

GUIDELINES

NOTE: The Guidelines describe the current practices and procedures of the University Faculty Senate. They are written with the intention of being clear on their own. However, they assume the context of the governing documents (the [Bylaws](#) and [Standing Rules](#)), which take precedence over the Guidelines. To assist in making the connections between the three governing documents, each uses the same enumeration. For example, II(2) in the Guidelines elaborates on II(2) in the Bylaws. Items in both bold and italics (e.g., the Committee descriptions) are duplicated from the University Faculty Senate Bylaws.

The Guidelines may be modified by the Executive Committee. Changes to the Bylaws and Standing Rules immediately change the corresponding portion of the Guidelines.

I. ESTABLISHMENT AND PURPOSES (reserved)

II. MEMBERSHIP

1. Composition (reserved)

2. Election and Appointment

- (a) In order to comply with the Bylaws, senators and alternate senators for a campus must be grouped by their terms. As the role of the alternate is to have a person able to step in when the senator is unavailable, no single person may serve in both senator and alternate senator roles simultaneously, nor can a single person serve simultaneously as alternate senator for two different terms.
- (b) A campus governance leader may serve as senator or alternate senator, if elected to each position.
- (c) On campuses with multiple alternate senators for a single term, there must be a clear system for determining which alternate senator serves when a senator is unable.
- (d) If a campus has multiple senators with the same term, alternate senators for that term may either be designated to specific senators or pooled for the term as a whole.
- (e) Governed by their own campus policies and practices, campuses may use various methods for aligning senator and alternate senator terms. The elections for both positions should occur simultaneously, i.e., concurrent elections. Examples of election methods include the following:
 - Electing an alternate paired to a specific senator;
 - Electing senators independently from alternates;
 - Having one election in which each voter votes for multiple candidates, whereby the senator and alternates are selected according to the order of number of votes received (1st alternate, 2nd alternate, etc.). Note, however, that BoT Policies require a candidate to receive more votes than one-half of the electorate in order to serve.

III. OFFICERS (reserved)

IV. ORGANIZATION

1. Sectors

(a) SUNY groups state-operated and statutory campuses into types by University Centers and Doctoral Degree Granting Institutions, University Colleges, and Colleges of Technology. UFS sectors differ from these groups, being the University Colleges (also referred to as Comprehensive Colleges), Health Science Centers, Colleges of Technology/Agriculture, Specialized and Statutory Colleges, and University Centers. The SUNY group of University Centers and Doctoral Degree Granting Institutions is divided into the UFS sectors of Health Science Centers, University Centers, and some Specialized and Statutory Colleges. The SUNY group Colleges of Technology also includes some campuses in the UFS Specialized and Statutory sector, as well as the UFS Colleges of Technology/Agriculture sector.

2. Committees

(a) *Executive Committee* (reserved)

(b) *Standing Committees*

- i. *Communications. The committee will implement and enhance methods of internal and external communication in order to disseminate news and information in a timely manner.* The committee works with the Vice President/Secretary to accomplish this. Media techniques can include traditional press releases and social media platforms, as well as informal methods such as senator reports to local faculty governance bodies. The goal will be to inform our constituents across SUNY and, when applicable, news outlets, legislators, and others about academic and professional employees' concerns and views on topical and continuing issues.
- ii. *Equity, Inclusion and Diversity. The committee will identify and address issues pertaining to equity, inclusiveness, and access, as they are reflected in the curriculum, student body, and personnel of the State University.* Among the activities of this committee will be collecting and disseminating information, organizing periodic meetings and workshops, and providing guidance and recommendations to the Senate so that it may act with the best intentions of all people in mind.
- iii. *Ethics and Institutional Integrity. The committee will consider and make recommendations in areas of ethics, integrity, conduct, and the general well-being of all stakeholders in the University. The committee will not serve as a disciplinary body nor will it take part in judicial proceedings.* The committee will review subjects of ethical importance to the University, will consider matters referred to it by the UFS President, will issue occasional white papers, will make recommendations related to ethical issues, and will contribute to a repository of resources on ethical issues.
- iv. *Governance. The committee will provide guidance on matters of governance, at both the University and local governance levels. The committee will conduct comprehensive reviews of the Senate Bylaws, Standing Rules, Guidelines, and Governance Handbook.*
- v. *Graduate Academic Programs and Research. The committee will provide guidance on matters relating to graduate academic programs and the development and sustainability of faculty research and other scholarship that further the institution's mission beyond classroom and curricular activities.* To these ends, the committee shall identify and address issues pertaining to the policies, procedures, operation, criteria, quality, encouragement, and support of existing and proposed graduate academic programs within the University. The Committee shall also review and recommend policies and practices that affect the ability of faculty to conceive, fund, conduct, and/or report activities related to research and other scholarship within the University.
- vi. *Operations. The committee will identify and address issues pertaining to University personnel policies, including equal employment practices and affirmative action; the development and*

administration of the budgetary and planning activities of the University; and matters related to libraries, computing, and telecommunications.

- vii. **Programs and Awards. The committee will advance intercampus educational and scholarly interests of the faculty through the development and strengthening of University-wide programs, grants, and awards.** The committee reviews proposals for the Conversations in the Disciplines program.
 - viii. **Student Life. The committee will identify and address issues pertaining to educational, developmental, social, cultural, and recreational policies, programs, issues, and services that affect the quality of student life and the campus environment.**
 - ix. **Undergraduate Academic Programs and Policies. The committee will provide guidance on matters relating to undergraduate academic programs and policies throughout the University.** The Committee may review such areas as existing and proposed curricula, standards for academic degrees, teaching techniques and evaluation, special undergraduate programs, articulation among units of the State University of New York, and the various aspects of international education and development.
- (c) Ad hoc committees are not intended to be permanent. If ongoing concerns are identified, an ad hoc committee may be added to the Bylaws as a standing committee.
- (d) **Standing Committee Chair Appointment.** Although chairs are officially appointed by the Executive Committee (as per Board of Trustees policies), the President identifies, recruits, and nominates persons for the chair positions.
- (e) **Committee Operations** (reserved)
- (f) **Committee Member Assignment**
- i. During the spring semester, the president makes a University-wide call for committee members, including existing members who wish to continue. The president typically asks committee chairs, senators, and CGLs to publicize the application process and deadline. The president typically asks committee chairs, senators, and CGLs to publicize the application process and deadline.
 - ii. Prior to the summer planning meeting, each committee chair provides to the President a confidential evaluation of each member's performance.
 - iii. Prior to the summer planning meeting, incoming or continuing committee chairs are provided with a list of potential committee members including the dates of initial appointment of current members interested in continuing, volunteers with preferences for future committee service, and other useful information.
 - iv. In the creation of committees:
 - (1) Reappointment of committee chairs and members is a common practice, with three years being the usual period of service for both.
 - (2) When feasible, ensure that each standing committee includes senators who are interested in the work of the committee, members knowledgeable of Senate procedures, and members adept at drafting resolutions.
 - (3) The immediate past chair may serve as an ex-officio resource person without vote. While service of a past chair is appreciated, it is not required.
 - (4) Chairs may request special appointments to their committees where particular expertise is needed.
 - (5) All committee applicants are notified of their status by June 30.
 - (6) Committee rosters are made public, with an indication of how long each member has served on each committee.

3. Campus Governance Leaders (reserved)

V. SCOPE AND FUNCTIONS (reserved)

VI. DUTIES AND RESPONSIBILITIES

1. Senators and Alternate Senators

- (a) At the campus level, senators should establish processes for distributing Senate materials and reports and for receiving guidance from their constituents on matters coming before the Senate. Senators should ensure the appropriate individuals and bodies on their campus receive, respond to, and/or act on Senate resolutions directed to campuses.
- (b) Senators should report back to the Senate their campus's or governance body's responses and/or actions.
- (c) In the event that an alternate senator will be attending a meeting in their place, senators should inform the Senate office and Vice President/Secretary of this as soon as possible.
- (d) The Senate recommends that:
 - i. Senators should be members of the local campus governance executive committee and voting members of the campus governance body.
 - ii. On campuses with multiple senators, an equitable division of labor should be established to meet responsibilities.

2. President

(a) Meeting Preparation

- i. The UFS President and Senate office manage the multi-year campus hosting calendar and work with the college president's staff that are assigned to hosting responsibilities for the upcoming academic year. The UFS President, via the Senate office, informs the campuses of their upcoming hosting responsibilities at least one year in advance.
 - ii. The UFS President may invite guests to the fall planning meeting, Senate plenaries, Senate-sponsored conferences and, on occasion, to Executive Committee meetings.
- (b) (reserved)
 - (c) The President meets with standing committees during the fall planning meeting.
 - (d) (reserved)
 - (e) (reserved)
 - (f) The President meets regularly with the Chancellor, Vice-Chancellors, and the SUNY System Liaison to the Executive Committee.
 - (g) (reserved)
 - (h) (reserved)
 - (i) (reserved)
 - (j) The President will notify campuses of changes in their allotment of senators on the same schedule as notification of vacancies as provided in the Bylaws.
 - (k) (reserved)
 - (l) The President sends out thank you letters for all service to the Senate including service on the Senate committee. Outgoing chairs will also receive a certificate of appreciation. Letters are copied to the campus president.

3. Vice President/Secretary

(a) (reserved)

(b) *Assisting the President*

- i. When delegated by the President, the Vice President/Secretary serves as a representative of the President and represents the Senate on SUNY committees and task forces or to other entities.
- ii. The Vice President/Secretary assists the President with the preparation of the agenda for Executive Committee meetings.
- iii. The Vice President/Secretary presents updates on the work of the Executive Committee to the Senate as part of the agenda for each plenary meeting.
- iv. The Vice President/Secretary assists the President in coordinating the activities of the standing committees and meets with standing committees during the fall planning meeting.

(c) The Vice President/Secretary manages the submission and review of resolutions, presents proposed resolutions at each plenary, and presides over Senate votes on resolutions. See Article VIII(b) for detailed information on the timeline for resolution management.

(d) The Vice President/Secretary sends copies of Executive Committee meeting minutes to the Senate office sufficiently prior to the next meeting of the Executive Committee to permit adequate times for distribution and review.

(e) *Post-Plenary Report*

- i. The Vice President/Secretary receives publishable copies of all agendas, minutes, reports, and resolutions from Senate meetings. The Vice President/Secretary ensures that they are publicly available and posted on the Senate website.
- ii. The Vice President/Secretary receives copies of presentations made to the Senate by the Chancellor, System Administration representatives, trustees, or by others, and ensures that they are posted on the Senate website.

4. Sector Representatives and Convener of the Campus Governance Leaders

(a) Sector representatives and the Convener of the campus governance leaders attend all meetings for the conduct of Senate business, including the summer planning meeting, fall planning meeting, and all plenaries, as well as Executive Committee meetings.

(b) (reserved)

(c) For inclusion in the Post-Plenary Report, sector representatives and the Convener of the campus governance leaders send to the Vice President/Secretary a record of the questions to, and answers from, the Chancellor, and a summary of their sector/CGL meetings at the plenary. A template for the summaries is Appendix B. Sector representatives and the Convener of the campus governance leaders should arrange with their members to ensure the interactions with the Chancellor are summarized.

(d) Sector representatives and the Convener of the campus governance leaders provide resolutions to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary.

5. Committee Chairs

(a) *Committee Activities*

- i. Chairs should plan an agenda for the initial meeting of the committee at the fall planning meeting. At the fall planning meeting, the committee conducts a review of the committee charge, previous goals, actions and accomplishments and develops an action plan for the coming year.
- ii. Chairs present oral reports of their respective committee's action plans during the fall planning meeting wrap-up session so that members of all committees are aware of plans for the year.

iii. Subsequent meeting times for the year (usually well before plenary sessions) should be scheduled. Some of these meetings may be face-to-face, while others may be electronic or via conference call. The decision about preferred meeting format for each committee/sub-committee meeting is to be decided by the committee members and the committee chair. Chairs are to use interactive listservs, shared documents, and video and telephone conference calls to facilitate the work of the committee in a cost-effective manner. Committee chairs should use listservs and cloud drives which are set up by the Senate office. The Senate office arranges in-person committee meetings and shall be informed of all conference calls.

(b) (reserved)

(c) Committee chairs attend all meetings for the conduct of Senate business, including the summer planning meeting, fall planning meeting, and all plenaries, as well as Executive Committee meetings.

(d) Committee chairs provide committee reports to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary, following the template established by the Vice President/Secretary.

(e) (reserved)

(f) Chairs are encouraged to communicate with relevant committee chairs from the Faculty Council of Community Colleges, as appropriate.

(g) Proposals for conferences, surveys, etc., from committee chairs must be reviewed by the President. If there are significant budgetary implications, approval of the Executive Committee is required. Requests for approval must include a proposed budget for the activity.

(h) Chairs provide resolutions to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary.

6. *Executive Committee (reserved)*

VII. MEETINGS

1. *Meetings*

(a) *Regular Meetings of the Senate.* The three Plenary Sessions of the University Faculty Senate each academic year are typically held in October, January, and April. The full Senate convenes on two consecutive days, with Sectors convening the evening before. **The sites for the fall and spring meetings rotate** among the campuses, with each campus hosting a meeting approximately every tenth year. This provides senators an opportunity to become familiar with other campuses in the system. The host institution works in conjunction with the Senate office to make arrangements for the meeting space, parking, and meals, and also provides information about the campus and surrounding area. The Senate office handles arrangements for the Thursday evening sector meetings (usually at the hotel accommodating the attendees), the accommodations, and transportation. **The winter meeting is typically held via videoconference.**

(b) *Agenda.* The plenary session agenda usually includes:

- Chancellor's Report
- Question and answer period with the Chancellor
- President's Report
- Executive Committee Report
- Reports of other standing committees
- Presentations on important higher education issues
- Resolutions
- **Breaks that should ideally be 15 minutes, occurring no less than every 2 hours**

(c) *Floor Resolutions* (reserved)

(d) *Fall Planning Meeting*

- i. Each September, the Senate holds a planning meeting attended by members of the Executive Committee, members of other standing committees, and others by invitation. The planning meeting orients new committee members to the policies, procedures, and operations of the Senate and its committees.
- ii. This meeting starts with a meeting of the Executive Committee, whose primary agenda item is to set standing committee priorities for the coming year. The committees meet to plan their activities for the year according to those priorities. The President and Vice President/Secretary monitor and coordinate these plans. Prior to adjournment, all committees meet together for a summary session with the Executive Committee. The chair of each committee reports on its major activities and priorities planned for the year. This allows for coordination among committees working on intersecting subjects.
- iii. In-person attendance at the fall planning meeting by all committee members is mandatory. The Senate Office will make reasonable accommodations for persons with disabilities and for other extenuating circumstances on a case-by-case basis.

(e) *Regular Meetings of the Executive Committee.* The Executive Committee meets, usually in-person, immediately prior to each plenary and the fall planning meeting. It also meets roughly two weeks prior to each plenary, usually by synchronous video technology, to consider proposed resolutions and otherwise plan for the plenary.

(f) (reserved)

2. *Special Meetings of the Senate* (reserved)

3. *Special Meetings of the Executive Committee* (reserved)

4. *Committee Meetings*

(a–e) (reserved)

(f) *Summer Planning Meeting*

- i. The Summer Planning Meeting of the Executive Committee includes incoming and outgoing officers, sector representatives, CGL conveners, and Committee Chairs. At this meeting, the budget for the coming year is approved. Staffing of the standing committees is finalized, and accomplishments of the prior year guide initial planning for committee action in the coming year.
- ii. Incoming members are oriented to Senate parliamentary and office procedures as well as the relationship of the sectors, CGLs, and standing committees to the Executive Committee; in addition, they are reminded that external interactions with groups such as the Office of the Chancellor, the Trustees, and the collective bargaining agent should occur only through the Senate President.

5. *Travel Expenses for Meetings*

- (a) Travel expenses of senators, including those who serve as committee chairs, to plenary sessions are provided through local campus budgets.
- (b) Travel expenses to plenary sessions of Executive Committee members who are not senators, as well as campus governance leaders, are paid by the Senate.
- (c) Travel expenses of committee members appointed by the Executive Committee to meetings of Senate committees or the fall planning meeting are paid for by the Senate. Other travel expenses for committee members representing the Senate (e.g., liaisons to Faculty Council of Community Colleges committees) are also paid by the Senate.
- (d) Travel expenses of persons invited as consultants to committees are paid by the Senate.

- (e) If approved by the President of the Senate, the Senate also pays the travel expenses of its representatives who are observers at meetings or committees of other agencies or constituencies.
- (f) Except for campus governance leaders, travel expenses of observers at meetings of the Senate or its committees shall be funded by the agencies or constituencies that the observers represent.

VIII. REPORTS AND RESOLUTIONS

1. *Reports (reserved)*

2. *Resolutions*

- (a) *Timeline for Resolutions.* Well in advance of each plenary meeting, the Vice President/Secretary, in consultation with the President, selects deadlines which allow full consideration of resolutions, in accordance with the Bylaws and Standing Rules. The necessary steps include the following:
 - i. A deadline for submission of proposed resolutions to the Senate office, roughly three weeks before the plenary meeting opens. Submissions must be independent of any other report or communication. This deadline applies to all resolutions except those coming from a campus governance body.
 - ii. Distribution of proposed resolutions to the Executive Committee in advance of the meeting of the Executive Committee to review submitted resolutions.
 - iii. A meeting of the Executive Committee, typically by videoconference, to review submitted resolutions and to provide feedback and recommendations, at least five days before the publication of the proposed agenda.
 - iv. A deadline for submission of final resolutions from committees, sectors, and campus governance bodies in order to be included in the proposed agenda.
 - v. The publication of the proposed agenda and distribution to senators, at least seven days before the plenary meeting.
 - vi. Time on the agenda for the Executive Committee meeting immediately preceding the plenary, to consider establishing an Executive Committee position on each resolution, or to prepare amendments to the published resolutions.
- (b–f) (reserved)
- (g) *Form of a Resolution.*
 - i. A resolution is an action of the Senate, and must be phrased as such. The resolution must clearly state the specific action(s) that the Senate or other entities are expected to take. It should specify any additional individuals or groups who should be informed, often including the Chancellor. The body of the resolution is preceded by a rationale, which lists the reasons for concern about the issues or problems addressed.
 - ii. A resolution of the Senate must be directed to one or more of the following:
 - The President of the University Faculty Senate
 - The Executive Committee of the University Faculty Senate
 - The Chancellor
 - The Chancellor for transmission to campus presidents
 - The Board of Trustees
 - Senators to transmit to their campuses
 - Senators to refer to campus governance bodies
 - iii. A sample resolution in an appropriate form is in the Appendix. The Vice President/Secretary may also provide a template.

(h) *Coding of Resolutions.* The disposition of each resolution brought forward at a plenary is recorded as follows: The first number in the code indicates the meeting number; the second indicates the resolution number; the third represents the disposition according to the following list:

1. indicates adoption of a resolution; a resolution passed unanimously has the phrase “without dissent” added to the code;
2. indicates defeat of a resolution;
3. indicates recommittal of a resolution or referral to another committee;
4. indicates postponement of a resolution to a later time;
5. indicates indefinite postponement of a resolution.

The numbers are followed by the source of the resolution. For example, “116-01-1 Executive” means that at the 116th regular meeting of the Faculty Senate, the first resolution introduced was adopted, and it was submitted by the Executive Committee.

IX. NOMINATIONS AND ELECTIONS

1. *Composition of the Nominations and Elections Committee (reserved)*
2. *Elections (reserved)*
3. *Nominations and Campaign Procedures.* Detailed procedures are provided in the *Nominations and Elections Handbook*, which is maintained by the Governance Committee.

X. DISCIPLINARY PROCEDURES (reserved)

XI. PARLIAMENTARY AUTHORITY (reserved)

XII. ADOPTION AND AMENDMENT (reserved)

Appendix A: Sample Resolution

TO: SUNY University Faculty Senate

FROM: Executive Committee

RE: Resolution: Dates for Election of Senators and Alternate Senators

DATE: April 25, 1997

VOTE TALLY:

CODE:

RATIONALE:

WHEREAS to be most useful the Faculty Senate Directory and the SUNY Campus Directory need to include timely and accurate information about University Faculty Senators and Alternate Senators; and

WHEREAS determination of representatives from each sector to Faculty Senate Executive Committee occurs at the Spring plenary; and

WHEREAS Senators need to know who among them is eligible for selection:

RESOLUTION:

THEREFORE BE IT RESOLVED that the University Faculty Senate directs the Campus Governance leaders to change their local senate/assembly bylaws, if necessary, so that local dates for election of Senators and Alternate Senators comply with the SUNY Faculty Senate Bylaws' date for receiving results of the election of Senators and Alternate Senators (May 15, as per Article VI, Section 2, item (j)).

Appendix B: Sector Reports

Purpose: It is important to capture the key issues at SUNY campuses within the sectors. This report, written by the sector representative or CGL convenor, should summarize discussions which take place during the UFS Plenary sector meetings to provide campus-level perspective on these issues.

Report elements and structure:

- The report title should include a description of which sector is reporting, and at which plenary.
- The body of the report should summarize the discussions that take place during the meeting, including significant news or events and issues or topics that are impacting the sector positively or negatively.
- The body of the report should also include the "questions to the Chancellor" that come out of the meeting discussions as being the issues that are most relevant to the sector.

Distribution of the report:

- Within two weeks after each plenary, reports of the sector meetings should be submitted by the sector representatives or CGL Convenor to the Senate office and Vice President/Secretary to be published on the UFS website.
- Each report should be distributed by the sector representatives and CGL Convenor to their respective members.