

FACULTY BY-LAWS  
SCHOOL OF SCIENCE AND ENGINEERING  
STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

**1) Voting Members**

Except as may be otherwise provided by the Policies of the Board of Trustees, the Voting Members of the Faculty of the School of Physical Sciences and Engineering shall consist only of those voting members of the College Faculty who have their primary appointment within the School of Physical Sciences and Engineering.

**2) Presiding Officer**

- a) The Voting Faculty shall elect a Presiding Officer and an Alternate Presiding Officer, each for a two-year term beginning in the fall semester of odd numbered years. The term limit of the Presiding Officer shall be two consecutive elected terms.
- b) Except for the initial election, which shall be conducted by the Department Chairs acting as an ad hoc committee, the School Council shall conduct the election at the end of the spring semester preceding the semester in which the term of the Presiding Officer is scheduled to begin.
- c) The Presiding Officer and the Alternate Presiding Officer shall be voting members of the Teaching Faculty of the School of Physical Sciences and Engineering who hold a continuing appointment and do not hold the title of Department Chair or any equivalent or higher level title in any unit of the College.
- d) The Presiding Officer shall conduct meetings of the School Faculty, prepare and distribute agenda of these meetings in consultation with the Dean.
- e) The Presiding Officer shall serve as the Presiding Officer of the School Council.
- f) If the position of Presiding Officer is vacant, the Alternate Presiding Officer shall complete the term of the Presiding Officer.
- g) If the position of Presiding Officer is vacant and cannot be filled by succession of an Alternate Presiding Officer, the Council shall hold a special election to complete term of the Presiding Officer.

**3) Meetings of the School Faculty**

- a) A quorum for a meeting of the School Faculty shall consist of thirty percent of the voting members of the School Faculty.
- b) There shall be at least one meeting of the School Faculty each semester.
- c) The Presiding Officer or twenty percent of the voting members of the School Faculty may call a special meeting of the School Faculty.

- d) Except as otherwise provided by these By-Laws, Robert's Rules of Order shall govern the conduct of business of Faculty meetings.

#### **4) The Council of the School of Physical Sciences and Engineering**

- a) The Council shall be the primary body for consultation with the Dean on all School,-wide issues, particularly matters related to academic standards, policies, and curriculum.
- b) Except as further limited by paragraph (b) and excluded by paragraph (c), the voting members of the Council shall be:
  - i) The Presiding Officer, who shall preside at the meetings of the Council, and
  - ii) One representative designated by each Department of the School.
- c) Voting membership of the School Council shall be limited to voting members of the Teaching Faculty of the School of Physical Sciences and Engineering who hold a continuing appointment.
- d) Persons holding the title of Department Chair or any equivalent or higher-level title in any unit of the College shall not be eligible to serve as voting members of the Council.
- e) The Dean of the School of Physical Sciences and Engineering or his/her designee shall be a non-voting member of the Council.
- f) The Council shall keep minutes of its meetings, including texts of all motions passed, and distribute them to each department.
- g) The Council shall forward its recommendations to the Dean for transmittal to appropriate College-wide governance bodies as appropriate.
- h) The Council shall conduct the elections necessary to select School representatives to College committees.

#### **5) Procedures for Course and Curriculum Proposals**

The purpose of the procedures for course and curriculum proposals is to ensure that the department proposing a new course or curriculum is the appropriate department to offer the course or curriculum.

- a) The Chair of the department proposing the course or curriculum sends a description to all other Chairs in the School.
- b) The Chairs receiving the proposal examine it for appropriateness as defined above.
- c) If no department objects, the proposal is sent to the Dean.
- d) If there are objections, the proposer and the objectors shall attempt to resolve their differences among themselves.

- e) If they resolve their differences, the proposer shall forward the proposal, if there still is one, to the Dean for transmittal to College-wide governance bodies.
- f) If the proposer and the objectors cannot resolve their difference, the School Council shall review the proposal.
- g) Departments shall submit minor course revisions directly to the Dean for transmittal to College-wide governance bodies.

#### **6) Ad hoc Committees**

Ad hoc committees shall be appointed by or in consultation with the School Council. Existing faculty governance committees and mechanisms should be utilized before the establishment of ad hoc committees or task forces that fall outside the faculty/governance structure

#### **7) Amendments**

- a) Any member of the Voting Faculty may propose amendments to these By-Laws. Proposed amendments must be submitted in writing to the School Council.
- b) The School Council shall report on the proposed amendment, including its recommendation, at the next meeting of the School Faculty.
- c) A two-thirds majority vote of the voting members present in a meeting having a quorum shall be required to adopt an amendment.

#### **8) Enactment of these By-Laws**

These By-Laws shall become effective if approved by a two-thirds of the Voting Faculty of the School of Physical Sciences and Engineering. The voting shall be by a written ballot conducted by an ad hoc committee of Department Chairs.

April 30, 2001