

TABLE OF CONTENTS

Article I: Purpose 1

Article II: Procedure 2-3

Article III: Membership & Responsibilities of Senators 4-9

Article IV: Officers..... 10-11

Article V: Executive Committee 12

Article VI: Duties of Officers..... 13-15

Article VII: Meetings..... 16

Article VIII: Committees 17-19

Article IX: Standing Committees 20-69

 A. Academic Standing..... 20-21

 B. Affirmative Action 22-24

 C. Appointments/Tellers/Election 25-27

 D. Assessment..... 28-29

 E. Calendar 30

 F. Campus Services..... 31-32

 G. Chancellor’s Awards 33-35

TABLE OF CONTENTS

H. Community Service	36-37
I. Curriculum	38-40
J. Department (Academic) Chairs	41-43
K. Developmental Education.....	44-46
L. Educational Resources	47-49
M. Faculty Development	50
N. Grants	51-52
O. Grievance Appeal Panel	53
P. Honors.....	54-55
Q. International Education	56-57
R. Liaison Committee for Students with Disabilities. .	58-59
S. Planning	60-61
T. Professional Practices	62
U. Scholarship Awards and Student Aid	63
V. Student Activities	64-65
W. Student Code of Conduct	66

TABLE OF CONTENTS

X. Student Enrollment Management	67-68
Y. Substance Awareness	69
Article X: General Collegewide Election Procedures	70-72
Article XI: Reversal of Academic Senate Actions	73
Article XII: Parliamentary Authority	73
Article XIII: Jurisdiction	73
Article XIV: Amendments.....	74
Appendix I: Policy Guidelines for Academic Senate Committees	75-79
Appendix II: Grievance Procedure	80-88
Appendix III: A Statement of Professional Ethics for Nassau Community College.....	89
I. Faculty as Scholars.....	90
II. Faculty as Teachers.....	91-92
III. Faculty as Administrators.....	93-94
IV. Faculty Towards Colleagues	95
V. Faculty and the Institution.....	96-97
VI. Faculty and the Community	98

**NASSAU COMMUNITY COLLEGE
ACADEMIC SENATE BYLAWS
REVISED SPRING 2005**

EXECUTIVE COMMITTEE

**Steven Richman - Chair
Joan Sevick - First Vice Chair
Michael Steuer - Second Vice Chair
Evelyn Wortsman Deluty - Secretary
Samantha Hanan - SGA Member**

ARTICLE I PURPOSE

It is the Academic Senate of Nassau Community College that shall provide the College community with a voice in general educational goals and policies as well as other matters of concern to the College community. The Academic Senate shall have responsibilities and powers in the following areas unless otherwise restricted by law and the provisions of the Collective Bargaining Agreement.

- a) To examine, approve and recommend curriculum forexamination by the President and the Board of Trustees.
- b) To recommend requirements for admissions, degrees, and graduation.
- c) To formulate and propose academic college policies including policies on class size, academic advisement, educational TV, and academic calendar for the consideration of the President and the Board of Trustees.
- d) To provide a forum for the consideration of academic matters of interest to the College community.
- e) To formulate and propose policies in those aspects of student life which relate to the educational process.

ARTICLE II PROCEDURE

All formal actions (actions which affect the policies and procedures of the College and/or the Academic Senate in areas where the Academic Senate has powers and responsibilities) shall be communicated to the President of the College and unless vetoed in writing within ten (10) teaching days of receipt by the President, shall become the policy of the College. Senate action vetoed by the President shall be presented at the next regularly scheduled Senate meeting for discussion. If appropriate, a motion to override the veto may be called for and if carried by a two-thirds vote of members of the Senate present, the action will be referred to the Board of Trustees for discussion at its next regularly scheduled meeting. The Executive Committee of the Academic Senate must be provided with the opportunity for discussion of the issue with the Board of Trustees prior to Board action. The Board of Trustees under normal circumstances shall not formulate policies or modify existing policies in areas where the Academic Senate has responsibility and powers before the Senate has adequate opportunity to discuss policy and formulate recommendations. Under circumstances during which the Senate cannot be convened, the Board of Trustees shall receive input from the Chair of the Academic Senate or designee.

An action of the Academic Senate may be reversed by a two-thirds vote of those present and voting at a special meeting of faculty and administration called for the purpose of reviewing Senate actions.

Only faculty and administrators may vote at such a meeting. A quorum shall be considered present when a simple majority of faculty and administration are in attendance.

A proposal for reversing one or more actions of the Academic Senate is initiated by a petition signed by at least ten (10) percent of the eligible faculty and administration, in which case the Executive Committee of the Academic Senate must within ten (10) days request the President to call a special meeting. This petition must be filed with the Executive Committee of the Academic Senate and the College President within nine (9) working days after the specific Academic Senate action has been taken.

ARTICLE III MEMBERSHIP AND RESPONSIBILITIES OF SENATORS

1. Membership:

The Academic Senate shall mean the Association of full-time faculty, administration (as defined by the Collective Bargaining Agreement), and students of Nassau Community College.

The Academic Senate shall have the following composition for the purpose of representing its constituents:

- 10 percent administrators appointed by the President
- 20 percent students elected by the student body
- 70 percent faculty elected proportionately from academic departments

In addition there shall be one (1) Senator appointed by the President of the Nassau Community College Federation of Teachers and one (1) Senator from and elected by all faculty not attached to academic departments.

The following formula will be used to determine the size of the Senate and the number of Senators in each category:

- a) Calculate the total number (F) of faculty Senators from academic departments (one (1) per nine (9) members or major fraction thereof).
- b) Divide F by 0.70 to get number of Senators (X), excluding representatives of NCCFT and the Professional Faculty Unit.
- c) Multiply X by 0.20 to get number of student Senators (S)
- d) Multiply X by 0.10 to get number of administrative Senators (A)
- e) Add the following:
 - F (Faculty from Academic Departments)
 - +S (Students)
 - +A (Administrators)
 - +1 (NCCFT)
 - +1 (Professional Faculty Unit)

TOTAL SIZE OF SENATE

The Executive Committee of the Academic Senate shall adjust the number of administrators and students as required by shifting numbers of faculty and elected Senators.

A. Administration Appointed Membership

The appointments for membership of administrators will take place in April of each year for the term commencing May 1 of that year.

B. Faculty Elected Membership

In April academic departments (as defined by the Collective Bargaining Agreement) elect one (1) Senate member and one (1) alternate for each nine (9) full-time faculty members in the department, or major fraction thereof. Regardless of size, each department or unit shall elect at least one (1) faculty member and one (1) alternate. Each department shall rank the alternates

according to the number of votes received in the department election. A copy of the list of the ranked alternates shall be forwarded to the Academic Senate. Only those who have been full-time members of the faculty for at least one (1) semester are eligible for membership in the Senate.

In order to provide continuity, members are elected for two (2) year terms, with approximately one-half of the departments represented in the Senate electing in odd-numbered years and the other one-half electing in even-numbered years as follows:

1. Odd-numbered years:

African-American Studies, Art, Biology, Communications, Engineering/Physics/Technology, English, Foreign Language, Marketing/Retailing/Fashion, Mathematics/Statistics/Computer Processing, Mortuary Science, Music, Reading/Basic Education, Student Personnel Services, Theatre/Dance, one senator from the Professional Faculty Unit.

2. Even-numbered years:

Accounting/Business Administration, Allied Health Sciences, Chemistry, Criminal Justice, Economics/Finance, Health/Physical Education/Recreation, History/Political Science, Hotel/Restaurant Management, Legal Studies, Library, Nursing, Philosophy, Physical Science, Psychology, Office Technology, and Sociology.

3. The elections for membership of faculty will take place in April of each year for the term commencing May 1 of that year.

As additional academic departments are created, the Executive Committee of the Senate shall determine whether they are to hold elections in odd-numbered years or even-numbered years, making every effort to keep Senate membership in reasonable balance, and providing for interim elections where necessary. New Senators necessitated by department expansion, resignations, sabbaticals and similar interim absences shall be selected in ranked order from the list of alternates. Those filling interim vacancies shall serve until the return of the Senator whom they are replacing.

C. Student Elected Membership

The President of Student Government Association, the Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Student Representative on NCC Board of Trustees, and the Student Government Association Chair of the Academic Senate Affairs shall, by virtue of their offices, be Academic Senators. The length of office in the Academic Senate will equal the length of their student Senate office.

For the remaining student members: half of them will be elected at the time of the Spring Student Government Association elections. Their term of office will commence June 1 of that year. The remaining number of the Student Academic Senators will be elected in the Fall. Their term of office will commence on December 1 of that year.

Alternates to Student Academic Senators must be ratified by the Student Senate. In the event that a Student Academic Senator of the Student Senate cannot fulfill his/her position as Academic Senator, the Student Senate may ratify the appointment of the alternate to the vacated Academic Senate position. He/she may not take on the position of the Academic Senator if not a member of the Student Senate. In this event, a new Academic Senator shall be selected from and by the Student Senate.

In the event that a Student Academic Senator-at-large cannot fulfill his/her duties, the appropriate alternate shall take over the position of Academic Senator-at-large. The new Academic Senator-at-large will, in turn, select a new alternate. This alternate must be ratified by a body consisting of all members of the Student Senate and all Student Academic Senators-at-large.

In the event of a student vacancy in the Academic Senate not covered in this section of the Bylaws, the Student Senate of the Student Government Association shall fill the vacancy.

Students, in order to be eligible, must be full-time matriculated students and in good academic standing as established by College policy.

The Student Senate shall be responsible for conducting elections and otherwise coordinating activities of all Student Academic Senators.

2. Responsibilities:

The duties and responsibilities of Senators shall include the following:

- a) To review and evaluate all committee reports, recommendations and resolutions that accompany each agenda prior to the meetings of the Academic Senate.
- b) To determine the opinion of their constituents before meetings of the Senate.
- c) To attend all meetings of the Academic Senate or to arrange for the attendance of an appropriate alternate.
- d) To bring to the Senate matters that concern their constituents.
- e) To report fully and regularly to their constituents on the activities of the Senate.

ARTICLE IV OFFICERS

A. 1. The Chair, First and Second Vice Chairs, and the Secretary are elected by the Senate. Nominations shall take place during the April Senate meeting which follows the April department meetings. Additional nominations may be made at the May meeting. Elections shall take place during the May meeting by secret ballot. If two meetings are scheduled for May, the elections shall take place at the first meeting. A majority vote is required. New officers shall assume office at the conclusion of the meeting.

2. In the event of a vacancy in any office of the Executive Committee of the Academic Senate, an interim officer, to complete the unexpired term, shall be elected by the Senate; however, if the Chair is unable to serve in office, the First Vice Chair shall assume the position of the Chair immediately for the balance of the term of office.

Nominations shall be made at the next regularly scheduled meeting of the Academic Senate. Elections shall be by secret ballot at the meeting after the nominating meeting, at which time additional nominations may be made. A majority vote is required and the electee shall assume office at the conclusion of the meeting.

B. The term of office of all officers is two (2) years. With the following exception, no one may serve on the Executive Committee for more than four (4) consecutive years. An individual serving as Vice Chair or Secretary may serve an additional four (4) years as Chair. Elections for the positions of Chair and Second Vice Chair and elections for the positions of First Vice Chair and Secretary shall take place in alternating years. In order to initiate these staggered elections, the terms of office for the Executive Committee members elected in the year 1991 shall be as follows: The Chair and the Second Vice Chair shall be elected for two (2) year terms. The First Vice Chair and the Secretary shall be elected for one (1) year terms.

C. All officers of the Academic Senate must be duly elected Senators. Any officer whose term of office as a Senator ends April 30 in a year when officers are elected shall serve until elections for Senate Officers are completed in May.

ARTICLE V EXECUTIVE COMMITTEE

A. The officers of the Academic Senate will comprise the Executive Committee of the Academic Senate. In the event that no student is an officer, one (1) elected student Academic Senator shall be appointed by the Student Government Association to serve as a member of the Executive committee.

B. Powers and purposes of the Executive Committee:

1. The powers of the Executive Committee shall be those as defined in the Collective Bargaining Agreement and the Bylaws of the Academic Senate in addition to those powers specifically authorized to it by the Academic Senate consistent with the Collective Bargaining Agreement and these Bylaws.

2. The Executive Committee shall be empowered to conduct the affairs of the Academic Senate consistent with its Bylaws during those times in which the Senate cannot be convened.

3. The Executive Committee shall issue an annual report to the Senate on the status of resolutions previously passed.

ARTICLE VI DUTIES OF OFFICERS

A. CHAIR

1. To preside at all meetings of the Senate.
2. To serve as an ex officio member of all committees of the Senate.
3. To serve as a member of the Appointments/Tellers/Election Committee or to designate as his/her representative another member of the Executive Committee.
4. To call meetings of the faculty as required, by direction of the Executive Committee and/or by petition signed by twenty-five (25) members of the faculty or administration.
5. To prepare a calendar for meetings and agendas for the Senate.
6. To appoint a Parliamentarian.
7. To perform all other duties as specified in the current edition of Robert's Rules of Order.
8. To preside at faculty/administration meetings in the absence of the President of the College.
9. To serve as representative to the State University Faculty Council of Community Colleges or to designate as representative another member of the Executive Committee.

B. FIRST VICE CHAIR

1. To assist the Chair and at the request of, or in the absence of the Chair, to preside over the Senate.
2. To supervise the general operation of Academic Senate Standing Committees under the direction of the Chair of the Senate.
3. To serve as an ex officio member of the committees as designated by the Chair of the Senate.
4. To collate and collect reports from all Senate Standing committees.

C. SECOND VICE CHAIR

1. To assist the First Vice Chair in supervision of the general operation of the Academic Senate Standing Committees.
2. To supervise the operation of the Academic Senate Ad Hoc Committees.
3. To serve as an ex officio member of committees as designated by the Chair of the Senate.
4. To collect and collate reports from all Senate Ad Hoc Committees.

D. SECRETARY

1. To take minutes of all meetings of the Senate (except the executive sessions).
2. To notify Senators of relevant data.
3. To keep appropriate records and to transmit copies to the library.
4. To handle official correspondence of the Senate.
5. To serve as an ex officio member of committees as designated by the Chair of the Academic Senate.

ARTICLE VII MEETINGS

A. General

The Academic Senate is operative and on call at all times, but meets as stipulated in the Academic Calendar published at the start of each academic year. A majority of the Senate membership shall constitute a quorum. General meetings shall be open to all members of the academic community. These persons may attend as observers with voice. However, unless they appear on the agenda, their speaking time shall be limited to two (2) minutes per recognition at the discretion of the Chair.

B. Executive

On the Chair's own initiative, or upon written request of ten (10) Senators, executive sessions of the Academic Senate may be scheduled, which meetings shall be closed to all except members of the Academic Senate and those whom the Academic Senate may deem it advisable to invite. However, no official action may be taken by the Academic Senate at such meetings. Since the Academic Senate may not act officially in executive sessions, the quorum rule shall not apply.

C. Special

Special meetings of the Academic Senate may be scheduled by the Chair's own initiative, or upon written request of ten (10) Senators. The quorum rule shall apply at Special Senate meetings. The Senate may elect a president pro tem, if necessary, to conduct business. The Chair shall schedule such meetings during the first working week following receipt of the written request. The Chair shall cause to be published and to be circulated an agenda which must reach the Senators two working days prior to the time stated in the call for the meeting.

ARTICLE VIII COMMITTEES

A. Except where indicated in the Collective Bargaining Agreement or these Bylaws, all committee actions are subject to ratification and review by the Senate. Committees must submit written reports to the Senate of all recommendations and of all actions taken. Committees are constituted as follows:

1. a) There shall be an Appointments/Tellers/Election Committee consisting of the Chair of the Academic Senate or designee from the Executive Committee, Student Government Academic Senate Chair, and additional members elected by the Academic Senate, which, after due notice to the faculty and students, shall appoint faculty and student committee members to the Standing Committees whenever stipulated in Article IX.

b) Nominations for the elected members of the Appointments/Tellers/Election Committee, and the Grievance Appeal Panel shall be made during the first Academic Senate meeting of the Spring semester. Election of members to these committees shall be by written ballot and shall be completed by the second Senate meeting of the Spring semester.

2. a) Committees with elected membership including Appointments/Tellers/Election will commence operations in May and elect officers at their first meeting.

b) Committees with appointed membership will commence operations at the beginning of September and elect officers at the first meeting. Vacancies are filled as necessary.

3. All members of the College community, unless otherwise stipulated under Standing Committees, are eligible for committee membership. All committee members who are on sabbatical leave or leave of absence shall be considered to be on leave from their committees. Members on sabbatical or leave of absence may retain active membership on their committees upon written request to the Executive Committee and to the Appointments/Tellers/Election Committee. Those who choose not to serve may be replaced for the balance of their terms, either by election or appointment as appropriate.

4. Except where noted in Article IX, committee members shall serve for a two (2) year term and ordinarily may be reappointed or reelected to the same committee for one (1) more consecutive terms. Members may also serve additional consecutive terms beyond four (4) years, except where otherwise prohibited by departmental bylaws or policies, or by Article IX of the Senate Bylaws. Committee membership shall be staggered to ensure continuity.

5. Unless otherwise provided, standing committees may have no fewer than six (6) voting members.

6. Each committee elects its own chair and secretary, as well as other officers as needed. Except where noted in Article IX, all terms of office are one (1) year.

7. The number of Senate standing committees may be increased or reduced by a two-thirds vote of the Senate.

8. Ad hoc committees may be appointed by the Executive Committee as needed, to expedite the work of the Senate. These committees should not overlap existing duties of other committees. Persons will not normally be appointed to more than one (1) ad hoc committee.

9. All Senate committees shall follow the Guidelines which appear in Appendix I of this document.

10. The Executive Committee of the Academic Senate shall appoint those members necessary to special committees called for by the Collective Bargaining Agreement or as otherwise needed.

ARTICLE IX STANDING COMMITTEES

A. ACADEMIC STANDING

1. Duties

- a) To recommend to the Academic Senate, academic standards which define good standing, probation, and separation from the College, and to recommend for probation or separation from the College, students who are not in good standing.
- b) To act as a board of review in academic cases where special circumstances warrant.
- c) To recommend policies by which dismissed students may be readmitted to the College.
- d) To advise and make recommendations to the Senate on problems relating to the grading system and to the total number of credit hours and cumulative grade point average required for graduation.

2. Membership

Standing Representation:

Vice President for Academic Affairs or designee

Dean of Students or designee

Registrar or designee

Other Representation:

One (1) representative and alternate for each academic department elected by that department.

Students are to be appointed by the Appointments/Tellers/Election Committee and they shall compose ten (10) percent of the total membership.

B. AFFIRMATIVE ACTION

1. Duties

- a) To review annually the Affirmative Action Plan.
- b) To develop procedures for monitoring the Affirmative Action Plan.
- c) Through a standing subcommittee, to educate the College Community on issues regarding sexual harassment.
- d) Through a standing subcommittee, to educate the College Community on issues regarding bias and discrimination.
- e) Through a standing subcommittee, to serve as locus for information and communication for the purposes of furthering cultural diversity and/or pluralistic initiatives at the College.
- f) To educate and inform the College community on affirmative action matters and issues.
- g) To assist the Affirmative Action Officer in the implementation of the Affirmative Action guidelines and policies.
- h) To monitor departmental guidelines for compliance regarding all position notices and advertisements.
- i) To examine the results of the College's Affirmative Action Program as it relates to federal, state, and local laws.
- j) To receive and review annually the following statistical information on the workforce at Nassau by sex, race and national origin:
 - I Work Force Analysis
 - II Job Group Analysis
 - III Availability Analysis (job group consolidation and numerical determination)
 - IV Underutilization Analysis
 - V Goals and Timetables
 - VI Civilian Labor Force
 - VII Teaching Workforce
 - VIII Student Enrollment
 - IX New Civil Service Hirees
 - X Applicants for Faculty Hiring, Promotion, Tenure and Sabbatical
 - XI Successful Applicants for Faculty Hiring, Promotions, Tenure and Sabbatical

2. **Membership**

Standing Representation:

Affirmative Action Officer

Director of Human Resources

Representative of the Office of Academic Affairs

Other Representation:

One (1) representative and one (1) alternate for each academic department to be elected by that department.

Student representatives shall be appointed by the Appointments/Tellers/Election Committee and shall comprise at least ten (10) percent of the total membership.

Membership on all subcommittees shall include elected members of the Affirmative Action Committee having both voice and vote and non-elected members from the College community who may actively participate but may not vote.

C. APPOINTMENTS/TELLERS/ELECTION

1. Duties

- a) To solicit members for Appointed Standing Committees of the Academic Senate.
- b) To evaluate credentials, to make appointments to committees and then to make procedural recommendations to the Academic Senate.
- c) To present its faculty appointments to the Executive Committee of the Senate by July 1 of that year. The Committee shall also appoint members to fill vacancies created by resignation, leave of absence, sabbatical leave, etc., as required, by the next regularly scheduled meetings of the respective committees.
- d) To monitor attendance records for Appointed Standing Committees and to recall an appointed committee member for excessive absences.
- e) To distribute to the electorate official notification of the election with deadline dates and the various election procedures outlined in the Bylaws.
- f) To prepare, distribute, collect and verify all nominating petitions.
- g) To collect statements from the candidates which are to appear in a special notice in accordance with the Bylaws.
- h) To prepare all ballots and election-related materials in the proper time sequence called for in the Bylaws.
- i) To collect, verify and count all ballots in accordance with the time sequence called for in the Bylaws.
- j) To transmit official results to the Chair of the Academic Senate and the President of the College in accordance with the time sequence called for in the Bylaws.
- k) To maintain all records of an election for thirty (30) days after the official announcement of the election results. After this time, the records shall be destroyed.
- l) To perform all other election-related duties as required by the Chair of the Academic Senate.
- m) Collegewide elections other than those specified in the Collective Bargaining Agreement or Bylaws of the Academic Senate, may become the responsibility of the Committee at the discretion of the Executive Committee of the Academic Senate.

- n) If there has not been a sufficient number of petitions submitted for available positions on collegewide elected committees, the Committee may add nominees so that the number of candidates equals the number of open positions. This will not preclude any faculty member from a write-in candidacy.

2. **Membership**

Standing Representation:

Chair of the Academic Senate or designee from the Executive Committee

Student Government Academic Senate Chair

Other Representation:

No fewer than five (5) but no more than nine (9) faculty members and/or administrators, all of whom shall be elected by the Academic Senate.

Student Academic Senators are also eligible for election to this Committee.

One half of the membership shall be elected in even years, the other half in odd years, with no more than one (1) member from any academic department serving concurrently.

D. ASSESSMENT

1. Duties

- a) To foster the implementation of course level assessment by which faculty and departments will engage in the ongoing process of measuring and evaluating student learning outcomes.
- b) To encourage and assist, if needed, departments and faculty in the ongoing process of course level assessment.
- c) To communicate results and findings of the course level assessment process with the College community.
- d) To provide ongoing communication with departments and administration to move forward the course level assessment process to improve student learning.

2. Membership

Standing Representation:

Three (3) representatives of the Office of Academic Affairs

Associate Dean for Institutional Research or designee

Coordinator of Testing

Other Representation:

Faculty shall be selected by the Appointments/Tellers/Election Committee with at least one (1) member from each department, if possible.

Total faculty membership is not to be fewer than fifteen (15).

One (1) student representative to be appointed by the Student Government Association.

E. CALENDAR

1. Duties

- a) To formulate and recommend to the Academic Senate all policies related to the Academic Calendar.
- b) To formulate and recommend to the Academic Senate an Academic Calendar covering Fall and Spring semesters and Summer sessions.

2. Membership

Five (5) members appointed as follows:

Two (2) members appointed by the Executive Committee of the Academic Senate, one (1) of whom shall be a member of the non-classroom faculty

One (1) member appointed by the Executive Committee of NCCFT

One (1) member appointed by the Vice President for Academic Affairs

One (1) member appointed by the President of the Student Government Association

F. CAMPUS SERVICES

1. Duties

- a) To assist in the development of bid specifications and monitor all food service operations.
- b) To make a continuous study of campus services.
- c) To recommend policy regarding campus services to the Academic Senate.
- d) To provide input in any current/future anticipated changes relative to aspects of the Strategic Plan and Campus Services.

The duties of the Committee shall include but not necessarily be limited to: Cafeteria, Bookstore, vending machines, etc.

2. Membership

Standing Representation:

Vice President of Administration or designee

Associate Dean of Student Services or designee

Other Representation:

All other members are appointed by the Appointments/Tellers/Election Committee.

Students shall comprise twenty (20) percent of the membership.

G. CHANCELLOR'S AWARDS

1. Duties

- a) To solicit nominations from the faculty, administration, staff, and students through college wide mailings, ads, and articles in the college newspaper for the SUNY Chancellor's Awards for excellence in the categories of Teaching, Librarianship, and Professional Service.
- b) To assign a mentor who is a former recipient of the Chancellor's Award and not a member of the Committee to assist candidates in completing and submitting a dossier to the committee for review that is to include the candidate's philosophy of education, summary of teaching methods, evidence of scholarship and professional growth, summary of student activities, statement on academic standards, requirements, and evaluation procedures for student performance.
- c) To review and select the dossiers which are forwarded to the President for final decision on candidates for the SUNY Chancellor's Awards.
- d) To assist each nominee in writing the five-page summary report required for the SUNY Chancellor's Award.
- e) To verify that all proper documentation and supporting letters of recommendation are in order.
- f) To forward the completed dossiers to the Chancellor's office in Albany.

2. Membership

- a) Members will be appointed for one (1) cycle (two (2) years) with the option for one (1) additional cycle.
- b) Members will be appointed according to The Chancellor's Awards for Excellence in Teaching Policies and Procedures Manual and the Senate Bylaws as follows:

Three (3) separate Sub-Committees will be established.

- A. Teaching
Five (5) Classroom teaching faculty
One (1) Student

One (1) Academic Senate Chair's designee
One (1) Presidential designee

B. Professional Service

Four (4) Eligible Professional Service Personnel (fifty (50) percent of the time spent in non-teaching and/or non-librarian activities)

One (1) Student
One (1) Academic Senate Chair's designee
One (1) Presidential designee
One (1) Classroom teaching faculty

C. Librarian

Four (4) Library Faculty
(librarians and/or technical assistants assigned to the Library Department)

One (1) Student
One (1) Academic Senate Chair's designee
One (1) Presidential designee
One (1) Classroom teaching faculty

H. **COMMUNITY SERVICE**

1. **Duties**

To study and recommend policy regarding the following:

- a) The roles of non-traditional credit and non-credit programs within the overall strategic plan of Nassau Community College.
- b) The exploration of new areas in which the college can serve the local business and service communities and residents of Nassau County.
- c) The enhancement of the image of the college within the community as a source of high quality, low cost educational, cultural and sports programs.

2. **Membership**

Standing Representation:

Vice President for Legal and External Affairs
or designee

Dean of Community Services or designee

Director of the Office of Special Programs for
Business or designee

Director of Admissions or designee

Director of College Relations or designee

Chair of the Senate Curriculum Committee or designee

Chair of the Student Personnel Services Department
or designee

Other Representation:

All other members are appointed by the Appointment/Tellers/Election Committee.
Student membership will not exceed 20%.

I. CURRICULUM

1. Duties

- a) To make a continuous study of and to recommend educational policy.
- b) To study and evaluate curricula; to recommend changes in curricula and in course requirements for graduation; to recommend approval of new courses.

All recommendations are to be reported, together with the official vote, to the Academic Senate.

- i. Acceptance of Curriculum Committee recommendations concerning departmental course or curriculum matters by the Academic Senate shall be automatic, without discussion, unless there is a specific objection. In such an instance, the matters may be rejected or returned to the Collegewide Curriculum Committee for modification. They may not, however, be modified on the floor of the Senate.

- ii. Agenda priority shall be granted to proposals that have been returned to committee.

- c) To assume the responsibility for the student/faculty ratio; namely, to evaluate and monitor established departmental student/faculty ratios on an annual basis and recommend changes when judged necessary. Any change in the student/faculty ratios of a department must be brought to the Academic Senate, which shall accept the changes as they stand without discussion, unless there is a specific objection by one of the departments affected.

- i. Committee recommendations concerning changes in the student/faculty ratio may be accepted, rejected or returned to the Curriculum Committee for modification. They may not, however, be modified on the floor of the Senate.

- ii. Agenda priority shall be granted to proposals that have been returned to committee.

2. Membership

Standing Representation:

Representative of the Office of Academic Affairs

Other Representation:

One (1) member and alternate who have tenure elected by each academic department of the College

Two (2) students appointed by the Appointments/Tellers/Election Committee

J. DEPARTMENT (ACADEMIC) CHAIRS

1. Duties

- a) To engage in evaluation and recommendation concerning departmental structure.
- b) To promote cooperation between administration and departments.
- c) To examine and make recommendations concerning academic policy.

2. Membership

Representative of the Office of Academic Affairs

Chair of the Academic Senate

All Department Chairs

A department Chairperson shall designate an alternate if she/he is unable to attend a meeting. The alternate shall represent the department in all matters.

3. Governing Officers

1. Chairperson
2. Secretary
3. Three (3) member executive board

In the absence of the Chairperson, the Secretary of the Chairpersons' Committee will assume all duties of the Chair.

Term of Office:

All officers shall serve two (2) year terms. Elections shall be staggered with no more than three (3) officers elected in any given year.

4. Election Procedures

a) Nominations:

Any Chairperson wishing to run for office shall submit his/her name to the secretary of the Chairpersons' Committee one month prior to the election. These names will be printed in the meeting agenda prior to the meeting in which the elections take place. Nominations will also be taken from the floor on the day elections are held. If more than the prescribed number of persons are nominated for a given position the vote will be taken via a closed ballot.

- b) Election Date:
The election will be held at the last regularly scheduled meeting of the Spring Semester. The term of office will begin on August 20th.
- c) Eligibility to Vote:
Each member of the Academic Senate Chairpersons' Committee, or designee, shall have one (1) vote.

K. DEVELOPMENTAL EDUCATION

1. Duties

- a) To coordinate developmental education at the College.
- b) To authorize and supervise an annual needs assessment of the developmental programs and support services in order to establish priorities for the instructional, physical, and counseling requirements.
- c) To encourage faculty development activities in the developmental area.
- d) To ensure a procedure for appropriate placement and progression of the developmental student.
- e) To issue an annual report to the Senate addressing the needs and effectiveness of the developmental education.
- f) To provide a forum once a year whereby faculty will have the opportunity to discuss issues relative to remediation/developmental education.

2. Membership

Standing Representation:

Chairs of Math/Stat/CMP, English, Reading/Basic Education, Communications, and Student Personnel Services.

Director of Admissions

Coordinator of the BEP Program

Coordinator of Testing

Representative of the Office of Academic Affairs

NCCFT Representative

Student Government Association Representative

Individual designated by the Office of Academic Affairs to coordinate English as a Second Language.

Other Representation:

Three (3) faculty members (with voice but no vote) appointed by the Appointments/Tellers/Election Committee, which will assure rotation of representation within the groups listed below:

- Business: Accounting/Business Administration, Hotel/Restaurant, Legal Studies, Management, Marketing/Retailing/Fashion, Office Technology
- Health Sciences: Allied Health Sciences, Health/Physical Education/Recreation, Mortuary Science, Nursing
- Humanities: African-American Studies, Art, Foreign Language, Library, Music, Philosophy, Theatre/Dance
- Sciences: Biology, Chemistry, Engineering/Physics/Technology, Physical Science
- Social Sciences: Criminal Justice, Economics/Finance, History/Political Science, Psychology, Sociology

L. EDUCATIONAL RESOURCES

1. **Duties**

- a) To collect and disseminate information on currently used instructional resources at NCC and to make recommendations concerning the development and implementation of additional resources that support the overall educational process.
- b) On an ongoing basis, to examine the scope of the collections of print and non-print materials (books, periodicals, films, tapes, etc.) in the various disciplines and to make recommendations as needed.
- c) To provide a forum for the discussion of interdisciplinary needs and utilization of all learning and instructional materials and facilities.
- d) To study and recommend policies pertaining to the development and utilization of all instructional facilities.
- e) To conduct an annual review of the College's existing computer technology to assess current and anticipated academic needs. From this study a report will be presented, with recommendations, to the Academic Senate.
- f) To implement the Senate approved policy with regard to faculty authored materials in any format, and to report to the Academic Senate Executive Committee, on an annual basis, the current approved Faculty Authored Materials List.
- g) To update and maintain the ERC website

2. **Membership**

Standing Representation:

Representative of the Office of Academic Affairs

Coordinator of Academic Computer Services

Chair of Library or designee

Chair of Student Personnel Services or designee

Coordinator of Basic Education Program or designee

Coordinator of ESL or designee

Coordinator of College of the Air

Assistant Vice President of M.I.S.

Director of the Office of Instructional Technology or designee

Other Representation:

A minimum of twelve (12) faculty members shall be appointed by the Appointment/Tellers/Election Committee. In making these assignments, the Committee shall try to get wide representation from diverse departmental areas with a view towards representation by every academic department. (Departments not having appointed membership to the Committee shall provide the name of a departmental contact person.)

Two (2) students shall also be appointed from recommendations of the Student Government Association.

M. FACULTY DEVELOPMENT

1. Duties

- a) To sponsor activities which encourage professional growth and foster literacy and technology throughout the College.
- b) To develop and offer professional seminars, workshops and study groups for the college community.
- c) To provide a supportive network for new faculty.
- d) To disseminate information pertaining to professional growth activities and the development of literacy and technology across the disciplines.

2. Membership

Standing Representation:

Representative of the Office of Academic Affairs

Other Representation:

All members shall be appointed by the Appointment/Tellers/Election Committee.
Each department should be encouraged to have a representative on the committee.

N. GRANTS

1. Duties

- a) To promote faculty awareness of grant availability.
- b) To encourage faculty to apply for grants.
- c) To review resource information on grants.
- d) To develop and/or review the procedures and mechanics of applying for grants.
- e) To develop workshops, seminars and symposia on grants.
- f) It shall be the responsibility of each departmental representative to keep his/her department informed of all matters pertaining to fellowships and related workshops by posting appropriate announcements on the departmental bulletin board and by discussing grants issues at departmental meetings.

2. Membership

Standing Representation:

Representative of the Office of Academic Affairs

Vice President of Finance or designee

Assistant to the President for Institutional
Advancement or designee

Other Representation:

Members are appointed by the Appointments/Tellers/Election Committee with a view toward representation by every academic department. (Departments not having appointed members to the committee shall provide the name of a departmental contact person)

O. GRIEVANCE APPEAL PANEL

1. Duties

To render decisions to grievances which have been appealed beyond Stage III (See Appendix II). The decision shall be in writing to the parties to the grievance and to the Professional Practices Committee no later than fourteen (14) days after the close of the hearing, and shall set forth their findings of fact, conclusions and orders which shall be final and binding on all parties.

2. Membership

One (1) person who is tenured and holds the rank of Associate or Full Professor to be elected by the faculty who are elected members of the Academic Senate, one (1) administrator to be appointed by the President, and a third member to be chosen by the other two (2) members. None of these members may concurrently serve on the Professional Practices Committee.

P. HONORS

1. Duties

- a) To recommend all policies of the Honors Program regarding:
 - 1. Standards for admission
 - 2. Standards for remaining in the program
 - 3. Criteria for waiver requests
 - 4. Design of the program
- b) To review and select new courses to be sponsored in the program.
- c) To establish and periodically review the goals of the program.
- d) To evaluate the program bi-annually and to establish and revise procedures to be used for this evaluation.

2. Membership

Standing Representation:

Representative of the Office of Academic Affairs

Advisor for the program

Director of Admissions or designee

Registrar or designee

Representative of the Transfer Office (SPS)

Two (2) Honors students to be elected by the students in the Honors Program.

Other Representation:

One (1) faculty representative designated by the Chair of those academic departments offering the courses required by the Honors Program.

Additional faculty members not representing the departments offering Honors courses shall be assigned by the Appointment/Tellers/Election Committee. In making these assignments, the Appointment/Tellers/Election Committee shall try to get wide representation from diverse departmental areas. Ordinarily, no department shall receive consecutive representation.

All faculty teaching Honors Sections are invited to be ex officio members of the Honors Committee for the semester they are teaching the courses.

Q. INTERNATIONAL EDUCATION

1. Duties

- a) To explore and promote significant research and educational opportunities for students, faculty and staff regarding international education.
- b) To recommend policies relating to all areas of international education.
- c) To disseminate useful information regarding opportunities for international education.
- d) To encourage and support relationships with domestic/foreign institutions that will raise awareness about international issues and to enhance opportunities for international education.
- e) To promote scholarly exchange and curriculum development in areas relating to international education.

2. Membership

Standing Representation:

Vice President for Academic Affairs or designee

Other Representation:

All other members shall be appointed by the Appointments/Tellers/Election Committee.

One (1) student representative and one (1) alternate shall be appointed by the Student Government Association.

R. LIAISON COMMITTEE FOR STUDENTS WITH DISABILITIES

1. Duties

- a) To disseminate information about methods and techniques and other issues of accommodating students with disabilities in the classroom and on campus.
- b) To promote college awareness of the legal rights and resources for persons with disabilities.
- c) To encourage faculty development activities in these areas.
- d) To promote awareness of the needs of and sensitivity to persons with disabilities.

2. Membership

Standing Representation:

Dean of Students or designee

Representative of the Office of Academic Affairs

Affirmative Action Officer

The Coordinator of the Center for Students With Disabilities

Other Representation:

All Faculty members shall be appointed by the Appointments/Tellers/Election Committee. Each department shall be encouraged to have a representative on the committee.

The Student Government Association shall appoint a student member.

S. **PLANNING**

1. **Duties**

- a) To review the Mission of the College on an ongoing basis and recommend changes as appropriate.
- b) To ensure that the Mission Statement of the College and the Strategic Plan meet the criteria for appropriate accrediting bodies.
- c) To design a four-year Strategic Plan for approval by the Academic Senate to be followed by the College in the fulfillment of its Mission.
- d) To monitor the Strategic Plan and report periodically to the Academic Senate on its implementation.
- e) To review the Strategic Plan and prepare appropriate recommendations for revision and acceptance by the membership of the Academic Senate.

2. **Membership**

Standing Representation:

College President

Vice President for Academic Affairs

Vice President of Academic Student Services

Vice President of Administration

Vice President of Finance

Chair of the Academic Senate

Representative from the Office of Institutional Research

Representative from the Academic Department Chairs'
Committee

Representative from the Executive Committee of the
NCCFT

Other Representation:

A minimum of nine (9) and a maximum of eighteen (18) other faculty members shall be appointed by the Appointment/Tellers/Election Committee.

The term of appointment shall be four (4) years.

Two (2) representatives from the Student Government Association.

T. PROFESSIONAL PRACTICES

1. Duties

This committee shall serve as a channel to improve and maintain the spirit of academic freedom and integrity. In this role, the Committee is to serve as a vehicle for the expression of individual and collective grievances of faculty members. (See Appendix II)

2. Membership

The Committee shall be composed of five (5) tenured faculty members and one (1) alternate all of the rank of Associate or Full Professor. They shall be elected by the faculty and shall serve staggered two (2) year terms, with three (3) members being elected in even-numbered years and two (2) members plus alternate being elected in odd-numbered years. No member may concurrently serve on the Grievance Appeal Panel. Membership of the Professional Practices Committee shall be limited to no more than one (1) member from any academic department.

U. SCHOLARSHIP AWARDS AND STUDENT AID

1. Duties

- a) To study and recommend to the Academic Senate, policies governing the granting of scholarship awards, student loans and other assistance, subject to the criteria of the donor.
- b) To recommend to the Financial Aid Officer and other involved parties, applicants who meet the Committee criteria for awards and scholarships in the areas of academic achievement, participation in extracurricular activities and/or financial need.
- c) To determine availability of funds for specific award areas and to assign these awards based upon established criteria or upon the specific criteria of the donor.

2. Membership

Standing Representation:

Representative of the Financial Aid Office

Other Representation:

All other members shall be appointed by the Appointment/Tellers/Election Committee.

Students shall comprise twenty (20) percent of the total membership.

V. STUDENT ACTIVITIES

1. **Duties**

- a) To study and recommend policies with regard to student activities in those areas within the jurisdiction of the Academic Senate.
- b) To review the valedictorian selection process, and select the valedictorian.
- c) To review the Who's Who and NCC Student Activities Awards selection process and select the awards recipients.
- d) To review applications and submit nominations for the SUNY Chancellor's Award for Student Excellence.
- e) To review and determine eligibility of student waiver applications as per the Student Leadership policy.
- f) To work with the Administration in matters and procedures pertaining to the annual Commencement ceremony.

2. **Membership**

Standing Representation:

Vice President for Academic Affairs or designee

Vice President of Academic Student Services or designee

Vice President of Finance or designee

Director of Student Activities

Other Representation:

All other members shall be appointed by the Appointment/Tellers/Election Committee.

Twenty (20) percent of the committee membership shall be students appointed by the Student Government Association.

W. STUDENT CODE OF CONDUCT

1. Duties

- a) To adjudicate charges of student misconduct that the Assistant or Associate Dean of Students believes could result in suspension or expulsion. Hearings of such cases are conducted according to procedures defined in the current Student Code of Conduct.
- b) To periodically review the Student Code of Conduct and, if necessary, make recommendations for changes to the Academic Senate.

2. Membership

Six (6) students appointed by the President of the Student Government Association prior to the end of May of each academic year. Their term shall be one year, ending May 31st.

Six (6) members of the faculty appointed by the Chair of the Academic Senate prior to the end of September of each academic year. Their term shall be two years.

Six (6) administrators appointed by the College President or his/her designee prior to the end of September of each academic year. Their term shall be one year. Administrators can be reappointed.

X. STUDENT ENROLLMENT MANAGEMENT

1. Duties

- a) To engage in ongoing review of policies, procedures and conditions relating to enrollment management issues from admissions through retention and graduation.
- b) To study and recommend policies relating to those areas within the jurisdiction of the Academic Senate.
- c) To serve as liaison between the Academic Senate and those College offices responsible for the enrollment management process.

2. Membership

Standing Representation:

Vice President for Academic Student Services

Assistant Vice President for Student Financial Affairs

Representative of the Office of Academic Affairs

Dean of Students

Assistant Dean for Student Financial Aid

Coordinator of Testing

Representative from the Area of Educational Counseling

Director of Admissions

Director of Academic Advisement

Registrar

Assistant Dean for Multicultural Affairs

In the event that any one (1) of the permanent members cannot attend, he/she should send a designee

Other Representation:

Faculty elected by their departments

Two (2) students shall be appointed to the Committee by the Student Government Association

Y. SUBSTANCE AWARENESS

1. Duties

- a) To educate the campus community on preventative measures regarding the use and abuse of alcohol and other substances.
- b) To conduct presentations, workshops and the annual Awareness Program.
- c) To review and update the college policy for a drug free campus.
- d) To develop student-oriented programs for preventative outreach.

2. Membership

Standing Representation:

Representative of the Office of Academic Affairs

Dean of Students or designee

Other Representation:

Students shall comprise twenty (20) percent of the total membership. Members are appointed by the Appointments/Tellers/Election Committee.

ARTICLE X GENERAL COLLEGEWIDE ELECTION PROCEDURES

The following procedures shall be followed for all collegewide elections for Academic Senate Committees:

A. General Procedures

An election date shall be announced at least two (2) months in advance by the Appointments/Tellers/Election Committee of the Academic Senate. Thereafter, the following steps shall constitute the electoral process: Nomination, Campaign, Balloting, Counting of Ballots, Announcement of Results.

1. Nominations

Each candidate shall submit a petition including a minimum of fifteen (15) signatures of eligible voters. This petition must reach the Secretary of the Academic Senate one (1) month prior to the election date. The Appointments/Tellers/Election Committee shall communicate receipt of petitions and acknowledge verification to the various candidates.

2. Campaign

The Appointment/Tellers/Election Committee shall announce the various candidates to the electorate within a week after the deadline date for receipt of nominating petitions. Two (2) weeks prior to the election date, the Appointment/Tellers/Election Committee shall distribute a notice in which each candidate for each office shall be allocated up to one hundred and fifty (150) words to present himself/herself and his/her ideas.

Special interest groups are free to advocate support of candidates. However, it is incumbent upon them to inform the entire faculty of such advocacy, identify themselves, and describe the procedure by which they determined the candidates they are supporting.

3. Elections

One (1) week prior to the election date, all eligible voters shall receive from the Appointments/Tellers/Election Committee ballots which have been verified for accuracy and completeness. The ballots shall have the following format:

- a) The ballot shall contain clear instructions to the voter.
- b) The ballot shall be placed inside an unmarked envelope.

- c) The unmarked envelope shall be enclosed and sealed in another envelope addressed to the Chair, Appointments/Tellers/Election Committee, Nassau Community College, Garden City, N.Y. 11530. The voter must sign his/her name legibly in the upper left-hand corner of the front of the outer envelope. Ballots, whether mailed or hand delivered, must be in the office of the Chair of the Appointments/Tellers/Election Committee by 5:00 p.m. of the election date. Ballots which do not meet the above specifications shall be invalid.

In the event that a ballot is used for elections to more than one committee and a person votes for more than the specified number of candidates for one of the committees, the ballot shall be invalid for that particular committee only.

4. Ballot Counting

The Appointments/Tellers/Election Committee shall verify the signatures on the outside of the envelope, verify that the procedures outlined have been followed, determine which are valid ballots, and count the ballots. This process shall be completed as quickly as possible, but in no case shall it take longer than five (5) working days from the deadline date for the return of ballots.

5. Announcement of Results

The Appointments/Tellers/Election Committee shall communicate the results of the balloting, in writing, including the number of votes received by each candidate running for office, to the Chair of the Academic Senate. The Chair of the Academic Senate, after receiving this written word, shall inform the President of Nassau Community College in writing, including the number of votes received by each candidate running for office, of the results of the elections and send copies of this letter to the electorate.

ARTICLE XI REVERSAL OF ACADEMIC SENATE ACTIONS

An action of the Academic Senate may be reversed by a two-thirds vote of those present and voting at a special meeting of faculty and administration called for the purpose of reviewing Senate actions.

Only faculty and administrators may vote at such a meeting.
A quorum shall be considered present when a simple majority of faculty and administrators are in attendance.

A proposal for reversing one or more actions of the Academic Senate is initiated by a petition signed by at least ten (10) percent of the eligible faculty and administration, in which case the Executive Committee of the Academic Senate must, within ten (10) days, request the President to call a special meeting. This petition must be filed with the Executive Committee of the Academic Senate and the College President within nine (9) working days after the specific Academic Senate action has been taken.

ARTICLE XII PARLIAMENTARY AUTHORITY

In matters of procedure not covered by the above provisions, the Academic Senate shall be guided by Robert's Rules of Order (latest revision).

ARTICLE XIII JURISDICTION

In the case of conflict, the Bylaws of the Academic Senate are subordinate to the terms and provisions of the current Collective Bargaining Agreement.

ARTICLE XIV AMENDMENTS

Except for Article IX, which may be changed by a majority vote of the Academic Senate only, amendments to the Bylaws of the Academic Senate must be passed by a majority vote of the Academic Senate and ratified by a two-thirds vote of those present and voting at a faculty/administration meeting at which a quorum is present. In the absence of a quorum, the Appointments/Tellers/Election Committee shall conduct ratification by mail ballot within fifteen (15) working days of the faculty/administration meeting. Ratification shall be by two-thirds affirmative vote of those validated ballots received and counted.

APPENDIX I

Policy Guidelines for Academic Senate Committees

For definition, eligibility, and duties of
standing committees, see Articles VIII
and
Article IX of the Academic Senate Bylaws

1. The Vice Chair of the Senate shall receive copies of each of the following: minutes and attendance of each meeting, notices of forthcoming meetings, resolutions which a committee wishes to present to the Senate, and special communications concerning committee problems as the need may arise.
2. Priority in the use of clerical assistance in the Senate Office is normally assigned to Executive Committee business, but any member of the Executive Committee may waive this to expedite a request by a committee chairperson.
3. If a faculty member wishes a matter to be considered by the Senate, the normal order of procedure is for the Senator of the respective department to inform the Executive Committee, which will then assign the matter to the appropriate committee for discussion and recommendations.
4. A report from a committee to the Senate must be made personally by either the chair or the secretary of the committee. If neither of these officers is present, the report will have to be placed on the agenda of a subsequent meeting.
5. Meetings of committees should be held at least once a month and a copy of the minutes should be distributed to each member of the committee and to the Executive Committee of the Academic Senate within a week of the meeting by the secretary of the committee.
6. Where the committee is composed of a representative from each department, those representatives shall be elected in the same year as their Academic Senators.
7. Recall of committee members:
 - a. A committee member may be recalled for any of the following reasons:
 - 1) Excessive absences during any academic year. Excessive absences are defined as
 - (a) two (2) absences, without prior notification to the committee chair, or

(b) four (4) absences, with or without prior notification to the committee chair. However, a member of an elected standing committee will not be charged with an absence from a meeting if an elected alternate attends in the member's place.

- 2) Unprofessional conduct specifically related to committee responsibilities.
- 3) Neglect of committee duties.

b. Such recall will be accomplished in any of the following ways:

- 1) Elected committee members may be recalled by a two-thirds vote of their constituents who are present at a meeting held for this purpose. The committee member and the voting body shall receive written notice of the meeting and its purpose at least ten (10) days prior to such meeting at which fifty (50) percent of the constituency shall be a quorum.
- 2) A committee member appointed by the Appointments/Tellers/Election Committee or elected to the Professional Practices Committee may be recalled by the action of the committee on which he/she serves by a two-thirds vote of those members who are present at a meeting held for this purpose. Each member of the committee shall receive written notice of the meeting and its purpose at least ten (10) days prior to such meeting at which fifty (50) percent of the total membership shall be a quorum.
- 3) In cases of excessive absences, a committee member appointed by the Appointments/Tellers/Election Committee may be removed by the action of the Appointments/Tellers/Election Committee by a two-thirds vote of those members present at a meeting held for this purpose, with at least ten (10) days prior written notice. The minimum acceptable quorum at such meetings should be fifty (50) percent of the total membership.

c. An opportunity shall be afforded the affected committee member to respond to the allegations before any above-mentioned vote is taken.

d. At any time before the above-mentioned vote is taken, the affected committee member shall be allowed to resign from the committee.

e. The result of any vote as set forth in b (1) (2) (3) above shall be made known, in writing, to the affected committee member and to the Senate Executive Committee within five (5) working days. Thereafter, the affected committee member shall have ten (10) working days in which to file a written notice of appeal with the Professional Practices Committee. In the event the affected member is being recalled or removed from the Professional Practices Committee, appeal shall be to the body of the Academic Senate.

8. Where student representation on a Senate Committee is specified as twenty (20) percent of total membership, the following procedure shall be used to determine the number of student members:

Students shall be entitled to one (1) member for each four (4) non-student (faculty and administrators) members or major fraction thereof. When student membership is specified as a percentage other than twenty (20) percent the same procedure of establishing a ratio of student members to non-student members and rounding out major fractions shall be followed.

APPENDIX II

Grievance Procedure

Section I: Declaration of Purpose

WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship among members of the College community at Nassau Community College is essential to the operation of the College, it is the purpose of this procedure to secure, at the lowest possible level, equitable solutions to alleged grievances of persons through procedures by which they may present grievances free from coercion, interference, restraint, discrimination, or reprisal and by which members of the College community are afforded adequate opportunity to dispose of their differences.

Section II: Definitions

- 2.1 The term "FAPS" shall mean all members of the faculty, administration, and professional staff.
- 2.2 The term "grievance" shall mean any complaint by the Academic Senate, any FAPS, or group of FAPS against the Academic Senate, any FAPS or group of FAPS based upon an alleged violation, misinterpretation, or misapplication of written or established policies, rules, bylaws, regulations, directions, orders, etc., or procedures governing and affecting employees which arise out of the day-by-day work environment and not from causes covered by the Collective Bargaining Agreement.
- 2.3 The term "Professional Practices Committee" shall refer to a committee created and constituted by the Academic Senate to process grievances arising from alleged breaches of academic freedom and/or professional practices and procedures.

Section III: Procedures

Any member of the FAPS who has a grievance shall first attempt to resolve said grievance through informal discussions and collaboration with the party or parties committing the alleged grievance and all other relevant individuals. If informal discussions are unsuccessful, every member of the FAPS has the right to address grievances in accordance with these procedures. All steps taken to resolve a grievance, including the informal discussions, must be documented using the form in Section V. [If needed, please contact the Academic Senate office, 572-7292, for a copy of the form.]

All grievances at all stages shall be conducted to provide the maximum privacy for the participants. The preparation and processing of grievances shall be conducted during the hours of employment, where practicable. When such hearings or conferences are held during class or working hours, all employees whose presence is requested shall be excused for that purpose without loss of payment from Nassau Community College.

In the case of a simultaneous grievance on the same issue where the alleged grievance is a violation of the Collective Bargaining Agreement and a violation of the Bylaws, the grievant must choose to follow one (1) of the two (2) available grievance procedures. The aggrieved may not maintain two (2) separate grievance procedures on the same issue nor can he/she revert to one (1) if the other renders a decision not favorable to the aggrieved.

The grievance procedure has strict time restrictions that must be respected. The failure of any individual or group of individuals to communicate their findings in writing to the parties to the grievances within the specified time limits shall permit the parties to the grievance to proceed to the next stage in the grievance procedure. The failure of a party to the grievance to appeal a decision to the next higher stage within ten (10) working days of the decision shall constitute withdrawal and bar further action on the grievance.

Grievances other than those between two faculty members shall proceed directly to Stage 2.

Stage 1 The grievant must provide written notice to the person(s) being grieved against, containing the following information:

- a. The name and position of the aggrieved.
- b. The policies, procedures and, if a faculty member, the section of Appendix III of the Bylaws, A Statement of Professional Ethics for Nassau Community College, involved in said grievances.
- c. The time and place where the alleged events or conditions constituting the grievance existed.
- d. The identity of the party or parties responsible for causing the said events or conditions.
- e. A general statement of the nature of the grievance.

The grievant must provide a copy of the written notice of grievance to the Department Chair of the grievant, who will call a meeting between the grieved parties within ten (10) working days. In the case of a grievance between individuals from different departments, all involved Department Chairs will be notified and will share joint responsibility. The Department Chair(s) shall attend said meeting, but are not required to mediate the discussion.

Discussions shall begin and shall continue for a period of not more than ten (10) working days from the date of the meeting. If a resolution to the mutual satisfaction of all parties cannot be reached within ten (10) working days, the grievant may continue to the next stage.

Stage 2 If the grievance is between individuals from the same department, the grievance shall be presented in writing to the Chair and the Personnel and Budget Committee. If the grievance is not of a departmental nature or is against a department Personnel and Budget Committee, the grievance shall be presented in writing to the Academic Senate Executive Committee. If the grievance is against the Academic Senate Executive Committee, the grievance shall proceed directly to Stage 3.

The written note of grievance shall contain all of the information set forth at Stage I (a-e), plus:

- f. The nature of the redress sought by the aggrieved party.

The Chair and the Personnel and Budget Committee or the Executive Committee of the Academic Senate shall act as mediators in an effort to resolve the grievance at Stage 2. They shall conduct a formally scheduled hearing to take place within ten (10) working days after the receipt of a Stage 2 grievance. The role of the mediators at Stage 2 is to help the parties reach an accord.

Within ten (10) working days after the formally scheduled hearing, the Chair and Personnel and Budget Committee involved, or the alternate group in a non-departmental grievance, shall send a suggested resolution in writing to all parties involved in the grievance. The failure of the grievant to proceed to Stage 3 within ten (10) working days of the date of the resolution shall constitute a withdrawal and bar further action on the grievance.

Stage 3 If a Stage 2 grievance has not produced an accord between the grievant and the grieved against, then the grievant may present his/her grievance in writing to the Professional Practices Committee of the Academic Senate. Submission to the Professional Practices Committee shall consist of seven (7) copies of all documents previously submitted, plus:

- g. Seven (7) copies of the Stage 2 grievance suggested resolution.
- h. A request that a determination be made by the Professional Practices Committee.

The grievant shall provide a copy of the Stage 3 grievance request and all supporting documentation to the party or parties grieved against. The Professional Practices Committee will notify in writing the Academic Senate Executive Committee and the NCCFT Executive Committee that a Stage 3 grievance has been filed, identifying only the grievant and the grieved against. The Professional Practices Committee shall set a hearing date within ten (10) working days of the receipt of a grievance. The grievant, the person or persons grieved against, the Executive Committee of the Academic Senate, and all members of the Professional Practices Committee shall be notified of such hearing at least five (5) working days before the date of the hearing.

The function of the Professional Practices Committee is to act in a judicial, not investigative or prosecutorial, manner. Therefore, each party to the grievance must seek out, and produce at the Hearing, all evidence that he/she wants the Committee to consider in its deliberations.

RULES AND PROCEDURES FOR STAGE 3 HEARINGS

- I. The hearing shall be conducted by the chairperson of the Professional Practices Committee. Attendance at the hearing shall be limited to members of the Professional Practices Committee, the grievant, the grieved against and any witnesses who are giving testimony.

If any person at the hearing fails to conduct himself/herself in an orderly manner, fails to maintain the decorum demanded by the Committee, or fails to adhere to the Committee's admonitions during the Hearing, that person may be excluded from the Hearing room, by the Committee, for the balance of the Hearing.

- II. Conduct of the Hearing:

- A. Each party to the grievance may present witnesses. All witnesses will be excluded from the Hearing room, except when their testimony is required.
- B. To prevent harassment of the witnesses, all questions, by either party, addressed to a witness shall be made through the Committee.
- C. The grievant shall present his/her witnesses (including him/herself) first. After each witness offers testimony, the Committee may question the witness, then the grievant and the grieved against may question the witness. When the grievant has completed his/her testimony, the grieved against party shall present his/her witnesses (including him/herself), and a similar questioning by the Committee, the grieved against and the grievant shall be permitted.
- D. The Committee may question any witness, at any time.
- E. Rules of Evidence: The Committee may exclude evidence it considers irrelevant, improper or redundant. The oral testimony of a witness is much preferred over a written statement. If the Committee is satisfied that a witness is absolutely unavailable, a party may produce a notarized signed statement submitted by that witness.
- F. In the interest of privacy and confidentiality, stenographers, typists and/or recording devices are not allowed. The deliberations of the Committee shall remain confidential, except for its final decision, in writing, which shall be transmitted to the Academic Senate.

- III. Conclusion:

The determination of the grievance shall be made by the Professional Practices Committee who shall communicate that decision in writing, together with the supporting reasons, to the grievant, the party or parties being grieved against, and the Academic Senate Executive Committee within five (5) working days from the last day of the hearing. All documents and records shall be delivered to the Chair of the Executive Committee of the Academic Senate who shall keep them on file in the Office of the Academic Senate. The Academic Senate Executive Committee shall serve as guardian of the files. The failure of either party to the grievance to appeal the decision to Stage 4 [Grievance Appeal Panel] within ten (10) working days of the decision shall constitute a withdrawal and bar further action on the grievance. At that time, the guardian of the files shall destroy all documents and records, except for the written decision.

Stage 4 Either party to the grievance shall have the right to appeal the Stage 3 decision to the Grievance Appeal Panel with cause, which may include but not be limited to: failure to follow procedural guidelines, or introduction of new relevant evidence which was not available at prior stages. The appeal shall be in writing and shall set forth the same information as in Stage 3, in addition to:

- i. The written decision of the Professional Practices Committee, and
- j. The reason for the appeal

Notification that the appeal has been filed will be sent by the Grievance Appeal Panel to the Executive Committee of the Academic Senate and to the Professional Practices Committee.

The Grievance Appeal Panel will determine if the stated reasons for the appeal justify a hearing at this level. If an appeal is granted, a hearing date shall be set within ten (10) working days of receipt of an appeal. The decision of this Grievance Appeal Panel shall be sent in writing to: a) the parties to the grievance, b) to the Professional Practices Committee, and c) the Executive Committee of the Academic Senate no later than fourteen (14) days after the close of the hearing. It shall set forth their findings, conclusions, and orders, which shall be final and binding on all parties.

Section IV: Documentation

All grievances at all stages shall be kept private. For grievances that proceed to Stage 3 or to Stage 4, at the completion of the terminal stage the Executive Committee of the Academic Senate shall append to the Minutes of the Academic Senate a copy of the decision rendered. At all stages of the grievance procedure either party to the grievance shall have the right to require custodian of all relevant records to produce them. The Professional Practices Committee in Stage 3 and the Grievance Appeal Panel in Stage 4 shall have the power to subpoena all records.

All documents, communications, and records dealing with the process of a grievance shall be filed separately from the personnel files of all participants. Such documents, communications, and records may be released only upon written request of either the aggrieved or the grieved against.

If the grievance proceeds to Stage 4 [Grievance Appeal Panel], then the Executive Committee of the Academic Senate shall continue to serve as guardian of the files. Such documents and records may be released to the Grievance Appeal Panel on written request of the grievant or the grieved against or the Grievance Appeal Panel itself. When the Grievance Appeal Panel concludes deliberations and renders a decision, any documents and records shall be returned to the Chair of the Executive Committee of the Academic Senate along with the written decision of the Panel. Fifteen (15) working days after receipt of the decision of the Grievance Appeal panel the guardian of the files shall destroy all documents and records, except for the written decision.

Section V: Form to Document Deadlines and Track Progress of a Grievance Procedure

Please contact the Academic Senate office, 572-7292, for a copy of the form.

APPENDIX III

A STATEMENT OF PROFESSIONAL ETHICS FOR NASSAU COMMUNITY COLLEGE

This document is designed to provide guidelines of professional ethics for the members of this academic community. These guidelines are presented from the following points of view:

- I Faculty as Scholars
- II Faculty as Teachers
- III Faculty as Administrators
- IV Faculty Toward Colleagues
- V Faculty and the Institution
- VI Faculty and the Community

Although it is highly desirable for ethical questions to be approached in an informal manner, there are situations when reasonable questions arise in which propriety of conduct may then be judged by formal procedures. The College has developed a number of such procedures to be followed under normal circumstances. When individuals choose not to follow established procedures, they should be prepared to demonstrate cogently why they have not done so. Nothing in this statement shall be construed to limit an individual's constitutional rights or academic freedom, or shall prevent an individual from seeking legal redress.

For the purpose of this statement, the term "Faculty" shall be defined as "Any professional employee of Nassau Community College."

I. FACULTY AS SCHOLARS

As an institution of higher learning, Nassau Community College must be dedicated to the advancement of knowledge and development of its students. As members of the college community, therefore, the faculty must assume particular responsibility for the active engagement in and encouragement of scholarly activities that advance their own discipline or profession, thereby enriching the students and the rest of the academic community.

In this respect, faculty, as scholars, have the rights and responsibilities:

1. To define the area of their scholarship in accordance with their professional training and expertise.
2. To engage in scholarly activities such as research, work in the creative arts, development of technical skills and improving educational techniques.
3. To maintain and improve standards of their discipline.

II. FACULTY AS TEACHERS

Faculty members of Nassau Community College have the obligation, as teachers, of educating their students in their respective areas of competence and assignment. Faculty members should never deliberately suppress or distort subject matter as a means of advancing personal beliefs, but rather seek to enlighten students. In addition, faculty members should avoid the persistent intrusion of material which has no relation to the subject matter. Hence, as teachers, faculty members should be guided by the following objectives:

1. To accurately distinguish fact from opinion, hypothesis from conclusion and, when appropriate, present the variety of scholarly opinion at a proper level to their students.
2. To present the subject matter of the course as announced and as approved by the collegewide community.
3. To safeguard the intellectual freedom of all students by maintaining in the classroom and in conference conditions for unencumbered pursuit of learning, free discussion and inquiry.
4. To recognize that students, while responsible for learning the content of the course of study in which they are enrolled, are free to disagree with the views presented and to reserve judgment about all matters of opinion.
5. To be conscientious and act with propriety in meeting students, both formally and informally, in class, office, and in private.
6. To show even-handedness in all aspects of the teacher-student relationship.
7. To inform students reasonably early in the semester of the course requirements and the standards of evaluation.
8. To evaluate students on the basis of these standards of evaluation and not on matters irrelevant to these standards.
9. To respect the confidential nature of their professional relationship with students.
10. To avoid any exploitation and/or solicitation of students for private advantage.

III. FACULTY AS ADMINISTRATORS

The administrative function exists in higher education to serve the educational community by facilitating the process of learning, and by creating and maintaining a milieu conducive to teaching, research, and related service functions.

In order to exercise their academic responsibility and freedom, the administrators assume the following rights and obligations:

1. To carry out the duties, policies and practices of the office without consideration to race, sex, creed, national origin, and age.
2. To carry out the duties of the office as specified in the written statement of the conditions of employment or in the job description.
3. To see that available resources are fully and effectively utilized.
4. To facilitate achievement of the teaching, learning, research, and service functions of the College.
5. To provide leadership in creating and maintaining an atmosphere conducive to intellectual and professional growth.
6. To participate actively in the formulation and implementation of institutional policy.
7. To seek to fill administrative vacancies with qualified persons through procedures that are not prejudicial toward persons already in the employ of the College.
8. To seek to improve their own performance through continued professional growth and development.
9. To provide a regular evaluation process for those under their supervision.
10. To disclose whether public statements on controversial issues reflect personal or institutional positions.
11. To avoid arbitrary and capricious action that could result in termination of office for persons under their supervision.
12. To assist any employee to find new employment when termination is not the result of the employee's incompetence.
13. To respect and protect the confidentiality of information concerning any member of the College community.

IV. FACULTY TOWARD COLLEAGUES

As colleagues, faculty members and administrators at Nassau Community College have obligations to the learned profession of which they are a part. In order to improve the well-being of the profession and the climate at Nassau Community College, faculty members and administrators accept the responsibility of acting in an ethical manner with colleagues and helping colleagues to act ethically. Hence,

1. Faculty, when in debate, are expected to deal with issues and avoid ad hominem arguments.
2. Faculty, even when in disagreement, shall abide by the legitimate and collective decisions arrived at by their colleagues.
3. Faculty shall follow the established procedures for dealing with disputes between colleagues.

V. FACULTY AND THE INSTITUTION

It is the responsibility of institutions of higher learning to insure that the conditions under which professional staffs function are congenial to professional growth and academic freedom. In view of this responsibility, the members of the College community deem to follow functions necessary toward the fulfillment of their obligations to the institution:

1. Faculty shall deal with campus issues, utilizing available channels at the College, when appropriate, in such a way that the institution is not exposed to unnecessary public embarrassment.
2. In a spirit of academic freedom, faculty must have the right to criticize and revise, but shall not use coercive means to promote such change within the College community.
3. Faculty have a responsibility to participate in the governance of the College.
4. Faculty shall be provided with appropriate working conditions by the institution to promote professional growth, allowing time for the furtherance of their scholarly pursuits.
5. Faculty shall use leave time granted to them by observing the conditions under which the institution approved the leave.
6. Faculty shall consider work done outside the institution with due regard to the principal responsibility of their professional employment at the College. They shall also consider the interruption or voluntary termination of their services with due regard to the effect upon the students and programs of Nassau Community College.

7. In exercising their right to define membership and rank within the College community, faculty shall judge applicants only on the basis of professional qualifications and performance.
8. Applicants for any position or rank within the College shall not misrepresent themselves.
9. Faculty shall respect the principles and practices of due process developed within the institution, seeking justice for others in the same spirit that they seek it for themselves.
10. Faculty shall not permit exploitation of their positions or the facilities of the College for private gain.

VI. FACULTY AND THE COMMUNITY

The faculty member has multiple roles with respect to the community. The faculty member is a citizen and, as a citizen, should be free from institutional censorship. As a member of the College, the faculty member is aware of the special role of the College within the community. Therefore:

1. Faculty should seek to encourage an understanding of the important functions that the College provides within the community.
2. Faculty should support free inquiry in the community and further public understanding of academic freedom.
3. Faculty should be willing to lend their special talents and skills for community service regardless of whether remuneration is involved.
4. Faculty should insure that professional responsibilities remain their primary obligation when serving the community.
5. Faculty should be accurate in statements about the College within the community.

* * *