

FACULTY BYLAWS

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Presidential Approval –

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Article I – Name

The name of this academic body shall be: The Onondaga Community College Faculty Association; hereinafter referred to as the Faculty.

Article II – Purpose

- A. The Faculty's role in the governance of Onondaga Community College shall be solely and entirely the responsibility of the Onondaga Community College Faculty Association, in accordance with provisions of New York State Education Law and State University of New York Regulations, and based on the knowledge and expertise of the Faculty. That role includes participation in the formulation of academic policies, development of curriculum, and recommendations for the selection and advancement of students and teaching staff. The Faculty shall also be concerned with maintaining in the College an atmosphere of academic freedom and professional responsibility.
- B. To this end, all matters of Faculty governance, Faculty committee appointments, Faculty opinions, Faculty input in decision making, or any other need for the Faculty's involvement in the operation of the College shall be channeled through the Faculty Executive Committee and the Faculty's regular meetings.
- C. On any matter, if input is solicited from an individual member of the Faculty, it shall not be considered as the input from the Faculty as a whole until said Faculty member is given the authority to speak for the Faculty on the issue at hand. Any use of Faculty input that has not been approved by the Faculty shall not be considered as the collective opinion of the Faculty; it shall simply be considered individual communication with the administration.

Article III – Scope

- A. The Faculty recognizes that the Board of Trustees has the responsibility and authority to determine College policy, and that the President is responsible for implementation of policy so established.
- B. Within that framework, the Faculty shall take actions that reflect the traditions of Onondaga Community College as a respected institution of higher learning. In discharging its legal and professional obligation to participate in the formation of academic policy, the Faculty shall forward its recommendations to the President and the Board of Trustees.
- C. The Faculty shall discuss, consider, and vote on academic policies and procedures in, but not limited to, the following areas:
 - 1. Academic rules for students and the Faculty,
 - 2. Scholastic standards requirements for academic standing and graduation from the College,
 - 3. Recommendation of the list of candidates for graduation,
 - 4. Course content of subjects as prepared by academic Departments and within the programs of study approved for the College by the Board of Trustees,
 - 5. Manner of delivery of all credit courses,
 - 6. All matters which refer to student academic achievement.

New curriculum proposals from other than an Academic Department will be assigned by the Chief Academic Officer to an appropriate Academic Department for review and concurrence prior to submittal to the Curriculum Committee.

On these matters, and on such other matters as may be specified by law, by policies or regulations of the State University of New York, or by collective bargaining agreements, the Faculty shall make recommendations to the President and the Board of Trustees.
- D. Nothing in these Bylaws shall be construed to limit the matters on which the Faculty may offer recommendations to the President and the Board of Trustees.
- E. The collective bargaining agreement between the College and the Federation supersedes these Bylaws if there are inconsistencies between the two documents.

Article IV – Membership

- A. Membership in the Faculty shall be afforded to all members of the academic staff who hold academic rank (including instructor's assistants) and who hold term or continuing appointments. Persons serving as full-time leave replacements shall be afforded membership during their terms of appointment. Post-probationary adjuncts shall be considered non-voting associate members. In addition, each academic department shall afford its post-probationary adjuncts the opportunity to designate one voting representative each academic semester.
- B. Membership in the Faculty shall also be afforded to the President of the College and the Chief Academic Officer. With the approval of the Faculty Executive Committee, annual membership shall be afforded to those administrative officers who are designated by the President as senior-level. In addition, the Faculty Executive Committee, with the approval of the President, may request one or more junior-level administrators or management persons to serve as faculty members for the current academic year.
- C. Any other member of the College staff may apply to the Faculty Executive Committee for non-voting associate membership.
- D. Non-voting associate members may serve on Faculty committees and participate in discussions of Faculty business, but their numbers shall not be considered for purposes of quorum.

Article V – Officers

- A. The elected officers of the Faculty are Chairperson, Vice Chairperson, Past Chairperson, Secretary of the Executive Committee, and Secretary of the Faculty.
- B. The Chairperson of the Faculty shall:
 - 1. Possess tenure at the time of his/her election.
 - 2. Preside at all meetings of the Faculty and of the Executive Committee of the Faculty.
 - 3. Appoint and charge all committees not otherwise provided for in these Bylaws, with the advice and consent of the Executive Committee.
 - 4. Carry out the wishes and directives of the Faculty and of the Executive Committee regarding time of meetings, programs, activities, and business of the Faculty.

5. In consultation with the Faculty Executive Committee, be authorized to speak on behalf of the Faculty between Faculty meetings.
 - a. The opinions of the Chairperson shall not be binding on the Faculty as a whole, but should be taken as a preliminary assessment of the will of the Faculty at that time.
 - b. The Chairperson should seek Faculty authorization at the next Faculty meeting.
 6. Confer regularly with the President or his/her delegated representative to assure communication between the Faculty and the President on matters of interest to the Faculty that are within the scope of these Bylaws.
 7. Confer regularly with academic department Chairpersons.
 8. Serve as a liaison between the Board of Trustees and the Faculty.
- C. The Vice Chairperson of the Faculty shall:
1. Possess tenure at the time of his/her election.
 2. Fulfill the duties of the Chairperson in his/her absence.
- D. The Past Chairperson shall:
1. Serve in an advisory capacity to the current Chairperson.
- E. The Secretary of the Executive Committee shall:
1. Keep the minutes of all Executive Committee meetings.
 2. Publish the agenda approved by the Faculty Executive Committee for each Faculty meeting one week in advance of each scheduled meeting. This agenda shall be distributed to each member of the Faculty, Administration, and Board of Trustees.
- F. The Secretary of the Faculty shall:
1. Keep the minutes of all Faculty meetings.
 2. Submit the minutes of all meetings to the Faculty for approval one week in advance of the next scheduled meeting.
 3. Oversee the Faculty clerical assistant.
 4. Assemble a packet consisting of:
 - the approved agenda
 - the approved minutes
 - committee reports and other supporting materials considered

for each meeting of the Faculty Executive Committee and of the Faculty. This packet shall be submitted to the College Archives.

Article VI – Executive Committee

- A. The Executive Committee shall be composed of the five officers of the Faculty, two delegates-at-large elected from the Faculty, and one delegate-at-large elected from the Adjunct Faculty. Additionally, the delegate to the Faculty Council of Community Colleges and the Chief Academic Officer shall be voting members, ex-officio.
- B. The Past Chairperson shall serve only one year past the expiration of his/her term as Chairperson. The Past Chairperson seat on the Executive Committee shall become an additional at-large delegate, to be filled by election, if the current Chairperson is reelected for a second or third term, or in the event that there is a mid-term vacancy in the Past Chairperson seat.
 - 1. This additional delegate-at-large seat shall not have a rank or tenure requirement.
- C. The two delegates-at-large shall represent different academic ranks, but shall not have a tenure requirement.
 - 1. One delegate shall be of the rank “instructor” or “assistant professor” at the time of his/her election.
 - 2. The other delegate shall be of the rank “associate professor” or “professor” at the time of his/her election.
 - 3. If there are no nominations for a particular delegate-at-large at the time of election, the seat may be filled “out-of-rank” for that year via floor nomination prior to balloting.
- D. The adjunct delegate-at-large shall be of post-probationary status at the time of his/her election
- E. Additionally, a member from the Executive Committee of the recognized Faculty bargaining agent shall be appointed by that said board as a non-voting member of the Faculty Executive Committee to serve as a liaison between the two committees.

- F. The Executive Committee shall determine the agenda for all Faculty meetings, based on requests from members of the Faculty. The Committee shall meet 7 to 10 days prior to the regularly scheduled meetings of the Faculty, except prior to the August and January meetings.
- G. The role of the Executive Committee is to serve as the representative voice of the Faculty on matters of policy.
- H. The Executive Committee shall establish its own procedures for the conduct of its business.

Article VII – Committees

- A. The purpose of the standing committees of the Faculty is to provide the procedural mechanism by which the work of the Faculty is accomplished.
- B. Standing committees having not fewer than three members shall be established annually. The members of these committees shall be elected by the Faculty from slates presented by the Nominations Committee.
- C. Standing committees of the Faculty shall include the following, except as the Faculty may vote from time to time: Academic Support Initiatives, Academic Technology Coordinating, Affirmative Action, Curriculum, Disciplinary Appeals Hearing, Faculty Appreciation Awards, Faculty Scholarship, Handbook, Honors, Institutional Review Board for Human Subjects Research, Learning Outcomes Assessment, Nominations, Promotions, Reappointments and Tenure, Sabbatical Leaves, Scholastic Standards, and Teaching Center Advisory.
- D. Specific charges and any requirements for the composition of each committee shall be subject to Faculty approval, except for committees specified by the collective bargaining agreement (Contract) between the College and the recognized Faculty bargaining agent. Committees shall establish their own procedures, unless procedures are prescribed in the aforementioned Contract.
- E. The chairs of all Faculty committees, including those not named in these Bylaws, shall be chosen annually from the committee membership in accordance with the respective committee charges.

- F. The chair of each standing committee shall be responsible for maintaining the records of the committee and shall submit an annual report to the Chairperson of the Faculty to be placed in the archives of the College.
- G. Ad hoc committees may be established from time to time for temporary business. The Chairperson of the Faculty, with the advice and consent of the Executive Committee, shall appoint the members of such ad hoc committees, shall determine the scope of duties of each such committee, and shall require a final report from each committee to be placed in the archives of the College.
- H. Except in matters of individual professional advancement, recommendations of Faculty committees shall be presented to the Faculty for discussion and vote. If a proposal approved by the Faculty requires implementation by the Administration or the Board of Trustees, it shall be presented to the President as a recommendation. If the President objects to the recommendation, he/she may veto it with an explanation to the Faculty of the objections. If the proposal is again passed (by at least a two-thirds vote of the Faculty), the President shall reconsider the measure. If he/she still decides to veto the measure, his/her decision shall be final.

Article VIII – Meetings

- A. All meetings of the Faculty shall be called and chaired by the elected Chairperson of the Faculty. The Chairperson shall call a meeting whenever so requested by the President. The Chairperson shall offer all the time the President or his/her representative might need for such business. The Chairperson of the Faculty shall chair such meetings and conduct the discussion and the vote if the President or his/her representative's business shall so require.
- B. Meetings shall be called within ten days of the submission to the Faculty Chairperson of a petition for a meeting signed by twenty-five (25) percent of the Faculty and the business of the petition must be placed on the agenda.
- C. At least one Faculty meeting shall be held each calendar month of the regular academic year (August through May inclusive). The first Faculty meeting of each academic semester shall be held on the first Faculty on-hand day of that said semester. Except in emergencies, one week notice shall be given for all meetings and an agenda of business published.

- D. Items of business to be acted upon by Faculty must be submitted to the Chairperson of the Faculty no later than 10 days prior to the scheduled meeting in order to be considered for the agenda. Submissions shall include details of the items needing action and any supporting information. Announcements and committee reports that do not require action or discussion by the Faculty shall be included for informational purposes with the agenda, provided that they are submitted prior to the 10-day deadline. Items submitted after the deadline may be considered under “New Business” upon notice to the Faculty Chairperson.
- E. Order of business for regularly-called Faculty meetings shall be:
1. Approval of minutes
 2. Old business
 3. Report of the Faculty Executive Committee
 4. Report of the Curriculum Committee
 5. Reports of other committees
 6. Remarks of the Chief Academic Officer and/or the President
 7. New business
- F. A quorum shall consist of 35% of the number of voting Faculty.
- G. All voting shall be by simple majority of those members (defined in Article 3) present and voting. Votes may be by voice or show of hands or by secret ballot if so voted. In case of tie, the Chairperson’s vote will govern.

Article IX – Elections

- A. Offices to be filled annually by election are as follows: Chairperson, Vice Chairperson, Secretary of the Executive Committee, Secretary of the Faculty, and Parliamentarian. In addition, two delegates-at-large to the Executive Committee shall also be elected from the Faculty.
1. The current Chairperson shall become the Past Chairperson following the election of a new Chairperson and that successor taking office.
- B. Any member of the Voting Faculty is eligible to serve on the Faculty Executive Committee, except that administrators and adjunct faculty may not serve as an officer, nor can an administrator serve as a delegate-at-large or the Faculty Council delegate.

1. The members of the Executive Committee shall serve for one year or until their successors are elected and take office.
 2. No one person shall concurrently serve in more than one office, nor shall an officer concurrently serve as a delegate-at-large.
- C. No person shall be elected more than three times consecutively to the same office or same delegate-at-large seat, unless elsewhere provided in these Bylaws.
1. The Parliamentarian shall not be term limited.
- D. Election of officers shall take place during the April Faculty meeting. Election of delegates-at-large and the Parliamentarian shall take place during the first Faculty meeting in May. The new Executive Committee shall take office after the first Faculty meeting in May and shall plan the last Faculty meeting of the academic year, which shall be conducted by the new Chairperson of the Faculty.
- E. Election of a delegate and alternate to the Faculty Council of Community Colleges shall take place in accordance with the provisions of the Bylaws of the Faculty Council of Community Colleges. Term of office and term limits shall be likewise defined.
- F. The Nominations Committee shall prepare slates of officers from Voting Faculty members willing to serve and shall publish its slates at least 10 days prior to the regular Faculty meeting at which elections are to be held. No person shall be nominated for more than one position at a time. Additional nominations for all positions may be made from the floor before the election.
- G. Election for two delegates-at-large (and the additional delegate-at-large, in the event that there is no Past Chairperson) shall be held after the election of Faculty officers. The Nominations Committee shall prepare slates from those persons willing to serve and shall publish its slates at least 10 days prior to the regular Faculty meeting at which elections are to be held. Additional nominations may be made from the floor.
- H. The annual election of the adjunct delegate-at-large shall occur at a date, time, place, and manner to be prescribed by the Executive Committee.
- I. In case of vacancy in the office of Chairperson of the Faculty, the Vice Chairperson shall assume the office and duties of the Chairperson for the remainder of the current term and for the duration of the term to which he/she was elected. Vacancy in the office of Vice

Chairperson will be filled by special election at the next Faculty meeting to a term ending at the time of the next regular election. Vacancy in any other position on the Executive Committee or of a delegate-at-large shall be filled by appointment by the Chairperson, with the approval of the Executive Committee, until a special election is held at the next Faculty meeting. Nominations Committee shall present a slate of Faculty members willing to serve. This slate shall be published at least 10 days prior to the regular Faculty meeting at which elections are to be held, time allowing. Additional nominations may be made from the floor before the election.

- J. Voting for all elections shall be by secret ballot. The Nominations Committee shall prepare and distribute printed ballots. The Executive Committee set the date, time, and place of balloting; tabulate votes; and announce results.

Article X – Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the Faculty in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty may adopt.

Article XI – Amendments

Amendments may be enacted in the following manner:

- A. Proposals for amendments shall be added to the agenda for consideration by the Faculty.
- B. Amendments to these Bylaws shall require a majority vote of the Faculty and shall take effect thirty days after approval. The Faculty shall forward such approved amendments to the President, which shall not be binding on the President until approved by him/her.
- C. Notices of the time, manner, and place for voting on proposed amendments to these Bylaws must be announced to the Faculty and the text of the proposal circulated among the Faculty at least 10 days prior to the casting of ballots.