

Academic Senate Bylaws
Nassau Community College

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INTRODUCTION

These Bylaws constitute the Academic Senate of Nassau Community College (Senate) as the representative body of the full-time faculty (as defined by the Nassau Community College Federation of Teachers [NCCFT] Collective Bargaining Agreement) in fulfilling its role in the shared governance of the College. The Bylaws guide the Senate's operations and are in accord with New York State Education Law, New York State Rules and Regulations governing public institutions of higher education, Rules of Procedure of the Nassau Community College Board of Trustees, Middle States Commission guidance on collegial governance, and Section 20 of the Collective Bargaining Agreement between Nassau Community College and the NCCFT. The Academic Senate is the means by which the faculty provides a voice and representation of its respective constituencies, and through which recommendations are made to the President of the College.

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 NCCFT Collective Bargaining Agreement.

- A. To examine, approve and recommend curriculum for examination by the President.
- 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 technology, and academic calendar for the consideration of the President.
- 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 of the Academic Senate in areas where the Senate has powers and responsibilities shall be recommended to the President by the Executive Committee on behalf of the Academic Senate. The Academic Senate Executive Committee shall review matters that are under consideration by the Senate with the President. The President will respond to formal actions of the Academic Senate before the next meeting of the Senate. If the formal actions of the Senate are not affirmed by the President then the President will review the reasons with the Academic Senate Executive Committee.

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

Only members represented by the Senate may vote at such a meeting. A quorum shall be considered present when a simple majority of the membership represented by the Academic Senate is 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 membership represented by the Academic Senate, in which case the Executive Committee of the Academic Senate must within ten (10) regular teaching days call a special meeting. This petition must be filed with the Executive Committee of the Academic Senate within nine (9) regular teaching days after the specific Academic Senate action has been taken.

Article III. MEMBERSHIP AND RESPONSIBILITIES OF SENATORS
A. Membership:

The Academic Senate shall mean the Association of full-time faculty (as defined by the NCCFT Collective Bargaining Agreement), and a contingent of voting members from other College constituencies as specified in these Bylaws.

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

1. Voting Members:

- 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 NCCFT,
- One (1) Senator from and elected by all faculty not attached to academic departments, i.e., the Professional Faculty Unit,
- One (1) Senator representing Language Immersion at Nassau Community College (LINCC),
- One (1) Senator representing the Adjunct Faculty Association (AFA), and
- One (1) Senator representing the Civil Service Employees Association (CSEA).

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, the Professional Faculty Unit, LINCC, AFA, and CSEA.
- 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:

$$\begin{array}{r}
 F \text{ (Faculty from Academic Departments)} \\
 + \quad S \text{ (Students)} \\
 + \quad A \text{ (Administrators)}
 \end{array}$$

- + 1 (NCCFT)
- + 1 (Professional Faculty Unit)
- + LINCC
- + AFA
- + CSEA

TOTAL SIZE OF SENATE

2. Administrators Membership:

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

3. Full-time Faculty Elected Membership:

In April academic departments (as defined by the NCCFT 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 fractions 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 elected in odd-numbered years and the other one-half elected in even-numbered years as follows:

a. Odd-numbered years:

- Africana Studies
- Art
- Biology
- Communications
- Engineering/Physics/Technology
- English
- Foreign Languages
- Marketing/Retailing/Fashion Buying & Merchandising/Interior Design & Fashion Design
- Mathematics/Computer Science/Information Technology
- Mortuary Science
- Music
- Reading & Basic Education
- Student Personnel Services
- Theatre & Dance
- Professional Faculty Unit

b. Even-numbered years:

- Accounting & Business Administration

-
- Administrative Business Technology/Health Information Technology
 - Allied Health Sciences
 - Chemistry
 - Criminal Justice
 - Economics & Finance
 - Health/Physical Education/Recreation
 - History/Political Science/Geography
 - Hospitality Business
 - Legal Studies
 - Library
 - LINCC
 - Nursing
 - Philosophy
 - Physical Science
 - Psychology
 - Sociology/Anthropology/Social Work

- c. 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.

4. Student Membership:

The officers of the SGA, by title the President of SGA, 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 be student representatives on the Academic Senate. The length of office in the Academic Senate will be defined by the terms of SGA.

For the remaining student members half of the students will be elected at the time of the Spring SGA elections. Their term of office will commence June 1 of that year. The remaining number of student representatives on the Academic Senate will be elected in the Fall. Their term of office will commence on December 1 of that year.

Alternates to the student representatives on the Academic Senate will be designated by the officers of the SGA and reported to the Academic Senate Executive Committee.

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

B. Responsibilities:

The duties and responsibilities of Senators shall include the following:

1. To review and evaluate all committee reports, recommendations and resolutions that accompany each agenda prior to the meetings of the Academic Senate.
2. To determine the opinion of their constituents before meetings of the Senate.
3. To attend all meetings of the Academic Senate or to arrange for the attendance of an appropriate alternate.
4. To bring to the Senate, through the Academic Senate Executive Committee and/or the appropriate Senate committee, matters that concern their constituents.
5. To report fully and regularly to their constituents on the activities of the Senate.

Article IV. OFFICERS

- F. 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.

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 elected Senator 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 SGA 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 NCCFT 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 NCCFT 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 represented by the Academic Senate.
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 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 Meetings:**

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 Meetings:

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 Meetings:

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

Except where indicated in the NCCFT Collective Bargaining Agreement or these Bylaws, all Academic Senate committee actions are reported to and, if appropriate, recommended for action to the Senate. Committees must submit written reports to the Senate of all recommendations and of all actions taken. Committees are constituted as follows:

- A. There shall be an Appointments/Tellers/Election Committee consisting of the Chair of the Academic Senate or designee from the Executive Committee, and additional members elected by the Academic Senate, and an administrator (non-voting) appointed by the President, which, after due notice to the faculty, shall appoint committee members to the Standing Committees whenever stipulated in Article IX.

Nominations for the elected members of the Appointments/Tellers/Election Committee shall be made during the first Academic Senate meeting of the Spring semester. Election of members to this committee shall be by written ballot and shall be completed, including the President's appointee, by the second Senate meeting of the Spring semester.

- B. Committees with elected membership including the Appointments/ Tellers/ Election committee will commence operations in May and elect officers at their first meeting.

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

- C. All members represented by the Academic Senate, unless otherwise stipulated under Standing Committees, are eligible for committee membership. Members of the administration who serve on committees do so in an *ex officio* capacity and without vote, unless the members on committees are also Senators, in which case they serve on the committees with vote. 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 leave 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.
- D. 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 term. 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. *Ex officio* members serve by virtue of their offices and do not have terms of service.
- E. Unless otherwise provided, standing committees may have no fewer than six (6) voting members.
- F. 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.

- G. The number of Senate standing committees may be increased or reduced by a two-thirds vote of the Senate.
- H. *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.
- I. All Senate committees shall follow the Guidelines which appear in Appendix A1 of this document.
- J. The Executive Committee of the Academic Senate shall appoint those members necessary to special committees called for by the NCCFT Collective Bargaining Agreement or as otherwise needed.

Article IX. STANDING COMMITTEES**A. Academic Department Chairs Committee:**

1. Duties:
 - a. To engage in evaluation and make recommendations to the Vice President for Academic Affairs concerning academic departmental structure.
 - b. To promote cooperation between administration and academic departments.
 - c. To examine and make recommendations to the Senate and Vice President for Academic Affairs concerning those aspects of academic policy that pertain to academic programs and administration.
 - d. To review reports on departmental student/faculty ratios, and to make recommendations on the status of proposed changes in student/faculty ratios.
2. Membership:
 - a. Standing Representation
 - Representative of the Office of Academic Affairs, *ex officio* non-voting, designated by the Vice President for Academic Affairs
 - Chair of the Academic Senate
 - All Academic Department Chairs. An Academic 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. Officers of Academic Department Chairs
 - Chairperson
 - Secretary
 - 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 Offices: All officers shall serve two (2) year terms. Elections shall be staggered with no more than three (3) officers elected in any given year.

The election will be held at the last regularly scheduled meeting of the Spring Semester. The term of office will begin on August 20th.

B. Academic Standing Committee:

1. Duties:

- a. To recommend to the Academic Senate, academic standards which define good standing, probation, and separation from the College.
- b. To act as a board of review of policy on academic cases where special circumstances warrant and to make recommendations for modifying or adopting new policy to address such special cases.
- 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:

a. Standing Representation

- Vice President for Academic Affairs or designee, *ex officio* non-voting
- Vice President for Academic Student Services or designee, *ex officio* non-voting
- Registrar or designee, *ex officio* non-voting

b. Other Representation

- One (1) representative and alternate for each academic department elected by that department
- Three (3) student representatives to be appointed by the SGA

c. Non-voting Members

- A representative from the Academic Advisement Center, appointed by the Director of the Academic Advisement Center
- A representative from the Center for Educational and Retention Counseling will be appointed by the Chairperson of Student Personnel Services, if the elected representative from Student Personnel Services is not an educational counselor.

C. Appointments/Tellers/Election Committee:

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 distribute to the electorate official notification of the election with deadline dates and the various election procedures outlined in the Bylaws.
- e. To prepare, distribute, collect and verify all nominating petitions.
- f. To collect statements from the candidates which are to appear in a special notice in accordance with the Bylaws.
- g. To prepare all ballots and election-related materials in the proper time sequence called for in the Bylaws.
- h. To collect, verify and count all ballots in accordance with the time sequence called for in the Bylaws.
- i. To transmit official results to the Chair of the Academic Senate in accordance with the time sequence called for in the Bylaws.
- j. 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.
- k. To perform all other election-related duties as required by the Chair of the Academic Senate.
- l. College-wide elections pertaining to matters in areas where the Senate has responsibility other than those specified in the NCCFT 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.
- m. If there have not been a sufficient number of petitions submitted for available positions on college-wide 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:

- a. Standing Representation
 - Chair of the Academic Senate or designee from the Executive Committee
 - Student Government Academic Senate Chair
 - One (1) administrator appointed by the President, *ex officio* non-voting

b. Other Representation

- No fewer than five (5) but no more than nine (9) faculty members, all of whom shall be elected by the Academic Senate
- One (1) student representative to be selected by the SGA

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 Committee:

1. Duties:

- a. To coordinate the assessment of student learning outcomes at all levels (course, program/department, and institutional).
- b. To encourage and assist departments and faculty in all areas of assessment of student learning outcomes including but not limited to developing their assessment plans, using direct and indirect assessment measures, collecting assessment data, and reporting assessment results.
- c. To communicate assessment results and findings to the Academic Senate as well as the larger College community.
- d. To work with the Office of Assessment and Program Review (OAPR), the Vice President of Academic Affairs, Area Deans, Department Chairpersons, and faculty to implement a sustainable and continuous cycle for the assessment of student learning outcome.

2. Membership:

a. Standing Representation

- Two (2) representatives of the Office of Academic Affairs, *ex officio* non-voting
- Associate Dean for Institutional Effectiveness or designee, *ex officio* non-voting
- Assistant Vice President for Academic Assessment and Program Review or designee, *ex officio* non-voting
- Coordinator of Testing

b. Other Representation

- Faculty shall be elected and/or appointed by the department with at least one (1) member from each academic department
- One (1) student representative to be appointed by the SGA

E. Calendar Committee:

1. Duties:

To formulate drafts of academic calendars and, after consulting and receiving feedback from Campus constituencies, propose calendars to the Academic Senate covering Fall, Spring, and Winterim semesters and Summer sessions.

2. Membership:

a. Six (6) 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, *ex officio* non-voting
- One (1) administrator appointed by the President, *ex officio* non-voting
- One (1) student representative to be appointed by the SGA

F. Chancellor's Awards Committee:

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 Full-time Teaching, Adjunct Teaching, Librarianship, Professional Service, Faculty Service and Scholarship and Creative Activities.
- 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 assist each nominee in writing the five-page summary report required for SUNY Chancellor's Award.
- d. To assure adherence to the "Chancellor's Awards for Excellence Policies and Procedures Manual," including assurance of avoidance of conflict of interest and to verify that all proper documentation and supporting letters of recommendation are in order.
- e. To forward the completed dossiers to the President's Office for submission, with the President's endorsement, 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 Policies and Procedures Manual* and the *Academic Senate Bylaws* as provided below.
- c. Six (6) separate Sub-Committees will be established.
 - i. Full-time Teaching
 - Three (3) Classroom teaching faculty
 - One (1) Student
 - One (1) Academic Senate Chair's designee
 - One (1) Presidential designee
 - Two (2) Classroom and/or non-classroom faculty
 - ii. Adjunct Teaching
 - Three (3) Classroom teaching faculty

- One (1) Student
- One (1) Academic Senate Chair's designee
- One (1) Presidential designee
- Two (2) Adjunct Classroom and/or non-classroom faculty

iii. Professional Service

- Four (4) Eligible Professional Service Personnel (at least 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 or non-classroom faculty

iv. Librarianship

- Three (3) 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 or non-classroom faculty

v. Faculty Service

- Three (3) Classroom and/or non-classroom faculty
- One (1) Student
- One (1) Academic Senate Chair's designee
- One (1) Presidential designee

vi. Scholarship and Creative Activities

- Three (3) Classroom and/or non-classroom faculty
- One (1) Student
- One (1) Academic Senate Chair's designee
- One (1) Presidential designee

G. Committee for Persons With Disabilities:

1. Duties:
 - a. To promote awareness of the needs of and sensitivity to persons with disabilities.
 - b. To review reports from administrators and faculty specialists on disabilities and to advise on issues that may lead to improvement of services.
 - c. To become familiar, through briefings by administrators and faculty disability specialists, with the legal rights and resources for persons with disabilities.
 - d. To encourage faculty development activities in these areas.
2. Membership:
 - a. Standing Representation
 - Dean of Students or designee, *ex officio* non-voting
 - Representative of the Office of Academic Affairs, *ex officio* non-voting
 - Chief Diversity Officer, *ex officio* non-voting
 - Coordinator of the Center for Students With Disabilities
 - TRIO Director
 - All faculty members shall be appointed by the Appointments/Tellers/Election Committee. Each department shall be encouraged to have a representative on the committee.
 - One (1) student representative to be appointed by the SGA

H. Curriculum Committee:

1. Duties:

- a. To make a continuous study of curriculum and academic programs 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 College-wide 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.
 - iii. Facilitate the timely consideration and recommending of curricular matters to the Senate pursuant to the College-wide Curriculum Committee Procedure Manual.

2. Membership:

a. Standing Representation

- One (1) member and alternate who have tenure elected by each academic department of the College
- Two (2) student representatives to be appointed by the SGA

b. Other Representation

- Two (2) representatives from the Office for Academic Affairs, *ex officio* non-voting, appointed by the Vice President for Academic Affairs
- Assistant Vice President for Life Long Learning or designee, *ex officio* non-voting
- Registrar or designee, *ex officio* non-voting
- A representative from the Admissions office, *ex officio*, non-voting, appointed by the Vice President for Academic Student Services
- A representative from the Advisement Center, *ex officio* non-voting, appointed by the Vice President for Academic Student Services
- Assistant Vice President for Distance Education, *ex officio* non-voting

I. Developmental Education Committee:

1. Duties:

- a. To make recommendations to the Vice President for Academic Affairs on changes or updates regarding developmental education.
- b. To work with the administration to produce an annual needs assessment of the developmental programs and support services, and to advise on priorities for the instructional, physical, and counseling requirements.
- c. To encourage faculty development activities in the developmental area.
- d. To advise on the development of placement criteria and progression standards of the developmental student.
- e. To work with the Office of Academic Affairs to provide a report annually to the Senate on the developmental education program.
- f. To collaborate with the administration to provide a forum once a year whereby faculty will have the opportunity to discuss issues relative to remediation/developmental education.

2. Membership:

a. Standing Representation

- Chairs of Mathematics, Computer Science, & Information Technology; English; Reading & Basic Education; Communications; and Student Personnel Services.
- Dean of Admissions/Student Services, *ex officio* non-voting
- Coordinator of the BEP Program
- Coordinator of the Center for Students with Disabilities
- Coordinator of Placement, English Department
- Coordinator of English as a Second language (ESL) Placement, English Department, serving in a non-voting advisory capacity
- Coordinator of NCC 101, serving in a non-voting, advisory capacity
- Coordinator of the LINCC Program or designee
- Coordinator of Mathematical Remediation
- Coordinator of Testing
- Representative of the Office of Academic Affairs, *ex officio* non-voting
- NCCFT Representative
- One (1) student representative to be appointed by the SGA
- Individual designated by the Office for Academic Affairs to coordinate testing of students for ESL needs and placement

- Dean of Arts and Humanities, *ex officio* non-voting
- Dean of Math and Science, *ex officio* non-voting
- Dean of General Education and Social Science, *ex officio* non-voting

b. 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.

Arts & Humanities: Africana Studies; Art; Communications; English; Foreign Languages; Music; Philosophy; Reading & Basic Education; Theatre & Dance

Professional Studies: Accounting & Business Administration; Administrative Business Technology/Health Information Technology; Criminal Justice; Hospitality Business; Legal Studies; Marketing/Retailing/Fashion Buying and Merchandising/Interior Design and Fashion Design

General Education & Social Sciences: Economics & Finance; History/Political Science/Geography; Psychology; Sociology/Anthropology/Social Work

Math & Sciences: Biology; Chemistry; Engineering/Physics/Technology; Mathematics/Computer Science/Information Technology; Physical Sciences

Nursing & Health Sciences: Allied Health Sciences; Health/Physical Education/Recreation; Mortuary Science; Nursing

J. Distinguished Professor Committee:

1. Duties:

- a. To solicit nominations for the SUNY titles of Distinguished Service Professor and Distinguished Teaching Professor.
- b. To establish any College guidelines needed, within College and SUNY policies, for the process for evaluating candidates.
- c. To assure adherence to the SUNY guidelines for nomination of Distinguished Professors, including assurance of avoidance of conflict of interest, and to conduct an objective and unbiased evaluation of the merits of the proposed candidates.
- d. To prepare the final nomination portfolio for each candidate.
- e. To recommend to the President the College's finest exemplars of the qualities recognized through the Distinguished Service Professorship and Distinguished Teaching Professorship. The President will relay, with his/her endorsement, the recommended nominees to the SUNY System Administration.

2. Membership:

- One (1) Academic Senate Chair or designee from the Executive Committee
- One (1) administrator appointed by the President, *ex officio* with vote
- One (1) student representative to be appointed by the SGA
- One (1) at-large faculty member at the rank of Associate Professor or above, appointed by the Academic Senate Executive Committee
- Four (4) faculty members at the rank of associate professor or above, appointed by the Appointments/Tellers/Election Committee and selected from each of the four (4) groupings:

Group A: Art; Communications; English, Foreign Languages; Music; Philosophy; Reading & Basic Education; Theatre & Dance

Group B: Africana Studies; Criminal Justice; Economics & Finance; Health/Physical Education/Recreation; History/Political Science/Geography; Psychology; Sociology, Anthropology & Social Work; Student Personnel Services

Group C: Allied Health Sciences; Biology; Chemistry; Engineering/Physics/Technology; Mathematics/Computer Science/Information Technology; Nursing; Physical Sciences

Group D: Accounting & Business Administration; Administrative Business Technology/Health Information Technology; Hospitality Business; Legal Studies; Library; Marketing/Retailing/Fashion Buying and Merchandising/Interior Design and Fashion Design; faculty not attached to academic departments

- Membership of the Distinguished Professor Committee shall be limited to no more than one (1) member from any academic department.
- No member of the Committee may be considered as a candidate during his/her tenure on the Committee.

K. Diversity, Equity and Inclusion Committee:

1. Duties:

- a. To review annually the College Diversity Plan.
- b. To provide consultation on aspects of the College Diversity Plan.
- c. To work with the faculty, staff and administration, in collaboration with the Chief Diversity Officer, to educate, create activities and promote diversity, equity and inclusion in the College community; and to advocate for the purposes of furthering cultural diversity and/or pluralistic initiatives at the College.
- d. Through a standing subcommittee, to educate the College Community on issues regarding sexual harassment.
- e. Through a standing subcommittee, to educate the College Community on issues regarding bias and discrimination.
- f. To review and consult on reports provided by the Chief Diversity Officer related to federal, state, and local laws.
- g. To receive and review statistical information on the workforce at NCC by sex, race and national origin and other variables that might reveal patterns of discrimination or disparity among groups, and to make recommendations if appropriate.

2. Membership:

a. Standing Representation

- Chief Diversity Officer, *ex officio* non-voting
- Associate Vice President of Human Resources, *ex officio* non-voting
- Representative of the Office of Academic Affairs, *ex officio* non-voting, designated by the Vice President for Academic Affairs

b. Other Representation

- One (1) representative and one (1) alternate for each academic department to be elected by that department
- Three (3) student representatives to be appointed by the SGA

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

L. Educational Resources Committee:

1. Duties:

- a. To receive reports from the Library, Distance Education and other offices charged with providing and stewarding information resources, and to make recommendations concerning the development and implementation of resources that support the overall educational process.
- b. To review reports prepared by the Library faculty and discipline representatives on the scope of the collections of print and non-print materials (books, periodicals, films, tapes, etc.), and in collaboration with Library Department faculty, actively encourage academic departmental participation 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. Based on reports provided on instructional facilities, recommend policies on the development and utilization of all instructional facilities.
- e. To review reports provided by Information Technical Services (ITS), and any other office that oversees aspects of information technology, on existing computer technology and make 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.

2. Membership:

a. Standing Representation

- Assistant Vice President of Distance Education, *ex officio* non-voting
- Chief Information Officer, *ex officio* non-voting
- Chair of Library or designee
- Chair of Student Personnel Services or designee
- Coordinator of Basic Education Program or designee
- Coordinator of LINCC Program or designee
- Coordinator of Distance Education or designee, *ex officio* non-voting
- Manager of ITS or designee, *ex officio* non-voting
- The Chief Information Officer shall appoint a faculty representative from ITS

b. 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.

- Two (2) students shall also be appointed from recommendations of the SGA.

M. Faculty Development Committee:

1. Duties:

- a. To sponsor activities which encourage professional growth and foster literacy and the integration of technology for teaching/learning and academic administrative functions.
- b. To develop and offer professional seminars, workshops and study groups for the faculty.
- c. To work with the academic departments, offices and administration 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:

a. Standing Representation

- Representative of the Office of Academic Affairs, *ex officio* non-voting

b. Other Representation

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

N. First-Year Experience Committee:

1. Duties:

- a. To collaborate with academic departments, academic administrators and student support services to develop a comprehensive first-year experience program for incoming students that will assist in their transition to college, foster learning and engagement, improve retention, and invite student participation in the academic and social life of the College.
- b. To conduct curricular and co-curricular programs and activities that connect students with their classmates, their professors, their courses, the campus, and the community
- c. To provide students with shared academic experiences
- d. To engage students in activities that foster a sense of belonging and help develop civic responsibility
- e. To work with other constituencies on campus to better serve first-year students

2. Membership:

Group A: Standing Representation

- Dean of Students, *ex officio* non-voting
- Dean, Center for Service Learning, *ex officio* non-voting
- Academic Dean, *ex officio* non-voting, designated by the Vice President for Academic Affairs
- Coordinator of Student Activities
- Learning Communities Coordinator
- NCC 101 Coordinators
- Student Personnel Services Department Representative
- Library Department Representative
- Reading/Basic Education Department Representative
- Mathematics/Computer Science/Information Technology Department Placement Coordinator (or designee)
- English Department Placement Coordinator (or designee)
- Academic Chairpersons Committee Representative
- Academic Advisement Center Representative, *ex officio* non-voting
- Admissions Office Representative, *ex officio* non-voting

Group B: Eight (8) appointments from academic departments not represented in Standing Representation – two from each of the following areas:

Social Sciences Departments: Africana Studies; Economics & Finance; History/Political Science/Geography; Psychology; Sociology/Anthropology/Social Work

Natural Sciences Departments: Allied Health Sciences; Biology; Chemistry; Engineering/Physics/Technology

Humanities Departments: Art; Communications; Foreign Languages; Music; Philosophy; Theatre & Dance

Discrete Degree Departments: Accounting & Business Administration; Administrative Business Technology/Health Information Technology; Criminal Justice; Health/Physical Education/Recreation; Hospitality Business; Marketing/Retailing/Fashion Buying and Merchandising/Interior Design and Fashion Design; Legal Studies; Mortuary Science; Nursing

Group C: Five (5) appointments from any academic department

Group D: Two (2) students appointed by SGA

If not enough faculty from a specific area in Group B wish to be appointed, that area's unfilled seat(s) will be allocated to Group C.

O. Grants Committee:

1. Duties:

- a. To work with the Sponsored Programs Office to promote faculty awareness of grant availability.
- b. To encourage faculty to apply for grants.
- c. To collaborate with the Sponsored Programs Office to develop workshops, seminars and symposia on grants.
- d. Members will utilize briefings and information from the Sponsored Programs Office, as well as other information that is available, to keep his/her department informed of all matters pertaining to fellowships and related workshops by posting appropriate announcement of the departmental bulletin board and by discussing grants issues at departmental meetings.

2. Membership:

a. Standing Representation

- Representative of the Office of Academic Affairs or designee, *ex officio* non-voting
- Associate Vice President for Sponsored Programs and Research, *ex officio* non-voting
- Vice President of Finance or designee, *ex officio* non-voting
- Vice President for Institutional Advancement or designee, *ex officio* non-voting

b. Other Representation

- Members are appointed by the Appointments/Tellers/Election Committee. In making these assignments, the Committee shall try to get wide representation from diverse departmental areas with a view toward representation by every academic department.
- One (1) student representative and one (1) alternate shall be appointed by the SGA

P. Honors Committee:

1. Duties:

- a. To recommend to the Vice President for Academic Affairs all standards, curriculum and criteria for the Honors Program including:
 - i. Admission
 - ii. Retention in the program
 - iii. Waiver requests
 - iv. Design of the program
- b. To review and recommend new courses to be sponsored in the program to the Vice President for Academic Affairs.
- c. To periodically review the goals of the program.
- d. To review all recommendations for change in the Honors Program with the Academic Department Chairs, Academic Deans and Vice President for Academic Affairs.

2. Membership:

- a. Standing Representation
 - Representative from the Office of Academic Affairs, appointed by the Vice President for Academic Affairs, *ex officio* non-voting
 - Advisor(s) for the Program
- b. Other Representation
 - All faculty members shall be appointed by the Vice President for Academic Affairs upon recommendations from the Academic Department Chairs. In making these assignments, the Vice President for Academic Affairs shall try to get wide representation from diverse departmental areas with a view toward representation by every academic department.
 - Two (2) Honors students to be elected by the students in the Honors Program
 - One (1) student representative appointed by the SGA

Q. International Education Committee:

1. Duties:

- a. To recommend policies relating to all areas of international programs.
- b. To receive reports from the International Education Office and to make recommendations on international education and programs.
- c. To assist in promoting international education by:
 - i. Promoting awareness of global relations,
 - ii. Promoting development of international courses and programs, and
 - iii. Promoting participation in international studies.
- d. To collaborate with the Office of International Education in providing information to departments and to assist in assessing matters concerning international study programs being prepared by departments.
- e. To assist the administration to assure that any interactions, contacts or programs involving other countries and international institutions are explicitly reviewed and approved by the College administration before commitments or significant interactions are advanced.

2. Membership:

a. Standing Representation

- Vice President for Academic Affairs or designee, *ex officio* non-voting
- Vice President for Academic and Student Support Services or designee, *ex officio* non-voting
- Associate Dean for International Education, *ex officio* non-voting

b. Other Representation

- All other members shall be appointed by the Appointments/Tellers/Election Committee.
- One (1) student representative and one (1) alternate appointed by the SGA

R. Professional Practices Committee:

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

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. Membership of the Professional Practices Committee shall be limited to no more than one (1) member from any academic department.

S. Scholarship Awards and Student Aid Committee:

1. Duties:

- a. To make recommendations on issues concerning scholarships to the College Foundation, College Alumni Association and any other office overseeing contributed scholarship funds.
- b. To consult with the College Foundation, College Alumni Association and any other office overseeing contributed scholarship funds on the general criteria for awarding scholarships in cases where criteria are not otherwise defined by the donor.
- c. In cases where donors do not specify an academic department or programs to which scholarships or awards are donated, to evaluate candidates and recommend candidates to the Financial Aid Office.

2. Membership:

a. Standing Representation

- Representative of the Financial Aid Office, *ex officio* non-voting

b. Other Representation

- At most forty (40) members shall be appointed by the Appointments/Tellers/Election Committee. No member should be appointed for a third term unless the member has been elected an officer of the Scholarship Awards and Student Aid committee for the upcoming academic year or the forty (40) member limit has not been obtained by all possible current appointment requests.
- Three (3) student representatives to be appointed by the SGA

T. Student Activities Committee:

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 to the President's Office for endorsement and relaying to SUNY System.
 - 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:
 - a. Standing Representation
 - Vice President for Academic Affairs or designee, *ex officio* non-voting
 - Vice President for Academic Student Services or designee, *ex officio* non-voting
 - Coordinator of Student Activities
 - b. Other Representation
 - All other members shall be appointed by the Appointment/Tellers/Election Committee.
 - Three (3) student representatives appointed by the SGA

U. Student Code of Conduct Committee:

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. Proposed changes in the Student Code of Conduct will be reviewed with the Vice President for Academic Student Services before submission to the Senate.

2. Membership:

- Six (6) students appointed by the President of the SGA 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 President or his/her designee prior to the end of September of each academic year. Their term shall be two years.

V. Student Enrollment Management Committee:

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:

a. Standing Representation

- Vice President for Academic Student Services, *ex officio* non-voting
- Associate Vice President for Academic Student Services, *ex officio* non-voting
- Associate Vice President for Student Financial Affairs, *ex officio* non-voting
- Representative of the Office of Academic Affairs, *ex officio* non-voting, designated by the Vice President for Academic Affairs
- Dean of Students, *ex officio* non-voting
- Dean of Admissions, *ex officio* non-voting
- Director for Student Financial Services, *ex officio* non-voting
- Director of Academic Advisement, *ex officio* non-voting
- Registrar, *ex officio* non-voting
- Coordinator of Testing
- Representative from the Center for Educational and Retention Counseling

b. Other Representation

- One (1) faculty member and one (1) alternate faculty member elected from each department.
- Two (2) student representatives to be appointed by the SGA

W. Substance Awareness Committee:

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 advise on College policy and procedures pertaining to a drug-free campus.
 - d. To develop student-oriented programs for preventive outreach.
2. Membership:
 - a. Standing Representation
 - Representative of the Office of Academic Affairs, *ex officio* non-voting
 - Vice President for Academic Student Services or designee, *ex officio* non-voting
 - Associate Vice President of Human Resources or designee, *ex officio* non-voting
 - b. Other Representation
 - Members are appointed by the Appointments/Tellers/Election Committee with a view toward representation by every academic department.
 - Students are to be appointed by the SGA and shall comprise five (5) members of the committee.

Article X. GENERAL COLLEGE-WIDE ELECTION PROCEDURES

The following procedures shall be followed for all college-wide elections for Academic Senate Committees unless membership on a specific committee is otherwise determined:

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

A. 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.

B. 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.

C. 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:

1. The ballot shall contain clear instructions to the voter.
2. The ballot shall be placed inside an unmarked envelope.
3. 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.
4. Voting may occur by a secured electronic voting system.

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.

D. 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.

E. 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 membership represented by the Academic Senate and the College President 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 the membership represented by the Academic Senate called for the purpose of reviewing Senate actions.

Only the membership represented by the Academic Senate may vote at such a meeting. A quorum shall be considered present when a simple majority of members represented by the Academic Senate is 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 members represented by the Academic Senate, in which case the Executive Committee of the Academic Senate must, within ten (10) days call a special meeting. This petition must be filed with the Executive Committee of the Academic Senate 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 New York State Education Law, New York State Rules and Regulations governing public institutions of higher education, the Rules of Procedure of the NCC Board of Trustees, Middle States guidance on collegial governance and the terms and provisions of the current NCCFT Collective Bargaining Agreement.

Article XIV. AMENDMENTS

- A. These Bylaws are fully effective on September 13, 2017 as a result of the adoption and approval of the same by the Board of Trustees based upon the recommendation of the President and pursuant to the authority of the Board under law and regulation. These Bylaws replace in all respects any prior versions of the Bylaws of the Academic Senate. This Article XIV, providing for the consideration of the amendment of these Bylaws, shall be applicable to all proposed amendments to the Bylaws submitted on or after September 13, 2017 proposing amendment of the provision(s) of these Bylaws. These Bylaws may not be amended, modified or changed in any other manner.
- B. Except for Article IX, which may be amended 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 meeting of the membership represented by the Senate 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 meeting of the membership or by a secured electronic voting system. Ratification shall be by two-thirds affirmative vote of those validated ballots received and counted. Ratification is expressly subject to Section C below.

All ratified amendments shall be referred to the President for review and approval and shall not become effective unless and until the President's approval has been promulgated in writing.

The President's determination will be based upon his/her finding(s) that the Amendment violates, or does not violate a Middle States Commission Standard(s), the Regulations contained in 8 NYCRR 600, et. seq., law; or that the amendment is or is not in the best interest of the College. The President shall render his determination by the next following session of the Academic Senate, or within 30 days of the date he/she received the proposed amendment, whichever occurs later.

The Senate shall have the right to appeal to an arbitrator the determination of the President upon the grounds that his/her determination is arbitrary, capricious, or unreasonable.

- C. The parties (Senate and College) shall select an arbitrator to hear and decide this matter. Should the parties (Senate and College) fail to agree upon an arbitrator, he/she shall be selected pursuant to the procedures of the American Arbitration Association Rules for Voluntary Labor Arbitration. The determination of the arbitrator shall be final and binding.

Appendices

Appendix 1: POLICY GUIDELINES FOR ACADEMIC SENATE COMMITTEES

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

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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 two (2) weeks of the meeting by the secretary of the committee.
- F. Where the committee is composed of a representative from each department, those representatives shall be elected in the same year as their Academic Senators.
- G. Recall of committee members:
 1. A committee member may be recalled for any of the following reasons:
 - a. Excessive absences during any academic year. Excessive absences are defined as: (Note: for faculty on sabbatical leave or leave of absence, refer to Academic Senate Bylaws, Article VIII (C).
 - i. two (2) absences, without prior notification to the committee chair, or
 - ii. 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.
 - b. Unprofessional conduct specifically related to committee responsibilities.
 - c. Neglect of committee duties.
 2. Such recall will be accomplished in the following ways:
 - a. Recall of a committee member will be accomplished by a two-thirds vote of a quorum of the committee's voting membership present at a regularly scheduled meeting of a

- meeting held specifically for this purpose. Fifty (50) percent of the membership shall constitute a quorum.
- b. The entire committee membership shall receive written notice of the meeting and its purpose at least ten (10) days prior to such meeting. In the case of elected committee members representing their departments, the Department Chair shall be notified. An opportunity shall be afforded the committee member to respond to the allegations before any above-mentioned vote is taken. At any time before a vote is taken, the committee member shall be allowed to resign from the committee.
 - c. The result of any vote set forth in (1) above shall be made known, in writing, to the committee member and to the Senate Executive Committee within five (5) working days. If the committee member is an appointed committee member, the result of this vote shall also be made known, in writing to the Appointments/Tellers/Election Committee within five (5) working days. Thereafter, the 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 member is being recalled or removed from the Professional Practices Committee, appeal shall be to the body of the Academic Senate.
- H. Students shall be provided membership on the Senate as described in Article III of these Bylaws and on committees of the Senate as described within the descriptions of each committee.

Appendix 2: A STATEMENT OF PROFESSIONAL ETHICS FOR THE MEMBERSHIP REPRESENTED BY THE ACADEMIC SENATE OF NASSAU COMMUNITY COLLEGE

This document is designed to provide guidelines of professional ethics for the membership represented by the Academic Senate. These guidelines are presented from the following points of view:

- A. Faculty as Scholars
- B. Faculty as Teachers
- C. Faculty as Administrators
- D. Faculty Toward Colleagues
- E. Faculty and the Institution
- F. 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 full-time faculty (as defined by the NCCFT Collective Bargaining Agreement).

A. 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.

B. Faculty as Teachers

Faculty members of NCC 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 college-wide 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.

C. Faculty as Administrators

The administrative function of faculty 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, faculty functioning in their capacity as administrators assume the following rights and obligations:

1. To carry out the duties, policies and practices of their faculty or professional roles without consideration to race, sex, creed, national origin, and age.
2. To carry out the duties 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 participate in evaluating candidates for administrative vacancies and to seek the best qualified candidates without prejudice toward persons already in the employ of the College and with concerted attention to identifying qualified minority candidates.
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. To assist any employee to find new employment when termination is not the result of the employee's incompetence.
12. To respect and protect the confidentiality of information concerning any member of the College community.

D. Faculty Toward Colleagues

As colleagues, faculty members 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 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.

E. Faculty and the Institution

It is the responsibility of institutions of higher learning to insure that the conditions under which faculty function are congenial to professional growth and academic freedom. In view of this responsibility, the membership represented by the Academic Senate 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 NCC.
7. In exercising their right to define membership and rank among colleagues represented by the Academic Senate, 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.

F. 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.