Presiding Officer**

a) In the absence of the Chairman, the Vice-Chairman shall preside at the meetings of the Assembly.

b) In the absence of both the Chairman and the Vice-Chairman, a Chairman of a Council of the Assembly shall act as Chairman Pro Tem. The order of choice shall be the order of listing under Article XII, Section 2.

**Section 7. Disability of Chairman**

If for any reason a Chairman becomes unable to perform his functions, the Vice-Chairman shall call a meeting of the Assembly to determine whether a special election for Chairman shall be held.

**Section 8. Recorder**

A Recorder shall be appointed by the Chairman from the elected members of the Assembly.

**Section 9. Duties of Recorder**

It shall be the duty of the Recorder to prepare and preserve the minutes of the Assembly and to carry out such correspondence as the Assembly may request.

**Section 10. Parliamentarian**

The Parliamentarian shall be appointed by the Chairman from the Faculty.

**Section 11. Term of Officers**

All officers shall have terms of one year. They shall be eligible for re-election.

**ARTICLE X  
MEETINGS**

**Section 1. Regular Meetings**

Regular meetings of the Assembly shall be held at least once a month from September through May 31. The first meeting of the new Assembly shall be held within the first month of the fall term, and prior to September 30.

**Section 2. Special Meetings**

Special meetings of the Assembly may be called at any time during the academic year by the Chairman, or in his absence from the college, by the Vice-Chairman. Also, special meetings shall be called by the Chairman, within one week, upon petition of ten or more members of the Faculty Assembly.

**Section 3. Attendance**

a) Meetings of the Assembly shall be open to all faculty.

b) Regular meetings of the Assembly shall be open to all professional and academic College employees and matriculated students.

**ARTICLE XI  
PROCEDURE AND VOTING**

**Section 1. Dispute on Procedure**

In the event of a dispute on a matter of parliamentary procedure, the Assembly will be bound by **Robert's Rules of Order**.

**Section 2. Quorum**

A quorum of the Assembly shall consist of at least two-thirds of its members.

**Section 3. Agenda**

a) Agenda items may be proposed by any member of the Assembly by submitting

them to the Chairman of the Assembly in writing.

b) The agenda for each meeting will be published and distributed to the Faculty at least three working days before the meeting.

#### **Section 4. Minutes**

Minutes shall be published and distributed to the entire faculty within four working days after approval by the Assembly.

#### **Section 5. Voting**

Voting on all questions shall be by hand count unless a roll-call vote is requested. Counting of votes may be done by machine if the house wishes. Voting shall never be by secret ballot except as provided for in these By-Laws.

## **ARTICLE XII COUNCILS OF THE ASSEMBLY**

#### **Section 1. Responsibilities**

The Councils of the Assembly are advisory groups which report to the Assembly. Such reports shall be made at least once during each semester unless otherwise specified in these By-Laws. Each Council, with opportunity for review by the Assembly, is empowered to appoint *ad hoc* committees whose duties and responsibilities shall be described by the individual Councils. The primary duty of the Councils is to perform the functions delegated to them severally as hereinafter specified.

#### **Section 2. Standing Councils**

The Councils shall be:

1. The Academic Policies Council
2. The Admissions Council
3. The Budget Council
4. The Computing Services Council
5. The Faculty Advisory Council to the President
6. The Graduate Council
7. The Library Council
8. The Personnel Policies Council
9. The Student Affairs Council
10. The Summer Session and Continuing Education Council

#### **Section 3. Ad Hoc Committees**

Subject to the approval of the Assembly, the Chairman of the Assembly may from time to time appoint *ad hoc* committees to report to the Assembly on special matters not covered by existing councils.

#### **Section 4. Composition of Membership**

The membership of the Councils, except as otherwise provided, shall be composed as follows:

##### **a) Ex-Officio or Non-Voting Member**

One or more ex-officio or non-voting members as described hereinafter.

##### **b) Assembly Members**

Three assembly members shall be elected by the Assembly for two-year staggered terms. A Council member from the Assembly may serve for one year beyond his Assembly term. The Assembly member so serving shall then be considered as a member-at-large in accordance with the following section. The election of these Council members shall precede the election of non-Assembly members.

##### **c) Non-Assembly Members**

The Faculty Assembly shall elect for two-year staggered terms four members from the General Faculty who shall meet the eligibility requirements for assembly membership in accordance with Article VIII, Section 1. If a non-assembly member serving a two-year term on a council is elected to the Assembly at the end of one year, he must resign from the Council. He may stand for election to that Council or any other Council as an Assembly member. At the annual spring elections, the Personnel Policy Council shall canvass department members as to their council preferences.

d) At any given time only one member of a department may serve on any given Council with the exception of the Faculty Advisory Council to the President and ex-



cepting ex-officio members.

#### **Section 5. Selection of Members**

At its first meeting the Assembly shall elect by secret ballot the members of the Councils. No assembly member shall serve on more than two Councils concurrently. If for any reason a member fails to serve, the Council Chairman, after consultation with its members, shall on a majority vote of its members, request the election of a replacement.

#### **Section 6. Council Officers and Reports**

At its first meeting, each Council shall elect a Chairman and a Recorder, one of whom shall be a member of the Assembly. The Assembly member designated by the Council shall report to the Assembly on the activities of the Councils.

#### **Section 7. Minutes and Proposals**

The Recorders of the Councils shall file the minutes of each Council meeting with the Recorder of the Assembly. Council proposals shall be submitted to the Assembly members at least one week in advance of the session at which these proposals are to be acted upon.

#### **Section 8. Meetings**

Within three weeks after the first meeting of the new Assembly, the Councils shall organize. They shall meet at least once a month during the academic year from October 1 to May 31. Any two members of a Council may call a meeting of a Council by announcement to the Chairman of the Council.

#### **Section 9. Reports to President**

If a Council of the Assembly shall be called upon by the President of the College to perform special tasks, the Council shall report its findings and conclusions to the President and the Assembly concurrently. No such Council shall have the power to act for the Assembly in approving or disapproving policies. Neither shall it make public elsewhere its findings or conclusions prior to reporting to the Assembly. The Chairman of the Faculty Assembly shall, whenever appropriate, offer the services of the Assembly Councils to the President of the College.

### **ARTICLE XIII STUDENT PARTICIPATION**

#### **Section 1. Student Members of the Assembly**

The student body of this college shall be entitled to four members at large who shall serve with full privileges on the Faculty Assembly. These members shall be elected from students who have been at State University of Oswego for at least one year. The Student Association shall be responsible for the representative selection of these members and their alternates.

#### **Section 2. Student Representation on Councils**

There shall be reciprocity of representation on regular Committees and or Councils of the two organizations as designated in Section 3 of this Article. One member of an Assembly Committee or Council shall be elected by that Committee or Council to sit as a full member of the corresponding Committee or Council of the Student Association, and that one member of the corresponding Committee or Council of the student organization shall be elected by that Committee or Council to sit on the corresponding Committee or Council of this body with full rights.

#### **Section 3. Designation of Councils and/or Committees**

The Personnel Policies Council shall, after consultation with the Student Association representatives, designate for approval by the Assembly, the Committees and, or Councils selected for mutual membership.

#### **Section 4. Ratification**

The provisions of this Article shall become effective when approved by the Student Association.

**ARTICLE XIV  
ACADEMIC POLICIES COUNCIL**

**Section 1. Ex-Officio Member**

The Academic Vice-President.

**Section 2. Functions**

The Academic Policies Council shall be concerned with long-range planning, organization, and evaluation of all academic aspects of the College's undergraduate program; and shall recommend changes in such programs to the Assembly.

**ARTICLE XV  
ADMISSIONS COUNCIL**

**Section 1. Ex-Officio Member**

The Director of Admissions.

**Section 2. Functions**

The Admissions Council shall recommend policy as it relates to the admission of undergraduate students to the college.

**Section 3. Reports**

In addition to its regular reports, the Council shall report in writing to the faculty on admissions criteria currently in effect during the first semester of each academic year.

**ARTICLE XVI  
BUDGET COUNCIL**

**Section 1. Membership**

**a) Ex-Officio Member**

The Vice President for Administrative Affairs and a Faculty Senator shall be members. The Vice President shall serve without vote. The Faculty Senator shall serve with a vote. The Faculty Assembly shall elect a senator for membership on this Council.

**b) Members**

The Budget Council shall have three Assembly members elected by the Assembly for staggered three-year terms. If the term of an Assembly member on the Budget Council exceeds his membership term in the Assembly, he shall serve out the term on the Budget Council. It shall have four non-Assembly members elected for one-year terms in accordance with the provisions of Article XII, Section 4c.

**Section 2. Functions**

a) The Budget Council shall consult with the President or his designee on all budgetary policy. Such consultation shall include timely presentation of budgetary information with the opportunity for the Budget Council to make recommendations.

b) The Budget Council shall on its own initiative consult fully and directly with departments and divisions and shall do so when requested by a department or division.

c) It is recommended that the Chairman of the Council and a Faculty Senator accompany the College representatives when the budget is presented to the Central Administration.

**ARTICLE XVII  
COMPUTING SERVICES COUNCIL**

**Section 1. Ex-Officio Members**

The Director of Computer Center and the Coordinator of the computer science program shall be ex-officio members.

**Section 2. Functions**

The Council shall recommend policy to the Assembly on all matters pertaining to administration, faculty, and student use of the campus computer facility.

**ARTICLE XVIII  
THE FACULTY ADVISORY COUNCIL TO THE PRESIDENT**

**Section 1. Membership**

**a) Ex-Officio Members**

The Chairman of the Assembly and the Faculty Senators shall be ex-officio members of the Faculty Advisory Council.

**b) Members**

The members of the Council shall be elected, one from each of the other Assembly Councils, by the several Councils for one-year terms. Members of the Faculty Advisory Council shall have had at least one year of service on an Assembly Council.

**Section 2. Functions**

The Faculty Advisory Council shall be concerned with consultation on long-range planning. It shall receive suggestions from the general faculty. The Council shall make recommendations on development needs to the Assembly. In addition to its obligations under Article XII, Section 9, the Faculty Advisory Council shall meet with the President at his pleasure.

**ARTICLE XIX  
GRADUATE COUNCIL**

**Section 1. Ex-Officio Member**

The Director of Graduate Studies.

**Section 2. Eligibility**

The members of the Graduate Council shall be selected from members of the graduate faculty.

**Section 3. Functions**

The Graduate Council shall concern itself with policies on admission, academic regulations, curriculum, and all other matters pertaining to the graduate program of the college.

**ARTICLE XX  
LIBRARY COUNCIL**

**Section 1. Ex-Officio Member**

The Director of Libraries.

**Section 2. Functions**

The Library Council shall recommend library policy to the Assembly on all matters affecting the academic program.

**ARTICLE XXI  
PERSONNEL POLICIES COUNCIL**

**Section 1. Chairman**

The Vice-President of the Assembly shall serve as Chairman of the Personnel Policies Council and serve as one of the three elected from the members of the Faculty Assembly.

**Section 2. Ex-Officio Member**

A non-voting representative selected by the agent chosen by the employees serving in positions in the Professional Services Negotiating Unit shall serve as an ex-officio member.

**Section 3. Functions**

The Personnel Policies Council shall:

a) set up and publish rules for the conduct of elections and shall supervise elections, reporting results to the Assembly, including certification of amendments to these By-Laws.

b) at the time of the spring election the Personnel Policies Council shall prepare from its canvass a slate of council nominees for presentation to the Faculty Assembly for consideration at its first meeting the following fall. These slates shall recognize

the need for appropriate expertise on each council. Additional nominations may be made from the floor.

c) develop and recommend criteria and procedures for promotions, discretionary increases, and continuing appointment; set up procedures for consultation with faculty on (1) appointment of staff to academic rank, (2) selection and reappointment of department chairmen, (3) appointment of academic officers such as vice president for academic affairs, academic deans and others with similar responsibilities. Such procedures shall be approved by the Assembly and made part of an appendix to these By-Laws. (Pursuant to Article X, section 5b of the *Policies of the Board of Trustees 1973*: Provisions of by-laws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the College.)

d) have responsibility for the development of a professional code of ethics and procedures for the resolution of problems and issues resulting therefrom. Such code and procedures pertaining thereto shall be approved by two-thirds of the members of the Assembly present and voting.

e) be responsible to the Assembly on faculty personnel matters not covered by other Councils of the Assembly and the Agreement.

## **ARTICLE XXII STUDENT AFFAIRS COUNCIL**

### **Section 1. Ex-Officio Member**

The Vice-President for Student Affairs.

### **Section 2. Functions**

It shall recommend policy to the Assembly on all matters pertaining to the welfare of students not directly concerned with classroom instruction, faculty research, or the public service function of the college.

## **ARTICLE XXIII SUMMER SESSION AND CONTINUING EDUCATION COUNCIL**

### **Section 1. Ex-Officio Member**

The Director of Summer Sessions and Continuing Education shall be an ex-officio member.

### **Section 2. Functions**

The Summer Session and Continuing Education Council shall recommend policy as it relates to the conduct of the summer sessions and continuing education program(s).

### **Section 3. Reports**

The Summer Session and Continuing Education Council shall make a report to the Assembly on its work relating to the immediately upcoming summer sessions each spring, and it shall assess the completed summer sessions in a report to the Assembly each fall semester. The Council's reports of the continuing education programs will be made to the Assembly annually during the spring semester.

## **ARTICLE XXIV PERMANENT RECORDS**

### **Section 1. Definition**

The permanent records of the Assembly shall include the minutes of all regular and special meetings, correspondence of the Assembly, and such other records as the Assembly shall vote to include in the permanent records.

### **Section 2. Storage**

At the end of each year, the Recorder shall place three copies of the permanent records of the Assembly in the custody of the Librarian as part of the permanent records of the Assembly. One copy shall be designated as an archive copy and the other two shall be available for inspection and research.

**ARTICLE XXV  
AMENDMENTS TO THE BY-LAWS**

**Section 1. Proposal**

Amendments to these By-Laws may be proposed by any member of the faculty in writing to the Personnel Policies Council which shall report to the Assembly. Upon favorable action by a two-thirds majority of the total membership of the Assembly or if a petition for such amendment is presented to the Chairman of the Faculty Assembly signed by 20% of the voting faculty, they shall be presented, within three weeks, to the faculty for adoption or rejection without amendment from the floor.

**Section 2. Failure to Vote**

a) If the Assembly fails to adopt or reject a proposed amendment within five regular meetings, then such amendment shall be submitted to the next regular meeting of the general faculty.

b) If the faculty fails to act upon a proposed amendment when it is presented to it in compliance with Section 1 above, the said amendment, without change, shall be placed on the agenda of subsequent faculty meetings until adopted or rejected.

**Section 3. Adoption**

The adoption of amendments to these By-Laws shall require the affirmative action of a majority of the faculty present and voting at a meeting duly called for that purpose. All amendments shall be distributed to the faculty in writing at least two weeks prior to the meeting called to discuss them.

**POLICY ON SELECTION AND REVIEW OF  
ACADEMIC ADMINISTRATIVE OFFICERS**

Pursuant to Article IX, B, Section 2, *Policies of the Board of Trustees 1973*, and Article XXI, Section 3c, *Oswego Faculty By-Laws*, the following procedures set forth the structure under which the faculty shall organize itself for consultation with the chief administrative officer of the college for the selection of the following academic officer: the executive vice president-provost, the vice president for academic services, the academic deans, and others with similar responsibilities.

**I. Formulation of the Search Committee**

A. Upon receipt of notice from the chief administrative officer that an academic administrative position is to be filled, the chairman of the Faculty Assembly shall request the convening of a meeting of the faculty of the appropriate division(s) for the purpose of electing a search committee. This meeting shall be convened within three weeks of receipt of notice from the chief administrative officer, including a minimum of one week's notice to the faculty.

B. The following conditions apply to all search committees described below:

1. No academic department or group shall have more than one representative on a committee.

2. The chief administrative officer shall select a representative to serve as liaison officer to provide administrative input.

3. Committee membership is limited to those persons who have served at least one year at Oswego as full-time faculty members.

4. The search committee will adhere to the principles and spirit of affirmative action.

C. The search committee for Arts and Science Dean shall consist of two persons elected from the Humanities (including Health and Physical Education), two from the Social and Behavioral Sciences, two from the Natural/Mathematical Sciences, one from the Library, one at large from the division, and one elected by the division from outside its own membership.

D. The search committee for Professional Studies shall consist of five persons: one elected from each of the following departments: Elementary Education, Secondary Education, Industrial Arts; one from all other divisional departments or faculty groups combined; and one elected by the division from outside its own membership.

E. The search committee for an academic administrative officer whose responsibilities include both divisions shall consist of three persons from the Arts and Sci-

ence Division elected by the Division; three from the Professional Studies Division elected by the Division; and one elected at large from the faculty.  
faculty.

## **II. Responsibilities**

A. The chief administrative officer shall present to the appropriate committee a *job description* for the vacant position and shall review with the committee the qualifications for the position and the operating procedures of the committee.

B. The committee shall receive and examine all supporting documents and shall interview the best qualified candidates.

C. The committee shall recommend to the chief administrative officer at least two candidates in order of their priority. A list of final nominees, not in priority order, and their vitae shall also be reported to the faculty.

## **III. Review of the Academic Administrative Officers**

A. Any review of the aforementioned academic administrative officers conducted by the chief administrative officer shall include consultation with the faculty in a manner similar to the procedure outlined above.

B. The review committee for any administrative officer shall be constituted in the same manner as the search committee for that officer.

C. The chief administrative officer shall consult and review with the appropriate committee the criteria to be established and the operating procedures of the committee.

D. The committee shall report its findings to the chief administrative officer.

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